

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Regular Meeting on January 23, 2026 at 11:00 a.m., at 12724 Smith Road, Dade City, Florida 33525.

**Present:**

Michael Wolf	Chair
Thatcher Brown (via telephone)	Vice Chair
Chase Collier	Assistant Secretary
Kelly Sinn	Assistant Secretary
John McKay	Assistant Secretary

**Also present:**

Jordan Lansford	District Manager
Grace Rinaldi	District Counsel
Tommy Tito (via telephone)	District Engineer
Doug South	CH II Management, LLC

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Lansford called the meeting to order at 11:00 a.m. Supervisors Sinn, Wolf, Collier and McKay were present. Supervisor Brown attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Town Park Communities  
FL, LLC Cost Share Agreement [Lot E  
Townhomes]**

Mr. South stated that the CDD bid out Double Branch Parkway, which uses the same set of plans as the Lot E Townhomes. By the Engineer of Record combining the final submittal to Pasco County for final approvals, Double Branch Parkway will cost approximately half the cost of a single submission; the Lot E Townhomes will share approximately 50% of the cost.

Ms. Rinaldi stated that the Cost Share Agreement breaks down that the private improvements that property owners will pay their proportionate share for the CEI services to the CDD, and the CDD will remit payment to the Engineer.

**On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, the Town Park Communities FL, LLC Cost Share Agreement for the Lot E Townhomes, was approved.**

**FOURTH ORDER OF BUSINESS****Consideration of Withlacoochee River Electric Cooperative, Inc. Easement [Tract W1]**

Mr. South stated that Tract W1 is part of the Phase 1 Plat of Pasco Town Center. Tract W1 is a conservation easement that was a conservation easement with the Southwest Florida Water Management District (SWFWMD) before the CDD acquired the property.

Mr. South discussed the efforts of the Withlacoochee River Electric Cooperative, Inc. (WREC) to get their power lines on the south side of State Road 52 west of I-75, over I-75 onto the corner lot, and to the substation on CDD property. WREC has been working with the Florida Department of Transportation (FDOT) for nearly two years, and, as approval was not granted, the WREC is working with the SWFWMD to vacate a 60' wide strip of the Pasco Town Center property conservation easement immediately adjacent to I-75, at their cost. The matter will be considered by the SFWMD Board in February; this easement is needed for approval.

Ms. Rinaldi asked if any feedback was received regarding her revisions to the easement. Mr. South stated that he sent them but received no reply. He will submit the easement today. It was noted that further revisions can be made if necessary with Board approval.

**On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, the Withlacoochee River Electric Cooperative, Inc. Easement for Tract W1, in substantial form, was approved.**

**FIFTH ORDER OF BUSINESS****Consideration of Bill of Sale [Pasco Town Center McKendree Road 1st Extension]**

Mr. South stated that McKendree Road should be open soon, as the light is active. New water mains, reclaim mains and force mains were installed as part of the McKendree Road 1<sup>st</sup> Extension, and a Bill of Sale is needed as part of the dedication to the County. The CDD contracted for the work, but the Developer must provide the Bill of Sale. A Bill of Sale will be given from the Developer to the CDD, and the CDD will give a Bill of Sale to Pasco County, as has been done with Phases 1A and 1B; McKendree Road is Phase 1C.

**On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Bill of Sale for the Pasco Town Center McKendree Road 1<sup>st</sup> Extension, was approved.**

**SIXTH ORDER OF BUSINESS**

**Discussion: Burgess Civil, LLC Construction Contract [Double Branch Parkway]**

Ms. Rinaldi presented the Burgess Civil, LLC Construction Contract for Double Branch Parkway, which was included in the Project Manual.

Discussion ensued regarding the Acknowledgment, which is currently included under Ratification Items, but has not yet been executed, despite being sent several times.

Mr. South stated that the executed contract, the recorded bonds and insurance are needed in order for him to issue a Notice of Commencement (NOC).

Staff will continue working to obtain the necessary signatures.

**On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Burgess Civil, LLC Construction Contract for Double Branch Parkway, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-04, Ratifying the Actions of the District Manager in Redesignating the Date, Time, And Location for Landowners’ Meeting; Providing for Publication, Providing for an Effective Date**

Ms. Lansford presented Resolution 2026-04.

**On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, Resolution 2026-04, Ratifying the Actions of the District Manager in Redesignating the Date, Time, And Location for a Landowners’ Meeting to November 3, 2026 at 10:30 a.m., at the Hampton Inn & Suites by Hilton – Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544,; Providing for Publication, Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Discussion/Consideration/Ratification: Performance Measures/Standards & Annual Reporting Form**

**A. October 1, 2024 - September 30, 2025 [Posted]**

Mr. South stated that, as Mr. Brown observed, a statement that the CDD had not acquired any land was correct when it was signed; however, the CDD acquired land during Fiscal Year 2025, and the Plat was recorded during Fiscal Year 2025. The consensus was to make the change to the Report, and resubmit it.

**On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, the 2025 Goals and Objectives Reporting, as amended, was ratified.**

**B. October 1, 2025 - September 30, 2026**

**On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.**

**NINTH ORDER OF BUSINESS**

**Ratification Items**

The Board and Staff discussed and considered the following items:

**A. Mortensen Engineering, Inc. Work Authorization Number 13 [Double Branch Parkway]**

Mr. South stated this item is related to construction materials, testing and geotechnical work; Mortensen is the CDD’s geotechnical engineer engaged via the Request for Proposals (RFP) process several years ago.

**B. Clearview Land Design, P.L. Work Authorization 4 [Double Branch Parkway 1st Extension]**

Mr. South stated this item is related to the Design Engineer’s Construction Engineering Inspection, which is required with the geotechnical testing. Work Authorization 4 is subject to a Cost Share Agreement with Town Park Communities for the private work.

**C. Acquisition of Phase 1 Work Product and Improvements**

**D. Burgess Civil, LLC Acknowledgement [Revised Rider]**

Ms. Lansford stated that this item will be re-sent via DocuSign.

**E. Ripa & Associates, LLC Change Order No. 4 [McKendree Road First Extension]**

**F. Withlacoochee River Electric Cooperative, Inc. Street/Outdoor Lighting Agreement (New Lighting) and Invoice**

Discussion ensued regarding Section 3b, related to the timeframes for repairs.

**On MOTION by Mr. Wolf and seconded by Mr. McKay, with all in favor, Ratification Items 9A through 9F, as listed, were ratified.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2025**

**On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the Unaudited Financial Statements as of December 31, 2025, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. November 18, 2025 Special Public Meeting**
- B. November 21, 2025 Special Meeting**

**On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the November 18, 2025 Special Public Meeting Minutes and the November 21, 2025 Special Meeting Minutes, both as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kilinski | Van Wyk PLLC**
- B. District Engineer: Clearview Land Design, P.L.**  
There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC**
  - NEXT MEETING DATE: February 27, 2026 at 5:00 PM**
    - QUORUM CHECK**

The next meeting will be held on February 27, 2026, unless cancelled.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

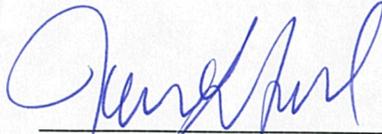
**Public Comments**

No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Wolf and seconded by Mr. Collier, with all in favor, the meeting adjourned at 11:19 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair