

**MINUTES OF MEETING**

**CAPE CORAL TOWN CENTER COMMUNITY DEVELOPMENT DISTRICT  
RESCHEDULED BOARD OF SUPERVISORS' MEETING**

**Tuesday, September 9, 2025, 11:00 a.m.  
Cape Coral-Lee County Public Library Conference Room  
921 S.W. 39th Terrace  
Cape Coral, FL 33914**

Board Members present:

James Zboril

Michael Christiano

Jordan Cohen

Chairman

Assistant Secretary

Assistant Secretary

Also present were:

Jane Gaarlandt

Kwame Jackson

Verona Griffith

Johnathan Johnson

PFM Group Consulting LLC

PFM Group Consulting LLC (via phone)

PFM Group Consulting LLC (via phone)

Kutak Rock LLP (via phone)

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Ms. Gaarlandt called the Board of Supervisors meeting of the Cape Coral Town Center CDD to order at 11:04 a.m., and the roll was called.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of Meeting Minutes:**

- **February 18, 2025, Board of Supervisors Meeting**
- **February 18, 2025, Auditor Selection Committee Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved the Meeting Minutes of the February 18, 2025, Board of Supervisors Meeting and the February 18, 2025, Auditor Selection Committee Meeting.

**FOURTH ORDER OF BUSINESS**

**Review of Letter from Supervisor of Elections, Lee County**

Ms. Gaarlandt noted that as of April 15, 2025, there are 0 registered voters in the District.

No action was required by the Board.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03,  
Amending Resolution 2025-02 to  
Reset the Date of the Public Hearing  
for the Adoption of the Fiscal Year  
2026 Proposed Budget**

Ms. Gaarlandt noted this resolution resets the date for the Public Hearing to the current date, from the original date of August 19, 2025.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved Resolution 2025-03, Amending Resolution 2025-02 to Reset the Date of the Public Hearing for the Adoption of the Fiscal Year 2026 Proposed Budget.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-04,  
Adopting Goals, Objectives, and  
Performance Measures and  
Standards**

Ms. Gaarlandt noted this is annual statutory requirement that was put in place last year. The goals and objectives have not changed. These are all items the District already does on a routine basis.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved Resolution 2025-04, Adopting Goals and Objectives, and Performance Measures and Standards.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-05,  
Adopting the Annual Meeting  
Schedule for Fiscal Year 2025-2026**

Ms. Gaarlandt reviewed the annual meeting schedule and noted the meetings will remain on the current monthly schedule. Meetings can be adjusted as needed.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved Resolution 2025-05, Adopting the Annual Meeting Schedule for Fiscal Year 2025-2026.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06,  
Extending the Terms of Office for  
Supervisors**

Ms. Gaarlandt noted the terms of Office should coincide with the General Election. This resolution will move the Landowner's Election into the even year. The terms will end in 2026 and 2028 respectively.

On MOTION by Mr. Zboril, seconded by Mr. Cohen, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved Resolution 2025-06, Extending the Terms of Office for Supervisors.

**NINTH ORDER OF BUSINESS**

**Consideration of VGlobalTech Website Maintenance Proposed Fee Increase**

Ms. Gaarlandt noted the website maintenance is increasing from \$175.00 a month to \$185.00. It was noted this is reflected in the budget.

Ms. Griffith noted the last increase for this vendor was in 2023.

On MOTION by Mr. Christiano, seconded by Mr. Zboril, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved the VGlobalTech Website Maintenance Proposed Fee Increase.

**TENTH ORDER OF BUSINESS**

**Consideration of the Fiscal Year 2026 Insurance Renewal Proposal**

Ms. Gaarlandt noted this is reflected in the budget.

There was brief discussion regarding the renewal. It was noted the insurance coverage has not changed. Additional insurance can be added at any time.

Mr. Zboril will review with the District's insurance consultant.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved the Fiscal Year 2026 Insurance Renewal Proposal, subject to final review and changes by the Chair.

**ELEVENTH ORDER OF BUSINESS**

**Public Hearing on the Adoption of the District's Annual Budget**

- Public Comments and Testimony
- Board Comments
- a. Consideration of Resolution 2025-07, Adopting the Fiscal Year 2025-2026 Budget and Appropriating Funds

Ms. Gaarlandt noted the Public Hearing was noticed per statutory requirements.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD opened the Public Hearing on the Adoption of the District's Annual Budget.

There were no public comments at this time.

There were no Board comments at this time.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD closed the Public Hearing on the Adoption of the District's Annual Budget.

Ms. Gaarlandt introduced the resolution. It was noted there were no changes to the overall budget and the budget is Developer funded.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved Resolution 2025-07, Adopting the Fiscal Year 2025-2026 Budget and Appropriating Funds.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2025-2026 Funding Agreement**

Ms. Gaarlandt noted this is the agreement with the Developer to fund the budget and there have been no changes to the form.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved the Fiscal Year 2025-2026 Funding Agreement.

**THIRTEENTH ORDER OF BUSINESS**

**Review and Acceptance of the Fiscal Year 2024 Audit Report**

Ms. Gaarlandt noted this was distributed for review prior to the meeting. This is an annual statutory requirement.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD accepted the Fiscal Year 2024 Audit Report.

**FOURTEENTH ORDER OF BUSINESS**

**Ratification of Auditor Engagement Letter – Fiscal Years 2024 – 2028**

Ms. Gaarlandt noted this is solely for ratification. The auditor provides an engagement letter for each year and this letter is for Fiscal Year 2024.

There was brief discussion regarding the timing of the engagement Letter.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD ratified the Auditor Engagement Letter – Fiscal Year 2024-2028.

**FIFTEENTH ORDER OF BUSINESS**

**Ratification of Funding Requests Nos. 15 – 23**

Ms. Gaarlandt stated these are all for standard District expenses.

The Board reviewed the funding requests.

Ms. Griffith noted that Funding Request #23 is awaiting funding.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD approved Funding Requests Nos. 15-23.

**SIXTEENTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials. No action was required.

**SEVENTEENTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel:** No report.

**District Engineer:** No report.

**District Manager:** Ms. Gaarlandt noted the next meeting is scheduled for September 16, 2025, which the Board has agreed will be canceled. She will send out new calendar invites for upcoming fiscal year 2026 meetings. Meetings will be adjusted as needed. She also noted there is now an EIN number assigned to the District.

**EIGHTEENTH ORDER OF BUSINESS**

**Audience Comments & Supervisor Requests**

There was brief discussion regarding the Engineer's report and it was noted that there needs to be an updated version.

Mr. Johnson noted that a Board Supervisor can work with the District Engineer to request that updated report.

It was noted the final contract with the District Engineer has not been finalized or received.

There was also brief discussion regarding the changing of the district's name.

Ms. Gaarlandt will send Mr. Christiano the ordinance related to the name change.

Ms. Gaarlandt noted if the domain name of the website is to be changed, there will be a one-time fee of \$899.00.

Mr. Johnson noted the website domain name can remain, but updated information needs to be on the website regarding the name change.

Mr. Jackson noted the update has been implemented on the website.

There were no further comments or requests at this time.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the Cape Coral Town Center CDD adjourned the September 9, 2025, Board of Supervisors' meeting.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson  
James L. Zboril  
Chairman