Poitras East
Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900
http://poitraseastcdd.com/

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Poitras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, November 17, 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: pfmcdd.webex.com Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period

1. **Swearing in Newly Elected Board Members**
2. **Consideration of the Minutes of the October 20, 2026, Board of Supervisors' Meeting**
3. **Consideration of Resolution 2027-01, Declaring Vacancies**
4. **Consideration of Resolution 2027-02, Election of Officers**

Business Matters

5. **Consideration of Assignment Agreement with LJA Engineering f/k/a McIntosh & Associates** *(provided under separate cover)*
6. **Consideration of Tower Power Easement with OUC** *(provided under separate cover)*
7. **Consideration of Resolution 2027-03, Adopting an Amended Budget for Fiscal Year 2026** *(provided under separate cover)*
8. **Consideration of Acquisition of Centerline Drive Segment C & D Improvements and Real Property** *(provided under separate cover)*
9. **Consideration of Acquisition of Lift Station D Improvements and Real Property** *(provided under separate cover)*
10. **Review and Acceptance of Fiscal Year 2026 Goals, Objectives, and Performance Measures and Standards Report**
11. **Ratification of Operation and Maintenance Expenditures Paid in October 2026 in an amount totaling $24,450.00** *(provided under separate cover)*
12. **Recommendation of Work Authorizations/Proposed Services *(if applicable)***
13. **Review of District's Financial Position and Budget to Actual YTD** *(provided under separate cover)*

Other Business

A. Staff Reports
    1. District Counsel

pfm

2. District Manager
3. District Engineer
4. Construction Supervisor
5. Landscape Supervisor – Monthly Landscape Report
6. Irrigation Supervisor

B. Supervisor Requests

Adjournment

Poitras East
Community Development District

Oath of Office

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE

I,_____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

_____
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of □ physical presence or □ online notarization, this _____ day of _____, 2026, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Poitras East Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

_____
Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Poitras East
Community Development District

Minutes of the October 20, 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, October 20, 2026, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

Brent Schademan	Assistant Secretary
Frank Paris	Assistant Secretary
Ron Domingue	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Angeline Agoncillo	PFM	(via phone)
Blake Firth	PFM	(via phone)
Tucker Mackie	Kutak Rock	(via phone)
Carlos Negron	Berman	
Samantha Sharenow	Berman	(via phone)
Edgard Morales	Berman	
Pete Fussell	Berman	
Dan Young	Tavistock	
Will Stafford	Tavistock	

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. Walden called for public comments. She noted there were no members of the public present in person or on the phone line, and no public comments were received.

THIRD ORDER OF BUSINESS **Consideration of the Minutes of the August 18, 2026, Board of Supervisors' Meeting**

The Board reviewed the Minutes of the August 18, 2026, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Mr. Domingue, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the August 18, 2026, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS **Consideration of Assignment Agreement with LJA Engineering f/k/a McIntosh & Associates**

Ms. Walden noted this item needs to be continued to the next Board Meeting.

FIFTH ORDER OF BUSINESS **Review and Acceptance of Arbitrage Rebate Report for the Series 2023 Bonds**

Ms. Walden explained that the report notes that as of February 13, 2026, there has been no cumulative arbitrage rebate liability incurred.

> On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Arbitrage Rebate Report for the Series 2023 Bonds.

SIXTH ORDER OF BUSINESS **Consideration of Arbitrage Rebate Proposal for Series 2023 Bonds from LLS Tax Solutions, Inc.**

Ms. Walden explained that the proposal is for the arbitrage rebate report for the next year in the amount of $500.00, which is the same cost as the previous report.

> 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 Arbitrage Rebate Proposal for Series 2023 Bonds from LLS Tax Solutions, Inc.

SEVENTH ORDER OF BUSINESS **Ratification of Egis Insurance Package for FY 2027**

Ms. Walden explained that the Egis Insurance Package for FY 2027 was executed by the Chair outside of a meeting so that coverage would not lapse. She added that the total cost was $23,860.00, which was under the budgeted amount of $26,455.75.

> 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 Egis Insurance Package for FY 2027.

EIGHTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures Paid in August 2026 in an amount totaling $29,379.79**

The Board reviewed O&M Expenditures paid in August 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 Operation and Maintenance Expenditures Paid in August 2026 in an amount totaling $29,379.79.

NINTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures Paid in September 2026 in an amount totaling $103,030.19**

The Board reviewed O&M Expenditures paid in September 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 Operation and Maintenance Expenditures Paid in September 2026 in an amount totaling $103,030.19.

TENTH ORDER OF BUSINESS **Ratification of Series 2025 Requisition No. 16 Paid in August 2026 in an amount totaling $56.18**

The Board reviewed Series 2025 Requisition No. 16 paid in August 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 Series 2025 Requisition No. 16 Paid in August 2026 in an amount totaling $56.18.

ELEVENTH ORDER OF BUSINESS **Ratification of Series 2025 Requisition No. 17 Paid in September 2026 in an amount totaling $57.05**

The Board reviewed Series 2025 Requisition No. 17 paid in September 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 Series 2025 Requisition No. 17 Paid in September 2026 in an amount totaling $57.05.

TWELFTH ORDER OF BUSINESS **Recommendation of Work Authorization/Proposed Services**

Ms. Walden reviewed the Work Authorization from Berman in the amount of $1,250.00 for holiday decorations. She added that the scope includes installing the decorations, removing the decorations, and storing them until the following holiday season.

> 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 Berman in the amount of $1,250.00 for holiday decorations.

THIRTEENTH ORDER OF BUSINESS **Review of District's Financial Position and Budget to Actual YTD**

Ms. Walden stated the financials are updated through September 30, 2026 (the end of Fiscal Year 2026). The District has spent approximately 67% of the adopted budget. No action is required.

FOURTEENTH ORDER OF BUSINESS **Staff Reports**

District Counsel – No report.

District Manager – Ms. Walden noted the next meeting is scheduled for November 17, 2026.

District Engineer – Not present.

Construction Supervisor – No report.

Landscape Supervisor – Mr. Fussell noted the monthly landscape report was included in the agenda and the vendor is completing services as required.

Irrigation Supervisor – No report.

FIFTEENTH ORDER OF BUSINESS **Supervisor Requests**

There were no Supervisor requests.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

Ms. Walden requested a motion to adjourn.

> On motion by Mr. Paris, seconded by Mr. Schademan, with all in favor, the October 20, 2026, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

_____ _____

Secretary / Assistant Secretary Chair / Vice Chair

Poitras East
Community Development District

Resolution 2027-01,
Declaring Vacancies

RESOLUTION 2027-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCIES IN CERTAIN SEATS ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), *FLORIDA STATUTES*; 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*; and

WHEREAS, on November 3, 2026, two (2) members of the Board of Supervisors (**"Board"**) were to be elected by the **"Qualified Electors"** of the District, as that term is defined in Section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period there was one Qualified Elector who qualified to run for the two (2) seats available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare the one seat vacant, effective the second Tuesday following the general election; and

WHEREAS, Qualified Electors are to be appointed to the vacant seat within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

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

1. DECLARATION OF VACANT BOARD SUPERVISOR SEATS. The following seat is hereby declared vacant effective as of November 17, 2026:

Seat #1 (currently held by Rob Adams)

2. INCUMBENT BOARD SUPERVISORS. Until such time as the Board nominates Qualified Electors to fill the vacancies declared in Section 1 above, the incumbent Board Supervisors of those respective seats shall remain in office.

3. 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.

4. EFFECTIVE DATE. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 17th day of November, 2026.

ATTEST:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

_____

Print Name:_____

_____

Chairperson, Board of Supervisors

Poitras East
Community Development District

Resolution 2027-02,
Election of Officers

RESOLUTION 2027-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the **POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT** (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

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

Section 1. Richard Levey is elected Chair.

Section 2. Rob Adams is elected Vice Chair.

Section 3. Jennifer Walden is elected Secretary.

Section 4. Lynne Mullins is elected Assistant Secretary.

Frank Paris is elected Assistant Secretary.

Ron Domingue is elected Assistant Secretary.

Jennifer Roman is elected Assistant Secretary.

Section 5. Jennifer Glasgow is elected Treasurer.

Section 6. Amanda Lane is elected Assistant Treasurer.

Amy Champagne is elected Assistant Treasurer.

Rick Montejano is elected Assistant Treasurer.

Verona Griffith is elected Assistant Treasurer.

Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 17th DAY of November 2026.

ATTEST:

POITRAS EAST COMMUNITY DEVELOMENT DISTRICT

_____
Secretary/Assistant Secretary

_____
Chair/Vice-Chair

Poitras East
Community Development District

Assignment Agreement with LJA Engineering f/k/a McIntosh & Associates

(provided under separate cover)

Poitras East
Community Development District

Tower Power Easement with OUC

(provided under separate cover)

Poitras East
Community Development District

Resolution 2027-03,
Adopting an Amended Budget for Fiscal Year 2026

(provided under separate cover)

Poitras East
Community Development District

Acquisition of Centerline Drive C & D Improvements and Real Property

(provided under separate cover)

Poitras East
Community Development District

Acquisition of Lift Station D Improvements and Real Property

(provided under separate cover)

Poitras East
Community Development District

Fiscal Year 2026 Goals, Objectives, and Performance Measures and Standards Report

Poitras East CDD
Goals, Objectives and Annual Reporting Form

Performance Measures/Standards &
Annual Reporting Form

October 1, 2025 – September 30, 2026

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.
Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.
Standard: A minimum of three board meetings were held during the Fiscal Year.
Achieved: Yes ✓ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.
Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.
Standard: 100% of meetings were advertised with 7 days notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).
Achieved: Yes ✓ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that public records are readily available and easily accessible to the public by completing monthly CDD website checks.
Measurement: Monthly website reviews will be completed to ensure public records are up to date as evidenced by District Management's records.
Standard: 100% of monthly website checks were completed by District Management.
Achieved: Yes ✓ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.
Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.
Standard: Minimum of one inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes ✓ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ✓ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website. Publish approved budget amendments on the CDD's website within five days of Board approval.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ✓ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ✓ No ☐

Chair/Vice Chair:_____ Date:_____

Print Name:_____

District Manager:_____ Date:_____

Print Name:_____

Poitras East
Community Development District

Operation and Maintenance Expenditures Paid in October 2026 in an amount totaling $24,450.00

(provided under separate cover)

Poitras East
Community Development District

Work Authorization/Proposed Services

(provided under separate cover)

RECOMMENDATION FOR WORK AUTHORIZATION / PROPOSED SERVICES

DATE:
October 22nd, 2026

TO: Poitras East Community Development District

PROJECT NAME
Centerline Drive Segment H3 Additional Services
LJA

BY: Daniel J Young _____

Digitally signed by Daniel J Young
DN: C=US, E=dan.young@tavistock.com, O=Tavistock Development Company, CN=Daniel J Young
Date: 2026.10.22 14:13:24-04'00'

Dan Young, Chairman
Construction Committee

	DESCRIPTION	YES	NO
	Is work pursuant to an existing agreement?	X	
	Name of Agreement?		
	Project included in District Capital Improvement Plan?	X	
	Are services required contemplated in Capital Improvement Plan?	X	
	Is this a continuation of previously authorized work?	X	
	Proposal attached?	X	
	Form of Agreement Utilized? ***Proposal***		
	Amount of Services? ***$9,900***		
	Recommendation to Approve?	X	

CC: JENNIFER WALDEN, TUCKER MACKIE, ROBERT SCHANCK, LYNNE MULLINS

407.644.4068
www.LJA.com
1950 Summit Park Drive, Suite 600, Orlando, FL 32810

August 17, 2026

Poitras East Community Development District
3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817

Re: Centerline Drive Segment H3 Additional Services
Osceola County, Florida
LJA Job No. 23586 (013-016)

LJA Engineering, Inc. ("LJA"), as successor by merger to Donald W. McIntosh Associates, Inc., is pleased to submit for your consideration this Additional Services Agreement to provide professional engineering services to Poitras East Community Development District ("CLIENT") for Centerline Drive Segment H3 Additional Services ("Project"). LJA agrees to provide the following Additional Services which supplements our work authorization for the referenced project dated July 12, 2023 ("Original Work Authorization").

PROJECT DESCRIPTION

This Proposal includes professional services related to CLIENT's southerly extension of Centerline Drive from the Orange County/Osceola County line ±300 feet to Boggy Creek Road in Osceola County, Florida.

SCOPE OF SERVICES

LJA agrees to provide the following Basic Services for the itemized fees and expenses set forth below, subject to this Proposal and its Attachments, which are incorporated herein by reference.

PART I – CIVIL ENGINEERING

A. CONSTRUCTION DRAWINGS – Update the Design, preparation, and submittal of construction drawings and technical specifications for the Project site for:
   - Stormwater management facilities;
   - Reclaimed water service for future connection and irrigation.

B. CONSTRUCTION PERMITTING – Preparation, submittal, and processing of the following permit applications through the appropriate regulatory agencies, including up to two (2) responses per permit to agency requests for additional information:
   - Toho Water Authority (Toho) construction permit application;
   - FDEP Permit applications/exemptions for water and wastewater;
   - South Florida Water Management District (SFWMD) permit application for a Modification to an existing Environmental Resource Permit (ERP).

   Permits not specifically listed above are not included in this scope of services.

C. ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS – Preparation of an estimate of probable construction costs for Project infrastructure construction for final engineering plan approval based on the pricing information contained in the contractor's sitework bid as provided to LJA by CLIENT.

D. FINAL ENGINEERING MEETINGS AND COORDINATION – Coordination with SFWMD staff, Toho staff, CLIENT's consultants, and CLIENT during the design phase of the Project and representation at up to four (4) meetings (in-person or virtual) or conference calls associated with final design and permitting of the Project. Meetings occurring on a more frequent basis or otherwise exceeding the number of meetings or allocated budget anticipated herein will be authorized under a separate agreement.

COMPENSATION SCHEDULE

Part I – Civil Engineering				
A.	013	Construction Drawings	Fixed	$1,100.00
B.	014	Construction Permitting	Fixed	6,800.00
C.	015	Engineer's Opinion of Probable Construction Costs	Fixed	600.00
D.	016	Final Engineering Meetings and Coordination	Fixed	1,400.00
		TOTAL		**$9,900.00**

CLIENT shall pay LJA for Services such fixed fees as are indicated above next to each specific item of Basic Services.

Progress payments shall be made based upon billings every four to five weeks, which shall be based upon the percentage of completion in each progress billing for fixed fees.

ADDITIONAL SERVICES

Compensation for any other Additional Services not listed herein will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule or on a fixed fee basis agreed upon at the time the work is authorized.

REIMBURSABLE EXPENSES

In performance of the Scope of Services attached to the Project specific Proposal, the following types of expenses are not contemplated in the Total Proposal Fee. These are considered Reimbursable Expenses and LJA will be compensated for in accordance with the following:

1. Reproduction, shipping, out-of-town travel expenses, and other non-labor charges directly related to the Project will be billed at a multiplier of 1.0.
2. Vehicle mileage will be charged at the current IRS mileage rate per mile for all travel.

We are prepared to begin work on your Project as soon as we have received an executed copy of this Agreement (executed electronic scanned copies are acceptable).

We thank you for this opportunity and look forward to working with you on your project.

Sincerely,

LJA Engineering, Inc.

Tim VanWormer
Assistant Project Manager

John T. Townsend, PE
Vice President

TV/bd

ACCEPTANCE OF CONTRACT BY:

_____ _____
[Signature] [Date]

_____ _____
[Name and Title] [Company]

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF LJA MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

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RECOMMENDATION FOR WORK AUTHORIZATION / PROPOSED SERVICES

DATE:
October 22nd, 2026

TO: Poitras East Community Development District

PROJECT NAME
Centerline Drive Segment H3 Analysis - Amendment
Kittelson & Associates

BY: Daniel J Young _____

Digitally signed by Daniel J Young
DN: C=US, E=dan.young@tavistock.com, O=Tavistock Development Company, CN=Daniel J Young
Date: 2026.10.22 14:13:48-04'00'

Dan Young, Chairman
Construction Committee

	DESCRIPTION	YES	NO
	Is work pursuant to an existing agreement?	X	
	Name of Agreement?		
	Project included in District Capital Improvement Plan?	X	
	Are services required contemplated in Capital Improvement Plan?	X	
	Is this a continuation of previously authorized work?	X	
	Proposal attached?	X	
	Form of Agreement Utilized? ***Proposal***		
	Amount of Services? ***$9,900***		
	Recommendation to Approve?	X	

CC: JENNIFER WALDEN, TUCKER MACKIE, ROBERT SCHANCK, LYNNE MULLINS

KITTELSON & ASSOCIATES

August 18, 2026 Project #: 29435

Robert A. Schanck, PE
Poitras East Community Development District
12051 Corporate Boulevard
Orlando, Florida 32817

RE: Centerline Drive Segment H3 Analysis - Amendment

Dear Robert:

This letter formally requests your authorization of up to an additional $10,000 in fees for a signal warrant study associated with the Centerline Drive Segment H3 analysis. We are submitting this as an amendment to our existing Centerline Drive Segment H3 task. All work will be conducted on a lump sum basis.

Please review the attached amendment to the professional services agreement. If the agreement is satisfactory, please return both signed copies. One executed original will be returned for your records. If you have any comments or questions, please do not hesitate to call.

Sincerely,
KITTELSON & ASSOCIATES, INC.



Daniel Torre, PE
Senior Engineer

AUTHORIZATION FOR AMENDMENT TO PROFESSIONAL SERVICES

PROJECT #: *29435*

PROJECT NAME: *Centerline Drive Segment H3 Analysis*

PROJECT BUDGET: *As of August 18, 2026*

Project Phase	Task Authorization
Previous Authorized Budget (Tasks 1-4)	$15,500
Task 5 – Signal Warrant Analysis	$10,000
Total Authorized Budget	$25,500

AUTHORIZATION:

This amendment to professional services agreement, authorizes Kittelson & Associates, Inc. to perform services in addition to the original contract services described in **Part "A"** (See attached **Amendments to Part "A"**) and authorizes an increase in the **Current Authorized Budget** (shown above) to an amount not to exceed the **Total Authorized Budget** shown above. This contract extension is subject to all of the provisions described in **Part "B"** of the original contract.

Approved for:	Accepted for:
POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT	**KITTELSON & ASSOCIATES, INC.**
By _____	By _____
Title _____	Title _____
Date _____	Date _____

Project Manager: Daniel Torre, PE

AMENDMENTS TO EXHIBIT "A"
SCOPE OF WORK

Work specifically to be performed in addition to the original scope of work outlined in Exhibit "A" of the original contract consists of the following:

TASK 5 – SIGNAL WARRANT STUDY

Task 5.1 – Signal Warrant Analysis

Kittelson will prepare a formal signal warrant study for submittal to Osceola County. This study will include the following tasks:

- Collect the most recent five-years of available crash data within 300 feet of the Boggy Creek Road and Centerline Drive intersection.
- Evaluate the applicable warrants (warrants 1, 2, and 7) from the Manual on Uniform Traffic Control Devices, 11th Edition (MUTCD) for buildout of the Lake Nona PD.
- Estimate a target traffic volume threshold of when a signal will be warranted at this intersection.

Task 5.2 – Documentation and Meetings

The methodology and findings of the traffic signal warrant analyses will be documented in a DRAFT technical report, which will be submitted to the Client for review. Following Client review and resolution of any comments, Kittelson will submit the FINAL signal warrant study technical report to Osceola County.

Kittelson will prepare for and attend one meeting with Osceola County staff and one round of comments and responses for the technical report.

In the event that the Client's comments result in additional analyses above and beyond those noted in Task 5, then those out-of-scope analyses will be conducted as additional services.

Attachment A
Original Agreement

AGREEMENT FOR TRAFFIC ENGINEERING SERVICES

THIS AGREEMENT ("**Agreement**") is made and entered into this ___ day of _____ 2024, by and between:

Poitras East Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in the City of Orlando, Florida, with a mailing address of 3501 Quadrangle Blvd., Suite 270, Orlando, Florida, 32817 ("**District**"); and

Kittelson & Associates, Inc., an Oregon corporation, with an address of 225 East Robinson Street, Suite 355, Orlando, Florida 32801 ("**Engineer**").

RECITALS

WHEREAS, the District is a local unit of special purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*, by ordinance of the City Council for the City of Orlando, Florida; and

WHEREAS, the District is authorized to plan, acquire and/or maintain improvements, facilities and services in conjunction with the development and maintenance of the lands within the District; and

WHEREAS, the District desires Engineer to provide the District with certain traffic and roadway related engineering services ("**Project**"), as described in more detail in **Exhibit A** ("**Proposal**"); and

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained and the acts and deeds to be performed by the parties, the receipt and sufficiency of which are hereby acknowledged by the parties, it is mutually covenanted and agreed as follows:

1. RECITALS. The recitals set forth above are hereby incorporated into the terms of this Agreement.

2. SCOPE OF WORK. The Engineer will provide certain engineering services as described in the Proposal attached hereto.

3. REPRESENTATIONS. The Engineer hereby represents to the District that:

a. It has the experience and skill to perform the services required to be performed by this Agreement.
b. It shall design to and comply with applicable federal, state, and local laws, and codes, including without limitation, professional registration and licensing requirements (both corporate and individual for all required basic disciplines) in effect during the term of this Agreement, and shall, if requested by District,

provide certification of compliance with all registration and licensing requirements.

c. It shall perform said services in accordance with generally accepted professional standards in the most expeditious and economical manner, and to the extent consistent with the best interests of District.
d. It is adequately financed to meet any financial obligations it may be required to incur under this Agreement.

4. COMPENSATION. As compensation for the services identified in **Exhibit A** and further described herein, District agrees to pay Engineer a sum not-to-exceed Fifteen Thousand Five Hundred Dollars **($15,500.00)**. Such Payment shall be due upon completion of the Project and submission of a final invoice as set forth herein. This Payment includes, but is not limited to, all permits, parts, materials and labor necessary to complete the Project as described herein. Engineer agrees to render a final invoice to the District, in writing, which shall be delivered or mailed to the District. The District shall pay the Engineer the Payment within twenty-five (25) business days of receipt of such an invoice. The Engineer shall maintain records conforming to usual accounting practices. If the District should desire additional work or services not provided in **Exhibit A**, the Engineer agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the parties shall agree in writing to a work order, addendum, addenda, or change order to this Agreement. The Engineer shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing. No additional services shall be provided by the Engineer unless done at the direction of the District.

5. TERM. The term of this Agreement will be from the time of execution of this Agreement by both parties until either (1) the Project is complete, or (2) such time as this Agreement is terminated pursuant to its terms.

6. OWNERSHIP & REUSE OF DOCUMENTS. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement ("**Work Product**") shall be and remain the sole and exclusive property of the District when developed and paid for by the District and shall be considered work for hire.

The Engineer shall deliver all Work Product to the District upon completion thereof unless it is necessary for the Engineer in the District's sole discretion, to retain possession for a longer period of time. Upon early termination of the Engineer's services hereunder, the Engineer shall deliver all such Work Product whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District's prior express written consent. The Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the Project.

The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement

produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. The Engineer hereby assigns to the District any and all rights the Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise the preparation of such copyrightable or patentable materials or designs.

7. INSURANCE. Subject to the provisions of this Article, the Engineer shall maintain insurance during the performance of its services under this Agreement, with limits of liability not less than the following:

Workers' Compensation	Statutory
General Liability	
Bodily Injury (including Contractual)	$1,000,000/$2,000,000
Property Damage (including Contractual)	$1,000,000/$2,000,000
Automobile Liability Bodily Injury / Property Damage	Combined Single Limit $1,000,000
Professional Liability for Errors and Omissions	$1,000,000

If any such policy of insurance is a "claims made" policy, and not an "occurrence" policy, the Engineer shall, without interruption, and at the District's option, maintain the insurance for at least three years after the one year anniversary of this Agreement.

The District, its officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker's Compensation Insurance and the Professional Liability for Errors and Omissions Insurance both for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Section. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective without written notice to the District per the terms of the applicable policy. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida.

If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Engineer shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

8. CONTINGENCY FEE. The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

9. AUDIT. Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer agrees that the District or any of its duly authorized representatives shall have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until either (a) the completion of an audit and resolution of all questions arising therefrom, or (b) three years after the expenditure of all funds under this Agreement, or (c) the public record retention period established by the District's records retention policy, whichever comes later.

10. INDEMNITY. The Engineer agrees to indemnify, defend and hold the District and its officers, supervisors, agents, staff, and representatives and any successors and assigns of the foregoing (together, "**Indemnitees**") harmless from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and costs and all fees and costs of mediation or alternative dispute resolution, which may come against the Indemnitees to the extent caused wholly or in part by negligent, reckless, or intentionally wrongful acts, omissions, or defaults by the Engineer or persons employed or utilized by Engineer in the course of any work done in connection with any of the matters set out in this Agreement.

11. SOVEREIGN IMMUNITY. The Engineer agrees and covenants that nothing in this Agreement shall constitute or be construed as a waiver of District's limitations on liability pursuant to section 768.28, *Florida Statutes*, or any other statute or law.

12. PUBLIC RECORDS. Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to Section 119.0701, *Florida Statutes*. Among other requirements and to the extent applicable by law, Engineer shall: 1) keep and maintain public records required by the District to perform the services; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Engineer's possession or,

alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Engineer, Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats. Engineer acknowledges that the designated Public Records Custodian for the District is Jennifer Walden.

IF ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (407) 723-5900, recordrequest@pfm.com, OR 3501 QUADRANGLE BOULEVARD, SUITE 270, ORLANDO, FLORIDA 32817.

13. CONFLICTS OF INTEREST. The Engineer shall bear the responsibility for acting in the District's best interests, shall avoid any conflicts of interest and shall abide by all applicable ethical canons and professional standards relating to conflicts of interest.

14. SUBCONTRACTORS. The Engineer may subcontract portions of the services, subject to the terms of this Agreement and subject to the prior written consent of the District, which may be withheld for any or no reason. Without in any way limiting any terms and conditions set forth in this Agreement, all subcontractors of Engineer shall be deemed to have made all of the representations and warranties of Engineer set forth herein and shall be subject to any and all obligations of Engineer hereunder. Prior to any subcontractor providing any services, Engineer shall obtain from each subcontractor its written consent to and acknowledgment of the terms of this Agreement. Engineer shall be responsible for all acts or omissions of any subcontractors.

15. INDEPENDENT CONTRACTOR. The District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any federal or state unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District unless set forth differently herein or authorized by vote of the Board.

16. THIRD PARTIES. Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

17. CONTROLLING LAW. The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for any action arising under this Agreement shall be in the State Courts located in Orange County, Florida.

18. ASSIGNMENT. Neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other, and any purported assignment without such written consent is void.

19. TERMINATION. The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the contract, the Engineer shall not perform any further services unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

20. RECOVERY OF COSTS AND FEES. In the event either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorneys' fees at all judicial levels.

21. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto and formally approved by the Board.

22. AGREEMENT. This Agreement reflects the negotiated agreement of the parties, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

23. EXHIBITS. To the extent of any conflict between this Agreement and its **Exhibit A**, this Agreement shall control. Further, the "Terms and Conditions" referenced in the Proposal do not apply to this Agreement.

24. NOTICES. All notices, requests, consents and other communications hereunder ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or telecopied to the parties, as follows:

A. If to Engineer: Kittelson & Associates, Inc.
225 East Robinson Street, Suite 355
Orlando, Florida 32801
Attn: Daniel Torre, EI

B. If to District: Poitras East Community Development District
3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
Attn: District Manager

With a copy to: Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) day's written notice to the parties and addressees set forth herein.

25. INDIVIDUAL LIABILITY. UNDER THIS AGREEMENT, AND SUBJECT TO THE REQUIREMENTS OF SECTION 558.0035, FLORIDA STATUTES, WHICH REQUIREMENTS ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

[THIS SPACE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Attest:

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Assistant Secretary/Secretary

Chairperson / Vice Chairperson,
Board of Supervisors

KITTELSON & ASSOCIATES, INC.

Witness

By: ADAM BURGHDOFF
Its: FL BUSINESS DEVELOPMENT LEADER

EXHIBIT A - Proposal dated February 12, 2024

EXHIBIT A

KITTELSON & ASSOCIATES
225 East Robinson Street, Suite 355
Orlando, FL 32801
P 407.540.0555 F 407.540.0550

February 12, 2024 Project #: 29435

Jeffrey J. Newton, PE
Poitras East Community Development District
12051 Corporate Boulevard
Orlando, Florida 32817

RE: Centerline Drive Segment H3 Analysis

Dear Jeffrey:

Attached is a proposal for traffic engineering and planning services associated with Centerline Drive Segment H. Part "A" identifies our proposed services for the project in accordance with the terms and conditions outlined in Part "B". This scope was developed based on our discussions with you, our review of the proposed development plan, and our familiarity with the Lake Nona region.

We propose to conduct the services (detailed in Part "A" herein) on a lump sum, as a percentage (%) complete, basis for $15,500 (detailed in Table 1 of the attached Part "B"). This proposal (scope of work, budget, and timeline) is effective for sixty days.

Daniel Torre, PE will serve as the Project Manager and Adam Burghdoff, PE will serve as the Project Principal providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either of us.

Please review this proposal at your earliest convenience. If the attached Professional Services Agreement is satisfactory, please return a signed copy electronically. A fully executed copy will be returned for your records. Thank you for the opportunity to propose on this project. If you have any questions, please call us at 407.373.1121.

Sincerely,
KITTELSON & ASSOCIATES, INC.

Daniel Torre
Senior Engineer

Adam Burghdoff
Principal Engineer

PROFESSIONAL SERVICES AGREEMENT

February 12, 2024

Kittelson & Associates, Inc.
225 East Robinson Street, Suite 355
Orlando, FL 32801
407.540.0555 (P)
407.540.0550 (F)

Poitras East Community Development District with an office at 12051 Corporate Boulevard, Orlando Florida 32817 (the "CLIENT") hereby enters into this Professional Services Agreement (this "Agreement") with KITTELSON & ASSOCIATES, INC. to perform the services as described in this Agreement's Part "A" - Scope of Work (the "Services") for the Centerline Drive Segment M3 Analysis (the "Project"), subject to all of the provisions described in Part "B" Terms and Conditions.

PART A - SCOPE OF WORK

PROJECT UNDERSTANDING

The Poitras East Community Development District desires to extend Centerline Drive from Luminary Boulevard to Boggy Creek Road. This roadway falls within the Lake Nona PD. The latest transportation analysis within the Lake Nona PD was prepared in the 2022 *Lake Nona PD Network Analysis*. It is understood that the current plans for the Lake Nona PD may be refined as the Lake Nona area continues to develop. The magnitude and timing of the development program modifications are not yet known. Therefore, this scope of work is based upon the current approvals in place at the time of this document. Additional development program scenarios will be analyzed as additional services.

TASK 1 – DATA COLLECTION

Kittelson will retain a subconsultant to collect traffic counts at the study intersection. The traffic counts will include 12-hour manual turning movement counts at the intersection of Boggy Creek Road and the Renaissance Charter School driveway from 6:00 AM to 6:00 PM on a normal weekday (Tuesday, Wednesday, or Thursday) with Osceola County public schools in session.

TASK 2 – FUTURE VOLUME DEVELOPMENT

Kittelson will utilize the network analysis completed as part of the 2022 *Lake Nona PD Network Analysis* effort to prepare future buildout volumes for the proposed intersection of Centerline Drive and Boggy Creek Road. The project trip assignment determined in the *Lake Nona PD Network Analysis* will be utilized at the study intersection.

TASK 3 – INTERSECTION ANALYSIS

Kittelson will develop volume forecasts and future-year analyses for the intersection of Centerline Drive and Boggy Creek Road. Kittelson will assign estimated future traffic volume projections to the study intersections using the trip assignment established in Task 2. Recommended intersection geometrics will be determined based upon analysis software implementing the Highway Capacity Manual methodologies, FDOT Quality/Level of Service standards, and engineering judgment. AM and PM peak hour traffic forecasts will be completed as part of this task.

Based upon the results of the review, Kittelson will provide bubble diagrams indicating recommendations for intersection approach geometry including the number of lanes and turn lanes, required queue storage (based upon 95th percentile queues), and intersection control (i.e., signalized, stop-control).

TASK 4 – SUMMARY MEMORANDA AND MEETINGS

The results of the analyses in Tasks 1-3 will be summarized in a DRAFT summary memorandum and submitted to the Client for review. Subsequent to Client review, Kittelson will address any Client comments in a revised, FINAL report for Client use. In the event that the Client's comments result in additional analyses above and beyond those noted in Tasks 1 through 4, then those out-of-scope analyses will be conducted as additional services. Kittelson will prepare for up to and attend up to three (3) project related meetings to discuss the study results and conclusions.

This scope does not include preparatory time (graphics and handouts) or attendance time for any public hearings or meetings. All client requests for presentations and meetings of this nature will be accommodated on a time-and-materials basis and will be considered additional services.

PART B – TERMS AND CONDITIONS

I. **GENERAL:** The terms and conditions set forth herein shall govern all services subsequently performed on behalf of CLIENT unless changed by a written agreement signed by KITTELSON & ASSOCIATES, INC. In case any one or more of the provisions contained in this Agreement shall be held unenforceable, the enforceability of the remaining provisions contained herein shall not be impaired thereby.

II. **LIMITATION OF LIABILITY:** CLIENT AGREES THAT IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT, KITTELSON & ASSOCIATES, INC.'S AGGREGATE JOINT, SEVERAL AND INDIVIDUAL LIABILITY, WHETHER FOR BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, PROFESSIONAL MALPRACTICE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY OF RECOVERY SHALL BE LIMITED TO AN AMOUNT NO GREATER THAN THREE TIMES THE TOTAL COMPENSATION RECEIVED BY KITTELSON & ASSOCIATES, INC. UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

III. **LIMITATION OF REMEDY:** CLIENT COVENANTS THAT IT WILL NOT, UNDER ANY CIRCUMSTANCES, BRING A LAWSUIT OR CLAIM AGAINST KITTELSON & ASSOCIATES, INC.'S INDIVIDUAL EMPLOYEES, OFFICERS, DIRECTORS OR SHAREHOLDERS AND THAT CLIENT'S SOLE REMEDY SHALL BE AGAINST KITTELSON & ASSOCIATES, INC.

IV. **WAIVER OF CONSEQUENTIAL DAMAGES:** NEITHER KITTELSON & ASSOCIATES, INC. NOR ANY OF ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY INDIRECT, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY NATURE, INCLUDING, BUT NOT LIMITED TO FINES, PENALTIES AND LOST PROFITS, WHETHER SAID CLAIM IS BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR ANY OTHER LEGAL OR EQUITABLE THEORY OF RECOVERY.

V. **INDEMNITY:** To the maximum extent allowed by law, CLIENT and KITTELSON & ASSOCIATES, INC. shall indemnify and hold harmless, but not defend, each other and the indemnified party's employees, officers, directors and agents from, for and against all claims, losses, legal costs and expenses resulting from any bodily injury or property damage, but only to the extent caused by the indemnifying party's negligence.

VI. **OWNERSHIP OF DOCUMENTS:** KITTELSON & ASSOCIATES, INC is deemed the author and owner of its documents and other instruments of service, and will retain all common law, statutory, and other reserved rights, including copyrights. So long as CLIENT complies with all terms of this Agreement, including but not limited to terms of payment, KITTELSON & ASSOCIATES, INC. grants CLIENT a nonexclusive license to use instruments of professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by CLIENT, without KITTELSON & ASSOCIATES, INC.'s written permission, shall be at CLIENT's own sole risk and CLIENT agrees to defend, indemnify, reimburse and hold harmless KITTELSON &

ASSOCIATES, INC. from all claims, liabilities, losses, costs, damages and expenses, including attorney's fees and expert's fees, related to the reuse by CLIENT or others acting through CLIENT.

VII. **ELECTRONIC DOCUMENTS:** If KITTELSON & ASSOCIATES, INC. provides CLIENT any documents or other instruments of service in electronic form ("Electronic Documents"), acceptance and use of the electronic documents by CLIENT shall be at CLIENT's sole risk and CLIENT shall:

a. Waive and covenant not to sue KITTELSON & ASSOCIATES, INC. or its employees alleging any inaccuracy or defect of the Electronic Documents.

b. Agree that KITTELSON & ASSOCIATES, INC. makes no representation with regard to the compatibility of the Electronic Documents with any software or hardware or that the data is fit for any specific use.

c. Indemnify, hold harmless, reimburse and defend KITTELSON & ASSOCIATES, INC. from, for and against any claim, damage, liability, loss, expense or cost, including attorneys' fees and expert's fees, that may arise from CLIENT'S use of the Electronic Documents or any subsequent modification of the Electronic Documents by any person or entity.

d. CLIENT agrees that prior to use of the Electronic Documents on any project other than the Project, CLIENT shall retain the services of a licensed professional as necessary to review and revise the Electronic Documents for compliance with the local laws, practices and standards of the place where the Project will be located.

VIII. **DISPUTE RESOLUTION:** In any dispute arising out of this Agreement or the Services, with the exception of disputes relating to CLIENT's non-payment, partial payment or late payment of any amount due under an invoice issued by KITTELSON & ASSOCIATES, INC. ("Payment Disputes"), for which the remedy will be in accordance with Article XVI of this Agreement, the Parties shall first attempt to resolve the dispute through good-faith negotiation. In the event that the Parties are unable to resolve the dispute through negotiation, CLIENT agrees that any claim or dispute arising out of this Agreement or the Services, with the exception of Payment Disputes, shall be submitted to non-binding mediation. If the dispute cannot be resolved by mediation, the parties agree to submit their dispute to binding arbitration before a single arbitrator. The arbitration shall be held in Multnomah County, Oregon and shall be conducted by and pursuant to the rules of Arbitration Service of Portland, Inc. (ASP), and the arbitrator shall be chosen in accordance with ASP rules. Except in the case of Payment Disputes, the parties agree that so long as they are making good-faith efforts to resolve the dispute pursuant to the terms of this Article, they shall continue to perform under this Agreement.

IX. **GOVERNING LAW:** Without regard to conflict of laws, the rights and liabilities of the parties under this Agreement shall be governed by the laws of the State of Oregon.

X. **TIME BAR TO LEGAL ACTION:** All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder shall be barred

and under no circumstances shall any such legal action be initiated by either party after the earlier of three (3) years or the State's applicable statute of limitations, both of which shall commence to run on the last day Services are performed under this Agreement.

XI. **DIRECT EXPENSES:** KITTELSON & ASSOCIATES, INC.'s Direct Expenses shall be those costs incurred on or directly for the Project, including but not limited to necessary transportation costs including mileage at the current IRS-allowed rates, meals and lodging. Reimbursement for automobiles, meals and lodging, and any other expenses furnished by commercial sources shall be on the basis of actual charges plus a 10% markup.

All communication fees including, but not limited to computer services, telephone, faxes, postage, overnight deliveries, and in-house copies, printing, and binding charges shall be billed on the basis of a per direct labor hour fee when furnished by KITTELSON & ASSOCIATES, INC.

XII. **PROFESSIONAL SERVICES:** KITTELSON & ASSOCIATES, INC. staff is defined as all permanent and temporary employees, as well as any and all contract labor of KITTELSON & ASSOCIATES, INC. All KITTELSON & ASSOCIATES, INC., staff time spent working on the Project will be billed as applicable per Table 1.

XIII. **COST ESTIMATE:** Any cost estimates provided by KITTELSON & ASSOCIATES, INC. as part of the Services will be on a basis of experience and judgment, but because it has no control over market conditions or bidding procedures KITTELSON & ASSOCIATES, INC. cannot warrant that bids, construction or other Project costs will not vary from these cost estimates.

XIV. **PEER REVIEW:** Any peer review report prepared by KITTELSON & ASSOCIATES INC. as part of the Services herein merely represents its professional, unbiased opinion regarding the deliverable. This opinion is based solely on KITTELSON & ASSOCIATES, INC.'S evaluation of the information provided by CLIENT and should not be considered an exhaustive review, insurance against errors or omissions in the deliverable, or advocacy of the intended project. CLIENT agrees that the purpose and intent of KITTELSON & ASSOCIATES, INC.'S evaluation of the deliverable is to reduce the risk of errors or omissions only and not to eliminate such risk. KITTELSON & ASSOCIATES, INC. offers no warranty or guarantee with regard to any requested peer review performed under this AGREEMENT.

XV. **TERMINATION FOR CONVENIENCE:** In addition to other rights of termination, either CLIENT or KITTELSON & ASSOCIATES, INC. may terminate this Agreement for its convenience by giving 30 days' written notice to the other party. In such event, CLIENT shall forthwith pay KITTELSON & ASSOCIATES, INC. in full for all work previously authorized and performed prior to effective date of termination as well as all unavoidable expenses incurred prior to termination.

XVI. **PAYMENT TO KITTELSON & ASSOCIATES, INC./REMEDIES FOR PAYMENT DISPUTES:** Monthly invoices will be issued by KITTELSON & ASSOCIATES, INC. for all services performed under the terms of this Agreement, and reimbursement of direct expenses. A retainer, if applicable, will be required in advance of start of services and will be credited to the final invoice(s) of Project. Invoices are due

and payable within 30 days of receipt. The CLIENT must notify the KITTELSON & ASSOCIATES, INC.'s Project Manager or Project Accountant, in writing, within 30 days of receipt of any disputed charges in an invoice (the "Disputed Charges "). In the event CLIENT gives notice of any Disputed Charges in an invoice, the undisputed invoiced amounts are still due and owing under the terms of this Article. Interest at the rate of 1.5 percent per month, or alternatively at the highest monthly rate allowable in the jurisdiction where the Services are being provided, whichever is higher, will be charged on all past due amounts. Interest charges on past due amounts are in addition to the fixed ceiling for the contract and are not counted in determining whether the fixed ceiling has been reached. CLIENT'S failure to make payments to KITTELSON & ASSOCIATES, INC. within 90 days of the issuance of an invoice shall constitute a material breach of this Agreement and KITTELSON & ASSOCIATES, INC. shall have the option to withhold services until paid or terminate this Agreement. Payment Disputes, including but not limited to disputes over (a) CLIENT's non-payment or late payment of any charge on an invoice; and (b) any charge on an invoice identified by CLIENT as a Disputed Charge, are not subject to the Dispute Resolution and Arbitration provisions of Article VIII of this Agreement, and KITTELSON & ASSOCIATES, INC. may avail itself of any and all available legal and equitable remedies to address such Payment Disputes, including, but not limited, to asserting a lien against the real property where PROJECT is located. In the event KITTELSON & ASSOCIATES, INC. is required to undertake collection actions, or otherwise incur any costs in connection with the collection of amounts owing under a past-due invoice, all such costs shall be the responsibility of CLIENT. KITTELSON & ASSOCIATES, INC. prefers that all payments be made through the Automated Clearing House Network ("ACH"). The following bank account information is provided below for this purpose:

Account Name: Kittelson & Associates, Inc.
Bank Name: Chase Bank
Account Number: 179118350
ABA Number: 325070760
Remittance Advice: apinvoice@kittelson.com

XVII. **PREVAILING PARTY ATTORNEY FEES:** In the event of any litigation between the parties arising out of this Agreement, including mandatory arbitration under Article VIII of this Agreement, the prevailing party shall be entitled to recovery of its reasonable attorney's fees incurred in the litigation.

XVIII. **ADDITIONAL INSURED:** KITTELSON & ASSOCIATES, INC. shall cause its general liability insurers to name CLIENT as an additional insured.

XIX. **PROFESSIONAL STANDARDS:** KITTELSON & ASSOCIATES, INC. shall be responsible for performing the Services to the level of competency currently maintained by other practicing professional engineers performing the same type of services in CLIENT'S community. KITTELSON & ASSOCIATES, INC. makes no warranty, guarantee or assurance, express or implied, that the Services will yield or accomplish a perfect or particular outcome for the Project.

XX **ENTIRE AGREEMENT:** This Agreement constitutes the entire, legally-binding contract between the parties regarding its subject matter and supersede any and all prior or contemporaneous understandings, agreements, or representations, whether oral or written. Amendments to this Agreement will be governed by this Agreement and must be in writing and signed by both the CLIENT and KITTELSON & ASSOCIATES, INC.

XXI **NO THIRD PARTY RIGHTS:** To the fullest extent permitted by law, no party has any third party beneficiary or other rights arising from or related to the Services.

AUTHORIZATION TO PROCEED: Signing this form shall constitute agreement with all terms and conditions of this AGREEMENT and authorization by CLIENT for KITTELSON & ASSOCIATES, INC. to proceed with performance of the Services as of the date first written above (the "EFFECTIVE DATE").

Table 1:

Project Phase Description	Billing Method	Authorized Amount
Tasks 1-4	Lump Sum	$15,500

Accepted for:

POINCIANA EAST COMMUNITY DEVELOPMENT DISTRICT

Signature

RICHARD LEVEY

Print Name

Chairman

Title

2/20/2024

Date

Approved for:

KITTELSON & ASSOCIATES, INC.

Signature

ADAM BURGHDOFF

Print Name

FL BUSINESS DEVELOPMENT LEADER

Title

2/22/24

Date

POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name: Poitras Drive, Boggy Creek Road Segment (U.S. 441 to [illegible])

Brief Description: Transportation analysis - Time associated traffic flows to/from the Poitras East/U.S. intersection based upon Phase 2 build out as well as HCR future projects

Name of Consultant Vendor: Kimley-Horn & Associates

Is this work related to an existing Agreement? ___ Yes ✓ No

If yes, name and date of Agreement: ___

Is this project included in the District Capital Improvement Plan? ✓ Yes ___ No

Are the services recommended included in the Capital Improvement Plan? ✓ Yes ___ No

Is this a continuation of previously authorized work? ___ Yes ✓ No

Proposal attached: ✓ Yes ___ No

Terms of Agreement: Unless Proposal

Amount of Services: $ 15,000

Recommendation: ✓ Approve ___ Deny

By: [signature] 2/13/2004
Dan Young, Chairman
Poitras East Community Development District

Financial Analysis
Budget Modified
Internal Services
Legal Review

Poitras East
Community Development District

District's Financial Position and Budget to Actual YTD

(provided under separate cover)

Poitras East
Community Development District

Monthly Landscape Report

BERMAN

TASK SERVICE REPORT

Poitras East CDD

United States

ASSET DETAILS

Asset

Asset Address

TASK NO. 95804

Service Date	10/20/2026
Service Time	8:00:00AM
Task Type	Site Walk
Technician	Pete Fussell
Actions Taken	

CUSTOMER SITE WALK REPORT

Inspection Summary

EXECUTIVE SUMMARY

Landscape maintenance operations throughout the Poitras East Community Development District during October focused on seasonal turf management, ornamental bed maintenance, landscape presentation, and preparation for the fall and winter growing season. The maintenance program transitioned to a biweekly mowing schedule consistent with reduced seasonal turf growth. During non-mowing weeks, maintenance resources were directed toward detailed landscape services, weed management, and seasonal improvement activities. Fall landscape enhancements included refreshing planting bed soil, installing seasonal annuals, and completing granular fertilizer applications across maintained turf areas. Continued attention will be directed toward ornamental grass maintenance, irrigation performance, plant health, and identifying opportunities to improve landscape uniformity throughout the District.

OBSERVATIONS / FINDINGS

Turfgrass Maintenance - The mowing schedule was adjusted to biweekly service intervals as turfgrass growth rates began to moderate. Routine edging, string trimming, and blowing remain important components of the maintenance program, particularly along sidewalks, curbs, roadway corridors, and landscaped common areas. Fall granular fertilizer applications were completed on maintained turf areas. The effectiveness of these applications will be evaluated during subsequent inspections, with attention to turf density, color, nutrient response, and localized stress. Ornamental Plants and Landscape Beds - Planting beds were refreshed with soil in preparation for seasonal annual installations. Fall and holiday annuals were installed to improve seasonal color and visual appeal. Ongoing maintenance priorities include selective pruning, weed removal, bed definition, and monitoring ornamental shrubs for nutrient deficiencies, insect activity, and declining plant material. Ornamental Grasses Maintenance activities were initiated on Fakahatchee grass, with additional attention recommended for removing accumulated dead foliage, maintaining plant separation, and preserving appropriate clearance along pedestrian and vehicular corridors. Irrigation Management - Irrigation system performance remains a priority as the District transitions into cooler weather and lower seasonal evapotranspiration rates. Irrigation inspections should evaluate controller programming, operating pressures, sprinkler coverage, clogged or damaged components, and potential overspray onto pavement. Any deficiencies identified in the October irrigation inspection reports should be incorporated into the corrective maintenance schedule.

AREAS OF CONCERN

Seasonal Turf Transition - Reduced turf growth during the fall season requires adjustments to mowing frequency and irrigation scheduling. Excessive irrigation or unnecessary mowing can contribute to turf stress, increased weed pressure, and declining turf quality. Landscape Bed Weed Control - Continued weed management is necessary to maintain the appearance of ornamental planting beds, especially following soil preparation and seasonal annual installations. Attention should be given to bed edges, plant bases, and open areas where weed establishment may occur. Ornamental Grass Maintenance - Fakahatchee grass maintenance should continue where necessary to address excessive growth, accumulated dead foliage, and potential

encroachment into sidewalks, curbs, or roadway sightlines. Irrigation System Performance - Irrigation deficiencies, including improper coverage, excessive watering, and damaged components, can negatively affect turf and ornamental plant health. Inspection findings and outstanding repairs will be reviewed to establish priorities and confirm corrective action.

RECOMMENDED ACTIONS

The following maintenance and improvement measures are recommended to preserve landscape quality and support the District's long-term landscape management objectives. Continue seasonal turf management: Maintain biweekly mowing where growth conditions warrant, with adjustments based on actual turf growth, rainfall, and landscape appearance. Complete ornamental grass maintenance: Continue Fakahatchee grass maintenance where required, using appropriate horticultural pruning practices to avoid unnecessary damage. Evaluate irrigation efficiency: Review irrigation inspection findings and adjust watering schedules according to seasonal plant requirements and observed soil moisture conditions. Identify landscape enhancement opportunities: Evaluate areas with declining shrubs, inconsistent plant coverage, or aging landscape material for potential renovation or replacement. Monitor fertilizer response: Evaluate turf color, density, and overall plant response following October's granular fertilizer applications.

ADDITIONAL NOTES

As the District moves into November, landscape maintenance efforts will continue to emphasize seasonal adjustments, detailed property presentation, and proactive management of turfgrass and ornamental plant material. Routine mowing, edging, trimming, pruning, and weed management will continue according to seasonal growth conditions and contractual requirements. Additional attention will be directed toward maintaining newly installed annuals, completing ornamental grass maintenance, and monitoring landscape conditions as temperatures decline. Irrigation scheduling will be reviewed to accommodate reduced water requirements, while identified system deficiencies will be prioritized for repair. Landscape enhancement opportunities, including plant replacements, landscape bed improvements, and other corrective measures, will be evaluated. Recommendations requiring additional expenditures will be prepared for District management review and Board approval as applicable.


35




YIELD




35



CEPRA LANDSCAPE

Irrigation Maintenance & Inspection

2026 Field Inspection Report

PROPERTY NAME / CONTROLLER NAME	INSPECTION DATE	TECHNICIAN NAME	CONTROLLER MAKE & MODEL
Poitras CDD (67)	Oct 26, 2026 3:32:00 PM EDT	Dino Porcella (dino.porcella)	Rainbird ESP-LXME2

SYSTEM STATUS

CLOCK STATUS

- ■ Operational
- ☐ Not Operational
- ☐ Screen is Bad
- ☐ Turn Dials Not Operational
- ☐ Buttons Not Operational
- ☐ Bug Infestation
- ☐ Door Does Not Lock
- ☐ Missing or Damaged Door

CLOCK COMMENTS

WEATHER SENSOR

- ■ Operational
- ☐ Not Operational
- ☐ Weather Station Controlled
- ☐ Installation is in an Incorrect Location
- ☐ Needs Wireless Rain Sensor Device
- ☐ Rain Sensor is ON
- ☐ Rain Sensor is OFF

POC INFORMATION

MAINLINE BREAK?

MAINLINE BREAK PHOTO

N/A

PUMP TYPE

- ■ Pressurized
- ☐ Pump Start
- ☐ Centrifugal
- ☐ Submersible
- ☐ VFD Drive

PUMP STATUS

- ■ Operational
- ☐ Not Operational
- ☐ Pressure Gauge Not Operational
- ☐ Bug Infestation of Control Box
- ☐ Bug Infestation of Pressure Switch
- ☐ Leaks or Drips in System
- ☐ Control Box is in Poor Condition
- ☐ Exposed Electrical Parts
- ☐ Pressure Tank Will Not Maintain Correct Pressure
- ☐ Bladder is Waterlogged
- ☐ Ohms are Not in Proper Range
- ☐ Amperage of Motor is Not in Range
- ☐ Pressure Relief Valve is Not Operational
- ☐ Pressure Switch is Not Operational

PROGRAM INFORMATION

	Program A	Program B	Program C	Program D	Program E	Program F
Start Time	9:00 PM					
Seasonal Adjust						
Run Days	Monday, Wednesday, Saturday					

ADDITIONAL COMMENTS

Repairs/Faults and Upgrades cells: **repaired** (left) / **not repaired** (right). – = none in that zone.

ZONE INFORMATION — ZONES 2 AND 3–NAN

Item / Zone →	2 and 3	1	5 to 8	9	10 to 12	13	14 to 22	18	19	20	21	22
Zone Type	Sprays	Sprays	Sprays	Drip	–	Rotors	Sprays	Rotors				
Prog A Run Time	20 min	15 min	20 min	15 min	20 min	10 min	20 min	20 min				
Prog B Run Time	–	–	–	–	–	–	–	–				
Prog C Run Time	–	–	–	–	–	–	–	–				
Prog D Run Time	–	–	–	–	–	–	–	–				
Prog E Run Time	–	–	–	–	–	–	–	–				
Prog F Run Time	–	–	–	–	–	–	–	–				
Primary Plant Material	–	–	–	–	–	–	–	–				
Secondary Plant Material	–	–	–	–	–	–	–	–				
Third Plant Material	–	–	–	–	–	–	–	–				
MAINTENANCE ITEMS												
Adjust Arc / Radius	–	–	–	–	–	–	–	–				
Unclog Nozzle	–	–	–	–	–	–	–	–				
Straighten Head	–	–	–	–	–	–	–	–				
Misc Repair	–	–	–	–	–	–	–	–				
REPAIRS & FAULTS												
Faults on Zone	–	–	–	–	–	–	–	–				
Rain Sensor	–	–	–	–	–	–	–	–				
Raise Head in Turf	–	–	–	–	–	–	–	–				
Lower Head in Turf	–	–	–	–	–	–	–	–				
Microjet Nozzle	–	–	–	–	–	–	–	–				
Broken Nozzle	–	–	–	–	–	–	–	–				
Broken MP Rotator	–	–	–	–	–	–	–	–				
Broken Riser	–	–	–	–	–	–	–	–				
Broken Tree Bubbler	–	–	–	–	–	–	–	–				
Broken SQQTR Nozzle	–	–	–	–	–	–	–	–				
Broken 6" Spray Head	–	–	–	–	–	–	–	–				
Broken 12" Spray Head	–	–	–	–	–	–	–	–				
Broken 6" Rotor	–	–	–	–	–	–	–	2 | 0				
Broken 12" Rotor	–	–	–	–	–	–	–	–				
Leaking 6" Spray Head	–	–	–	–	–	–	–	–				
Leaking 12" Spray Head	–	–	–	–	–	–	–	–				
Leaking 6" Rotor	–	–	–	–	–	–	–	–				
Leaking 12" Rotor	–	–	–	–	–	–	–	–				
Broken Drip Line	–	–	–	–	–	–	–	–				
Broken Lateral Line	–	–	–	–	–	–	–	–				
Solenoid	–	–	–	–	–	–	–	–				
Broken Valve	–	–	–	–	–	–	–	–				
Broken Valve Box	–	–	–	–	–	–	–	–				
UPGRADES												
Add 6" Spray Head <10'	–	–	–	–	–	–	–	–				
Add 12" Spray Head <10'	–	–	–	–	–	–	–	–				
Add 6" Rotor <10'	–	–	–	–	–	–	–	–				
Add 12" Rotor <10'	–	–	–	–	–	–	–	–				
Add Tree Bubbler	–	–	–	–	–	–	–	–				
Relocate Head	–	–	–	–	–	–	–	–				
Shrub Riser/Exist. Nozzle	–	–	–	–	–	–	–	–				
Shrub Riser/New Nozzle	–	–	–	–	–	–	–	–				
4" to 6" Spray Head	–	–	–	–	–	–	–	–				
6" to 12" Spray Head	–	–	–	–	–	–	–	–				
Battery Pack	–	–	–	–	–	–	–	–				
Battery Pack RSD	–	–	–	–	–	–	–	–				
Other	–	–	–	–	–	–	–	–				
ZONE COMMENTS												
Comments	–	–	–	–	–	–	–	–				

Left = repaired on-site **Right** = not repaired – = none in that zone

CEPRA LANDSCAPE

Irrigation Maintenance & Inspection

2026 Field Inspection Report

PROPERTY NAME / CONTROLLER NAME	INSPECTION DATE	TECHNICIAN NAME	CONTROLLER MAKE & MODEL
Poitras CDD (67)	Oct 26, 2026 3:32:00 PM EDT	Dino Porcella (dino.porcella)	Rainbird ESP-LXME2

INSPECTION SUMMARY — ALL ZONES

68
TOTAL BROKEN ITEMS

68
REPAIRED ON-SITE

0
STILL NEEDS REPAIR

REPAIRS & FAULTS

Item	Broken	Repaired	Needs Repair
Broken Nozzle	50	50	
Broken 6" Spray Head	10	10	
Broken 12" Spray Head	5	5	
Broken 6" Rotor	2	2	
Broken Lateral Line	1	1	

MAINTENANCE PERFORMED

No maintenance recorded.

UPGRADES

Item	Repaired	Not Repaired
No upgrades recorded.		

ZONE COMMENTS

No zone comments recorded.

DOCUMENTATION PHOTOS

No documentation photos submitted.

TECHNICIAN SIGNATURE



Dino Porcella (dino.porcella)

ACCOUNT MANAGER REVIEW

Date / Signature