

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Special Meeting on November 7, 2024 at 10:30 a.m., at 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

**Present:**

Michael Wolf  
Thatcher Brown  
Lee Thompson  
Jacob Essman

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Kristen Suit  
Clifton Fischer  
Grace Kobitter  
Jordan Schrader (via telephone)  
Doug South  
Chase Collier

District Manager  
Wrathell, Hunt and Associates LLC (WHA)  
District Counsel  
District Engineer  
CH II Management, LLC  
Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 10:37 a.m. Supervisors Wolf, Thompson, Brown and Essman were present. Supervisor Porter was absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors [SEATS 3, 4, 5] (the following to be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Lee Thompson, Mr. Thatcher Brown and Mr. Jacob Essman. Ms. Suit and Ms. Kobitter provided and discussed the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. Membership, Obligation and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

Ms. Kobitter will send the Supervisors a package with further information. District Management or District Counsel should be contacted with any questions.

#### **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-01 and recapped the results of the Landowners' Election, which will be inserted into Sections 1 and 2, as follows:

Seat 3	Lee Thompson	501 votes	4-Year Term
Seat 4	Thatcher Brown	501 votes	4-Year Term
Seat 5	Jacob Essman	500 votes	2-Year Term

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

#### **FIFTH ORDER OF BUSINESS**

**Acceptance of Resignation of Jeffrey Porter [Seat 2]**

Ms. Suit presented Mr. Jeffrey Porter's resignation from Seat 2.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the resignation of Mr. Jeffrey Porter from Seat 2, was accepted.**

#### **SIXTH ORDER OF BUSINESS**

**Consider Appointment of Chase Collier to Fill Unexpired Term of Seat 2; Term Expires November 2026**

Mr. Wolf nominated Mr. Chase Collier to fill Seat 2.

No other nominations were made.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the appointment of Mr. Chase Collier to Seat 2, was approved.**

- **Administration of Oath of Office**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Chase Collier. Mr. Collier was present for the explanation of Items 3A through 3D.

#### **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-02.

Mr. Wolf nominated the following slate:

Michael Wolf	Chair
Thatcher Brown	Vice Chair
Lee Thompson	Assistant Secretary
Jacob Essman	Assistant Secretary
Chase Collier	Assistant Secretary
Clifton Fischer	Assistant Secretary

This Resolution removes the following from the Board:

Jeffrey Porter

Vice Chair

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell

Secretary

Kristen Suit

Assistant Secretary

Craig Wrathell

Treasurer

Jeff Pinder

Assistant Treasurer

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

- **Consideration of Clearview Land Design, P.L. Work Authorization Number 3 to Amend the Amended and Restated Master and Supplemental Engineer's Reports**

**This item, previously the Ninth Order of Business, was presented out of order.**

It was noted later in the meeting that this is actually Work Authorization Number 5, not Number 5. As such, District Counsel will provide an updated Work Authorization with the Number updated to Number 5.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Clearview Land Design, P.L. Work Authorization Number 5 to Amend the Amended and Restated Master and Supplemental Engineer's Reports, was approved.**

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Engineer's Report (to be provided under separate cover)**

Mr. Schrader presented the Master Engineer's Report and noted the following:

- The Summary, on Page 5, describes the two road segments in Development Lot A.
- The amended overall Capital Improvement Plan (CIP), without contingency, increased from approximately \$120 million to approximately \$134 million. Including contingency, the CIP increased from approximately \$138.8 million to approximately \$154.2 million.

Mr. Schrader stated the Phase 1 Supplemental Engineer's Report was also amended, in particular, the Lot A Roadways.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the the Master Engineer's Report dated November 7, 2024, as amended, and the Supplemental Engineer's Report dated November 7, 2024, as amended and in substantial form, were approved.**

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Clearview Land Design, P.L. Work Authorization Number 3 to Amend the Amended and Restated Master and Supplemental Engineer's Reports**

This item was presented following the Seventh Order of Business.

It was noted that this should be Work Authorization Number 5, not Number 3. For the record, Work Authorization Number 1 is Interim Services; Work Authorization Number 2 is CEI for 1A and Mass Grading; Work Authorization Number 3 is CEI for Tradeway; and Work Authorization Number 4 is CEI for McKendry, making this Work Authorization Number 5.

Ms. Kobitter drafted the Work Authorization and will renumber it accordingly to Work Authorization Number 5.

Mr. Schrader stated the Work Authorization included a not-to-exceed amount of \$5,000; due to the deadlines and constraints, only 50% of the not-to-exceed was utilized.

#### **TENTH ORDER OF BUSINESS**

#### **Ratification Items**

##### **A. Property Conveyances**

**I. Tract U**

**II. Tract W**

**III. Special Warranty Deed [Tracts W1, W2, W3, W4]**

##### **B. Integra Realty Resources Appraisal of Real Property/Invoice**

##### **C. Withlacoochee River Electric Cooperative, Inc. Contribution in Aid of Construction Agreement**

**D. Clearview Land Design, P.L. Change Order No. 3 [Pasco Town Center Mass]**

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the Property Conveyances for Tract U; Tract W; Special Warranty Deed for Tracts 1, W2, W3, W4; Integra Realty Resources Appraisal of Real Property/Invoice; Withlacoochee River Electric Cooperative, Inc. Contribution in Aid of Construction Agreement; and Clearview Land Design, P.L. Change Order No. 3 for Pasco Town Center Mass, were ratified.

**ELEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of September 30, 2024**

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

**TWELFTH ORDER OF BUSINESS****Approval of August 29, 2024 Special Meeting Minutes**

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the August 29, 2024 Special Meeting Minutes, as presented, were approved.

**THIRTEENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kilinski | Van Wyk**

Ms. Kobitter reminded the Board Members who were on the Board before today's Landowners' Election that they must complete the required annual ethics training by December 31, 2024.

**B. District Engineer: Clearview Land Design, P.L.**

There was no report.

**C. District Manager: Wrathell, Hunt and Associates, LLC**

- **UPCOMING MEETINGS:**

- **November 22, 2024 at 5:00 PM [Regular Meeting]**
- **December 27, 2024 at 5:00 PM [Regular Meeting]**
- **January 24, 2025 at 11:00 AM [Regular Meeting]**

- **QUORUM CHECK**

The November and December meetings will be canceled. Whether the January meeting will be held is to be determined.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

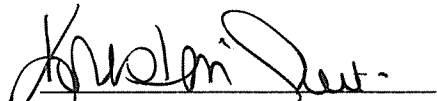
No members of the public spoke.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the meeting adjourned at 10:58 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair