

Postras East Community Development District

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

<http://poitrastcdd.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, April 21, 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 March 10, 2026, Board of Supervisors’ Meeting**
- 2. **Letter from Supervisor of Elections – Orange County** *(provided under separate cover)*
- 3. **Consideration of Resolution 2026-03, General Election**

Business Matters

- 4. **Consideration of Proposals for Trail Repairs** *(provided under separate cover)*
- 5. **Review of Fiscal Year 2027 Operations & Maintenance Budget**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in March 2026 in an amount totaling \$59,107.65**
- 7. **Ratification of Series 2023 Requisition Nos. 36 – 37 & Series 2025 Requisition No. 8 Paid in March 2026 in an amount totaling \$13,283.51**
- 8. **Recommendation of Work Authorization/Proposed Services** *(if applicable)*
- 9. **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



Poitras East Community Development District

**Minutes of the March 10, 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, March 10, 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)
Amanda Lane	PFM	(via phone)
Angeline Agoncillo	PFM	(via phone)
Blake Firth	PFM	(via phone)
Tucker Mackie	Kutak Rock	(via phone)
Bob Schanck	Donald W. McIntosh Associates	
Carlos Negron	Berman	
Eddie Padua	Berman	
Edgard Morales	Berman	
Pete Fussell	Berman	
Will Stafford	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
February 17, 2026, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the February 17, 2026, Board of Supervisors' Meeting.

On motion by Mr. Paris, seconded by Mr. Domingue, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the February 17, 2026, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Proposals for Trail Repairs

Mr. Padua gave an update that the request for proposals were sent to five vendors and two notated their interest to submit, however, they were not able to submit their proposal in time for today's meeting. These items will be brought to the Board at the April meeting.

FIFTH ORDER OF BUSINESS

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

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

On motion by Mr. Paris, seconded by Mr. Domingue, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures Paid in February 2026 in an amount totaling \$43,911.55.

SIXTH ORDER OF BUSINESS

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

The Board reviewed the Requisitions paid in February 2026.

On motion by Mr. Paris, seconded by Mr. Domingue, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Series 2023 Requisition Nos. 34 – 35 & Series 2025 Requisition No. 7 Paid in February 2026 in an amount totaling \$19,802.67.

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden reviewed the Work Authorization from Cepra for freeze damage cleanup in the amount of \$14,800.00.

Dr. Levey noted that the Boggy Creek ID tabled a similar item in order to allow ample time for the plants to recover.

This Work Authorization was tabled.

EIGHTH ORDER OF BUSINESS

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

Ms. Walden stated the financials are updated through February 2026 and the District has spent approximately 28% of the budget so far.

There was brief discussion regarding the landscaping budget.

No action was required.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, April 21, 2026.

District Engineer – Mr. Schanck reviewed the Construction Memo (Minutes Exhibit A) and provided a brief update that the two projects are close to wrapping up. No action required.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

TENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests at this time.

ELEVENTH ORDER OF BUSINESS

Adjournment

Dr. Levey requested a motion to adjourn.

On motion by Mr. Paris, seconded by Mr. Domingue, with all in favor, the March 10, 2026, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary / Assistant Secretary

Chair / Vice Chair

MEMORANDUM

DATE: March 10, 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 January 7, 2026, awaiting OCU certificate of completion

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 January 9, 2026, and the final lift of asphalt was installed January 30, 2026. Roundabout wall and pavers are completed. Upon project completion, improvements are to be transferred to the City of Orlando. City pre-final walkthrough took place on February 10, 2026, punch list completed February 13, 2026. Landscape final walkthrough scheduled on March 5, 2026.

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

**Poitras East Community Development District
Centerline Drive Segment H-1
Change Order Log
Jr. Davis Construction Company**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
			180			\$ 3,277,952.23			
1	10/22/2024	Revised Plans Not Included in Original Contract and Comparison	30	\$ 80,714.03		\$ 3,358,666.26	11/19/2024	11/19/2024	
2	1/15/2025	Landscape & Irrigation	0	\$ 369,461.00		\$ 3,728,127.26	1/21/2025	3/10/2025	
3	10/3/2025	Revised Landscaping, Relocation of Trees, Electrical Conduit Modifications, Change in Trail Material	5	\$ 360,567.50		\$ 4,088,694.76	10/21/2025	10/21/2025	
4	12/8/2025	Owner Direct Purchase Materials (Mack Industries, Rinker Materials, Old Castle, Ferguson Enterprises)	0	\$ (856,696.22)		\$ 3,231,998.54	1/20/2026	1/20/2026	
5	1/19/2026	Additional Contract Days Due to N1 and 24E Mass Grading/N1	363	\$ -		\$ 3,231,998.54	1/20/2026	1/20/2026	
Days to Substantial Completion			578	Revised Contract Amount		\$ 3,231,998.54			
Days to Contract Completion			608						
NOC Date			7/16/2024						
Substantial Completion Date			2/14/2026						
Contract Completion Date			3/16/2026						



Postras East Community Development District

Letter from Supervisor of Elections – Orange County
(provided under separate cover)



Poitras East Community Development District

**Resolution 2026-03,
General Election**

RESOLUTION 2026-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE ORANGE COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Poitras East Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Orlando, Florida; and

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Orange County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT:

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by Rob Adams, and Seat 2, currently held by Brent Schademan are scheduled for the General Election beginning in November 2026. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2026, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 21st day of April, 2026.

**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT A

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Poitras East Community Development District (“District”) will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Orange County Supervisor of Elections located at 119 W. Kaley Street, Orlando, Florida 32806; Ph: (407) 836-2070. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Poitras East Community Development District has two (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Orange County Supervisor of Elections.

Publish on or before May 18, 2026.



Postras East Community Development District

Proposals for Trail Repairs
(provided under separate cover)



Poitras East Community Development District

Fiscal Year 2027 Operations & Maintenance Budget



Poitras East CDD
FY 2027 Proposed O&M Budget

	Actual Through 3/2026	Anticipated 4/2026 - 9/2026	Anticipated FY 2026 Total	FY 2026 Adopted Budget	FY 2027 Adopted Budget
Revenues					
On-Roll Assessments	\$ 414,421.21	\$ 308,028.79	\$ 722,450.00	\$ 722,450.00	\$ 722,450.00
Carryforward Revenue	32,381.95	32,381.95	64,763.90	64,763.90	120,833.75
Net Revenues	\$ 446,803.16	\$ 340,410.74	\$ 787,213.90	\$ 787,213.90	\$ 843,283.75
General & Administrative Expenses					
Supervisor Fees	\$ 4,400.00	\$ 7,000.00	\$ 11,400.00	\$ 12,000.00	\$ 12,000.00
Directors' & Officers' (D&O) Insurance	3,162.00	-	3,162.00	3,430.45	3,636.30
Trustee Services	3,240.90	-	3,240.90	13,451.64	13,451.64
Management	19,249.98	19,250.02	38,500.00	38,500.00	38,500.00
Engineering	5,217.28	10,434.56	15,651.84	19,500.00	19,500.00
Disclosure	2,500.00	5,000.00	7,500.00	7,500.00	7,500.00
Property Appraiser	-	-	-	2,000.00	2,000.00
District Counsel	6,154.59	27,695.70	33,850.29	30,000.00	30,000.00
Assessment Administration	15,000.00	-	15,000.00	15,000.00	15,000.00
Reamortization Schedules	-	250.00	250.00	250.00	250.00
Audit	2,500.00	4,800.00	7,300.00	10,300.00	7,400.00
Arbitrage Calculation	-	1,000.00	1,000.00	1,000.00	1,000.00
Tax Preparation	25.68	25.68	51.36	26.40	30.00
Travel and Per Diem	24.30	34.02	58.32	300.00	300.00
Telephone	-	14.56	14.56	25.00	25.00
Postage & Shipping	27.68	38.78	66.46	750.00	750.00
Copies	-	729.19	729.19	1,250.00	1,250.00
Legal Advertising	1,241.36	1,737.89	2,979.25	7,500.00	7,500.00
Bank Fees	-	-	-	48.00	48.00
Miscellaneous	-	2,625.00	2,625.00	4,500.00	4,500.00
Meeting Room	-	145.81	145.81	250.00	250.00
Office Supplies	-	145.81	145.81	250.00	250.00
Web Site Maintenance	1,170.00	1,915.00	3,085.00	2,940.00	2,940.00
Holiday Decorations	2,950.00	-	2,950.00	1,250.00	1,250.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 67,038.77	\$ 82,842.02	\$ 149,880.79	\$ 172,196.49	\$ 169,505.94



Poitras East CDD
FY 2027 Proposed O&M Budget

	Actual Through 3/2026	Anticipated 4/2026 - 9/2026	Anticipated FY 2026 Total	FY 2026 Adopted Budget	FY 2027 Adopted Budget
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 1,213.39	\$ 1,698.76	\$ 2,912.15	\$ 5,000.00	\$ 5,000.00
Water-Sewer Combination Services					
Water Reclaimed	4,109.25	5,752.95	9,862.20	15,000.00	15,000.00
Other Physical Environment					
General Insurance	3,867.00	-	3,867.00	4,195.20	4,447.05
Property & Casualty Insurance	15,476.00	-	15,476.00	17,363.85	17,797.40
Other Insurance	500.00	-	500.00	1,500.00	575.00
Irrigation Repairs	13,273.50	18,582.90	31,856.40	51,000.00	51,000.00
Landscaping Maintenance & Material	113,101.98	131,952.31	245,054.29	290,000.00	350,000.00
Tree Trimming	-	20,000.00	20,000.00	20,000.00	20,000.00
Flower & Plant Replacement	-	25,000.00	25,000.00	25,000.00	25,000.00
Contingency	2,787.67	3,902.71	6,690.38	35,958.36	35,958.36
Pest Control	595.00	595.00	1,190.00	1,500.00	1,500.00
Road & Street Facilities					
Entry and Wall Maintenance	4,750.00	6,650.00	11,400.00	6,000.00	6,000.00
Hardscape Maintenance	-	5,833.31	5,833.31	10,000.00	10,000.00
Alleyway Maintenance	-	5,833.31	5,833.31	10,000.00	10,000.00
Streetlights	21,929.41	30,701.16	52,630.57	20,000.00	25,000.00
Accent Lighting	-	291.69	291.69	500.00	500.00
Liftstation Maintenance	7,254.74	10,156.65	17,411.39	15,000.00	15,000.00
Parks & Recreation					
Personnel Leasing Agreement - Administrator	3,000.00	1,000.00	4,000.00	18,000.00	18,000.00
Personnel Leasing Agreement - Irrigation Specialist	3,000.00	1,000.00	4,000.00	18,000.00	18,000.00
Reserves					
Infrastructure Capital Reserve	-	40,000.00	40,000.00	40,000.00	40,000.00
Alleyway Reserve	-	15,000.00	15,000.00	15,000.00	15,000.00
Total Field Operations Expenses	\$ 194,857.94	\$ 323,950.75	\$ 518,808.69	\$ 619,017.41	\$ 683,777.81
Total Expenses	\$ 261,896.71	\$ 406,792.77	\$ 668,689.48	\$ 791,213.90	\$ 853,283.75
Income (Loss) from Operations	\$ 184,906.45	\$ (66,382.00)	\$ 118,524.42	\$ (4,000.00)	\$ (10,000.00)
<u>Other Income (Expense)</u>					
Interest Income	\$ 38,272.18	\$ 15,000.00	\$ 53,272.18	\$ 4,000.00	\$ 10,000.00
Total Other Income (Expense)	\$ 38,272.18	\$ 15,000.00	\$ 53,272.18	\$ 4,000.00	\$ 10,000.00
Net Income (Loss)	\$ 223,178.63	\$ (51,382.00)	\$ 171,796.60	\$ -	\$ -



Poitras East CDD Budget Item Descriptions FY 2026 – 2027

Revenues

On-Roll Assessments

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. Assessments collected via the tax collector are referred to as “On-Roll Assessments.”

Carryforward Revenue

Unused income from a prior year which is available as cash for the current year.

General & Administrative Expenses

Supervisor Fees

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for meeting attendance and to receive up to \$200.00 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending the meetings.

Directors’ & Officers’ (D&O) Insurance

Supervisors’ and Officers’ liability insurance.

Trustee Services

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the district trust accounts.

Management

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These services are further outlined in Exhibit “A” of the Management Agreement.

Engineering

The District’s engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the district throughout the year.



Poitras East CDD Budget Item Descriptions FY 2026 – 2027

Disclosure

When bonds are issued for the District, the Bond Indenture requires continuing disclosure, which the dissemination agent provides to the trustee and bond holders.

Property Appraiser

The cost incurred for a copy of the annual parcel listing for parcels within the District from the county.

District Counsel

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

Assessment Administration

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. It is typically collected via the Tax Collector. The District Manager submits an Assessment Roll to the Tax Collector annually by the deadline set by the Tax Collector or Property Appraiser.

Reamortization Schedules

When debt is paid on a bond series, a new amortization schedule must be recalculated. This can occur up to four times per year per bond issue.

Audit

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

Arbitrage Calculation

Annual computations are necessary to calculate arbitrage rebate liability to ensure the District's compliance with all tax regulations.

Tax Preparation

Annual fee to file Forms 1099 and 1096 with the Internal Revenue Service.

Travel and Per Diem

Travel to and from meetings as related to the District.

Telephone

Telephone and fax machine services.

Postage & Shipping

Mail, overnight deliveries, correspondence, etc.



Poitras East CDD Budget Item Descriptions FY 2026 – 2027

Copies

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to, monthly meetings, special meetings, and public hearings for the District.

Bank Fees

Bank fees associated with the services the District uses with the bank (e.g. remote deposit capture, positive pay, wire transfers, ACH payments, monthly maintenance, etc.).

Miscellaneous

Other general & administrative expenses incurred throughout the year.

Meeting Room

Fee charged for renting a room for the monthly advertised meeting.

Office Supplies

General office supplies associated with the District.

Web Site Maintenance

Website maintenance fee.

Holiday Decorations

District decorations for the holidays.

Dues, Licenses & Fees

The District is required to pay an annual fee to the Department of Economic Opportunity.

Field Operations

Electric Utility Services

Electric

The District pays for electric meters used on District-owned roads.



Poitras East CDD
Budget Item Descriptions
FY 2026 – 2027

Water-Sewer Combination Services

Water Reclaimed

Water used for irrigation.

Other Physical Environment

General Insurance

General liability insurance.

Property & Casualty Insurance

Insurance to protect property and cover casualty.

Other Insurance

Insurance to protect the District not otherwise covered under D&O, General, or Property & Casualty.

Irrigation Repairs

Inspection and repair of irrigation system.

Landscaping Maintenance & Material

Contracted landscaping within the boundaries of the District.

Tree Trimming

Trimming of trees on District property.

Flower & Plant Replacement

Purchase of materials and labor to replace flowers and plants within the District.

Contingency

Other Field Operations expenses incurred throughout the year.

Pest Control

Pest control services.

Road & Street Facilities

Entry and Wall Maintenance

Maintenance of entrance(s) and walls within the District.

Hardscape Maintenance



Poitras East CDD Budget Item Descriptions FY 2026 – 2027

Purchase or maintenance of hard, yet “movable,” parts of landscape, such gravel, paving, and stones.

Alleyway Maintenance

Maintenance for alleyways within the District.

Streetlights

Streetlighting expenses within the District.

Accent Lighting

Accent lighting expenses within the District.

Liftstation Maintenance

Lift station expenses within the District.

Parks & Recreation

Personnel Leasing Agreement – Administrator

The lease of outside personnel for administrative duties per signed agreement.

Personnel Leasing Agreement – Irrigation Specialist

The lease of outside personnel for irrigation duties per signed agreement.

Reserves

Infrastructure Capital Reserve

Funds reserved for infrastructure capital repairs/maintenance/replacement. These funds are kept in a separate bank account.

Alleyway Reserve

Funds reserved for alleyway repairs. These funds are kept in a separate bank account.

Other Income (Expense)

Interest Income

Income from interest earnings.



Postras East Community Development District

**Operation and Maintenance Expenditures Paid in
March 2026 in an amount totaling \$59,107.65**

POITRAS EAST
COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 33117
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 March 1, 2026 through March 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$59,107.65**

Approval of Expenditures:

____ Chairman

____ Vice Chairman

____ Assistant Secretary

Poitras East CDD
 AP Check Register (Current by Bank)
 Check Dates: 3/1/2026 to 3/31/2026

check No.	date	status*	Vendor ID	Payee Name	Amount
BANK ID: OM1705 - CITY NATIONAL BANK					001-101-0000-00-01
1963	03/09/26	P	BERMAN	Berman Construction	\$1,200.00
1964	03/09/26	P	CEPRA	Cepra Landscape	\$24,066.83
1965	03/09/26	P	JRDAVI	Jr. Davis Construction Co.	\$94,261.12
1966	03/11	P	CEPRA	Cepra Landscape	\$500.00
1967	03/12/26	P	GRAUAS	Grau and Associates	\$1,500.00
1968	03/12/26	P	USIC	USIC Locating Services	\$697.68
1969	03/26/26	P	BERMAN	Berman Construction	\$1,200.00
1970	03/26/26	P	BSCHAD	Brent Schademan	\$200.00
1971	03/26/26	P	CEPRA	Cepra Landscape	\$18,850.33
1972	03/26/26	P	FPARIS	Francis Paris, Jr.	\$200.00
1973	03/26/26	P	KUTAK	Kutak Rock	\$1,513.64
1974	03/26/26	P	PFMGC	PFM Group Consulting	\$3,235.91
1975	03/26/26	P	RADAMS	Rob Adams	\$200.00
1976	03/26/26	P	RDOMIN	Ron Domingue	\$200.00
1977	03/26/26	P	RLEVEY	Richard Levey	\$200.00
BANK OM1705 REGISTER TOTAL:					\$148,025.51
BANK ID: OM-ACH - CITY NATIONAL BANK - ACH & WIRES					001-101-0000-00-01
70053	03/12/26	M	VGLOBA	VGlobalTech	\$145.00
70054	03/20/26	M	OUC	Orlando Utilities Commission	\$5,198.26
70055	03/20/26	M	TRUSTE	US Bank as Trustee for Poitras	\$46,188.81
BANK OM-ACH REGISTER TOTAL:					\$51,532.07
GRAND TOTAL :					\$199,557.58

53,764.39	Check 1963-1964, 1966-1977
46,188.81	Debt Service Wire
94,261.12	FR 33 - Construction check 1965
145.00	PA 320 - VGlobalTech paid online
5,198.26	PA 321 - Wind River Environmental paid online
199,557.58	Total cash spent
59,107.65	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
March 2026 AP Remittance Report

BANK:	OM1705	CHECK:	1963	AMOUNT:	\$1,200.00	DATE:	03/09/26	VEND ID:	BERMAN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/01/26	94670	PA 321 - Feb. lift station mai				\$0.00	\$200.00		
02/01/26	94672	PA 321 - Feb. administrator ag				\$0.00	\$500.00		
02/01/26	94672	PA 321 - Feb. irrigation speci				\$0.00	\$500.00		
						TOTALS:	\$0.00	\$1,200.00	
BANK:	OM1705	CHECK:	1964	AMOUNT:	\$24,066.83	DATE:	03/09/26	VEND ID:	CEPRA
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/01/26	O-S9533	PA 321 - Feb. landscaping				\$0.00	\$18,850.33		
02/24/26	O-S9656	PA 324 - Feb. Luminary control				\$0.00	\$656.50		
02/24/26	O-S9660	PA 324 - Repair of Luminary B				\$0.00	\$4,560.00		
						TOTALS:	\$0.00	\$24,066.83	
BANK:	OM1705	CHECK:	1965	AMOUNT:	\$94,261.12	DATE:	03/09/26	VEND ID:	JRDAVI
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/25/26	131451	FR 33 - Proj. 2206 - Centerlin				\$0.00	\$94,261.12		
						TOTALS:	\$0.00	\$94,261.12	
BANK:	OM1705	CHECK:	1966	AMOUNT:	\$500.00	DATE:	03/11/26	VEND ID:	CEPRA
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
01/31/26	O-S9568	PA 325 - Mainline repair on Lu				\$0.00	\$500.00		
						TOTALS:	\$0.00	\$500.00	
BANK:	OM-ACH	CHECK:	70053	AMOUNT:	\$145.00	DATE:	03/12/26	VEND ID:	VGLOBA
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/01/26	8255	PA 325 - Mar. website maint.				\$0.00	\$145.00		
						TOTALS:	\$0.00	\$145.00	
BANK:	OM1705	CHECK:	1967	AMOUNT:	\$1,500.00	DATE:	03/12/26	VEND ID:	GRAUAS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/02/26	28864	PA 325 - FY 2025 audit				\$0.00	\$1,500.00		
						TOTALS:	\$0.00	\$1,500.00	
BANK:	OM1705	CHECK:	1968	AMOUNT:	\$697.68	DATE:	03/12/26	VEND ID:	USIC
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
02/28/26	794253	PA 325 - Ticket and service fe				\$0.00	\$697.68		
						TOTALS:	\$0.00	\$697.68	
BANK:	OM-ACH	CHECK:	70054	AMOUNT:	\$5,198.26	DATE:	03/20/26	VEND ID:	OUC
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/02/26	10986-030226	PA 325 - OUC 2026.03.02 Electr				\$0.00	\$235.11		
03/02/26	10986-030226	PA 325 - OUC 2026.03.02 Reclai				\$0.00	\$562.98		
03/02/26	10986-030226	PA 325 - OUC 2026.03.02 Street				\$0.00	\$4,392.86		
03/02/26	10986-030226	PA 325 - OUC 2026.03.02 Taxes				\$0.00	\$7.31		
						TOTALS:	\$0.00	\$5,198.26	
BANK:	OM-ACH	CHECK:	70055	AMOUNT:	\$46,188.81	DATE:	03/20/26	VEND ID:	TRUSTE
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/14/26	2026.03.13	S2023 FY26 DS (239115000) Dist				\$0.00	\$46,188.81		
						TOTALS:	\$0.00	\$46,188.81	
BANK:	OM1705	CHECK:	1969	AMOUNT:	\$1,200.00	DATE:	03/26/26	VEND ID:	BERMAN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/01/26	95353	PA 325 - Mar. lift station mai				\$0.00	\$200.00		
03/01/26	95355	PA 325 - Mar. administrator ag				\$0.00	\$500.00		
03/01/26	95355	PA 325 - Mar. irrigation speci				\$0.00	\$500.00		
						TOTALS:	\$0.00	\$1,200.00	

Postras East CDD
March 2026 AP Remittance Report

BANK:	OM1705	CHECK:	1970	AMOUNT:	\$200.00	DATE:	03/26/26	VEND ID:	BSCHAD
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/10/26	2026.03.10	PA 326 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1971	AMOUNT:	\$18,850.33	DATE:	03/26/26	VEND ID:	CEPRA
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/01/26	O-S9737	PA 325 - Mar. landscaping				\$0.00	\$18,850.33		
						TOTALS:	\$0.00	\$18,850.33	
BANK:	OM1705	CHECK:	1972	AMOUNT:	\$200.00	DATE:	03/26/26	VEND ID:	FPARIS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/10/26	2026.03.10	PA 326 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1973	AMOUNT:	\$1,513.64	DATE:	03/26/26	VEND ID:	KUTAK
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/11/26	3715263	PA 326 - Gen. legal thru 01/31				\$0.00	\$1,513.64		
						TOTALS:	\$0.00	\$1,513.64	
BANK:	OM1705	CHECK:	1974	AMOUNT:	\$3,235.91	DATE:	03/26/26	VEND ID:	PFMGC
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/03/26	140985	PA 326 - Form 1099 preparation				\$0.00	\$25.68		
03/05/26	DM-03-2026-57	PA 326 - DM fee: Mar. 2026				\$0.00	\$3,208.33		
03/04/26	OE-EXP-03-2026-23	PA 325 - Feb. postage				\$0.00	\$1.90		
						TOTALS:	\$0.00	\$3,235.91	
BANK:	OM1705	CHECK:	1975	AMOUNT:	\$200.00	DATE:	03/26/26	VEND ID:	RADAMS
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/10/26	2026.03.10	PA 326 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1976	AMOUNT:	\$200.00	DATE:	03/26/26	VEND ID:	RDOMIN
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/10/26	2026.03.10	PA 326 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	
BANK:	OM1705	CHECK:	1977	AMOUNT:	\$200.00	DATE:	03/26/26	VEND ID:	RLEVEY
Date	Invoice Number	Invoice Description				Discount Taken	Amount Paid		
03/10/26	2026.03.10	PA 326 - Supervisor fee 2026.0				\$0.00	\$200.00		
						TOTALS:	\$0.00	\$200.00	



Postras East Community Development District

**Series 2023 Requisition Nos. 36 – 37 & Series 2025
Requisition No. 8 Paid in March 2026 in an amount
totaling \$13,283.51**

**POITRAS EAST
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 33117

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 March 1, 2026 through March 31, 2026. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
Series 2023 – req 36	Kutak Rock	\$280.00
Series 2023 – req 37	Boggy Creek Improvement District	\$122.10
Series 2025 – req 8	Donald W McIntosh Associates	\$12,881.41
	TOTAL	\$13,283.51

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: **36**

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

(C) Amount Payable: **\$280.00**

(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 3715264 for Project 15623-2 (Project Construction) Through 01/31/2026

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

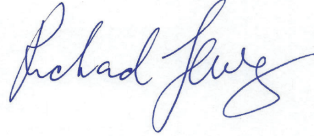
The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement 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.

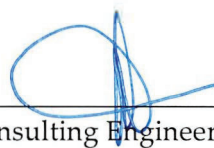
**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**



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 A. Chanck, E
March 16, 2026

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: **37**

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

(C) Amount Payable: **\$122.10**

(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 OSA15445 from Orlando Sentinel for FY 2026 Construction Committee Meeting Schedule (Ad: 19596), Paid by Boggy Creek Improvement District on Requisition 513 – **\$65.92**
- Invoice OSA22275 from Orlando Sentinel for FY 2026 Construction Committee March 5, 2026 Meeting (Ad: 22883), Paid by Boggy Creek Improvement District on Requisition 513 – **\$56.18**

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

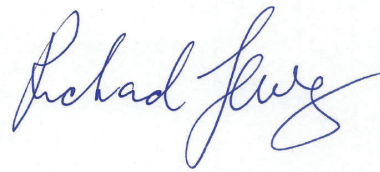
The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement 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.

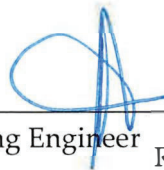
**POITRAS EAST COMMUNITY
DEVELOPMENT DISTRICT**



By: _____
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
-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 A. Schanck, PE
March 24, 2026

**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, 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: 8

(B) Name of Payee: Donald W McIntosh Associates

(C) Amount Payable: **\$12,881.41**

(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 48700 for Project 18124 (Poitras East CDD) Through 02/27/2026 – **\$823.75**
- Invoice 48705 for Project 23541 (Luminary Boulevard Extension & Jim Branch Creek Crossing) Through 02/27/2026 – **\$2,129.02**
- Invoice 48706 for Project 23584 (Centerline Drive Segment H1) Through 02/27/2026 – **\$4,790.80**
- Invoice 48707 for Project 23586 (Centerline Drive Segment H3) Through 02/27/2026 – **\$2,565.60**
- Invoice 48708 for Project 24613 (Poitras East - Lift Station D) Through 02/27/2026 – **\$2,572.24**

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

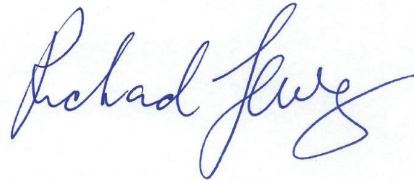
The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2025 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement 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].

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.

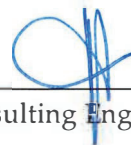
**POITRAS EAST COMMUNITY
DEVELOPMENT D STR CT**



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 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.



Consulting Engineer
Robert A. Schanck, PE
March 24, 2026



Postras East Community Development District

Work Authorization/Proposed Services
(if applicable)

WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “**Work Authorization**”), dated 3/19, 2026, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the “**Agreement**”), dated August 18, 2020, by and between:

Postras East Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**District**”); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter “**Contractor**”, together with District the “**Parties**”).

Section 1. Scope of Services. Contractor shall provide Sign Replacement maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “**Services**”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Edward Padua

Witness

By: **General Manager**
Its: **Eddie Padua**

Exhibit A: Proposal/Scope of Services

Project : PECDD - Replace Pedestrian Crossing Sign

Proposal Date: 03/19/2026

Project Name: PECDD - Replace Pedestrian Crossing Sign Client

Contact: PECDD , agent for owner

Project Scope

This proposal includes installation of a pedestrian-crossing sign assembly outside the roundabout at Centerline, consisting of 30" x 30" (W11-2) pedestrian crossing sign made from .080 aluminum with diamond-grade reflective vinyl for maximum visibility. The sign will include a 24" x 12" (W16-7PL) arrow plaque manufactured with the same high-visibility reflective materials. This upgraded sign will improve pedestrian awareness and enhance overall traffic safety. The combination of diamond-grade reflectivity and clear directional arrow will provide drivers with earlier, more noticeable warnings.

Work will be completed in the most expedient time frame as possible. All work will be performed during working hours.

Materials and Sign Fabrication: \$1,623.48

Labor and Installation: \$335.00

Total Cost: \$1,958.48

Payment Schedule – Net 30 days from completion.

Payment Terms

Total Project Costs: \$1,958.48 (this includes during normal business hours additional cost applied if overnight or holidays).

Project : PECDD- Replace Pedestrian Crossing Sign

Additional Notes

Please contact our office upon receipt and approval of this contract, and any questions you might have. Should you accept the terms outlined above please sign below and return.

We can then schedule your services at that time. This proposal will become binding once executed by both parties.

Thank You

We appreciate your business and look forward to our continued partnership. Please don't hesitate to reach out with any questions.

Approvals

PECDD

By:

Berman

By: Eddie Padua, GM

About Berman

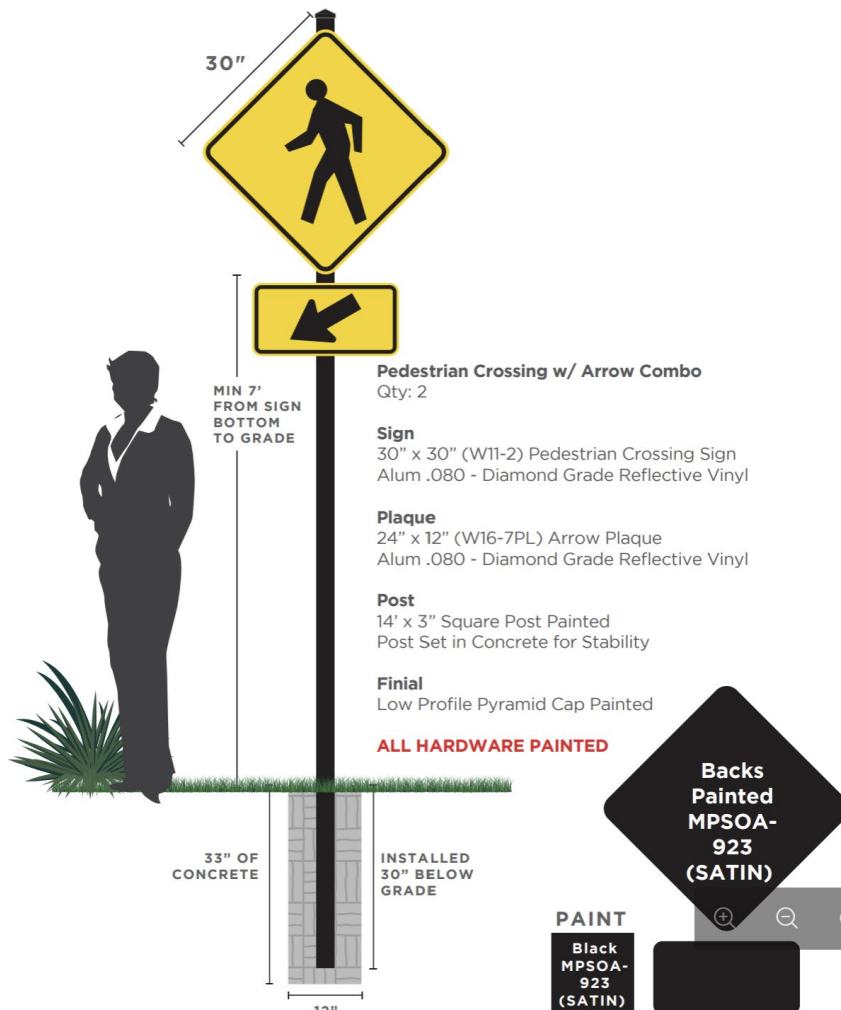
Berman is a national full-service property management, security and facility services company based in Lake Nona, Florida. Our team is highly skilled in providing dependable, professional and cost-effective solutions across facility, janitorial, on-demand repairs, maintenance staffing, security and all other ancillary facility services to help you run your facility as smoothly as possible.

We pride ourselves on being a single point for all facility and property needs. Quality and integrity are at the heart of what we do.

We are a tech-forward team, serving our clients with swift and diligent work, to ensure our client properties are well taken care of. We embrace problems quickly and tackle solutions intelligently in a unique, customized manner for each clients' needs.

Our Services

- ✓ Property & Facility Management
- ✓ Property Maintenance
- ✓ 24/7 Emergency Repairs
- ✓ General Construction
- ✓ Janitorial Services
- ✓ Security
- ✓ Pressure Washing
- ✓ Landscaping
- ✓ Disaster Response





Postras East Community Development District

District's Financial Position and Budget to Actual YTD



Postras East

Community Development District

March 2026 Financial Package

March 31, 2026

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



Poitras East CDD
Statement of Financial Position
As of 3/31/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$ 949,592.08				\$ 949,592.08
Alleyway & Infrastructure Capital Res.	220,112.24				220,112.24
Assessments Receivable	308,037.33				308,037.33
Prepaid Expenses	75.00				75.00
Assessments Receivable		\$ 873,374.16			873,374.16
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		1,419,011.03			1,419,011.03
Series 2025 Revenue		182,165.54			182,165.54
Series 2023 Prepayment		322.50			322.50
Accounts Receivable - Due from Developer			\$ 60,182.50		60,182.50
Series 2023 Acquisition/Construction			537.97		537.97
Series 2025 Acquisition/Construction			52,651.30		52,651.30
Total Current Assets	<u>\$ 1,477,816.65</u>	<u>\$ 3,614,195.11</u>	<u>\$ 113,371.77</u>	<u>\$ -</u>	<u>\$ 5,205,383.53</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$ 2,740,820.95	\$ 2,740,820.95
Amount To Be Provided				30,074,179.05	30,074,179.05
Total Investments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,815,000.00</u>	<u>\$ 32,815,000.00</u>
Total Assets	<u><u>\$ 1,477,816.65</u></u>	<u><u>\$ 3,614,195.11</u></u>	<u><u>\$ 113,371.77</u></u>	<u><u>\$ 32,815,000.00</u></u>	<u><u>\$ 38,020,383.53</u></u>



Poitras East CDD
Statement of Financial Position
As of 3/31/2026

	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	\$ 2,240.78				\$ 2,240.78
Deferred Revenue	308,037.33				308,037.33
Deferred Revenue		\$ 873,374.16			873,374.16
Accounts Payable			\$ 60,182.50		60,182.50
Retainage Payable			281,952.22		281,952.22
Deferred Revenue			60,182.50		60,182.50
Total Current Liabilities	\$ 310,278.11	\$ 873,374.16	\$ 402,317.22	\$ -	\$ 1,585,969.49
<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	\$ 310,278.11	\$ 873,374.16	\$ 402,317.22	\$ 32,815,000.00	\$ 34,400,969.49
<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	190,796.68				190,796.68
Net Assets, Unrestricted		\$ 1,903,808.10			1,903,808.10
Current Year Net Assets, Unrestricted		837,012.85			837,012.85
Net Assets, Unrestricted			\$ 354,136.70		354,136.70
Current Year Net Assets, Unrestricted			(643,082.15)		(643,082.15)
Total Net Assets	\$ 1,167,538.54	\$ 2,740,820.95	\$ (288,945.45)	\$ -	\$ 3,619,414.04
Total Liabilities and Net Assets	\$ 1,477,816.65	\$ 3,614,195.11	\$ 113,371.77	\$ 32,815,000.00	\$ 38,020,383.53



Poitras East CDD
Statement of Activities
 As of 3/31/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<u>Revenues</u>					
On-Roll Assessments	\$ 414,421.21				\$ 414,421.21
On-Roll Assessments		\$ 1,401,313.41			1,401,313.41
Inter-Fund Group Transfers In		302.14			302.14
Developer Contributions			\$ 384,257.64		384,257.64
Inter-Fund Transfers In			(302.14)		(302.14)
Total Revenues	\$ 414,421.21	\$ 1,401,615.55	\$ 383,955.50	\$ -	\$ 2,199,992.26
<u>Expenses</u>					
Supervisor Fees	\$ 4,400.00				\$ 4,400.00
D&O Insurance	3,162.00				3,162.00
Trustee Services	3,240.90				3,240.90
Management	19,249.98				19,249.98
Engineering	5,217.28				5,217.28
Disclosure	2,500.00				2,500.00
District Counsel	6,154.59				6,154.59
Assessment Administration	15,000.00				15,000.00
Audit	2,500.00				2,500.00
Tax Preparation	25.68				25.68
Travel and Per Diem	24.30				24.30
Postage & Shipping	27.68				27.68
Legal Advertising	1,241.36				1,241.36
Web Site Maintenance	1,170.00				1,170.00
Holiday Decorations	2,950.00				2,950.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,213.39				1,213.39
Water Reclaimed	4,109.25				4,109.25
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 3/31/2026

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
Irrigation Parts	\$ 13,273.50				\$ 13,273.50
Landscaping Maintenance & Material	113,101.98				113,101.98
Contingency	2,787.67				2,787.67
Pest Control	595.00				595.00
Entry and Wall Maintenance	4,750.00				4,750.00
Streetlights	21,929.41				21,929.41
Liftstation Maintenance	7,254.74				7,254.74
Personnel Leasing Agreement	6,000.00				6,000.00
Interest Payments (Series 2023)		\$ 591,568.75			591,568.75
Engineering			\$ 67,869.99		67,869.99
District Counsel			2,460.50		2,460.50
Legal Advertising			323.18		323.18
Contingency			960,988.08		960,988.08
Total Expenses	\$ 261,896.71	\$ 591,568.75	\$ 1,031,641.75	\$ -	\$ 1,885,107.21
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 38,272.18				\$ 38,272.18
Dividend Income		\$ 26,966.05			26,966.05
Dividend Income			\$ 4,604.10		4,604.10
Total Other Revenues (Expenses) & Gains (Losses)	\$ 38,272.18	\$ 26,966.05	\$ 4,604.10	\$ -	\$ 69,842.33
Change In Net Assets	\$ 190,796.68	\$ 837,012.85	\$ (643,082.15)	\$ -	\$ 384,727.38
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	\$ 1,167,538.54	\$ 2,740,820.95	\$ (288,945.45)	\$ -	\$ 3,619,414.04



Poitras East CDD
Budget to Actual
For the Month Ending 03/31/2026

	YTD Actual	YTD Budget	YTD Variance	FY 2026 Adopted Budget	Percentage Spent
<u>Revenues</u>					
Assessments	\$ 414,421.21	\$ 361,225.02	\$ 53,196.19	\$ 722,450.00	61.85%
Carryforward Revenue	32,381.95	32,381.95	-	64,763.90	50.00%
Net Revenues	\$ 446,803.16	\$ 393,606.97	\$ 53,196.19	\$ 787,213.90	56.76%
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 4,400.00	\$ 6,000.00	\$ (1,600.00)	\$ 12,000.00	36.67%
D&O Insurance	3,162.00	1,715.23	1,446.77	3,430.45	92.17%
Trustee Services	3,240.90	6,725.82	(3,484.92)	13,451.64	24.09%
Management	19,249.98	19,249.98	-	38,500.00	50.00%
Engineering	5,217.28	9,750.00	(4,532.72)	19,500.00	26.76%
Disclosure	2,500.00	3,750.00	(1,250.00)	7,500.00	33.33%
Property Appraiser	-	1,000.00	(1,000.00)	2,000.00	0.00%
District Counsel	6,154.59	15,000.00	(8,845.41)	30,000.00	20.52%
Assessment Administration	15,000.00	7,500.00	7,500.00	15,000.00	100.00%
Reamortization Schedules	-	125.00	(125.00)	250.00	0.00%
Audit	2,500.00	5,150.00	(2,650.00)	10,300.00	24.27%
Arbitrage Calculation	-	500.00	(500.00)	1,000.00	0.00%
Tax Preparation	25.68	13.20	12.48	26.40	97.27%
Travel and Per Diem	24.30	150.00	(125.70)	300.00	8.10%
Telephone	-	12.50	(12.50)	25.00	0.00%
Postage & Shipping	27.68	375.00	(347.32)	750.00	3.69%
Copies	-	625.00	(625.00)	1,250.00	0.00%
Legal Advertising	1,241.36	3,750.00	(2,508.64)	7,500.00	16.55%
Bank Fees	-	24.00	(24.00)	48.00	0.00%
Miscellaneous	-	2,250.00	(2,250.00)	4,500.00	0.00%
Meeting Room	-	125.00	(125.00)	250.00	0.00%
Office Supplies	-	125.00	(125.00)	250.00	0.00%
Web Site Maintenance	1,170.00	1,470.00	(300.00)	2,940.00	39.80%
Holiday Decorations	2,950.00	625.00	2,325.00	1,250.00	236.00%
Dues, Licenses, and Fees	175.00	87.50	87.50	175.00	100.00%
Total General & Administrative Expenses	\$ 67,038.77	\$ 86,098.23	\$ (19,059.46)	\$ 172,196.49	38.93%



Poitras East CDD
Budget to Actual
For the Month Ending 03/31/2026

	YTD Actual	YTD Budget	YTD Variance	FY 2026 Adopted Budget	Percentage Spent
Field Operations					
Electric Utility Services					
Electric	\$ 1,213.39	\$ 2,500.00	\$ (1,286.61)	\$ 5,000.00	24.27%
Water-Sewer Combination Services					
Water Reclaimed	4,109.25	7,500.00	(3,390.75)	15,000.00	27.40%
Other Physical Environment					
General Insurance	3,867.00	2,097.60	1,769.40	4,195.20	92.18%
Property & Casualty Insurance	15,476.00	8,681.94	6,794.06	17,363.85	89.13%
Other Insurance	500.00	750.00	(250.00)	1,500.00	33.33%
Irrigation Repairs	13,273.50	25,500.00	(12,226.50)	51,000.00	26.03%
Landscaping Maintenance & Material	113,101.98	145,000.00	(31,898.02)	290,000.00	39.00%
Tree Trimming	-	10,000.00	(10,000.00)	20,000.00	0.00%
Flower & Plant Replacement	-	12,500.00	(12,500.00)	25,000.00	0.00%
Contingency	2,787.67	17,979.20	(15,191.53)	35,958.36	7.75%
Pest Control	595.00	750.00	(155.00)	1,500.00	39.67%
Road & Street Facilities					
Entry and Wall Maintenance	4,750.00	3,000.00	1,750.00	6,000.00	79.17%
Hardscape Maintenance	-	5,000.00	(5,000.00)	10,000.00	0.00%
Alleyway Maintenance	-	5,000.00	(5,000.00)	10,000.00	0.00%
Streetlights	21,929.41	10,000.00	11,929.41	20,000.00	109.65%
Accent Lighting	-	250.00	(250.00)	500.00	0.00%
Liftstation Maintenance	7,254.74	7,500.00	(245.26)	15,000.00	48.36%
Parks & Recreation					
Personnel Leasing Agreement - Administrator	3,000.00	9,000.00	(6,000.00)	18,000.00	16.67%
Personnel Leasing Agreement - Irrigation Specialist	3,000.00	9,000.00	(6,000.00)	18,000.00	16.67%
Reserves					
Infrastructure Capital Reserve	-	20,000.00	(20,000.00)	40,000.00	0.00%
Alleyway Reserve	-	7,500.00	(7,500.00)	15,000.00	0.00%
Total Field Operations Expenses	\$ 194,857.94	\$ 309,508.74	\$ (114,650.80)	\$ 619,017.41	31.48%
Total Expenses	\$ 261,896.71	\$ 395,606.97	\$ (133,710.26)	\$ 791,213.90	33.10%
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	\$ 38,272.18	\$ 2,000.00	\$ 36,272.18	\$ 4,000.00	956.80%
Total Other Revenues (Expenses) & Gains (Losses)	\$ 38,272.18	\$ 2,000.00	\$ 36,272.18	\$ 4,000.00	956.80%
Net Income (Loss)	\$ 223,178.63	\$ -	\$ 223,178.63	\$ -	



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	-	-	176,161.48	(199,557.58)	-	-	949,592.08
4/1/2026	949,592.08	-	-	-	(2,240.78)	-	-	947,351.30 as of 04/12/2026
	Totals	330,331.82	(423,796.12)	2,234,753.12	(2,044,210.02)	-	(75.00)	