

**PARK EAST
COMMUNITY DEVELOPMENT
DISTRICT**

NOVEMBER 06, 2025

AGENDA PACKAGE



2005 PAN AM CIRLE SUITE 300
TAMPA FL, 33607

Park East Community Development District

Board of Supervisors

Carlos de la Ossa, Chairman
Nick Dister, Vice Chairperson
Kyle Smith, Assistant Secretary
Alberto Viera, Assistant Secretary
Ryan Motko, Assistant Secretary

District Staff

Jayna Cooper, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer
Arturo Gandarilla, Field Manager

Regular Meeting Agenda

Thursday, November 06, 2025 at 2:00 p.m.

The Regular Meeting of the **Park East Community Development District** will be held **November 06, 2025, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

Meeting ID: 240 062 334 037 6 **Passcode:** wU2Sy36X

Dial-in by phone +1 646-838-1601 **Pin:** 311 963 193#

THE REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS

(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)

3. BUSINESS ITEMS

A. Consideration of Recreational Facilities Policies and Regulations / Parent Consent and Waiver Form for Guest and/or Minor-Use of Recreational Facilities

4. CONSENT AGENDA

A. Approval of Minutes of the October 02, 2025, Regular Meeting

B. Consideration of Operation and Maintenance September 2025

C. Acceptance of the Financials and Approval of the Check Register for September 2025

D. Ratification of Coastal Fence Services LLC Proposal (\$4,000)

E. Ratification of Down to Earth Proposal #126697 (\$8,735.00)

5. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

i. Field Inspections Report

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

Recreational Facilities Policies and Regulations

The Park East Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated entirely in Hillsborough County, Florida with a mailing address of 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607 (hereinafter the “**District**”), owns and maintains various Recreational Facilities throughout its boundaries, as well as an Amenity Center located at 3930 Northern Key Drive, Plant City, Florida 33565.

The Recreational Facilities and Recreation Center includes, but is not limited to, a Clubhouse, Clubhouse Gathering Room, Playground, Pool, Pool Patio, Basketball Court, and Various Common Area. In order to provide for efficient and effective District operations, and for the safety and security of the District and its members, the District wishes to put the following Policies and Regulations in place.

The Clubhouse Gathering Room is available for rental by residents and non-residents. Further information regarding the Reservation Policies and Usage Agreements for said Clubhouse Gathering Room is available on the attached Clubhouse Gathering Room Reservation Policies and Usage Agreement attached hereto as **Exhibit A**.

General

The District has adopted these Policies and Regulations for the safety and security of the District and its Members (as defined herein). The Board of Supervisors may modify these Policies and Regulations from time to time as needed.

Violations of the Policies and Regulations are subject to verbal warnings, written warnings, suspension of usage rights, and further actions taken as outlined in these Policies and Regulations and as deemed appropriate by the Board of Supervisors and its duly authorized representative.

PLEASE NOTE: violations of these Policies will not only be immediate grounds for Forfeiture of Key Fob Access and/or Amenity Center Access; but, will also subject the Resident/Member to possible suspension of Recreational Facilities Access as deemed appropriate by the District's Board of Supervisors.

**PARENTAL CONSENT AND WAIVER FORM FOR GUEST AND/OR
MINOR-USE OF RECREATIONAL FACILITIES**

Any guests under the age of 18 that utilize the Recreational Facilities without an adult present MUST have a notarized Parental Consent and Waiver Form (attached hereto as **Exhibit B) on file by the guest's legal guardian.**

Recreational Facilities and Amenity Center Usage Policies

The Recreational Facilities and Recreation Center includes, but is not limited to, a Clubhouse, Clubhouse Gathering Room, Playground, Pool, Pool Patio, Basketball Court, and Various Common Area.

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

1. _____ All Residents and Members are entitled to utilize the Recreational Facilities if they meet all eligibility requirements.
2. _____ **All Residents and/or Members using the Recreational Facilities MUST have their Key Fob with them AT ALL TIMES.**
3. _____ Residents and Members must have, at all times, in their possession, their key fob/access card for identification and to enter and utilize the Facilities.
4. _____ Residents and Members are encouraged to speak to their physician before engaging in physical exercise. All Residents and Members utilize the Facilities at their own risk.
5. _____ All persons using the District's Recreational Facilities and Amenity Center do so at their own risk.
6. _____ All persons using the Amenity Center do so at their own risk.
7. _____ All persons using the Pool do so at their own risk.
8. _____ All persons using the Playground do so at their own risk.
9. _____ All persons using the Basketball Court do so at their own risk.
10. _____ Residents and Members must be properly attired with shirts and shoes to utilize the Facilities, with the exception of the Pool and Pool Patio, where bathing suits are permitted.
11. _____ Children under the age of sixteen must be accompanied by an adult over the age of 18 at all times.
12. _____ Staff is to be treated in a courteous and considerate manner. No associate shall be reprimanded or harassed in any way by an individual utilizing the Facilities or other District property.
13. _____ Anyone who verbally threatens the physical well-being of another person, or who engages in behavior which may be dangerous, create a health or safety problem, create a hostile environment, or otherwise disturb others may be reported to the local law enforcement agency.
14. _____ Alcohol is **NOT** permitted on District property, including in and around the Pool and/or Pool Patio. (NO EXCEPTIONS).
15. _____ Anyone that appears to be under the influence of drugs or alcohol will be asked to leave the Facilities, immediately.
16. _____ Glass containers, of any kind, are **NOT** permitted on District property, including in and around the Pool and/or Pool Patio.
17. _____ The pool area is not supervised by lifeguards.
18. _____ All swimmers must shower before initially entering the Pool.
19. _____ Furniture shall NOT be removed from the Amenity Center (i.e. Gathering Room, Pool, Pool Patio, etc.) at any time.
20. _____ All equipment, furnishings, and property of the District shall be found in the same condition after use of same.
21. _____ It shall be the responsibility of any Resident or Member utilizing the Recreational Facilities to remove food and/or other items brought in.
22. _____ All persons shall obey the Hillsborough County Noise Ordinance and capacity limits as set by the Fire Marshall.
23. _____ Glitter and Confetti are **NOT** allowed on District property.
24. _____ The Facility and District Staff are not responsible for lost or stolen items. District Staff is not permitted to hold valuables or accept deliveries for Residents or Members.
25. _____ No person may use any District Recreational Facility in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within the District by other residents. Specifically, no person may use District Recreational Facilities in such a manner that creates excessive noise, profanity, or boisterous action.
26. _____ No pets shall be allowed at or within the Amenity Center, Clubhouse, Pool, and/or Pool

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

Patio any time except for verified service animals as defined by Florida Statutes.

27. _____ Per Florida's Clean Air Act (FCAA), codified in Chapter 386 of the Florida Statutes, prohibits **smoking and vaping** in most public places.
28. _____ With the exception of firearms and ammunition permitted under Chapter 790, Florida Statutes, no other weapons are permitted on District property.
29. _____ Call 911 in the event of an emergency or any safety concerns.
30. _____ PLEASE NOTE: violations of these Policies will not only be immediate grounds for Forfeiture of Key Fob access and/or Amenity Center access but will also be subject to possible suspension of Amenity Center Access as deemed appropriate by the District's Board of Supervisors.
31. _____ Policies and Regulations are subject to change as deemed necessary after appropriate approval by the Board of Supervisors.

Pool and Pool Patio Specific Usage Policies

In addition to the Policies and Regulations listed above, below are Pool and Pool Patio Specific Usage Policies.

1. _____ In the event of an emergency, or any safety concern, please call 911.
2. _____ Swim at your own risk. The pool areas are not supervised by lifeguards.
3. _____ Residents and Members under the age of 18 that utilize the pool or pool patio independently **MUST** have a key fob/access card and a Signed Parental Consent and Waiver Form (Exhibit B) prior to use of the pool or pool patio.
4. _____ The Pool and Pool Patio is open from Dawn until Dusk.
5. _____ All swimmers must shower before initially entering the pool.
6. _____ Flotation devices, such as rafts, rings, or play items, are **NOT** allowed in the pool or on the pool patio.
7. _____ Bicycles, scooters, roller skates, rollerblades, skateboards, etc. are **NOT** permitted on the pool patio.
8. _____ Persons with open cuts, wounds, sores, or blisters may **NOT** use the pool.
9. _____ Persons that are ill with diarrhea may **NOT** use the pool.
10. _____ Swim diapers are recommended for use by infants/children that are not toilet trained.
11. _____ Animals are not permitted in or around the pool with the exception of certified service animals.
12. _____ The pool and pool patio may be closed due to weather warnings, fecal accidents, chemical balancing, or general maintenance and repairs.
13. _____ Pool and pool patio Policies may be changed at the discretion of the District's Board of Supervisors.
14. _____ All other general Recreational Facilities and Amenity Center Usage Policies apply.

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

CONSEQUENCES FOR VIOLATIONS OF POLICIES AND REGULATIONS

POLICY ENFORCEMENT. Please be aware that District Representatives **MUST** protect the rights and privileges of rule-abiding Residents and Members, and that inappropriate behavior will **NOT** be tolerated. All patrons are responsible for compliance with the Policies and Regulations established for the safe operations of all the Recreational Facilities. For severe violations or anyone continuing to violate Facilities Policies and Regulations, individual(s) may be refused access to the Facilities and associated amenities. The District Staff reserves the right to ask Residents, Members, and/or Guests to leave the Facilities and may suspend their privileges and/or key fobs. The District Staff retain the full right to contact the local law enforcement agency and have violators trespassed permanently from any District Property.

Depending on the severity of the violation, the individual(s) may be asked to leave the facilities until a consequence is determined. If a minor is involved in a violation, a parent or guardian will be contacted, and a written warning may be issued. Documentation of incidents will be kept on file with the District Manager.

Any appeals will need to be made in writing to the District's Board of Supervisors. Appeals will be reviewed at the next regularly scheduled District Board of Supervisors meeting from the date the appeal was received.

CONSEQUENCES. The following Consequences are at the sole discretion of the District Representative on site and are only to be used as a Guideline.

- I. WARNINGS:** The violation will be brought to the attention of the individual(s) involved. If the behavior continues, the violator will be asked to leave the property.
- II. SUSPENSIONS:** All suspensions will be treated on a case-by-case basis. Consequences and decision outcomes will be determined by District Management. While suspended from District Property, access cards / key fobs for Residents and/or Members will be deactivated. Any suspension of privileges from District Property, which resulted from Policy and Regulation violations, may be issues as follows and is automatically sent to the Board of Supervisors for ratification:
 - a. 3 days
 - b. 7 days
 - c. 1 month
 - d. 3-6 months
 - e. Indefinite

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

SIGNATURES

I, the Resident and/or Member, have read, initialed, and understand the (1) Recreational Facilities and Amenity Center Policies and Regulations; the (2) Pool Specific Usage Policies; the (3) Clubhouse Gathering Room Reservation Policies and Usage Agreement; the (4) Parental Consent and Waiver Form for Minor-Use of Recreational Facilities; and the (5) Consequences for Violations of Policies and Regulations listed above.

**Park East
Community Development District**

District Representative Name: _____
Title: _____
Date of Signature: _____

Member (Resident/Member) *(please circle one)*

Printed Name: _____
Mailing Address: _____
Date of Signature: _____
Email Address: _____

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

EXHIBIT A

**Park East
Community Development District**

Clubhouse Gathering Room Reservation Policies and Usage Agreement

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

Clubhouse Gathering Room Reservation Policies and Usage Agreement

The Park East Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated entirely in Hillsborough County, Florida (hereinafter the “**District**”) owns and maintains an Amenity Center located at 3930 Northern Key Drive, Plant City, Florida 33565.

The Amenity Center includes, but is not limited to, a Clubhouse, Clubhouse Gathering Room, Playground, Pool, Pool Patio, Basketball Court, and Various Common Areas. The Clubhouse Gathering Room is the ONLY space available for purposes of resident and/or non-resident rental.

Reservation Date: _____ Day: _____

Time Reserved: _____ *Type of Party:* _____

Resident: _____ Non-Resident: _____

Non-Resident: _____ *Non-Resident Business:* _____

IF Renting to a Non-Resident: *Name of Non-Resident:* _____

DOB of Non-Resident: _____

Mailing Address of Non-Resident:

Applicant/Renter Information:

Name: _____

Address: _____

Home Phone Number: Cell Phone Number:

Security Deposit of \$200.00 Received on: _____ *in the total amount of: \$200.00*

The Clubhouse Gathering Room (PLEASE NOTE that this does **NOT** include pool or pool patio access) may be rented for private events. ONLY the Gathering Room is available for rental, during the hours of 9:00 a.m. and 11:00 p.m. Rentals are allowed for a maximum of six (6) hours total, unless otherwise approved ahead of time and in writing by the District's Board of Supervisors and the District Manager. Rentals are on a first-come first-serve basis, with a mandatory Security Deposit DUE at time of reservation in order to officially effectuate reservation of the requested Date and Time.

Gathering Room Rental Fees for Residents and Non-Residents

Residents:

Up to four (4) hours = \$50.00

Up to six (6) hours = \$100.00

Refundable Security Deposit = \$200.00

Non-Residents:

Up to four (4) hours = \$150.00

Up to six (6) hours = \$200.00

Refundable Security Deposit = \$400.00

Cancellation Policy: PLEASE NOTE that the District MUST receive formal, written notice of a cancellation a minimum of 72 hours prior to the Reservation Date and Time in order for a refund of the Security Deposit to be allowed. Without proper notice, the Rental Fee and the Security Deposit are forfeited.

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

Gathering Room Rental Usage Policies

1. _____ All persons using the Gathering Room do so at their own risk.
2. _____ Children under the age of sixteen must be accompanied by an adult over the age of 18 at all times while in the Gathering Room.
3. _____ Alcohol is **NOT** permitted in the Gathering Room – presence of alcohol, whether open or otherwise, will **AUTOMATICALLY FORFEIT THE RENTAL FEE AND THE SECURITY DEPOSIT (NO EXCEPTIONS)**.
4. _____ Glass containers, of any kind, are **NOT** permitted in the Gathering Room.
5. _____ Furniture shall **NOT** be removed from the Gathering Room at any time.
6. _____ All equipment, furnishings, and property of the District shall be found in the same condition after use of the Gathering Room.
7. _____ It shall be the responsibility of any resident renting the Gathering Room to remove food and/or other items brought in during the event.
8. _____ Non-perishable items left in the Gathering Room after use will be kept for a period of “One Week.” Items not claimed by the end of that period will be discarded.
9. _____ All persons renting and utilizing the Gathering Room shall obey the Hillsborough County Noise Ordinance and capacity limits as set by the Fire Marshall.
10. _____ Glitter and Confetti are **NOT** allowed in Gathering Room.
11. _____ Residents wishing to reserve the Gathering Room shall contact District staff no later than two (2) weeks prior to the date of intended reservation request. District staff will then review a list of policies and procedures for the reserved special event at the Gathering Room with the applicant. Use of the Gathering Room for parties or other group functions will require the execution of an indemnification agreement and a security deposit.
12. _____ Use of the Gathering Room is **STRICTLY** limited to the confines of the Gathering Room within the Clubhouse. Use of the Pool and/or the Pool Patio is **STRICTLY PROHIBITED** and will result in the **FORFEITURE OF THE SECURITY DEPOSIT**.
13. _____ Use of tape, push pins, etc. on the walls and/or ceiling of the Gathering Room is **STRICTLY PROHIBITED**.
14. _____ The Gathering Room, including but not limited to, ALL surfaces, walls, floors, etc. are to be **thoroughly cleaned** upon the completion of the rental event before leaving the Gathering Room. Failure to adequately clean will result in **FORFEITURE OF THE SECURITY DEPOSIT**. The depositor letter of explanation concerning the withholding of any funds shall be forwarded within 10 days.
 - i. **Please Note:** the District will do its best, but will not be obligated to provide, brooms, mops, etc. Renters must provide their own cleaning products and remove them at the conclusion of the event.
15. _____ **ALL CLEANING MUST BE COMPLETED**, and the Gathering Room locked up securely (all windows and doors closed and locked) by the ending time of the reservation; persons in the Gathering Room **AFTER** ending time of the reservation will be considered as **TRESPASSING** and **NOT ONLY** will the **SECURITY DEPOSIT BE AUTOMATICALLY FORFEITED** but the Trespassers will be subject to arrest by patrolling legal entities (Security and/or Hillsborough County Sheriff’s Office).
16. _____ No person may use the Gathering Room in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within the District by other residents. Specifically, no person may use the Gathering Room in such a manner that creates excessive noise, profanity, or boisterous action.
17. _____ Approval of all events is subject to the discretion of the District Manager and/or the

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

District's Board of Supervisors. The District Manager has, within his/her sole discretion, the authority to reduce or waive rental fees for Community Service functions and events.

18. _____ No pets shall be allowed at any time in the Gathering Room except for service animals as defined by Florida Statutes.
19. _____ All exterior doors and windows must be closed when the air conditioning or heat is on and temperatures reset to original settings.
20. _____ Per Florida's Clean Air Act (FCAA), codified in Chapter 386 of the Florida Statutes, prohibits **smoking and vaping** in most public places.
21. _____ Call 911 in the event of an emergency or any safety concerns.
22. _____ PLEASE NOTE: violations of these Policies will not only be immediate grounds for Forfeiture of the Security Deposit but will also be subject to possible suspension of Amenity Center Access as deemed appropriate by the District's Board of Supervisors.

I, the renter, have read, initialed, and understand the Gathering Room Reservation Policies listed above.

**Park East
Community Development District**

District Representative Name: _____
Title: _____
Date of Signature: _____

Renter (Resident/Non-Resident) *(please circle one)*

Printed Name: _____
Date of Signature: _____
Email Address: _____

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

Permission to use Gathering Room, Release of Liability, and Indemnification Agreement

1. The District is the owner of the Gathering Room.
2. The District is a residential development.
3. Upon request, the District, while it is the owner of the Gathering Room, will consider the use of the Gathering Room by groups and other entities for limited purposes.
4. The "Renter," has applied to the District to use the Gathering Room.
5. The District, by its execution of this Agreement, has approved the use of the Gathering Room, as described herein, subject to all applicable laws, rules, and regulations, and subject to the District's receipt of a Rental Fee of \$50.00 for rentals up to four (4) hours or Rental Fee of \$100.00 for rentals up to six (6) hours. Every rental will require the receipt of a \$200.00 Security Deposit. All monies must be in the form of U.S. Bank Check. Please make two separate checks, one each for the Rental Fee and the Security Deposit. Checks should be made payable to: Park East CDD.
6. The District has consented to the above use by the Renter, its agents, employees, and invitees.
7. In consideration of the District's permission to the Renter, its agents, employees, and invitees to use the Gathering Room, the Renter, for itself, its agents, employees, and invitees, and any other person or entity claiming by or through them, releases, discharges and acquits the District, its agents or employees, for any and all claims for loss, damage, or injury of any nature whatsoever to person (including but not limited to personal injury and death) or property resulting in any way from, or in any fashion arising from, connected with, or resulting in any way from the use of the Gathering in whatever manner the loss, damage, or injury may be cause and whether or not the loss, damage, or injury may be caused, occasioned, or contributed to by the negligence, sole or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this release of liability applies to any and all claims for loss, injury, or damage caused solely or partially by the negligence of the District, its agents or employees.
8. As further consideration for the District's permission to the Renter, its agents, employees, and invitees to use the Gathering Room, the Renter, for itself, its representatives and assigns, agrees to defend, indemnify, and hold harmless the District, its agents or employees, from any and all claims for loss, damage, or injury of any nature whatsoever to person (including, but not limited to, personal injury and death) or property resulting in any way from or in any fashion arising from, connected with or resulting from the use of the Gathering Room in whatever manner the loss, damage, or injury may be caused and whether or not the loss, damage, or injury may be caused, occasioned, or contributed to by the negligence, sole, or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this Agreement to defend, indemnify, and hold harmless applies to any and all claims for loss, injury, or damage caused solely or partially by the negligence of the District, their agents, or employees.
9. Should any provision of this Agreement be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal part, term, or provisions shall be deemed not a part of this Agreement.

Renter's Printed Name and Signature

Date

District Representative Name and Signature

Date

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

CHECK PAYMENT FORM

*This form must be completed by **each individual** issuing a check to the Park East Community Development District as payment for Gathering Room rentals, keys, or any other products/services. A copy of the check issuer's driver's license and/or valid ID **MUST** be obtained **for each individual occurrence.***

TODAY'S DATE: _____

NAME OF ISSUER: _____

DOB: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

DRIVER LICENSE NUMBER: _____

Please attach a copy of Driver's license.

PLACE OF EMPLOYMENT: _____

WORK PHONE: _____

AMOUNT OF CHECK: _____

REASON FOR CHECK: _____

Non-Sufficient Funds (NSF) Policy:

In the event that a check is sent back to the Park East Community Development District (the "District") for non-sufficient funds, the check writer must make payment within 30 days of receipt of a demand letter. Payment may be made by cashier's check, money order or cash at a cost of \$25.00 in addition to the original check amount.

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
RECREATIONAL FACILITIES POLICIES AND REGULATIONS

EXHIBIT B

**Park East
Community Development District**

Parental Consent and Waiver Form for Minor-Use of Recreational Facilities

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

Parental Consent and Waiver Form for Guest and/or Minor-Use of Recreational Facilities

In addition to agreeing to abide by all Community Standards, Guidelines, Policies and Usage Regulations while utilizing the District's Recreational Facilities I, _____, hereby agree on behalf of myself, and _____ (child/minor) to the following:

Disclaimer and Use of Recreational Facilities at Your Own Risk

PROPERTY OWNERS, RESIDENTS, NON-RESIDENTS, MEMBERS, RENTERS, AND/OR GUESTS USING THE RECREATIONAL FACILITIES DO SO AT THEIR OWN RISK. The safety of our Property Owners, Residents, Non-Resident Users, Members, Renters, and/or Guests of our community is a primary concern. All persons using the Facilities do so at their own risk and agree to abide by the Policies and Regulations for use of the Facilities. The Park East Community Development District assumes no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of, property arising from the use of the Facilities or from the acts, omissions, or negligence of other persons using the Facilities. The District assumes no liability for any theft, vandalism, and/ or damage that might occur to personal property. Residents and Members are responsible for their actions and those of their Guests.

THE DISTRICT DOES NOT PROVIDE ON-SITE STAFF DEDICATED FOR THE PURPOSE OF MONITORING THE USE OF THE RECREATIONAL FACILITIES OR SAFETY OF THE RESIDENTS, MEMBERS, OR THEIR GUESTS. PRIOR TO USING THE COMMUNITY RECREATIONAL FACILITIES, PROPERTY OWNERS, RESIDENTS, NON-RESIDENT USERS, MEMBERS, RENTERS, AND/OR GUESTS ACKNOWLEDGE AND UNDERSTAND THE INHERENT RISKS INVOLVED IN USING THE FACILITIES OR PARTICIPATING IN ACTIVITIES AND VOLUNTARILY AGREE TO ASSUME RESPONSIBILITY FOR THESE RISKS AND THEIR OWN SAFETY.

Persons interested in using the Recreational Facilities are encouraged to consult with a physician prior to engaging in physical exercise, swimming, aerobics, weightlifting, sports, and/or cardiovascular exercise.

**NOTICE TO THE MINOR CHILD'S
NATURAL LEGAL GUARDIAN**

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF PARK EAST COMMUNITY DEVELOPMENT DISTRICT USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM, YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM PARK EAST COMMUNITY DEVELOPMENT DISTRICT IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS

**PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND PARK EAST COMMUNITY DEVELOPMENT DISTRICT HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE, IF YOU DO NOT SIGN THIS FORM.

I further agree to indemnify, defend, and hold harmless the Released Parties from and against any and all claims, demands, losses, liabilities, costs, or expenses arising out of or in any way connected with my child/minor's use of the community amenities or participation in activities at the amenities.

I agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida, and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect. Property Owners, Residents, Non-Resident Users, Renters and Guests hereby acknowledge a non-waiver of the District's limitation of liability contained in Fla. Stat. 768.28.

Property Owners, Residents, Non-Resident Users, Members, Renters, and/or Guests further acknowledge that they will comply with all Federal, State, County, and Municipal statutes, including Fla. Stat. 877.22.

By signing this, Parental Consent and Waiver Form, I acknowledge having read and agreed to the above release, waiver, and indemnity.

Name of Minor: _____

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Relation to Minor: _____

Signature of Parent/Guardian: _____ Date: _____

**MINUTES OF MEETING
PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Park East Community Development District was held on Thursday, October 2, 2025, and called to order at 2:58 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson
Ryan Motko	Assistant Secretary
Kyle Smith	Assistant Secretary
Alberto Viera	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Kathryn Hopkinson	District Counsel
John Vericker	District Counsel
Tonja Stewart	District Engineer
Arturo Gandarilla	Field Manager

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cooper called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2026-01; Designation of Officers

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Resolution 2026-01; Designation of Officers, with Wesley Elias and Rollamay Turkoane as Assistant Secretaries, was adopted. 5-0

B. Consideration of Resolution 2026-02; Clubhouse Gathering Room Reservation Policies and Usage Agreement

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Resolution 2026-02; Clubhouse Gathering Room Reservation Policies and Usage Agreement, was adopted. 5-0

C. Consideration of Resolution 2026-03; Parking and Towing Policy

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor,
Resolution 2026-03; Parking and Towing Policy, was adopted. 5-0

FOURTH ORDER OF BUSINESS**Consent Agenda****A. Approval of Minutes of September 04, 2025, Regular Meeting****B. Consideration of Operation and Maintenance August 2025****C. Acceptance of the Financials and Approval of the Check Register for August 2025****D. Ratification of Down-to-Earth Proposal #127523 (\$2,480.00)****E. Ratification of Down-to-Earth Proposal #127027 (\$5,893.48)****F. Ratification of Egis Proposal of Insurance Coverage**

On MOTION by Mr. de la Ossa seconded by Mr. Motko , with all in favor,
the Consent Agenda, was approved. 5-0

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel****B. District Engineer****C. District Manager**

There being no reports, the next item followed.

i. Field Inspections Report

The Field Inspections report was presented, a copy of which was included in the
agenda package. Mr. Gandarilla provided updates/pending statuses.

SIXTH ORDER OF BUSINESS**Board of Supervisors' Requests and
Comments**

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS**Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Motko with all in favor,
the meeting was adjourned at 3:01 pm. 5-0

Jayna Cooper
District Manager

Carlos de la Ossa
Chairperson

PARK EAST CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
BLUE LIFE POOL SERVICE LLC	9/1/2025	20288	\$1,000.00	\$1,000.00	POOL SERVICE SEPTEMBER 2025
DOWN TO EARTH	9/1/2025	152921	\$7,394.50	\$7,394.50	LANDSCAPE CONTRACT
ECO-LOGIC SERVICES LLC	8/30/2025	5663	\$1,250.00	\$1,250.00	LAKE MAINTENANCE AUGUST 2025
INFRAMARK LLC	9/5/2025	158100	\$100.00		WEBSITE MAINTENANCE/ADMIN
INFRAMARK LLC	9/5/2025	158100	\$2,500.00		DISTRICT MANAGEMENT
INFRAMARK LLC	9/5/2025	158100	\$2,254.00		FIELD MANAGEMENT
INFRAMARK LLC	9/5/2025	158100	\$350.00		DISSEMINATION SERVICES
INFRAMARK LLC	9/5/2025	158100	\$750.00	\$5,954.00	ACCOUNTING SERVICES
Monthly Contract Subtotal			\$15,598.50	\$15,598.50	
Utilities					
CITY OF PLANT CITY	9/8/2025	1593992	\$2,713.86	\$2,713.86	WATER
Utilities Subtotal			\$2,713.86	\$2,713.86	
Regular Services					
ALBERTO VIERA	9/4/2025	AV-090425	\$200.00	\$200.00	BOARD 9/4/25
BUSINESS OBSERVER, INC.	9/5/2025	25-02626H	\$94.06	\$94.06	LEGAL ADVERTISING
CARLOS DE LA OSSA	9/4/2025	CO-090425	\$200.00	\$200.00	BOARD 9/4/25
EGIS INSURANCE ADVISORS	9/19/2025	29656	\$15,998.00	\$15,998.00	Prepaid Insurance
INFRAMARK LLC	8/28/2025	157192	\$479.40	\$479.40	Email Renewals
KYLE SMITH	9/4/2025	KS-090425	\$200.00	\$200.00	BOARD 9/4/25
NICHOLAS J. DISTER	9/4/2025	ND-090425	\$200.00	\$200.00	BOARD 9/4/25
RYAN MOTKO	9/4/2025	RM-090425	\$200.00	\$200.00	BOARD 9/4/25
STANTEC CONSULTING SERVICES	9/12/2025	2452718	\$2,834.75	\$2,834.75	ENGINEERING SERVICES
Regular Services Subtotal			\$20,406.21	\$20,406.21	

PARK EAST CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Additional Services					
DOWN TO EARTH	8/27/2025	151759	\$1,407.83	\$1,407.83	REPLACE MISSING PLANTS
INFRAMARK LLC	8/28/2025	157192	\$1,148.88	\$1,148.88	MAIL NOTICES/EMAIL RENEWAL
Additional Services Subtotal			\$2,556.71	\$2,556.71	
TOTAL			\$41,275.28	\$41,275.28	

BLUE LIFE POOL SERVICE
PO Box 1628
Land O Lakes, FL 34639-1628
USA
+18135975009
accounts@bluelifepools.com
www.bluelifepools.com

Invoice



BILL TO
PARK EAST CDD 3930 Northern Key Drive FL, PLANT 3930 UNITED PLANT, FL 33615 Colombia

SHIP TO
PARK EAST CDD 3930 Northern Key Drive FL, PLANT 3930 UNITED PLANT, FL 33615 Colombia

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20288	09/01/2025	\$1,000.00	10/01/2025	Net 30	

DATE	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	CLEANING	REGULAR POOL SERVICE	1	1,000.00	1,000.00

SUBTOTAL	1,000.00
TAX	0.00
TOTAL	1,000.00
BALANCE DUE	\$1,000.00

Pay invoice

Down to Earth
PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700



Invoice: #152921
September 2025

Customer

Park East CDD

2005 Pan Am Circle STE 300

Tampa , FL 33607

Property / Project Address

Park East CDD
3930 Northern Ky Dr
Plant City, FL 33565

Project/Job	Invoice Date	Date Due	Terms	Customer PO #
Park East CDD Contract (2025) Estimate # 114858	9/1/2025	10/1/2025	Net 30	

Invoice Details				
Description of Services & Items	Unit	Quantity	Rate	Amount
#114858 - Park East CDD Contract (2025) September 2025				\$7,394.50

Billing Questions Francine.Martinez@Down2Earthinc.com (352) 523-4954 Visit us at https://dtelandscape.com for all other questions or concerns.	To view invoices and to make payment by credit card, please click the link below. A processing fee of 2.75% will be added to all credit card payments. DTElandscape.propertyserviceportal.com		Subtotal	\$7,394.50
	To make payment by ACH (electronic check payments), please click the link below. No processing fee will be added. https://huntington.billeriq.com/ebpp/DownToEarth/		Sales Tax	\$0.00
			Total	\$7,394.50
			Credits/Payments	(\$0.00)
			Balance Due	\$7,394.50

Late Payments are subject to an 18% per annum interest rate, applied daily, on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.
See Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

PO Box 18204
Sarasota, FL 34276

Date	Invoice #
8/30/2025	5663

Park East CDD
c/o Inframark
2005 Pan Am Circle Ste 300
Tampa, FL 33607

Description		Amount
Lake Maintenance Services for August 2025		1,250.00
Total		\$1,250.00

Pete@Eco-Logic-Services.com



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

158100

DATE

9/5/2025

CUSTOMER ID

C2354

NET TERMS

Due On Receipt

PO#**DUE DATE**

9/5/2025

BILL TO

Park East Community Development
District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: September 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Website Maintenance / Admin	1	Ea	100.00		100.00
District Management	1	Ea	2,500.00		2,500.00
Field Management	1	Ea	2,254.00		2,254.00
Dissemination Services	1	Ea	350.00		350.00
Accounting Services	1	Ea	750.00		750.00
Subtotal					5,954.00

Subtotal	\$5,954.00
Tax	\$0.00
Total Due	\$5,954.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

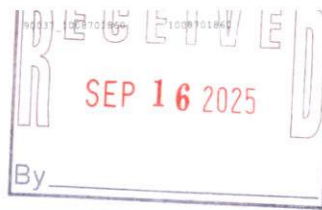
ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



City of Plant City
UTILITY BILLING DEPARTMENT
PO BOX C
PLANT CITY FL 33564-9003

**UTILITY BILL**

Office hours for questions regarding your bill:
Monday - Friday 8:00 AM - 4:45 PM
Phone (813) 659-4222 Fax (813) 659-4236
Solid Waste pickup questions (813) 757-9208
After hours Water or Sewer **Emergency** (813) 757-9172

CUSTOMER NAME	CUSTOMER NUMBER	ACCOUNT NUMBER	SERVICE ADDRESS
PARK EAST COMMUNITY DEVELOPMENT	636330	1008701860	3930 NORTHERN KEY DR

BILL NUMBER	BILL DATE	BILLING PERIOD	DUE DATE
1593992	09/08/2025	08/08/2025 - 09/08/2025	09/29/2025

CHARGE DESCRIPTION	METER NUMBER	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READING	CURRENT READING	USAGE	CHARGE AMOUNT
WATER COMMERCIAL	24014108	08/01/25	09/05/25	3950	4118	168	72.97
CONSUMPTION					RATE	USAGE	
WATER					2.790000	168	468.72
WATER RECLAIM COMI	24232401	08/01/25	09/05/25	913	1288	375	37.07
CONSUMPTION					RATE	USAGE	
RECLAIM					1.410000	20	28.20
RECLAIM					1.950000	355	692.25
UTILITY TAX 10%							54.17
SEWER COMMERCIAL							157.63
CONSUMPTION					RATE	USAGE	
SEWER					6.790000	168	1140.72

Message: To Avoid a Penalty this Bill Amount is due in Our Office on or before the Due Date.
Services are Subject to Disconnection and a Default Fee for a Past Due Bill.

BILL HISTORY	USAGE	BILL HISTORY	USAGE	BILL HISTORY	USAGE		
08/25	72	04/25	167	12/24	177	Previous Balance	\$1,825.90
07/25	31	03/25	94	11/24	186	Total Current Billing	\$2,713.86
05/25	383	02/25	172	10/24	117	Adjustments	\$0.00
04/25	447	01/25	312	09/24	103	Less Payments Received	-\$1,825.90
						Penalties	\$0.00
						Total Amount Due	\$2,713.86

Get your family, pets and your home prepared for hurricane season. The City Engineering department (813-659-4200) can provide information about floodplain zones, flood protection insurance, evacuation zones, elevation certifications, or help with property protection. Trim trees



City of Plant City
UTILITY BILLING DEPARTMENT
PO BOX C
PLANT CITY FL 33564-9003

005088



***AUTO**MIXED AADC 750 5088 T14:22 5088 1 MB 0.667



PARK EAST COMMUNITY DEVELOPMENT
DISTRICT
2005 PAN AM CIR STE 300
TAMPA FL 33607-6008

UTILITY BILL

REMIT PORTION - Please write your Account Number on your check.

SERVICE ADDRESS	CYCLE	ACCOUNT NUMBER	CUSTOMER NUMBER
3930 NORTHERN KEY DR	D	1008701860	636330
BILL NUMBER	DUE DATE	TOTAL AMOUNT DUE	
1593992	09/29/2025	\$2,713.86	

Remit and make checks in US funds payable to:



CITY OF PLANT CITY D
PO BOX C
PLANT CITY FL 33564-9003

00006042025501593992900002713865



City of Plant City

UTILITY BILLING DEPARTMENT

PO BOX C
PLANT CITY FL 33564-9003

UTILITY BILL

Office hours for questions regarding your bill:

Monday - Friday 8:00 AM - 4:45 PM

Phone (813) 659-4222 Fax (813) 659-4236

Solid Waste pickup questions (813) 757-9208

After hours Water or Sewer **Emergency** (813) 757-9172

CHARGE DESCRIPTION	METER NUMBER	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READING	CURRENT READING	USAGE	CHARGE AMOUNT
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SOLID WASTE COMMERCIAL

52.19

STORMWATER COMMERCIAL

9.94

Message: To Avoid a Penalty this Bill Amount is due in Our Office on or before the Due Date.
Services are Subject to Disconnection and a Default Fee for a Past Due Bill.

BILL HISTORY	USAGE	BILL HISTORY	USAGE	BILL HISTORY	USAGE	Previous Balance	\$1,825.90
08/25	72	04/25	167	12/24	177	Total Current Billing	\$2,713.86
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05/25	383	02/25	172	10/24	117	Less Payments Received	-\$1,825.90
04/25	447	01/25	312	09/24	103	Penalties	\$0.00
						Total Amount Due	\$2,713.86

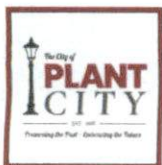
Get your family, pets and your home prepared for hurricane season. The City Engineering department (813-659-4200) can provide information about floodplain zones, flood protection insurance, evacuation zones, elevation certifications, or help with property protection. Trim trees

UTILITY BILL

REMIT PORTION

Please write your Account Number on your check.

SERVICE ADDRESS	CYCLE	ACCOUNT NUMBER	CUSTOMER NUMBER
3930 NORTHERN KEY DR	D	1008701860	636330
BILL NUMBER	DUE DATE	TOTAL AMOUNT DUE	
1593992	09/29/2025	\$2,713.86	



City of Plant City

UTILITY BILLING DEPARTMENT

PO BOX C
PLANT CITY FL 33564-9003



Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Park East CDD

Board Meeting Date: September 04, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nick Dister	X	\$200
3	Ryan Motko	X	\$200
4	Kyle Smith	X	\$200
5	Alberto Viera	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Jayna Cooper
District Manager Signature

09/04/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 25-02626H

Date 09/05/2025

Attn:
Park East CDD - Inframark
2005 PAN AM CIRCLE SUITE 300
TAMPA FL 33607

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description

Amount

Serial # 25-02626H Notice of Regular Board Meeting Schedule Fiscal Year 2025-2026 RE: Park East CDD Board of Supervisors Meetings at 2:00 PM on 10/2/25 et al Published: 9/5/2025	\$94.06
---	---------

Important Message

Please include our Serial #
on your check

Pay by credit card online:
[https://legals.
businessobserverfl.
com/send-payment/](https://legals.businessobserverfl.com/send-payment/)

Paid

()

Total

\$94.06

Payment is expected within 30 days of the
first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

NOTICE OF REGULAR BOARD MEETING SCHEDULE FISCAL YEAR 2025/2026 PARK EAST COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Park East Community Development District has scheduled their Regular Board Meetings for Fiscal Year 2025/2026 to be held at the offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607 on the following dates at 2:00 p.m.:

October 2, 2025
November 6, 2025
December 4, 2025
January 8, 2026 (Changed due to holiday)
February 5, 2026
March 5, 2026
April 2, 2026
May 7, 2026
June 4, 2026
July 2, 2026
August 6, 2026
September 3, 2026

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

The regular meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The regular meetings may be continued to a date, time, and place to be specified on the record at such special meeting.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Jayna Cooper, District Manager
September 5, 2025

25-02626H

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

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Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Park East CDD

Board Meeting Date: September 04, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nick Dister	X	\$200
3	Ryan Motko	X	\$200
4	Kyle Smith	X	\$200
5	Alberto Viero	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Jayna Cooper
District Manager Signature

09/04/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE****



INVOICE

Customer	Park East CDD
Acct #	1278
Date	09/19/2025
Customer Service	Christina Wood
Page	1 of 1

Park East CDD
c/o Meritus
2005 Pan Am Circle, Ste 300
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 15,998.00
Payment Amount	
Payment for:	Invoice#29656
100125958	

Thank You

Please detach and return with payment



Customer: Park East CDD

Invoice	Effective	Transaction	Description	Amount
29656	10/01/2025	Renew policy	Policy #100125958 10/01/2025-10/01/2026 Florida Insurance Alliance Package - Renew policy Due Date: 9/19/2025	15,998.00

Please Remit Payment To:
Egis Insurance and Risk Advisors
P.O. Box 748555

Total
\$ 15,998.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
TO PAY VIA ACH: Accretive Global Insurance Services LLC
Routing ACH: 121000358 Account: 1291776914

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		09/19/2025
Atlanta, GA 30374-8555	accounting@egisadvisors.com	



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

157192

DATE

8/28/2025

BILL TO

Park East Community Development
District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

CUSTOMER ID

C2354

NET TERMS

Due On Receipt

PO#**DUE DATE**

8/28/2025

Services provided for the Month of: July 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Mail notices sent on 7-18-25 \$1,124.88	1	Ea	1,124.88		1,124.88
Eric Davidson- 6-11-25 DNH*GODADDY#37 : email renewals: \$479.40.	1	Ea	479.40		479.40
Postage	25	Ea	0.96		24.00
Subtotal					1,628.28

Subtotal

\$1,628.28

Tax

\$0.00

Total Due

\$1,628.28

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Park East CDD

Board Meeting Date: September 04, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nick Dister	X	\$200
3	Ryan Motko	X	\$200
4	Kyle Smith	X	\$200
5	Alberto Viero	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Jayna Cooper
District Manager Signature

09/04/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Park East CDD

Board Meeting Date: September 04, 2025

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Jayna Cooper
District Manager Signature

09/04/2025
Date

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for
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The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Jayna Cooper
District Manager Signature

09/04/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****



INVOICE

Page 1 of 2

Invoice Number	2452718
Invoice Date	September 12, 2025
Customer Number	170224
Project Number	238202122

Bill To

Park East Community
Development District
Accounts Payable
2005 Pan Am Circle Suite 300
Tampa FL 33607
United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
Bank of America
ABA No. : 111000012
Account No: 3752096026
Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services Inc.
(SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Park East CDD

Stantec Project Manager:	Stewart, Tonja L
Authorization Amount:	\$13,998.50
Authorization Previously Billed:	\$802.50
Authorization Budget Remaining:	\$10,361.25
Authorization Billed to Date:	\$3,637.25
Current Invoice Due:	\$2,834.75
For Period Ending:	September 5, 2025

Email Invoice:	InframarkCMS@payableslockbox.com
CC:	Inframark

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager

INVOICE

Page 2 of 2

Invoice Number

2452718

Project Number

238202122

Top Task 2025

FY 2025 Districct Engineering Task

Low Task 2025

FY 2025 Districct Engineering Task

Professional Services

Billing Level

	Date	Hours	Rate	Current Amount
Level 09				
Nurse, Vanessa M	2025-08-27	0.50	183.00	91.50
Nurse, Vanessa M	2025-09-04	0.25	183.00	45.75
		0.75		137.25
Level 10				
Waag, R Tyson (Tyson)	2025-08-12	0.25	190.00	47.50
Waag, R Tyson (Tyson)	2025-08-13	0.25	190.00	47.50
Waag, R Tyson (Tyson)	2025-08-21	1.00	190.00	190.00
Waag, R Tyson (Tyson)	2025-08-22	5.00	190.00	950.00
Waag, R Tyson (Tyson)	2025-09-04	0.75	190.00	142.50
		7.25		1,377.50
Level 14				
Stewart, Tonja L	2025-08-11	2.50	240.00	600.00
Stewart, Tonja L	2025-08-18	3.00	240.00	720.00
		5.50		1,320.00
Professional Services Subtotal		13.50		2,834.75

Low Task 2025 Subtotal

2,834.75

Top Task 2025 Total

2,834.75

Total Fees & Disbursements

\$2,834.75

INVOICE TOTAL (USD)

\$2,834.75

Billing Backup

Date	Project	Task	Expnd Type	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref. #
2025-08-27	238202122	2025	Direct - Regular	NURSE, VANESSA M	0.50	183.00	91.50	ENTERED FY2026 TASK INFO INTO PIPELINE & PREPARED TASK 2026 PSF	
2025-09-04	238202122	2025	Direct - Regular	NURSE, VANESSA M	0.25	183.00	45.75	SENT FY2026 INFO TO PA TO OPEN 2026 TASK	
2025-08-11	238202122	2025	Direct - Regular	STEWART, TONJA L	2.50	240.00	600.00	FOLLOW UP REGARDING STANDING WATER IN THE STREET AND CURB INLET BLOCKAGE BY HOMEBUILDER	
2025-08-18	238202122	2025	Direct - Regular	STEWART, TONJA L	3.00	240.00	720.00	REVIEW DRAINAGE INQUIRY; COORDINATE SITE VISIT FOR TYSON; DISCUSSIONS WITH DM	
2025-08-12	238202122	2025	Direct - Regular	WAAG, R TYSON (TYSON)	0.25	190.00	47.50	REVIEW EMAIL CORRESPONDENCE WITH PARK EAST TEAM	
2025-08-13	238202122	2025	Direct - Regular	WAAG, R TYSON (TYSON)	0.25	190.00	47.50	REVIEW EMAIL CORRESPONDENCE WITH PARK EAST TEAM	
2025-08-21	238202122	2025	Direct - Regular	WAAG, R TYSON (TYSON)	1.00	190.00	190.00	REVIEW EMAIL CORRESPONDENCE, PHOTOS, AND RESIDENT VIDEOS REGARDING FLOODING NORTHER KEY DR. TEAM COORDINATION.	
2025-08-22	238202122	2025	Direct - Regular	WAAG, R TYSON (TYSON)	5.00	190.00	950.00	SITE VISIT PREPARATION. SITE VISIT TO VIEW FLOODING. TEAM COORDINATION. UPLOAD FIELD PHOTOS AND SEND TO PM.	
2025-09-04	238202122	2025	Direct - Regular	WAAG, R TYSON (TYSON)	0.75	190.00	142.50	BOS MEETING PREPARATION AND MEETING ATTENDANCE.	
Total Labor:					13.50		\$2,834.75		
Total Professional Services					13.50		\$2,834.75		
Total subTask 2025					13.50		\$2,834.75		
Total Top Task 2025					13.50		\$2,834.75		
Total Project					13.50		\$2,834.75		

Down to Earth

PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700



Invoice: #151759

August 2025

Customer

Park East CDD

2005 Pan Am Circle STE 300

Tampa , FL 33607

Property / Project Address

Park East CDD
3930 Northern Ky Dr
Plant City, FL 33565

Project/Job

Replace missing plants (Pool)
Estimate # 119734

Invoice Date

8/27/2025

Date Due

9/11/2025

Terms

Net 15

Customer PO #**Invoice Details**

Description of Services & Items	Unit	Quantity	Rate	Amount
#119734 - Replace missing plants (Pool)				\$1,407.83
- Add 3 #3 Walters viburnum along inside fence area near gate - Add 3 #3 White muley grass in from of viburnum - Adjust and modify irrigation - Add 20 #3 Thryallis in front of the gate leading to the pool				
LCE025: Tree/Plant Installation				\$1,187.83
Fountain Grass "Green/White" (Material)	3 Gallon	3.00	\$20.03	\$60.08
Site Prep, Removal, & Disposal (E) (Labor)				\$195.00
Thryallis Installed (E) (Kit)	3 Gallon	20.00	\$32.50	\$650.00
Viburnum Obovatum "Walters Viburnum" Installed (E) (Kit)	7 Gallon	3.00	\$94.25	\$282.75
LCE006: Irrigation Repairs				\$220.00
Irrigation Labor (Hide) (Labor)				\$170.00
Miscellaneous Irrigation Parts (Material)	Each	1.00	\$50.00	\$50.00

Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

Billing Questions

Francine.Martinez@Down2Earthinc.com
(352) 523-4954

Visit us at <https://dtelandscap.com> for all other questions or concerns.

To view invoices and to make payment by credit card, please click the link below. A processing fee of 2.75% will be added to all credit card payments.
[DTELandscape.property-service-portal.com](https://dtelandscap.com/property-service-portal)

To make payment by ACH (electronic check payments), please click the link below. No processing fee will be added.

<https://huntington.billeriq.com/ebpp/DownToEarth/>

Subtotal	\$1,407.83
Sales Tax	\$0.00
Total	\$1,407.83
Credits/Payments	(\$0.00)
Balance Due	\$1,407.83

Late Payments are subject to an 18% per annum interest rate, applied daily, on the overdue balance. A processing fee of 2.75% will be added to all credit card payments. See Terms & Conditions at <https://dtelandscap.com/terms-and-conditions/>.

Park East Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2025

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

PARK EAST COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of September 30, 2025

(In Whole Numbers)

				SERIES 2021	SERIES 2024		GENERAL	GENERAL	
				CAPITAL	CAPITAL	FIXED ASSETS	LONG-TERM	DEBT	
ACCOUNT DESCRIPTION	GENERAL	SERIES 2021	SERIES 2024	PROJECTS	PROJECTS	ACCOUNT	ACCOUNT	ACCOUNT	TOTAL
	FUND	DEBT SERVICE	DEBT SERVICE	FUND	FUND	GROUP FUND	GROUP FUND	GROUP FUND	
ASSETS									
Cash - Operating Account	\$ 16,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16,106
Cash In Bank	55,636	-	-	-	-	-	-	-	55,636
Due From Developer	111,378	-	-	-	-	-	-	-	111,378
Investments:									
Acq. & Construction - Amenity	-	-	-	4	-	-	-	-	4
Acquisition & Construction Account	-	-	-	363	1,049	-	-	-	1,412
Prepayment Account	-	85	-	-	-	-	-	-	85
Reserve Fund	-	143,479	34,772	-	-	-	-	-	178,251
Revenue Fund	-	495,473	34,980	-	-	-	-	-	530,453
Prepaid Items	15,998	-	-	-	-	-	-	-	15,998
Utility Deposits - TECO	800	-	-	-	-	-	-	-	800
Fixed Assets									
Construction Work In Process	-	-	-	-	-	13,716,099	-	-	13,716,099
Amount To Be Provided	-	-	-	-	-	-	7,777,000	-	7,777,000
TOTAL ASSETS	\$ 199,918	\$ 639,037	\$ 69,752	\$ 367	\$ 1,049	\$ 13,716,099	\$ 7,777,000	\$ -	\$ 22,403,222

PARK EAST COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of September 30, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2021 DEBT SERVICE FUND	SERIES 2024 DEBT SERVICE FUND	SERIES 2021 CAPITAL PROJECTS FUND	SERIES 2024 CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS ACCOUNT GROUP FUND	GENERAL LONG-TERM DEBT ACCOUNT GROUP FUND	TOTAL
LIABILITIES								
Accounts Payable	\$ 34,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,027
Loan Payable	-	-	-	-	-	-	250,000	250,000
Bonds Payable	-	-	-	-	-	-	7,527,000	7,527,000
Deferred Inflow of Resources	49,215	-	-	-	-	-	-	49,215
TOTAL LIABILITIES	83,242	-	-	-	-	-	7,777,000	7,860,242
FUND BALANCES								
Nonspendable:								
Prepaid Items	15,998	-	-	-	-	-	-	15,998
Restricted for:								
Debt Service	-	639,037	69,752	-	-	-	-	708,789
Capital Projects	-	-	-	367	1,049	-	-	1,416
Unassigned:	100,678	-	-	-	-	13,716,099	-	13,816,777
TOTAL FUND BALANCES	116,676	639,037	69,752	367	1,049	13,716,099	-	14,542,980
TOTAL LIABILITIES & FUND BALANCES	\$ 199,918	\$ 639,037	\$ 69,752	\$ 367	\$ 1,049	\$ 13,716,099	\$ 7,777,000	\$ 22,403,222

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 5,582	\$ 5,582	0.00%
Interest - Tax Collector	-	1,283	1,283	0.00%
Rental Income	-	150	150	0.00%
Special Assmnts- Tax Collector	383,725	349,016	(34,709)	90.95%
Special Assmnts- CDD Collected	-	40,774	40,774	0.00%
Developer Contribution	-	26,564	26,564	0.00%
Other Miscellaneous Revenues	-	100	100	0.00%
TOTAL REVENUES	383,725	423,469	39,744	110.36%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	12,000	-	100.00%
Dissemination Agent/Reporting	5,000	4,200	800	84.00%
ProfServ-Info Technology	600	-	600	0.00%
ProfServ-Recording Secretary	2,400	-	2,400	0.00%
ProfServ-Trustee Fees	6,500	8,697	(2,197)	133.80%
District Counsel	9,500	21,778	(12,278)	229.24%
District Engineer	9,500	12,504	(3,004)	131.62%
Administrative Services	4,500	-	4,500	0.00%
Construction Accounting	9,000	-	9,000	0.00%
District Manager	25,000	30,000	(5,000)	120.00%
Accounting Services	9,000	9,000	-	100.00%
Auditing Services	6,000	7,200	(1,200)	120.00%
Website Compliance	1,800	1,523	277	84.61%
Postage, Phone, Faxes, Copies	500	1,684	(1,184)	336.80%
Rentals & Leases	600	-	600	0.00%
Public Officials Insurance	5,000	5,000	-	100.00%
Legal Advertising	3,500	1,583	1,917	45.23%
Bank Fees	200	714	(514)	357.00%
Financial & Revenue Collections	1,200	-	1,200	0.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	1,679	(479)	139.92%
Miscellaneous Expenses	250	25	225	10.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	117,525	117,762	(237)	100.20%

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Utility Services</u>				
Utility - Water & Waste	10,000	25,553	(15,553)	255.53%
Utility - Electric	10,000	73,038	(63,038)	730.38%
Total Utility Services	20,000	98,591	(78,591)	492.96%
<u>Other Physical Environment</u>				
ProfServ-Wildlife Management Service	6,400	-	6,400	0.00%
Field Services	27,000	27,048	(48)	100.18%
Contracts-Janitorial Services	9,000	4,234	4,766	47.04%
Contracts-Aquatic Control	38,000	30,200	7,800	79.47%
Contracts-Trash & Debris Removal	9,000	1,650	7,350	18.33%
Amenity Center Pest Control	1,000	-	1,000	0.00%
Clubhouse Internet, TV, Phone	1,800	2,341	(541)	130.06%
Insurance - General Liability	5,000	9,939	(4,939)	198.78%
Irrigation Repairs & Maintenance	5,000	3,958	1,042	79.16%
Landscape Maintenance - Contract	52,000	158,950	(106,950)	305.67%
Plant Replacement Program	5,000	18,929	(13,929)	378.58%
R&M - Amenity Center	10,000	618	9,382	6.18%
Miscellaneous Maintenance	10,000	10,585	(585)	105.85%
Pool Maintenance - Contract	20,000	12,357	7,643	61.79%
Pool & Spa Repairs	2,000	-	2,000	0.00%
Aquatic Maintenance	5,000	-	5,000	0.00%
Access Control Maintenance & Repair	6,000	-	6,000	0.00%
Misc-Access Cards	2,500	2,622	(122)	104.88%
Community Activities	10,000	-	10,000	0.00%
Janitorial Supplies	1,000	-	1,000	0.00%
Dog Waste Station Supplies	4,000	-	4,000	0.00%
Pool Permits	500	275	225	55.00%
Pond Bank Improvements	5,000	-	5,000	0.00%
Amenities Furniture & Fixtures	1,000	-	1,000	0.00%
Total Other Physical Environment	236,200	283,706	(47,506)	120.11%
<u>Contingency</u>				
Contingency Fund	10,000	4,520	5,480	45.20%
Total Contingency	10,000	4,520	5,480	45.20%

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Debt Service</u>				
Interest Expense	-	3,689	(3,689)	0.00%
Total Debt Service	-	3,689	(3,689)	0.00%
TOTAL EXPENDITURES	383,725	508,268	(124,543)	132.46%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(84,799)	(84,799)	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Loan/Note Proceeds	-	243,737	243,737	0.00%
TOTAL FINANCING SOURCES (USES)	-	243,737	243,737	0.00%
Net change in fund balance	\$ -	\$ 158,938	\$ 158,938	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(42,262)		
FUND BALANCE, ENDING		\$ 116,676		

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2021 Debt Service Fund (200)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 27,958	\$ 27,958	0.00%
Special Assmnts- Tax Collector	572,524	583,987	11,463	102.00%
Special Assmnts- CDD Collected	-	69,550	69,550	0.00%
TOTAL REVENUES	572,524	681,495	108,971	119.03%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	235,000	235,000	-	100.00%
Interest Expense	337,524	340,176	(2,652)	100.79%
Total Debt Service	572,524	575,176	(2,652)	100.46%
TOTAL EXPENDITURES	572,524	575,176	(2,652)	100.46%
Excess (deficiency) of revenues				
Over (under) expenditures	-	106,319	106,319	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	(69,550)	(69,550)	0.00%
TOTAL FINANCING SOURCES (USES)	-	(69,550)	(69,550)	0.00%
Net change in fund balance	\$ -	\$ 36,769	\$ 36,769	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		745,818		
FUND BALANCE, ENDING		\$ 782,587		

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2024 Debt Service Fund (201)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 2,374	\$ 2,374	0.00%
TOTAL REVENUES	-	2,374	2,374	0.00%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	-	15,000	(15,000)	0.00%
Interest Expense	-	46,109	(46,109)	0.00%
Total Debt Service	-	61,109	(61,109)	0.00%
TOTAL EXPENDITURES	-	61,109	(61,109)	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	(58,735)	(58,735)	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	69,550	69,550	0.00%
TOTAL FINANCING SOURCES (USES)	-	69,550	69,550	0.00%
Net change in fund balance	\$ -	\$ 10,815	\$ 10,815	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		58,937		
FUND BALANCE, ENDING		\$ 69,752		

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2021 Capital Projects Fund (300)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 437	\$ 437	0.00%
TOTAL REVENUES	-	437	437	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	147,680	(147,680)	0.00%
Total Construction In Progress	-	147,680	(147,680)	0.00%
TOTAL EXPENDITURES	-	147,680	(147,680)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(147,243)	(147,243)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		4,060		
FUND BALANCE, ENDING		\$ (143,183)		

PARK EAST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2024 Capital Projects Fund (301)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 240	\$ 240	0.00%
TOTAL REVENUES	-	240	240	0.00%
<u>EXPENDITURES</u>				
<u>Administration</u>				
District Counsel	-	20,500	(20,500)	0.00%
District Engineer	-	7,000	(7,000)	0.00%
Total Administration	-	27,500	(27,500)	0.00%
TOTAL EXPENDITURES	-	27,500	(27,500)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(27,260)	(27,260)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		28,309		
FUND BALANCE, ENDING		\$ 1,049		

Bank Account Statement

Park East CDD

Bank Account No. 5629

Statement No. 09-25

Statement Date

09/30/2025

G/L Account No. 101001 Balance	16,105.59	Statement Balance	16,105.59
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	16,105.59	Subtotal	16,105.59
Negative Adjustments	0.00	Outstanding Checks	0.00
Ending G/L Balance	16,105.59	Ending Balance	16,105.59

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
09/30/2025		JE000693	Interest - Investments	Interest Income	26.57	26.57	0.00
Total Deposits					26.57	26.57	0.00
Checks							
							0.00
09/22/2025		JE000692	Bank Fees	Truist Bank Fees	-182.58	-182.58	0.00
Total Checks					-182.58	-182.58	0.00
Adjustments							
Total Adjustments							
Outstanding Deposits							
Total Outstanding Deposits							

Bank Account Statement

Park East CDD

Bank Account No. 6700
Statement No. 09-25

Statement Date 09/30/2025

G/L Account No. 101002 Balance	55,635.86	Statement Balance	73,356.20
		Outstanding Deposits	0.00
Positive Adjustments	0.00	Subtotal	73,356.20
Subtotal	55,635.86	Outstanding Checks	-17,720.34
Negative Adjustments	0.00	Ending Balance	55,635.86
Ending G/L Balance	55,635.86		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
09/30/2025		JE000694	Interest - Investments	Interest Income	285.33	285.33	0.00
Total Deposits					285.33	285.33	0.00
Checks							
							0.00
08/14/2025	Payment	1040	INFRAMARK LLC	Check for Vendor V00014	-5,954.00	-5,954.00	0.00
09/02/2025	Payment	1047	CHARTER COMMUNICATION S	Check for Vendor V00048	-199.87	-199.87	0.00
09/02/2025	Payment	1048	COASTAL OUTDOOR SERVICES, LLC	Check for Vendor V00057	-14,054.00	-14,054.00	0.00
09/02/2025	Payment	1049	DOWN TO EARTH STANTEC	Check for Vendor V00055	-81.50	-81.50	0.00
09/02/2025	Payment	1050	CONSULTING SERVICES	Check for Vendor V00004	-425.75	-425.75	0.00
09/09/2025	Payment	1051	ALBERTO VIERA	Check for Vendor V00013	-200.00	-200.00	0.00
09/09/2025	Payment	1052	CARLOS DE LA OSSA	Check for Vendor V00019	-200.00	-200.00	0.00
09/09/2025	Payment	1053	KYLE SMITH	Check for Vendor V00028	-200.00	-200.00	0.00
09/09/2025	Payment	1054	NICHOLAS J. DISTER	Check for Vendor V00009	-200.00	-200.00	0.00
09/09/2025	Payment	1055	RYAN MOTKO	Check for Vendor V00016	-200.00	-200.00	0.00
09/17/2025	Payment	1057	CITY OF PLANT CITY	Check for Vendor V00032	-2,713.86	-2,713.86	0.00
Total Checks					-24,428.98	-24,428.98	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
09/17/2025	Payment	1056	BUSINESS OBSERVER, INC.	Check for Vendor V00061			-94.06

Bank Account Statement

Park East CDD

Bank Account No.6700

Statement No.09-25

Statement Date09/30/2025

09/29/2025	Payment	1058	EGIS INSURANCE ADVISORS	Check for Vendor V00017	-15,998.00
09/29/2025	Payment	1059	INFRAMARK LLC	Check for Vendor V00014	-1,628.28
Total Outstanding Checks					-17,720.34

Outstanding Deposits

Total Outstanding Deposits

PARK EAST COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 09/01/2025 to 09/30/2025

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	1047	09/02/25	CHARTER COMMUNICATIONS	0411968081325	INTERNET SERVICES 08/13/25-09/12/25	INTERNET	541022-53908	\$199.87
001	1048	09/02/25	COASTAL OUTDOOR SERVICES, LLC	2669	REMULCH PLAYGROUND AREA	REMULCH THE PLAYGROUND AREA	546300-53908	\$10,754.00
001	1048	09/02/25	COASTAL OUTDOOR SERVICES, LLC	2776	REPAIRS AND MAINTENANCE	Miscellaneous Maintenance	546922-53908	\$3,300.00
001	1049	09/02/25	DOWN TO EARTH	151176	IRRIGATION REPAIRS - 7/24/25	IRRIGATION REPAIRS	546179-53908	\$81.50
001	1050	09/02/25	STANTEC CONSULTING SERVICES	2442475	ENGINEERING SERVICES thru 8/8/25	ENGINEERING SERVICES	531147-51301	\$425.75
001	1051	09/09/25	ALBERTO VIERA	AV-090425	BOARD 9/4/25	Supervisor Fees	511100-51101	\$200.00
001	1052	09/09/25	CARLOS DE LA OSSA	CO-090425	BOARD 9/4/25	Supervisor Fees	511100-51101	\$200.00
001	1053	09/09/25	KYLE SMITH	KS-090425	BOARD 9/4/25	Supervisor Fees	511100-51101	\$200.00
001	1054	09/09/25	NICHOLAS J. DISTER	ND-090425	BOARD 9/4/25	Supervisor Fees	511100-51101	\$200.00
001	1055	09/09/25	RYAN MOTKO	RM-090425	BOARD 9/4/25	Supervisor Fees	511100-51101	\$200.00
001	1056	09/17/25	BUSINESS OBSERVER, INC.	25-02626H	LEGAL ADVERTISING 09/05/25	LEGAL ADVERTISING	548002-51301	\$94.06
001	1057	09/17/25	CITY OF PLANT CITY	1593992	WATER 08/08/25-09/08/25	WATER	543021-53150	\$2,713.86
001	1058	09/29/25	EGIS INSURANCE ADVISORS	29656	INSURANCE-POLICY# 100125958 10/01/25-10/01/26	Prepaid Insurance	155000	\$15,998.00
001	1059	09/29/25	INFRAMARK LLC	157192	MAIL NOTICES 07/18/25/EMAIL RENEWAL	MAIL NOTICES/EMAIL RENEWAL	541024-51301	\$1,148.88
001	1059	09/29/25	INFRAMARK LLC	157192	MAIL NOTICES 07/18/25/EMAIL RENEWAL	Email Renewals	549936-51301	\$479.40
Fund Total								\$36,195.32

Total Checks Paid	\$36,195.32
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Coastal Fence Services LLC
6101 Ike Smith Rd
Plant City, Florida 33565
United States

813-394-1444
www.coastalfence.co

Estimate

BILL TO
Inframark- North Park East CDD
Arturo Gandarilla
2005 Pan Am Circle
Suite 300
Tampa, Florida 33607
United States

656-245-3775
agandarilla@inframark.com

Estimate Number: 54
Estimate Date: September 19, 2025
Valid Until: October 19, 2025
Grand Total (USD): \$4,000.00

Items	Quantity	Price	Amount
Dot Handrail 42-inch height Galvanized steel pipe sch40 grade	52	\$50.00	\$2,600.00
Retained wall block repair A plated dot handrail damaged was anchored to the cap retained wall block, and it is now repairing the required block to glue back with a new or existing cap block on 8 areas	8	\$175.00	\$1,400.00
Grand Total (USD):			\$4,000.00

Jayna Cooper 10-20-25
District Manager



Down to Earth Landscape & Irrigation
PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #126697

Customer Address

Inframark
Jayna Cooper
2005 Pan Am Circle Suite 300
Tampa, Florida 33604
Jayna.Cooper@inframark.com
813-608-8242

Billing Address

Inframark CCD
Inframark Management Services
2654 Cypress Ridge Blvd, Suite 101
Wesley Chapel, FL 33544

Physical Job Address

Park East CDD
3930 Northern Ky Dr
Plant City, FL 33565

Job

Sod replacement along blvd

Estimated Job Start Date

September 26, 2025

Proposed By

Brent T Franklin

Due Date

Estimate Details

Description of Services & Materials	Unit	Quantity	Rate	Amount
Tree/Plant Installation				
Site Prep, Removal, & Disposal (E)				\$3,375.00
Equipment (use for kits only)	Each	1	\$150.00	\$150.00
St. Augustine "Floritam" Sod installed (E)	Square Foot	3600	\$1.25	\$4,500.00
Irrigation Installation				
Irrigation Labor (Hide)				\$510.00
Miscellaneous Irrigation Parts	Each	1	\$200.00	\$200.00
Subtotal				\$8,735.00
Estimated Tax				\$0.00
Job Total				\$8,735.00

- Attached are photos of area's that turf replaced. This was recently requested by Arturo.
- Modify irrigation as needed to accommodate the new sod. Since these areas are spread out, I recommend doing this sooner than later since it is the rainy season.



Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.



56



Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.



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Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

Proposed By:

Agreed & Accepted By:

Brent T Franklin
Down to Earth

09/29/2025
Date

Jayna Cooper 10-22-25
Inframark Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.



PARK EAST CDD

FIELD INSPECTION REPORT- OCTOBER- DOWN TO EARTH

Wednesday, October 22, 2025

Prepared For Board Of Supervisors

11 Items Identified

Arturo Gandarilla

DISTRICT FIELD COORDINATOR

Completed
Not completed\ No
response
Monitoring/Scheduled

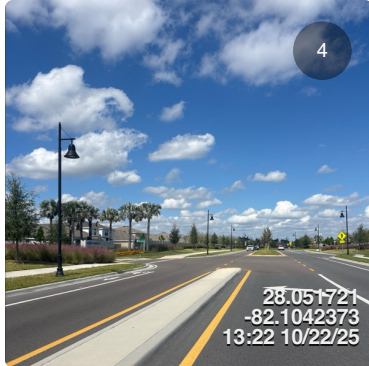
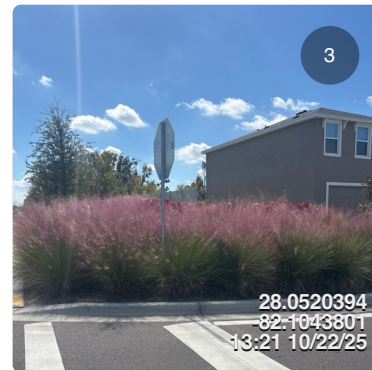
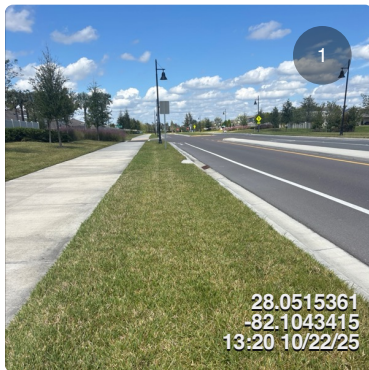
on 10/24/25 an application of pre-emergent herbicide was applied to prevent weed growth, and applied a fungicide treatment.

Item 1- N. Park Rd

Assigned To: Down To Earth

N. Park Rd up to Tahitian Sunrise:

- The plants are healthy and show vibrant color.
- The turf needs fertility improvements, but it did recently receive a fertilizer application. Some color variation may be due to seasonal changes.
- The wide picture shows that the roadway and sidewalks are clean and well-maintained.



Item 2- Victorious Falls

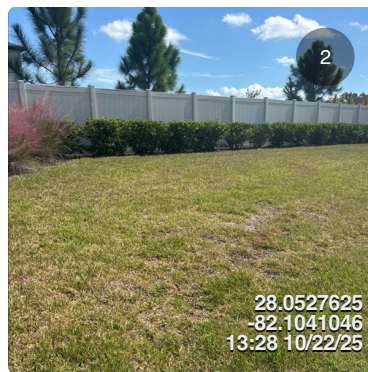
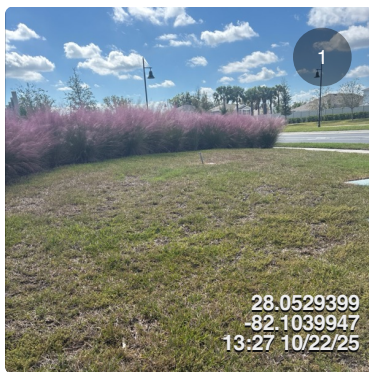
Due By: Thursday, November 6, 2025

Assigned To: Down To Earth

Victoria's Fall and N. Park Rd:

- The turf needs a major fertility improvement.
- The turf appears thin, with numerous areas of dead grass that will likely need to be replaced.
- inspect and determine the cause of the issue to prevent further decline and ensure proper recovery.

sod replacement will soon be scheduled for all areas that have dead turf.



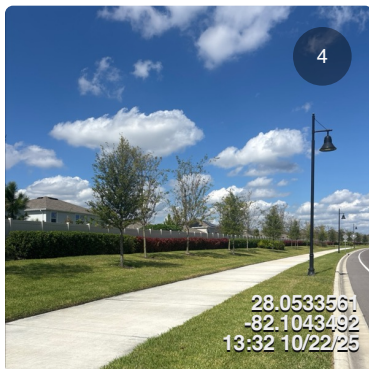
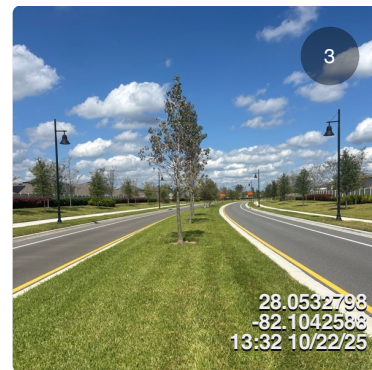
Item 3- Victorious Falls & N. Park Rd.

Due By: Thursday, November 6, 2025

Assigned To: Down To Earth

Victorious Falls and N. Park Rd:

- The flowers look good with beautiful color.
- The monument area is well-maintained.
- Heading north, the plant material, trees, and turf are all well-maintained.
- **The turf still needs some fertility improvement.**
- The plant material continues to look healthy and vibrant.
- The center island turf fertility shows moderate growth and color.
- Heading south on N. Park Rd, the plant material looks good and the turf is well-maintained.
- Sidewalks are neatly edged, blown off, and weed-free.



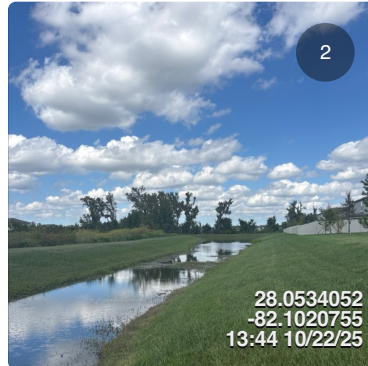
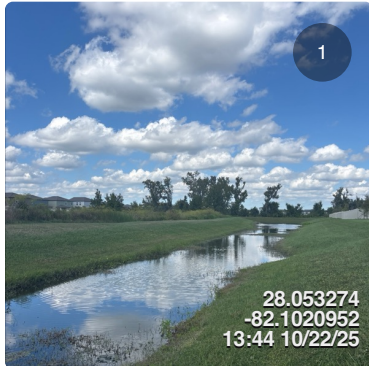
a double nitrogen application was applied at the beginning of October to help with the turf fertility.

Item 4- Pond

Assigned To: Eco Logic

Pond 4:

- There is very little primrose weed present.
- Overall, the pond is well-maintained and in good condition.

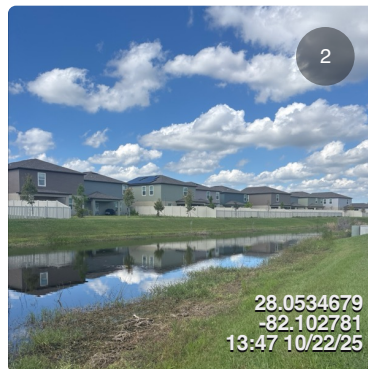


ponds are scheduled to be treated on 11/5/25

Item 5- Pond

Assigned To: Eco Logic

Pond 5 was recently treated for torpedo grass, which is now beginning to die off overall the pond is well maintained



Item 6- Clubhouse Landscape

Due By: Thursday, November 6, 2025

Assigned To: Down To Earth

clubhouse/amenity center:

- The structure itself is well-maintained.
- The plant material just before entering the pool area needs dead material removed.
- Inside the pool area, the landscape bed plant material is well-maintained with good color.
- The Bismarck palms need dead fronds removed.



scheduled for 11/6/25

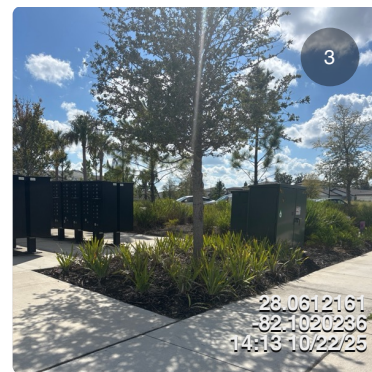
Item 7- Clubhouse Parking Area

Due By: Thursday, November 6, 2025

Assigned To: Down To Earth

Clubhouse Area & Surroundings:

- The landscape surrounding the clubhouse parking lot is well-maintained.
- Sidewalks are clear.
- **By the mailboxes, the plant material needs cleaning, as there is dead material present.**
- Sabal palms are healthy, well-maintained, and look good.
- The playground area is well-maintained, and the plant material there is healthy.



scheduled for 11/6/25

Item 8- Pond

Assigned To: Eco Logic

Pond 10:

- The pond was recently treated for filamentous algae, which has now died and is floating on the surface.
- It will take approximately 7–10 days for the dead algae to settle to the bottom of the pond.
- Because this is a smaller pond, the surface may look unsightly for a short period, but it will naturally settle and clear over time.

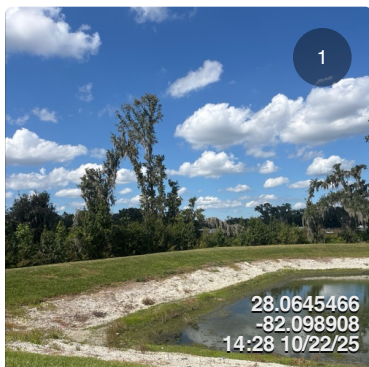


Item 9- Pond

Assigned To: Eco Logic

Pond 13:

- The pond was treated for filamentous algae and some shoreline weeds.
- The riprap along the pond bank (rock bed running from the drain structure to the water inflow) currently has a significant amount of weeds that need to be addressed.



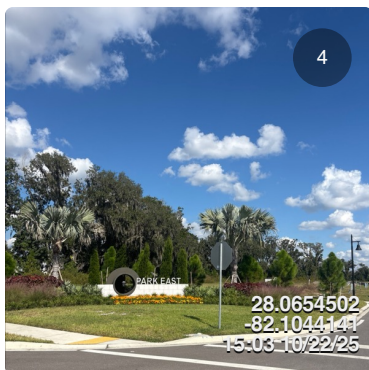
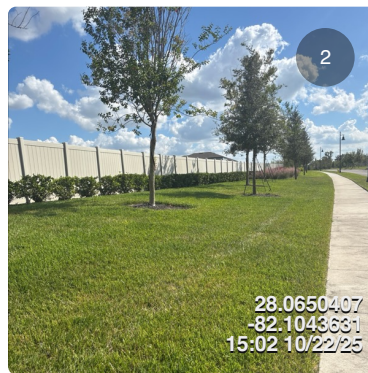
scheduled for 11/6/25

Item 10- Blue Orchid

Assigned To: Down To Earth

Blue Orchid

- The flowers in front of the monument are healthy and display vibrant color.
- Along the main boulevard on N. Park Rd, the turf is in good condition, with only a few areas needing fertility improvement.
- The plant material along the fence line on both sides of the boulevard appears green and healthy.
- The last photo provides a wide view showing the plants, flowers, and palms—all in good condition.



Item 11- N. Park Rd

Assigned To: Down To Earth

N. Park Rd:

- The turf is in good condition, with a few areas that need fertility improvement.
- The roadways are clean and well blown off.
- Edging has been done properly.
- The trees are losing their leaves due to seasonal changes, but overall the boulevard is well-maintained.

