

Postras East Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

<http://poitrasedcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District (“District”), scheduled to be held at **4:00 p.m. on Tuesday, March 10, 2026, at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956 Computer: pfmccd.webex.com Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS’ MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the February 17, 2026, Board of Supervisors’ Meeting**

Business Matters

2. **Consideration of Proposals for Trail Repairs** (*provided under separate cover*)
3. **Ratification of Operation and Maintenance Expenditures Paid in February 2026 in an amount totaling \$43,911.55**
4. **Ratification of Series 2023 Requisition Nos. 34 – 35 & Series 2025 Requisition No. 7 Paid in February 2026 in an amount totaling \$19,802.67**
5. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
6. **Review of District’s Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
 4. Construction Supervisor
 5. Landscape Supervisor
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



Postras East Community Development District

**Minutes of the February 17, 2026,
Board of Supervisors' Meeting**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

Roll Call to Confirm Quorum

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, February 17, 2026, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

Richard Levey	Chairman
Rob Adams	Vice Chairman
Frank Paris	Assistant Secretary
Brent Schademan	Assistant Secretary
Ron Domingue	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Angeline Agoncillo	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Blake Firth	PFM	(via phone)
Tucker Mackie	Kutak Rock	(via phone)
Bob Schanck	Donald W. McIntosh Associates	
Jeffrey Newton	Donald W. McIntosh Associates	
Carlos Negrón	Berman	
Eddie Padua	Berman	
Pete Fussell	Berman	
Dan Young	Tavistock	
Will Stafford	Tavistock	
Rudy Bautista	Tavistock	

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for public comments. He noted there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
January 20, 2026, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the January 20, 2026, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the January 20, 2026, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Ratification of Resolution 2026-02,
Election of Officers**

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Resolution 2026-02, Election of Officers.

FIFTH ORDER OF BUSINESS

**Discussion of Construction
Committee Member Vacancy**

Ms. Walden stated there was a recommendation to nominate Mr. Howard Williams to fill the vacancy.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the appointment of Mr. Howard Williams to the Construction Committee.

SIXTH ORDER OF BUSINESS

**Consideration of Proposals for Trail
Repairs**

Mr. Padua gave an update that the request for proposals was sent to five vendors but none were able to submit their proposal in time for today's meeting. These items will be brought to the Board at the March meeting. He noted that there was an urgent repair which will be finalized tomorrow.

SEVENTH ORDER OF BUSINESS

**Consideration of District Engineer Fee
Schedule Increase Letter**

Mr. Newton gave an overview of the letter and fee schedule. He noted the last fee increase was in 2018 and the increase is approximately 15%.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the District Engineer Fee Schedule Increase Letter.

EIGHTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
January 2026 in an amount totaling
\$329,413.58**

The Board reviewed the O&M Expenditures paid in January 2026.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures Paid in January 2026 in an amount totaling \$329,413.58.

NINTH ORDER OF BUSINESS

Ratification of Series 2023 Requisition No. 33 & Series 2025 Requisition Nos. 5 – 6 Paid in January 2026 in an amount totaling \$54,246.72

The Board reviewed the Requisitions paid in January 2026.

On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Series 2023 Requisition No. 33 & Series Requisition Nos. 5 – 6 Paid in January 2026 in an amount totaling \$54,246.72.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden reviewed the Work Authorization from McIntosh and Associates for Civil Engineering in the amount of \$4,950.00. It was noted this was for ratification as it was approved outside of a meeting.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Work Authorization from McIntosh and Associates for Civil Engineering in the amount of \$4,950.00.

Ms. Walden reviewed the Work Authorization from Cepra for a Maple Tree and a River Birch Tree replacement in an amount totaling \$3,030.00.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Work Authorization from Cepra for a Maple Tree and a River Birch Tree Replacement in the amount of \$3,030.00.

ELEVENTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

Ms. Walden stated the financials are updated through January 2026 and the District has spent approximately 23% of the budget so far. No action was required.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, March 10, 2026. She also noted that Dr. Levey is in Seat 4, but will continue utilizing the Board Member 1 email address, and Mr. Adams is in Seat 1, but will continue utilizing the Board Member 4 email address.

District Engineer – Mr. Schanck reviewed the Construction Status Memo (Minutes Exhibit A). He noted Lift Station G is complete and went to the City for close out and Centerline Drive H1 is nearing completion. No action required.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests at this time.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Dr. Levey requested a motion to adjourn.

On motion by Mr. Schademan, seconded by Mr. Paris, with all in favor, the February 17, 2026, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary / Assistant Secretary

Chair / Vice Chair

MEMORANDUM

DATE: February 17, 2026

TO: Poitras East Community Development District
Board of Supervisors

FROM: McIntosh Associates, an LJA company
District Engineer

RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity.

Lift Station G – Jr. Davis Construction Company

Construction Status: Project completed. Final City close-out package submitted to the city 1/7/26.

Change Order (C.O.) Status: None

Recommended Motion: None

Centerline Drive Segment H1 – Jr. Davis Construction Company

Construction Status: The hold harmless survey was completed 1/9/26 and the final lift of asphalt was installed 1/30/26. Roundabout wall and pavers are completed. Upon project completion, improvements are to be transferred to the City of Orlando.

Change Order (C.O.) Status: None.

Recommended Motion: None

Should there be any questions, please do not hesitate to call.

Thank you.

c: Dan Young
Drew Dawson
Chris Wilson
Will Stafford
Tarek Fahmy



Postras East Community Development District

Proposals for Trail Repairs
(provided under separate cover)



Postras East Community Development District

**Operation and Maintenance Expenditures Paid in
February 2026 in an amount totaling \$43,911.55**

POITRAS EAST
COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817
PHONE: (407) 723-5900 • FAX: (407) 723-5901

Operation and Maintenance Expenditures
For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from February 1, 2026 through February 28, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$43,911.55**

Approval of Expenditures:

____ Chairman

____ Vice Chairman

____ Assistant Secretary

Poitras East CDD
AP Check Register (Current by Bank)
Check Dates: 2/1/2026 to 2/28/2026

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: OM1705 - CITY NATIONAL BANK					001-101-0000-00-01
1941	02/02/26	P	BERMAN	Berman Construction	\$200.00
1942	02/02/26	P	CEPRA	Cepra Landscape	\$23,255.83
1943	02/02/26	P	DONMC	Donald W McIntosh Associates	\$250.00
1944	02/06/26	P	BSCHAD	Brent Schademan	\$200.00
1945	02/06/26	P	FPARIS	Francis Paris, Jr.	\$200.00
1946	02/06/26	P	ORLSEN	Orlando Sentinel	\$219.50
1947	02/06/26	P	RADAMS	Rob Adams	\$200.00
1948	02/06/26	P	RDOMIN	Ron Domingue	\$200.00
1949	02/06/26	P	RLEVEY	Richard Levey	\$200.00
1950	02/11/26	P	GRAUAS	Grau and Associates	\$1,000.00
1951	02/11/26	P	KUTAK	Kutak Rock	\$712.50
1952	02/11/26	P	PFMGC	PFM Group Consulting	\$3,208.33
1953	02/11/26	P	USIC	USIC Locating Services	\$310.68
1954	02/24/26	P	CEPRA	Cepra Landscape	\$3,151.50
1955	02/24/26	P	USWATE	US Water Services Corporation	\$300.00
1956	02/26/26	P	BERMAN	Berman Construction	\$2,750.00
1957	02/26/26	P	BSCHAD	Brent Schademan	\$200.00
1958	02/26/26	P	DONMC	Donald W McIntosh Associates	\$1,184.43
1959	02/26/26	P	FPARIS	Francis Paris, Jr.	\$200.00
1960	02/26/26	P	RADAMS	Rob Adams	\$200.00
1961	02/26/26	P	RDOMIN	Ron Domingue	\$200.00
1962	02/26/26	P	RLEVEY	Richard Levey	\$200.00
BANK OM1705 REGISTER TOTAL:					\$38,542.77
BANK ID: OM-ACH - CITY NATIONAL BANK - ACH & WIRES					001-101-0000-00-01
70048	02/06/26	M	VGLOBA	VGlobalTech	\$145.00
70049	02/11/26	M	WRE	Wind River Environmental	\$175.00
70050	02/17/26	M	TRUSTE	US Bank as Trustee for Poitras	\$784,611.79
70051	02/19/26	M	OUC	Orlando Utilities Commission	\$4,903.78
70052	02/23/26	M	VGLOBA	VGlobalTech	\$145.00
BANK OM-ACH REGISTER TOTAL:					\$789,980.57
GRAND TOTAL :					\$828,523.34

38,542.77	Checks 1941-1962
784,611.79	Debt Service Wire
145.00	PA 320 - VGlobalTech paid online
175.00	PA 321 - Wind River Environmental paid online
4,903.78	PA 321 - OUC paid online
145.00	PA 322 - VGlobalTech paid online
828,523.34	Total cash spent
43,911.55	O&M cash spent

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

Poitras East CDD
February 2026 AP Remittance Report

BANK:	OM1705	CHECK:	1941	AMOUNT:	\$200.00	DATE:	02/02/26	VEND ID:	BERMAN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/01/26	93857	PA 318 - Jan. lift station mai				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1942	AMOUNT:	\$23,255.83	DATE:	02/02/26	VEND ID:	CEPRA
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
11/30/25	O-S9274	PA 318 - Nov. mainline repair				\$0.00	\$1,790.00		
11/30/25	O-S9278	PA 318 - Nov. Pearson MI repai				\$0.00	\$1,114.50		
11/30/25	O-S9279	PA 318 - Nov. Luminary A MI re				\$0.00	\$751.00		
11/30/25	O-S9284	PA 318 - Nov. mainline repair				\$0.00	\$750.00		
01/01/26	O-S9413	PA 317 - Jan. landscaping				\$0.00	\$18,850.33		
						TOTALS:	\$0.00	\$23,255.83	
BANK:	OM1705	CHECK:	1943	AMOUNT:	\$250.00	DATE:	02/02/26	VEND ID:	DONMC
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/23/26	48412	PA 319 - Eng. srvs. thru 12/31				\$0.00	\$250.00		
						TOTALS:	\$0.00	\$250.00	
BANK:	OM-ACH	CHECK:	70048	AMOUNT:	\$145.00	DATE:	02/06/26	VEND ID:	VGLOBA
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/01/26	8090	PA 320 - Jan. website maint.				\$0.00	\$145.00		
						TOTALS:	\$0.00	\$145.00	
BANK:	OM1705	CHECK:	1944	AMOUNT:	\$200.00	DATE:	02/06/26	VEND ID:	BSCHAD
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/20/26	2026.01.20	PA 319 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1945	AMOUNT:	\$200.00	DATE:	02/06/26	VEND ID:	FPARIS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/20/26	2026.01.20	PA 319 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1946	AMOUNT:	\$219.50	DATE:	02/06/26	VEND ID:	ORLSEN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/18/26	OSC131383384	PA 320 - Ad: 7905084 ; 01/20/2				\$0.00	\$219.50		
						TOTALS:	\$0.00	\$219.50	
BANK:	OM1705	CHECK:	1947	AMOUNT:	\$200.00	DATE:	02/06/26	VEND ID:	RADAMS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/20/26	2026.01.20	PA 319 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1948	AMOUNT:	\$200.00	DATE:	02/06/26	VEND ID:	RDOMIN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/20/26	2026.01.20	PA 319 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1949	AMOUNT:	\$200.00	DATE:	02/06/26	VEND ID:	RLEVEY
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/20/26	2026.01.20	PA 319 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM-ACH	CHECK:	70049	AMOUNT:	\$175.00	DATE:	02/11/26	VEND ID:	WRE
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/30/26	7198564	PA 321 - Lift station maint. o				\$0.00	\$175.00		
						TOTALS:	\$0.00	\$175.00	
BANK:	OM1705	CHECK:	1950	AMOUNT:	\$1,000.00	DATE:	02/11/26	VEND ID:	GRAUAS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/02/26	28647	PA 321 - FY 2025 audit				\$0.00	\$1,000.00		
						TOTALS:	\$0.00	\$1,000.00	

Postras East CDD
February 2026 AP Remittance Report

BANK:	OM1705	CHECK:	1951	AMOUNT:	\$712.50	DATE:	02/11/26	VEND ID:	KUTAK		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
01/29/26	3690241	PA 321 - Gen. legal thru 12/31							\$0.00	\$712.50	
								TOTALS:	\$0.00	\$712.50	
BANK:	OM1705	CHECK:	1952	AMOUNT:	\$3,208.33	DATE:	02/11/26	VEND ID:	PFMGC		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/05/26	DM-02-2026-57	PA 321 - DM fee: Feb. 2026							\$0.00	\$3,208.33	
								TOTALS:	\$0.00	\$3,208.33	
BANK:	OM1705	CHECK:	1953	AMOUNT:	\$310.68	DATE:	02/11/26	VEND ID:	USIC		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
01/31/26	788688	PA 321 - Ticket and service fe							\$0.00	\$310.68	
								TOTALS:	\$0.00	\$310.68	
BANK:	OM-ACH	CHECK:	70050	AMOUNT:	\$784,611.79	DATE:	02/17/26	VEND ID:	TRUSTE		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/14/26	2026.02.13	S2023 FY26 DS (239115000) Dist							\$0.00	\$784,611.79	
								TOTALS:	\$0.00	\$784,611.79	
BANK:	OM-ACH	CHECK:	70051	AMOUNT:	\$4,903.78	DATE:	02/19/26	VEND ID:	OUC		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/02/26	10986-020226	PA 321 - OUC 2026.02.02 Electr							\$0.00	\$253.90	
02/02/26	10986-020226	PA 321 - OUC 2026.02.02 Reclai							\$0.00	\$248.17	
02/02/26	10986-020226	PA 321 - OUC 2026.02.02 Street							\$0.00	\$4,393.89	
02/02/26	10986-020226	PA 321 - OUC 2026.02.02 Taxes							\$0.00	\$7.82	
								TOTALS:	\$0.00	\$4,903.78	
BANK:	OM-ACH	CHECK:	70052	AMOUNT:	\$145.00	DATE:	02/23/26	VEND ID:	VGLOBA		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/01/26	8170	PA 322 - Feb. website maint.							\$0.00	\$145.00	
								TOTALS:	\$0.00	\$145.00	
BANK:	OM1705	CHECK:	1954	AMOUNT:	\$3,151.50	DATE:	02/24/26	VEND ID:	CEPRA		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
12/31/25	O-S9457	PA 322 - Dec. Pearson M.I. rep							\$0.00	\$566.50	
12/31/25	O-S9458	PA 322 - Dec. Luminary B contr							\$0.00	\$1,315.00	
12/31/25	O-S9459	PA 322 - Dec. Luminary B valve							\$0.00	\$520.00	
12/31/25	O-S9460	PA 322 - Dec. Luminary B east							\$0.00	\$750.00	
								TOTALS:	\$0.00	\$3,151.50	
BANK:	OM1705	CHECK:	1955	AMOUNT:	\$300.00	DATE:	02/24/26	VEND ID:	USWATE		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
01/31/26	SI139779	PA 321 - Eyecomm sewage lift s							\$0.00	\$225.00	
01/31/26	SI139779	PA 321 - Eyecomm sewage lift s							\$0.00	\$75.00	
								TOTALS:	\$0.00	\$300.00	
BANK:	OM1705	CHECK:	1956	AMOUNT:	\$2,750.00	DATE:	02/26/26	VEND ID:	BERMAN		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/18/26	94973	PA 323 - Luminary trail repair							\$0.00	\$2,750.00	
								TOTALS:	\$0.00	\$2,750.00	
BANK:	OM1705	CHECK:	1957	AMOUNT:	\$200.00	DATE:	02/26/26	VEND ID:	BSCHAD		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/17/26	2026.02.17	PA 323 - Supervisor fee 2026.0							\$0.00	\$200.00	
								TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1958	AMOUNT:	\$1,184.43	DATE:	02/26/26	VEND ID:	DONMC		
Date	Invoice Number	Invoice Description							Discount Taken	Amount Paid	
02/20/26	48544	PA 323 - Eng. srvs. thru 01/30							\$0.00	\$1,184.43	
								TOTALS:	\$0.00	\$1,184.43	

Postras East CDD
February 2026 AP Remittance Report

BANK:	OM1705	CHECK:	1959	AMOUNT:	\$200.00	DATE:	02/26/26	VEND ID:	FPARIS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/17/26	2026.02.17	PA 323 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	<u>\$0.00</u>	<u>\$200.00</u>	
BANK:	OM1705	CHECK:	1960	AMOUNT:	\$200.00	DATE:	02/26/26	VEND ID:	RADAMS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/17/26	2026.02.17	PA 323 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	<u>\$0.00</u>	<u>\$200.00</u>	
BANK:	OM1705	CHECK:	1961	AMOUNT:	\$200.00	DATE:	02/26/26	VEND ID:	RDOMIN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/17/26	2026.02.17	PA 323 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	<u>\$0.00</u>	<u>\$200.00</u>	
BANK:	OM1705	CHECK:	1962	AMOUNT:	\$200.00	DATE:	02/26/26	VEND ID:	RLEVEY
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/17/26	2026.02.17	PA 323 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	<u>\$0.00</u>	<u>\$200.00</u>	



Postras East Community Development District

**Series 2023 Requisition Nos. 34 – 35 & Series 2025
Requisition No. 7 Paid in February 2026
in an amount totaling \$19,802.67**

**POITRAS EAST
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817

PHONE: (407) 723-5900 • FAX: (407) 723-5901

**Requisition Recap
For Board Approval**

Attached please find the listing of requisitions approved to be paid from bond funds from February 1, 2026 through February 28, 2026. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
Series 2023 – req 34	Kutak Rock	\$134.00
Series 2023 – req 35	Boggy Creek Improvement District	\$47.65
Series 2025 – req 7	Donald W McIntosh Associates	\$19,621.02
	TOTAL	\$19,802.67

EXHIBIT A
FORM OF REQUISITION

The undersigned, an Authorized Officer of Poitras East Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of February 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of February 1, 2023 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: **34**

(B) Name of Payee: **Kutak Rock**

(C) Amount Payable: **\$134.00**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

- Invoice 3690242 for Project 15623-2 (Project Construction) Through 12/31/2025

(E) Fund, Account and/or subaccount from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2023 Project and each represents a Cost of the Series 2023 Project, and has not previously been paid] OR [this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**



By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2023 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2023 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Series 2023 Supplemental Indenture, as such report shall have been amended or modified on the date hereof.



Consulting Engineer
Robert Schanck, PE

EXHIBIT A
FORM OF REQUISITION

The undersigned, an Authorized Officer of Poitras East Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of February 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of February 1, 2023 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: **35**

(B) Name of Payee: **Boggy Creek Improvement District**

(C) Amount Payable: **\$47.65**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

- Invoice OSC132234456 from Orlando Sentinel for FY 2026 Construction Committee January 8, 2026 Meeting (Ad: 7905125), Paid by Boggy Creek Improvement District on Requisition 510

(E) Fund, Account and/or subaccount from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2023 Project and each represents a Cost of the Series 2023 Project, and has not previously been paid] OR [this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

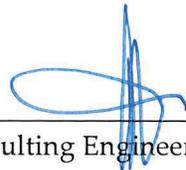
**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**



By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2023 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2023 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Series 2023 Supplemental Indenture, as such report shall have been amended or modified on the date hereof.



2/16/24

Consulting Engineer

Robert A. Schanck, PE

EXHIBIT A
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The undersigned, an Authorized Officer of Poitras East Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of February 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of February 1, 2023, as amended and supplemented by the Second Supplemental Trust Indenture between the District and the Trustee, dated as of September 1, 2025 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 7

(B) Name of Payee: Donald W McIntosh Associates

(C) Amount Payable: **\$19,621.02**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

- Invoice 48545 for Project 18124 (Poitras East CDD) Through 01/30/2026 – **\$1,083.75**
- Invoice 48550 for Project 23541 (Luminary Boulevard Extension & Jim Branch Creek Crossing) Through 01/30/2026 – **\$13,149.68**
- Invoice 48551 for Project 23584 (Centerline Drive Segment H1) Through 01/30/2026 – **\$3,417.76**
- Invoice 48552 for Project 23586 (Centerline Drive Segment H3) Through 01/30/2026 – **\$1,552.88**
- Invoice 48553 for Project 24613 (Poitras East - Lift Station D) Through 01/30/2026 – **\$416.95**

(E) Fund, Account and/or subaccount from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2025 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2025 Project and each represents a Cost of the Series 2025 Project, and has not previously been paid] OR [this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

RECEIVED

By Amanda Lane at 11:49 am, Feb 23, 2026

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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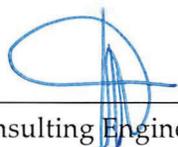
**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**



By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
COSTS OF ISSUANCE REQUESTS**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2025 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2025 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Series 2025 Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

 02/23/26

Consulting Engineer Robert A. Schanck, PE

RECEIVED
By Amanda Lane at 11:49 am, Feb 23, 2026



Postras East Community Development District

Work Authorizations/Proposed Services
(if applicable)



Poitras East Community Development District

District's Financial Position and Budget to Actual YTD



Postras East Community Development District

February 2026 Financial Package

February 28, 2026

PFM Group Consulting LLC
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817-8329
(407) 723-5900



Poitras East CDD
Statement of Financial Position
As of 2/28/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$ 972,988.18				\$ 972,988.18
Alleyway & Infrastructure Capital Res.	219,506.04				219,506.04
Assessments Receivable	321,667.97				321,667.97
Prepaid Expenses	75.00				75.00
Assessments Receivable		\$ 919,562.97			919,562.97
Series 2023 Debt Service Reserve		814,046.25			814,046.25
Series 2025 Debt Service Reserve		325,275.63			325,275.63
Series 2023 Revenue		1,368,171.73			1,368,171.73
Series 2025 Revenue		180,791.72			180,791.72
Series 2023 Prepayment		322.50			322.50
Accounts Receivable - Due from Developer			\$ 94,261.12		94,261.12
Series 2023 Acquisition/Construction			937.38		937.38
Series 2025 Acquisition/Construction			59,075.77		59,075.77
Series 2025 Cost of Issuance			6,250.00		6,250.00
Total Current Assets	<u>\$ 1,514,237.19</u>	<u>\$ 3,608,170.80</u>	<u>\$ 160,524.27</u>	<u>\$ -</u>	<u>\$ 5,282,932.26</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$ 2,688,607.83	\$ 2,688,607.83
Amount To Be Provided				30,126,392.17	30,126,392.17
Total Investments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,815,000.00</u>	<u>\$ 32,815,000.00</u>
Total Assets	<u><u>\$ 1,514,237.19</u></u>	<u><u>\$ 3,608,170.80</u></u>	<u><u>\$ 160,524.27</u></u>	<u><u>\$ 32,815,000.00</u></u>	<u><u>\$ 38,097,932.26</u></u>



Poitras East CDD
Statement of Financial Position
As of 2/28/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$ 20,050.33				\$ 20,050.33
Deferred Revenue	321,667.97				321,667.97
Deferred Revenue		\$ 919,562.97			919,562.97
Accounts Payable			\$ 94,261.12		94,261.12
Retainage Payable			278,784.72		278,784.72
Deferred Revenue			94,261.12		94,261.12
Total Current Liabilities	\$ 341,718.30	\$ 919,562.97	\$ 467,306.96	\$ -	\$ 1,728,588.23
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$ 32,815,000.00	\$ 32,815,000.00
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ 32,815,000.00	\$ 32,815,000.00
Total Liabilities	\$ 341,718.30	\$ 919,562.97	\$ 467,306.96	\$ 32,815,000.00	\$ 34,543,588.23
<u>Net Assets</u>					
Net Assets, Unrestricted	\$ (63,275.11)				\$ (63,275.11)
Net Assets - General Government	1,040,016.97				1,040,016.97
Current Year Net Assets - General Government	195,777.03				195,777.03
Net Assets, Unrestricted		\$ 1,903,808.10			1,903,808.10
Current Year Net Assets, Unrestricted		784,799.73			784,799.73
Net Assets, Unrestricted			\$ 354,136.70		354,136.70
Current Year Net Assets, Unrestricted			(660,919.39)		(660,919.39)
Total Net Assets	\$ 1,172,518.89	\$ 2,688,607.83	\$ (306,782.69)	\$ -	\$ 3,554,344.03
Total Liabilities and Net Assets	\$ 1,514,237.19	\$ 3,608,170.80	\$ 160,524.27	\$ 32,815,000.00	\$ 38,097,932.26



Poitras East CDD
Statement of Activities
As of 2/28/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Revenues</u>					
On-Roll Assessments	\$ 400,790.57				\$ 400,790.57
On-Roll Assessments		\$ 1,355,124.60			1,355,124.60
Inter-Fund Group Transfers In		285.38			285.38
Developer Contributions			\$ 289,996.52		289,996.52
Inter-Fund Transfers In			(285.38)		(285.38)
Total Revenues	<u>\$ 400,790.57</u>	<u>\$ 1,355,409.98</u>	<u>\$ 289,711.14</u>	<u>\$ -</u>	<u>\$ 2,045,911.69</u>
<u>Expenses</u>					
Supervisor Fees	\$ 3,400.00				\$ 3,400.00
D&O Insurance	3,162.00				3,162.00
Trustee Services	3,240.90				3,240.90
Management	16,041.65				16,041.65
Engineering	4,580.68				4,580.68
Disclosure	2,500.00				2,500.00
District Counsel	3,730.95				3,730.95
Assessment Administration	15,000.00				15,000.00
Audit	1,000.00				1,000.00
Travel and Per Diem	24.30				24.30
Postage & Shipping	25.78				25.78
Legal Advertising	722.18				722.18
Web Site Maintenance	1,025.00				1,025.00
Holiday Decorations	2,950.00				2,950.00
Dues, Licenses, and Fees	175.00				175.00
Electric	978.28				978.28
Water Reclaimed	3,546.27				3,546.27
General Insurance	3,867.00				3,867.00
Property & Casualty	15,476.00				15,476.00
Other Insurance	500.00				500.00



Poitras East CDD
Statement of Activities
As of 2/28/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Irrigation Parts	\$ 7,557.00				\$ 7,557.00
Landscaping Maintenance & Material	94,251.65				94,251.65
Contingency	2,780.36				2,780.36
Pest Control	595.00				595.00
Entry and Wall Maintenance	4,750.00				4,750.00
Streetlights	17,536.55				17,536.55
Liftstation Maintenance	6,182.06				6,182.06
Personnel Leasing Agreement	5,000.00				5,000.00
Interest Payments (Series 2023)		\$ 591,568.75			591,568.75
Engineering			\$ 54,988.58		54,988.58
District Counsel			2,180.50		2,180.50
Legal Advertising			201.08		201.08
Contingency			897,638.08		897,638.08
Total Expenses	\$ 220,598.61	\$ 591,568.75	\$ 955,008.24	\$ -	\$ 1,767,175.60
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 15,585.07				\$ 15,585.07
Dividend Income		\$ 20,958.50			20,958.50
Dividend Income			\$ 4,377.71		4,377.71
Total Other Revenues (Expenses) & Gains (Losses)	\$ 15,585.07	\$ 20,958.50	\$ 4,377.71	\$ -	\$ 40,921.28
Change In Net Assets	\$ 195,777.03	\$ 784,799.73	\$ (660,919.39)	\$ -	\$ 319,657.37
Net Assets At Beginning Of Year	\$ 976,741.86	\$ 1,903,808.10	\$ 354,136.70	\$ -	\$ 3,234,686.66
Net Assets At End Of Year	\$ 1,172,518.89	\$ 2,688,607.83	\$ (306,782.69)	\$ -	\$ 3,554,344.03



Poitras East CDD
Budget to Actual
For the Month Ending 02/28/2026

	YTD Actual	YTD Budget	YTD Variance	FY 2026 Adopted Budget	Percentage Spent
<u>Revenues</u>					
Assessments	\$ 400,790.57	\$ 301,020.83	\$ 99,769.74	\$ 722,450.00	59.21%
Carryforward Revenue	26,984.95	26,984.95	-	64,763.90	41.67%
Net Revenues	\$ 427,775.52	\$ 328,005.78	\$ 99,769.74	\$ 787,213.90	54.34%
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 3,400.00	\$ 5,000.00	\$ (1,600.00)	\$ 12,000.00	28.33%
D&O Insurance	3,162.00	1,429.35	1,732.65	3,430.45	92.17%
Trustee Services	3,240.90	5,604.85	(2,363.95)	13,451.64	24.09%
Management	16,041.65	16,041.65	-	38,500.00	41.67%
Engineering	4,580.68	8,125.00	(3,544.32)	19,500.00	23.49%
Disclosure	2,500.00	3,125.00	(625.00)	7,500.00	33.33%
Property Appraiser	-	833.33	(833.33)	2,000.00	0.00%
District Counsel	3,730.95	12,500.00	(8,769.05)	30,000.00	12.44%
Assessment Administration	15,000.00	6,250.00	8,750.00	15,000.00	100.00%
Reamortization Schedules	-	104.17	(104.17)	250.00	0.00%
Audit	1,000.00	4,291.67	(3,291.67)	10,300.00	9.71%
Arbitrage Calculation	-	416.67	(416.67)	1,000.00	0.00%
Tax Preparation	-	11.00	(11.00)	26.40	0.00%
Travel and Per Diem	24.30	125.00	(100.70)	300.00	8.10%
Telephone	-	10.42	(10.42)	25.00	0.00%
Postage & Shipping	25.78	312.50	(286.72)	750.00	3.44%
Copies	-	520.83	(520.83)	1,250.00	0.00%
Legal Advertising	722.18	3,125.00	(2,402.82)	7,500.00	9.63%
Bank Fees	-	20.00	(20.00)	48.00	0.00%
Miscellaneous	-	1,875.00	(1,875.00)	4,500.00	0.00%
Meeting Room	-	104.17	(104.17)	250.00	0.00%
Office Supplies	-	104.17	(104.17)	250.00	0.00%
Web Site Maintenance	1,025.00	1,225.00	(200.00)	2,940.00	34.86%
Holiday Decorations	2,950.00	520.83	2,429.17	1,250.00	236.00%
Dues, Licenses, and Fees	175.00	72.92	102.08	175.00	100.00%
Total General & Administrative Expenses	\$ 57,578.44	\$ 71,748.53	\$ (14,170.09)	\$ 172,196.49	33.44%



Poitras East CDD
Budget to Actual
For the Month Ending 02/28/2026

	YTD Actual	YTD Budget	YTD Variance	FY 2026 Adopted Budget	Percentage Spent
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 978.28	\$ 2,083.33	\$ (1,105.05)	\$ 5,000.00	19.57%
Water-Sewer Combination Services					
Water Reclaimed	3,546.27	6,250.00	(2,703.73)	15,000.00	23.64%
Other Physical Environment					
General Insurance	3,867.00	1,748.00	2,119.00	4,195.20	92.18%
Property & Casualty Insurance	15,476.00	7,234.94	8,241.06	17,363.85	89.13%
Other Insurance	500.00	625.00	(125.00)	1,500.00	33.33%
Irrigation Repairs	7,557.00	21,250.00	(13,693.00)	51,000.00	14.82%
Landscaping Maintenance & Material	94,251.65	120,833.33	(26,581.68)	290,000.00	32.50%
Tree Trimming	-	8,333.33	(8,333.33)	20,000.00	0.00%
Flower & Plant Replacement	-	10,416.67	(10,416.67)	25,000.00	0.00%
Contingency	2,780.36	14,982.65	(12,202.29)	35,958.36	7.73%
Pest Control	595.00	625.00	(30.00)	1,500.00	39.67%
Road & Street Facilities					
Entry and Wall Maintenance	4,750.00	2,500.00	2,250.00	6,000.00	79.17%
Hardscape Maintenance	-	4,166.67	(4,166.67)	10,000.00	0.00%
Alleyway Maintenance	-	4,166.67	(4,166.67)	10,000.00	0.00%
Streetlights	17,536.55	8,333.33	9,203.22	20,000.00	87.68%
Accent Lighting	-	208.33	(208.33)	500.00	0.00%
Liftstation Maintenance	6,182.06	6,250.00	(67.94)	15,000.00	41.21%
Parks & Recreation					
Personnel Leasing Agreement - Administrator	2,500.00	7,500.00	(5,000.00)	18,000.00	13.89%
Personnel Leasing Agreement - Irrigation Specialist	2,500.00	7,500.00	(5,000.00)	18,000.00	13.89%
Reserves					
Infrastructure Capital Reserve	-	16,666.67	(16,666.67)	40,000.00	0.00%
Alleyway Reserve	-	6,250.00	(6,250.00)	15,000.00	0.00%
Total Field Operations Expenses	\$ 163,020.17	\$ 257,923.92	\$ (94,903.75)	\$ 619,017.41	26.34%
Total Expenses	\$ 220,598.61	\$ 329,672.45	\$ (109,073.84)	\$ 791,213.90	27.88%
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 15,585.07	1,666.67	\$ 13,918.40	\$ 4,000.00	
Total Other Revenues (Expenses) & Gains (Losses)	\$ 15,585.07	\$ 1,666.67	\$ 13,918.40	\$ 4,000.00	
Net Income (Loss)	\$ 222,761.98	\$ -	\$ 222,761.98	\$ -	



Poitras East CDD
Cash Flow

	Beg. Cash	FY25 Inflows	FY25 Outflows	FY26 Inflows	FY26 Outflows	FY27 Inflows	FY27 Outflows	End. Cash
9/1/2025	850,347.50	329,917.95	(393,789.25)	-	(23,005.00)	-	-	763,471.20
10/1/2025	763,471.20	413.87	(13,477.15)	2,351.81	-	-	-	752,759.73
11/1/2025	752,759.73	-	(7,492.07)	263,398.14	(33,319.33)	-	-	975,346.47
12/1/2025	975,346.47	-	(9,037.65)	279,138.78	(494,755.97)	-	-	750,691.63
1/1/2026	750,691.63	-	-	496,570.60	(462,883.02)	-	-	784,379.21
2/1/2026	784,379.21	-	-	1,017,132.31	(828,448.34)	-	(75.00)	972,988.18
3/1/2026	972,988.18	-	-	-	-	-	-	972,988.18 as of 03/02/2026
	Totals	330,331.82	(423,796.12)	2,058,591.64	(1,842,411.66)	-	(75.00)	