

University Park Recreation District

12051 Corporate Boulevard, Orlando, FL 32817 Phone: 407-723-5900

<http://universityparkrd.com/>

The regular meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Friday, August 13, 2021 at 1:00 p.m.** at the **Varsity Club** located 7671 The Park Blvd, University Park, FL 34201 and or virtually.

Meeting ID: 885 3737 0447

Passcode: 038616

Join meeting via Zoom:

<https://us02web.zoom.us/j/88537370447?pwd=dUICZ1dtSXQ3VVRIM2FadUlxeFlaZz09>

NOTE: If you are calling into the meeting by phone or Zoom, please MUTE your line!

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

Administrative Matters

1. Consideration of the Minutes of the June 9, 2021 Special Board of Supervisors Workshop Meeting
2. Consideration of the Minutes of the June 11, 2021 Board of Supervisors Meeting
3. Consideration of the Minutes of the June 29, 2021 Continued Board of Supervisors Meeting
4. Consideration of the Minutes of the June 29, 2021 Board of Supervisors Workshop Meeting
5. Consideration of the Minutes of the July 9, 2021 Board of Supervisors Meeting
6. Consideration of the Minutes of the July 20, 2021 Continued Board of Supervisors Meeting

Staff Report Matters

7. District Counsel
8. District Manager
9. Club Management
 - a. Management Discussion & Analysis Report



Business Matters

- 10. Public Hearing on the Adoption of the District’s Annual Budget & Country Club Budget
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of Resolution 2021-18, Adopting the Fiscal Year 2022 District’s Annual Budget and Appropriating Funds
 - d. Consideration of Resolution 2021-19, Adopting the Fiscal Year 2022 Country Club Budget and Appropriating Funds
- 11. Consideration of Resolution 2021-20, Adopting the Annual Board and Workshop Meeting Schedule for Fiscal Year 2021-2022.
- 12. Update on the Website Development with the UPCA
- 13. Update Phase 1- Master Plan Projects
- 14. Consideration of Resolution 2021-21, Agreement with Gallo Herbert Architects (under separate cover)
- 15. Monthly Board of Supervisors Reports
 - Jim Case- Topic is UPCA coordination with the Recreation District and Statutory / Charter Amendments.
 - Sally Dickson- Topic is Marketing.
 - Bill DiPaolo- Topics are Finance and Oversight of Restaurant Renovation.
 - Steve Ludmerer- Topic is District Management Structure.
 - Karen Pagano- Topic is Communications.

District Financial Matters

- 16. Ratification of Payment Authorization # 53 & #54

District Financial Matters

Date	Meeting Type	Time	Location	Note
August 31, 2021	Workshop Meeting	10:00 AM	University Park Country Club	The Varsity Club
September 10, 2021	BOS Meeting	1:00 PM	University Park Country Club	The Varsity Club

- 17. Supervisor Requests

Adjournment



University Park Recreation District

Consideration of the Minutes of the June 9,
2021 Special Board of Supervisors Workshop
Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS WORKSHOP MEETING**

Wednesday, June 9, 2021 at 10:00 a.m.

University Park Varsity Room

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho (via phone)	District Manager - PFM Group Consulting, LLC
Venessa Ripoll (via phone)	Assistant District Manager-PFM Group Consulting, LLC
Mark Barnebey	District Counsel- Blalock Walters Law Firm
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
William Gallo	Gallo Herbert Architects (via phone)
John Gallo	Gallo Herbert Architects (via phone)
Brian Herbert	Gallo Herbert Architects (via phone)
Lisa Briggs	Club Design Group, Inc.

FIRST ORDER OF BUSINESS

Organization Matters

Call to Order and Roll Call

The Meeting was called to order at 10:00 a.m. by Mr. Case. Ms. Ripoll called the roll. Those in attendance are outlined above.

Public Comments

Mr. Case asked everyone on the phone line to wait patiently as they straighten up the log-in code. The Meeting recessed at 10:01 a.m. until the log in code is fixed. The Meeting was resumed at 10:15 a.m.

Mr. Case will open an additional public comment period after the Discussion of the agenda items. He asked any members of the public to raise their hand if they had commentary about any agenda item. There were no public comments at this time. Mr. Case closed the public comment period.

SECOND ORDER OF BUSINESS

Administrative Matters

Presentation for the Restaurant Renovation

Two firms gave presentations in response to the RFP for the dining room renovation; Club Design Group, Inc. and Gallo Herbert Architects.

Lisa Briggs from Club Design Group, Inc. gave the first presentation with Mr. Fetsick sharing his computer screen showing the presentation slides for the Zoom audience. Ms. Briggs provided information about her firm and shared examples of projects the firm has completed similar to the work to be done at UPCC. She pointed out some aspects of completed projects that might be of interest to the Board, including projects the firm is currently working on, including 3-D renderings. Her presentation was followed up by Members of the Board.

Mr. Case brought up concerns regarding moving forward in a timely fashion. Ms. Briggs stated it is a valid concern and depends on how much construction and materials the District uses. The timeline is currently unknown.

Mr. Ludmerer commented the examples given seem to have more open interior space than the District's grill at Lakeside. Ms. Briggs commented that their client had more open space after the renovation. Mr. Ludmerer asked about the cost per square foot. Ms. Briggs stated it wouldn't be meaningful to this Board because it was a percentage of the construction cost. She tries to price it by looking at square footage, how many hours the renovation takes, and how the job is different or similar to the other jobs she has worked on. Mr. Ludmerer stated if Club Design Group purchases the materials, it will not be tax-exempt. If the District provides the tax-exempt certificate Club Design Group can work out the details on how that would work. The District might have to pay directly.

Ms. Pagano asked if there was an average square foot cost for these types of renovations. Ms. Briggs replied she has seen it range from \$3.00 per square foot to \$10.00 per square foot and up to \$20.00 per square foot depending on what is being undertaken.

Ms. Pagano then asked how big the CDG team is; Ms. Briggs stated it is a team of 6, and her role is to manage the vision, budget, and direction of the collaboration.

Mr. Case asked Ms. Briggs to describe how she would work out her relationship with other entities and construction companies. Ms. Briggs stated Club Design Group would have a small committee of people, including a representative of the community. She would assign one of those as the Chair of the Committee, who would be a liaison to the Board. She would have regular meetings with the team including the architects on board to take all of that on as a collaboration. She stated there would be regular construction/ team meetings. Mr. Case asked Ms. Briggs if the Board asks her to submit a proposal with costs and details what that would look like. Ms. Briggs stated she would send a contract with terms and conditions for review. The District would have to define the scope of work, and then Club Design Group can analyze what they can manage in-house vs. if there are engineers involved and if there are any architectural changes. Ms. Briggs will start with an opinion of probable cost and take that into a more defined budget which will turn into a “not to exceed” budget after the Board defines the quantities, scope, and description of the project. The Board will sign off on that and the Contractor will use that to go into construction and purchasing. The whole meeting process to define the scope is approximately 6-10 meetings. The Construction Committee will meet every two weeks and have an opinion of probable cost with approximately 4-6 meetings. This process will be approximately 8-10 weeks.

The Club Design Group proposal includes \$50,000.00 for interior design and \$100,000.00 to act as the client representative for project management. The Board member asked if the Board chose to go a different route with the project Management piece would that be acceptable. Ms. Briggs didn't think it would be an issue as long as they are integrated in the process. It would not be a problem if the District brought in an Architect and General Contractor to manage the project and act as the owner's representative. The District can move forward with the design work to define the scope and then make the decision to add a Project Manager and contractors for various components of the project. A discussion took place that the Project Manager could be a member of the Board or whoever they wanted to assign to the position.

Mr. Fetsick stated the District has timing issues it cannot control. He asked Ms. Briggs timing and when she can commit to getting started. Ms. Briggs stated her company has a lot of prospects they are working on and 2 out of the 6 prospects have been confirmed. As of today, she can get started quickly. She stated if the Board came back in two weeks, she would be able to get started if they waited a month, she might not be available

Ms. Evans asked what the most defining aspect of University Park that Ms. Briggs noticed is. Ms. Briggs stated her first reaction is the established lush mature landscape within the

community. University Park has a quaintness of the different vignettes in the buildings. She noted it reads like natural Florida in that it is welcoming and cozy. The design would be light, bright, and airy. She suggested tapping into the natural element of the lake and views.

The Meeting recessed for a 5 minute break and resumed at 11:31 a.m. for the second presentation.

Mr. Bill Gallo provided background regarding his firm, Gallo Herbert Architects, and he noted the architecture and social interaction are important. He discussed their excellence in design. Mr. Gallo stated his firm could help University Park organize the strategy of the project and the priorities of the project as it relates to the dollars appropriated and how the District can most efficiently achieve the results they want. He then introduced the proposed Gallo team: Mr. Herbert would be the Architect for the project. Mr. Tice will be the Project Manager. Ms. Castro will be the interior designer. Mr. Dezi would be the designer of the architecture. Mr. Yuria would be the Construction Administration. Gallo Herbert Architects will bring on the best consultants for the project.

Mr. Gallo discussed how Gallo Herbert Architects approaches a project.

Mr. Tice discussed the project charter broken into phases. He explained that projects that remodel existing buildings are more difficult to achieve than brand new buildings. He also noted the parking areas and hardscape would need reconfiguration.

Mr. Gallo stated it is critical to establish priorities and understand how the priorities interconnect with the maintenance of traffic and maintenance of operation perspective of the campus.

Mr. Tice stated the architects must understand the UPRD business plan, financial plan, and aesthetic goals. Gallo Herbert Architects needs to understand how the fire marshal building departments and utilities impact the project. A discussion took place about 3D renderings and design work.

Mr. Herbert discussed the design process, including creating a methodology for the project. It will be presented to the Board. Then the architects will come up with conceptual interior and exterior designs for the building and present them to the Board.

Mr. Ludmerer asked about the timeframe. A discussion was had regarding the scheduling of design, budget updating, architectural drawing, and the application and approval process.

Mr. Herbert discussed in detail the architectural portion of the projects included in the UP Master Plan.

Mr. Case asked on what date he projects closeout. Mr. Gallo stated it depends on the process and what the District is starting with and which phase they are doing. Assuming the best-case scenario, closeout is likely to be in a year and a half but there are so many variables the Architects need direction on from the Board.

Mr. Case asked how they expect to keep the Club functioning during construction. Mr. Gallo suggested creating the outdoor spaces and exterior addition first. Then members can use those spaces while construction is taking place in the interior. Mr. Case asked about cost estimates. Mr. Gallo replied they are done at every phase. They would compare the budget with the appropriations set aside.

Ms. Dickson asked if the District would put together a committee that would communicate with the Architects. She asked how they recommend the District do that efficiently and effectively. Mr. Gallo responded that his firm likes when they put together a Development Team. It would consist of stakeholders from various components of the facilities. It would consist of Management, Director of Food Service, Activities and Residents. In addition, members of the jurisdiction may be invited. Development Team Meetings would happen every two weeks to every month.

There were no other questions from the Board. Gallo Herbert Architects left the Meeting in progress.

Review & Discussion of Phase 1 RFP Master Improvement Plan Project Proposals

The Board Discussed the Phase 1 RFP Master Improvement Plan Project Proposals.

Mr. Case stated the Gallo proposal seemed generic and he was not sure they read the RFP. Mr. Case suggested Club Design Group as they are local, and it is primarily an interior design job however, the District needs an architect for portions of this job and future jobs the District has in mind. He suggested the District obtain Club Design Group separately and Gallo Herbert Architects separately and have the two entities work together and collaborate on the project. Mr. Ludmerer felt a lack of engagement from Gallo Herbert Architects. He suggested the Board ask Ms. Briggs about the architects she works with closely and ask her if she has ever worked with Gallo.

Ms. Evans stated Mr. Gallo is interesting, insightful, and engaging in-person and personally met with her 2-3 times. She does not know if Mr. Gallo would entertain the idea of working with Ms. Briggs as he works with his own interior designer and this may be an obstacle. Ms. Briggs stated in her presentation she was open to working with any architect the Board chose. Mr. Case suggested the Board ask Mr. Gallo if he is interested in only

doing the architectural work. Ms. Evans asked Mr. Barnebey if the District hired both Club Design Group and Gallo Herbert Architects could they structure the contracts at this point as continuing services contracts. Mr. Barnebey stated the District is hiring them for a project and whatever is in the scope of work for that project.

It was noted Gallo wanted to be considered for the Master Planning Project. A discussion took place on why the District did not select them at the time. Mr. Ludmerer stated he didn't present a plan which focused on Country Club and the UPRD property.

Mr. Barnebey stated the next step in this process is for the Board to select the first proposal and the second proposal and authorize the General Manager to proceed with contract negotiations. He further explained this item is on the Agenda for the Board of Supervisors Meeting scheduled for Friday, June 11, 2021. Ms. Evans and Mr. Fetsick will work on getting an answer by Friday whether Gallo is interested in collaborating with Ms. Briggs as the Architect for the project.

A lengthy discussion took place about the renovation committee. Mr. Barnebey stated the committee should not have more than one Board member and advised the Board not to include District staff. It should be a volunteer committee headed by Ms. Evans as Chair. Mr. Ludmerer asked about noticing a public meeting for the volunteer committee. Mr. Barnebey stated they could do that, but they won't be able to speak to each other about the matters coming before them outside of that publicly noticed Meeting. Ms. Evans will ask Ms. Briggs which architects and engineers she works with and if she has worked with Mr. Gallo in the past. Ms. Evans will reach out to Mr. Gallo and find out if he is willing to do the architectural and engineering portions of the project and working with Ms. Briggs as the designer. Neither one needs to lead each other in their portions of the project.

Ms. Evans stated since she is retiring, the General Manager (or their designee) should lead that portion of the project. Mr. Fetsick will handle the financial piece and handle the construction project and the budget. Ms. Evans stated she would compile the volunteer group.

The Board recessed at 1:00 p.m. and reconvened at 1:13 p.m.

Review & Discussion of Charter Amendments

The Board discussed the Charter Amendments and possible Statutory changes. Mr. Barnebey provided a draft of changes to the UPRD Charter and Chapter 418 Florida Statutes. Mr. Case discussed the issues the Board had regarding who was eligible to vote for the Board Supervisors. It was decided all residents would be eligible to vote and the District will assemble that voting list by an online registration process. That was

agreed upon for the development of the Charter. Ms. Pagano thought the Board agreed to leave the definition of the voter the same meaning owners or residents as not to disenfranchise anybody, but the registration is 7 days before the election and she does not think it is enough time to conduct an election 7 days after that timeframe. Mr. DiPaolo stated the revisions did not reflect that and the Board previously discussed online voting. The District must look at the Statutory changes that would be required to allow that and if it is worth it. Mr. Barnebey stated there was an incorrect version of the Charter Amendments that was sent out, but the most up-to-date version is within the agenda package.

Mr. Barnebey stated some of the changes are both Statutory and Non-statutory Charter Amendments that tie together, and some are Charter changes to clarify language. He stated the electronic voting is a good issue to discuss. The HOA has specific language in its statutory language for electronic voting. The national politics and state politics regarding voting issues will affect this issue because the UPRD is a governmental entity, and there will be potential concern as to whether or not there is any possibility of this moving forward to shift how the District can vote in the legislative session. What will concern them is the potential broadening to other governmental agencies and bodies. There may be an issue with electronic voting.

Mr. Barnebey discussed the Board wants to include language which is a Statutory and Charter change to allow the District not to have to go out to a public sale for future bond issuances. Those issues are in section 418.22. and Charter Section 2-8-157. This will allow the District to do a private sale of the bonds. Dr. Fishkind wanted to do that last time for timing sake and rates. As of now, the District cannot do that because the Statute requires Districts to go out to public sale.

Mr. Barnebey stated the second change is on short-term borrowing to allow a longer period of time for short-term borrowing. This would be a Charter change.

Mr. Barnebey discussed the election issue. He put in a requirement for residents to register with the District 7 days prior to the election. A lengthy discussion took place to clarify who can vote in the election. Mr. Mantia stated if the Board says there should be one vote per lot/household the UPRD could start a registration process using the information from the County and have 2,200 names and addresses as the database and send information to the lot owners and ask who they will designate to vote, but they would have to start the process early. A discussion took place about UPCA opt-in requirements. The HOA is not permitted to share its list. Mr. Barnebey stated UPRD is not the only Recreation District in the state, and whatever UPRD does to change the statute or Charter will affect other Recreation Districts. The Board discussed and agreed to one vote per lot by the owner. Mr. Barnebey will incorporate the change to the DRAFT.

Mr. Barnebey stated if the District does not use electors, they cannot have it run by the Supervisor of Elections on the same day of the General Elections. The Board had agreed to hold its election on the Tuesday after the first Monday in December. A discussion took place about the voter registration 7 days prior to the election and the date of the election. Mr. Ludmerer stated the Board of Supervisors shall appoint a Non-Board Member to coordinate the election. A discussion took place about using the opt-in feature on the District website to inform the homeowners of the election however, there will be substantial editing involved to ensure those on the list are owners and not residents. A question was raised if there needs to be a name attached to the electronic voting process or if it is first come, first serve per lot for voting. Mr. Barnebey stated it would be better to have a name but whoever voted first gets the vote. One vote per owner per lot through a process that designates one individual to vote. The Board discussed voter registration 30-45 days in advance of the election. A request was made to eliminate an election day meeting. The dates will be changed to the 2023 election.

The Board discussed the financing provisions.

A question was raised if the District can have a Charter that allows for electronic voting should it become legal. Mr. Barnebey stated the District could change the Charter. The language says individuals can vote in person by proxy or by such other means as allowed by law. The question is if the District needs to address that as a Statutory change. His opinion is it is highly unlikely the District will get electronic voting. Mr. Barnebey was asked if other Districts would want the statute to change to allow electronic voting. He replied he suspected they would, and he would be happy to talk to them about it, but right now, it will be really difficult to obtain that approval in the legislative session.

A comment was made that legislation and regulations are made so that it was not definitive due to societal changes. A suggestion was made to add language to state electronic voting will be allowed but must meet the same requirements for security access as voting by other means spelled out by law. Mr. Barnebey stated this language is almost identical to the language right now. He was asked if he changed the word "Member" in the Charter. He thinks he did. Mr. DiPaolo suggested he put that aside and assess the climate later because if the attorney feels there is not much of a change for electronic voting, there is no point in paying attorney fees for an impossible mission. Mr. Barnebey stated it would threaten other changes made to the Charter. It does not make sense for the District to incur attorney fees.

A suggestion was made to email ballots and have them be returned via email. Mr. Case stated that would be considered electronic voting, and there would be issues arising with voting by email. Mr. Barnebey will not pursue statutory changes regarding electronic voting but pursue a change to allow for one vote per lot.

Mr. DiPaolo asked about the timeline to incorporate all the changes with the Charter. Mr. Barnebey stated the statutory language would get to the legislature in October or November 2021. If approved during the legislative session in July 2022 then the District will go to the Manatee County Commissioners for the Charter Amendments on or around August 2022.

Mr. Barnebey will revise the Charter Amendments and have an updated version by the June 11, 2021 Board Meeting.

The Board's discussion concluded. Mr. Case opened the floor for public comment. There was no public comment.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the Meeting at 2:31 p.m.

ON MOTION by Ms. Pagano, seconded by Mr. DiPaolo, with all in favor, the Wednesday, June 9, 2021 Board of Supervisors' Workshop Meeting for University Park Recreation District was adjourned at 2:31 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of the June 11,
2021 Board of Supervisors Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS MEETING**

Friday, June 11, 2021, at 1:00 p.m.

University Park Varsity Club

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	District Counsel- Blalock Walters Law Firm
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
Rico Alcala	Club Operations Director
Various Members of the General Public	(present and via zoom)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Meeting was called to order at 1:00 p.m. by Mr. Case. Ms. Carvalho confirmed quorum to proceed with the Meeting. Those in attendance are outlined above.

Public Comments

Mr. Case provided opening remarks and opened the floor to public comments, limited to 3 minutes for each person.

Deborah Van Brunt requested that the public comment period be reconsidered for after the presentation.

Carol Shabe stepped up to agree with Ms. Van Brunt, requesting a public comment period at the end of the Meeting.

The public comments were closed.

SECOND ORDER OF BUSINESS

Administrative Matters

**Consideration of the Minutes of
the April 9, 2021 Board of
Supervisor Meeting**

The Board reviewed the minutes of the April 9, 2021 Board of Supervisors Meeting. Mr. Ludmerer provided feedback on the minutes and changes. The minutes before the Board include Board Member's revisions.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the April 9, 2021 Board of Supervisors Meeting, as amended.

**Consideration of the Minutes of
the April 9, 2021 Continuation of
the Board of Supervisors Meeting**

The Board reviewed the minutes of the April 9, 2021 Continuation of the Board of Supervisor Meeting held on April 20, 2021. Mr. Ludmerer noted the title of the minutes of the April 9th continuation meeting should reflect April 20, 2021. Ms. Carvalho clarified it was requested to have the minutes title as April 9, 2021 Continuation BOS Meeting as opposed to April 20 Continuation BOS Meeting on the Agenda. However, the minutes of this Meeting are reflected in the heading April 20, 2021 the continuation of the Board of Supervisors.

ON MOTION by Mr. Ludmerer, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the April 20, 2021 Continuation Board of Supervisors' Meeting, as presented.

**Consideration of the Minutes of
the Minutes of the May 14, 2021
Board of Supervisors Meeting**

The Board reviewed the minutes of the May 14, 2021 Board of Supervisors' Meeting.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the May 14, 2021 Board of Supervisors as presented.

Pickleball Advisory Volunteer Group Presentation

Mr. Case introduced the Pickleball Advisory Volunteer Group. The group consists of the following members Joyce Giberti, Mac McDevitt, and Jack Siegel.

Ms. Giberti outlined the overview and objectives of the Presentation. She noted that the pickleball advisory group wanted to thank the following individuals for their insight and suggestions.

ALPHABITIZE BY LAST NAME

Alan Ward

Ann Backus

David Van Brunt

Jason Grose

Joe Lisi

John Bondur

Len Goldstein

Markus Kostner

Peter Pizzi

Warren Cohen

Ms. Giberti spoke of the rationale for Pickleball at UPCC, evaluating all possible locations, evaluating viable locations, the interest for Pickleball within the community, and reported on-site visits.

Mr. Siegel further explained the viable locations within the community. Following the guidelines given, the Advisory Group looked for viable sites that would allow for up to eight courts expansions. The pro-court style was chosen to provide a high-quality pickleball experience. To be thorough, every location by the RD could house pickleball sites. An evaluation of each was completed for on and off-campus sites.

Evaluation criteria were collectively sourced from experts, residents, Board members, and the Advisory Group's ideas, resulting in six criteria guidelines.

The review of viable sites against criteria resulted in the following sites:

Site B: Existing Croquet Area

Site C: Existing Tennis Courts 10/11

Site D: Northeast Corner Parking lot

Mr. McDevitt explained the Advisory Group reviewed the noise monitoring diagram, problematic areas with noise. Site X was introduced, which is utilizing parts of tennis courts 5/6. Site X is summarized as the best scenario for the site by Keane Acoustics.

Mr. Siegel stated the Advisory Group had reviewed the site and evaluation criteria and elimination of Parcel L.

The Board commented on the pickleball presentation and thanked the advisory group for their extensive efforts.

Mr. Case commented on objectives and core values from the presentation to UPRD. He presented concern about the cost of the project and timing. An additional consideration was raised about the potential of starting with four courts versus eight courts. Mr. Case asked if the group has considered this option.

Ms. Pagano asked if, based on the study, should the Board consider 4 versus 8 courts.

Mr. DiPaolo stated there is not enough for 8 courts in the budget. He supports 4 pickleball courts initially.

Mr. Ludmerer stated Site X is intrusive and does harm. Parcel L was eliminated for environmental impact. The problem is the footprint. He reviewed and commented on the noise implication. He also stated it would cap the tennis growth if utilizing the area

proposed in the presentation. It caps the tennis growth if utilizing the area proposed in the presentation.

Mr. DiPaolo disagrees with the clearing that was presented on the slide. He thinks more than 30 feet will need to be cleared.

Ms. Dickson commented on the follow up statement made by Mr. Lumerer that Site X does harm. She stated the proposed sites outline various options to reduce no harm. Furthermore, she stated the provided examples of different harm done by different audiences.

Ms. Evans stated what an amazing job the Advisory Volunteer Group did in this project and commented how autonomous they were through the project.

Mr. Case requested staff to obtain estimates for 4 pickleball courts versus 8 on the existing croquet area.

The Meeting was recessed at 2:55 p.m. The Meeting was reconvened at 3:03 p.m.

Update on the Website Development with the UPCA

Ms. Evans provided an update of the website and stated all materials had been sent to the website designer for the landing page. There are two different designers, one that hosts the URL currently, the landing page is different than the one doing the UPCA website. Ms. Evans expects to have the majority, or a new design and a free mock-up by June 29, 2021, for the Board's review. The UPCA website is progressing; the landing page is in its final stages, while many other pages are in development.

Ms. Pagano commented that Ms. Evans's team is doing a great job.

Review & Consideration of Phase 1 RFP Master Improvement Plan Project Proposals

Ms. Evans provided an update on the Phase 1 RFP Master Improvement Plan Project. Two companies have been selected, Club Design Group and Gallo Architects. Ms. Evans has reached out to both vendors.

Ms. Evans is authorized to negotiate an agreement with Lisa Briggs of Club Design Group. Two separate contracts will be issued to both vendors, as they have both agreed to work with each other on the project.

Ms. Evans will arrange a meeting with Ms. Briggs to review the scope of work.

Mr. Barnebey framed the motion.

ON MOTION by Mr. Ludmerer, seconded by Ms. Pagano, with all in favor, the Board selected Club Design Group as the 1ST rank proposer designer regarding the Master Improvement Plan Project authorizing General Manager to negotiate a contract.

Review & Discussion of Charter Amendments

Based on the discussion of the workshop and changes need to be made by Mr. Barnebey, the Charter Amendment has been tabled for either to be further reviewed at the continued Board of Supervisors' Meeting and or Board of Supervisors Workshop Meeting scheduled for June 29, 2021.

Consideration of Amendment to the Water Agreement with UPCA

Mr. Barnebey provided an update of the Water Agreement with UPCA. He entered in rate lock of a \$10.00 rate.

ON MOTION by Ms. Dickson, seconded by Mr. DiPaolo, with all in favor, the Board to approve the Water Agreement with UPCA as presented.

Monthly Board of Supervisors Reports

1. Mr. Case- Topics are UPCA coordination with the Recreation District. Mr. Case sent a letter to UPCA for addressing concept changes to the CC&R for the community. The letter was not received very well by UPCA. The topic will be reviewed at a later time. The UPCA staff potentially will be relocating to the Community Center on July 15, 2021.

2. Sally Dickson- Topics is Marketing
Ms. Dickson had no update.

Ms. Evans stated Mr. Gio Cantarella is undertaking the compilation of the marketing plan.

3. Bill DiPaolo – Topics are Finance and Charter Amendments relating to the Election and other items within the Charter to be amended.

- Charter Updates
 - o Charter updates and remodeling have been addressed.
- Audit
 - o Mr. DiPaolo will review the draft audit and will also request Mr. Fetsick to provide a copy to the Board.
- A group of volunteers has been selected to review the audit. A Zoom meeting will be held on June 29, 2021, with the auditor to address the remaining questions.

4. Steve Ludmerer – Topics is District Management Structure

Mr. Ludmerer is pleased with Ms. Carvalho and Ms. Ripoll’s coordination of the meeting minutes and communication with Board Members. In addition, he also asked for Board Members to respond to meeting minutes correspondence.

5. Karen Pagano- Topics is District Communications. Ms. Pagano had no further updates as Ms. Evand provided updates on the website.

Review & Acceptance of FY 2020 Audit Report

The FY 2020 Audit Report will be reviewed at the continued Meeting on June 29, 2021, at 10:00 a.m. before the scheduled workshop meeting.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel- Mr. Barnebey provided an update that the outstanding assessment has been paid off.

Mr. Ludmerer commented on being involved with assessments and collections issues. He recommends utilizing the Manatee County taxing authority for all future assessments whenever possible.

Ms. Carvalho suggested entering into an agreement with Manatee County Tax Collector Authority and Property Appraiser Office. In addition, she described what is involved regarding achieving a set agreement with Manatee County.

Mr. Gio Cantarella confirmed he is working with Ms. Dickson on the Marketing Plan.

District Manager- Ms. Carvalho noted the next Workshop meeting is scheduled for June 29, 2021. The District has confirmed that a continued meeting of the Board of Supervisors will be held on June 29, 2021 at 10:00 at this location.

The Board should have received the Form 1 Filing document by mail, which is due by July 1, 2021.

General Manager & Director of Finance Report

a) Management Discussion & Analysis Report

Ms. Evans highlighted some aspects of her report. She stated that there had been some changes to the mask policy that went into effect in May. It outlines that for fully vaccinated members, guests and residents are no longer required to wear masks. However, all staff members are required to wear masks regardless of vaccination status; this has become a challenge for staff members. Ms. Evans suggests continuing to follow CDC guidelines. Plans are being made to allow vaccinated staff members to waive mask-wearing requirements after July 1, 2021. In efforts to encourage staff members to get vaccinated, a \$1000 lottery has been created for vaccinated staff only.

General Manager & Director of Finance –

Ms. Evans reiterated communications of the Varsity Club and Happy Hour topic. Happy Hour can not be reinstated due to lack of space and need for staff members. Currently, the entire space for Happy Hour is not available, and there is a lack of staff to facilitate Happy Hour on Wednesdays and Fridays. It has been stated that 26 percent of cooks have left the food/kitchen industry. In efforts to attract new hires to the restaurant, there is a \$500 signing bonus and a \$500 referral bonus.

Ms. Dickson asked questions about the lack of staff in the community.

Ms. Evans responded there is a lack of staff members for indoor and outdoor servers, hosts, and kitchen staff specifically related to the restaurant.

Ms. Evans also noted that Sunday Brunch would occur once a month during the summer. In addition, banquet business has significantly increased due to a high volume of weddings and dinner rehearsals. The renovation schedule for the restaurant needs to be decided to accommodate busy banquet schedules.

Mr. Nickerson stated golf operations continue to grow successfully. Summer memberships have increased 50 percent since last year. There are currently 225 summer golfing memberships. Rates have increased as well.

Mr. Fetisck notified the Board the PPP loan had been granted full forgiveness. The loan for 2020 has been approved and appropriated by the UPCA on May 20, 2021. The amount of \$856,000,000 has been allocated for the RD for full use funds. The exact use of funds has not been identified yet.

Mr. Ludmerer questioned the impact of initiation fees. He has requested John Fetisck to detail where the cost is coming from. Mr. Fetisck will follow up on this item.

**Ratification of Payment
Authorizations #49-50**

Mr. Fetisck presented Payment Authorizations #49-50. These are generally normal District expenses. He requested a motion to ratify as presented.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorizations #49-50.

FOURTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

FIFTH ORDER OF BUSINESS

Continuance

Mr. Case requested a motion to continue the Meeting to June 29, 2021, before the Board of Supervisors' Workshop at this location at 10:00 a.m.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Friday, June 11, 2021 Board of Supervisors' Meeting for University Park Recreation District was continued to June 29, 2021 at 10:00 a.m. at this location.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the June 29,
2021 Continued Board of Supervisors Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
CONTINUED BOARD OF SUPERVISORS MEETING**

Tuesday, June 29, 2021, at 10:00 a.m.

University Park Varsity Club

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	District Counsel- Blalock Walters Law Firm (via phone)
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
Rico Alcala	Club Operations Director
Nathan Phillips	Auditor- Phillips Harvey Group, P.A.
Various Members of the General Public	(present and via zoom)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was reconvened at 10:00 a.m. by Mr. Case. Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comments

There are no public comments at this time.

Mr. Case provided an overview of the meeting agenda items and the Audit Report will be discussed initially.

SECOND ORDER OF BUSINESS

Business Matters

Update Regarding Agreement with Design Group for the Phase 1 RFP Master Improvement Plan Project

Mr. Fetsick explained that he and Ms. Evans had been approved to work with Club Design Group with Lisa Briggs on the Master Improvement Plan Project.

Mr. Fetsick reviewed a few highlights from the contract:

- The flat rate design fee is \$50,000.
- Additional language was added to further protect the District for the continuation of the contract with Club Design Group.
- Payment terms have been adjusted for the payment of \$25,000 upon execution of the contract; another \$25,000 on September 15th, and the District was able to get the retainage of 10% or \$5,000 upon completion of the whole project.

A Lifestyle Advisory Group has been established and identified to represent the residents and members of the Club. Those participating member are as follows:

- | | |
|----------------------|-------------------------------------|
| • Deborah Van Brunt | Art in the Park |
| • Vicki DiPaolo | President of Women’s Club |
| • Kris Pizzi | Chair of Neighborhood Chair Council |
| • Kathy Bondur | President of Architecture and |
| Landscape Committee | |
| • Ronni Loundy | President of LGA (Golf) |
| • Mary Jane Sanacore | President of 9-Hole LGA (Golf) |
| • Kathy Pearlman | Active Tennis Member |
| • David Murphy | Active Member |

The Group formed with those who lead various clubs and committees within UPCC. The first meeting for the Lifestyle Advisory Group will be held today, June 29, 2021, at 2:00 p.m.

During the meeting, the Group will at least identify the first stage and the first direction of what the design will look like going forward.

Mr. Barnebey provided positive feedback regarding explaining the changes made to the contract. He also stated the contract(s) are in proper form.

Mr. DiPaolo stated the District will be paying Club Design Group more than the agreement design flat rate fee of \$50,000. There will be additional charges for time and effort as it relates to the furnishings.

The preliminary budget (simple outline) is as follows:

- \$250,000 has been set aside for furnishings.
- \$200,000 has been set aside for professional fees.

Mr. Ludmerer provided positive feedback about the presentation and excellent job was done on the contracts for the project. He mentioned keeping the budget in context while also ensuring quality is kept in mind. He inquired about the women's and men's restrooms pertaining to the dining area, noise reduction, timeline concerns, and liability of insurance, especially regarding gaps in coverage. He complimented everyone involved on a good job on work done so far.

Ms. Pagano expressed concerns regarding the September 31st deadline especially with market trend furniture and materials are on backorder.

Ms. Dickson expressed her optimism.

Mr. Case is eager to push hard to meet the deadline. He mentioned that Improvement Plan Project is a big challenge. He reminded the Board to monitor the budget carefully and quality results. He also explained his concern for potential interruption of service related to food and beverages.

Mr. DiPaolo stated those working with Club Design Group will need some budgetary guidelines. Mr. DiPaolo and Mr. Fetsick prepared numbers for the Board's review. It's the purpose is not for approval but as an understanding of the District's ability regarding the project's budget of \$2.7 million and allocation/ earmarking those funds.

Ms. Ludmerer proposed to the Project Team to work on a budget based on input so that the Board can agree on some parameters that would assist the budget process.

Ms. Evans commented that the Lifestyle Advisory Group is to assist with suggestion / experience with potential space utilization they will not be inputting into color, texture and designs of furnitures.

Review & Acceptance of FY 2020 Audit Report

Mr. Case asked Mr. Fetsick and Mr. Phillips to introduce audit issues for review and acceptance.

Mr. Fetsick introduced the audit process. He further explained the fiscal year started in November 2019, which is the purchase date of the Club and the Recreation District . The fiscal year runs through September 2020.

Mr. Fetsick explained government activities which are Bond-related, and business activities which are Club-related. Government-wide funds consist of the general fund, debt service fund, the acquisition, and construction projects. He stated proprietary bonds and enterprise bonds that are associated with Club financials.

A new bond sheet was created, bond entries for the initial bond assessments, purchase place allocation, capital leases, PPP loan were all conducted within the fiscal year. These unique instances resulted in the delay in finalizing the audit.

The audit report will be submitted by the annual deadline to the Auditor General, on this day, June 29, 2021.

Mr. Fetsick introduced Nathan Phillips, audit partner at Phillips Harvey Group, P.A.

Mr. Phillips stated Mr. Fetsick is leading the District financials in the right direction. He confirmed there is no fraud, no illegal acts, and no abuse or waste that have been identified. There are no transactions of the District's books outside the norm of its operation.

Mr. Phillips did mention cash flow revisions need to be made regarding the format of loss and disposals.

Mr. Ludmerer provided positive feedback and requested a zip code changes to be included in the draft. He further explained that audits for 2019 and 2020 exceeded the anticipated audit budget for \$25,000 previously outlined.

Mr. Mantia provided positive feedback and stated an excellent job was conducted on the audit report.

Ms. Carvalho requested Mr. Phillips send the final audit o her attention to include the final audit on the District's website.

Mr. Phillips/Mr. Fetsick will send the audit report to the Auditor General with the modification of the cash flow format.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board accepted the FY 2020 Audit Report.

Update of the Pickleball Courts Project

Mr. Fetsick provided an update of the last meeting.

The Board will move forward with the pricing of four pickleball courts versus eight courts. Mr. Fetsick will be able to give an update at July 9th meeting when more information is available as it relates to pricing.

Mr. DiPaolo stated the District does not have enough funds to do all eight pickleball courts and still meet other capital requirements.

Mr. Ludmerer suggested looking into additional revenue options.

A workshop will need to be planned to discuss pickleball courts further.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Manager- Ms. Carvalho noted the next Workshop meeting is not until late August. Ms. Carvalho will circulate an email to Board Members for their availability for a special workshop meeting mid July.

FOURTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

FIFTH ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the meeting at 11:10 a.m.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Tuesday, June 29, 2021 Continued Board of Supervisors' Meeting for University Park Recreation District was adjourned at 11:10 a.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the June 29,
2021 Board of Supervisors Workshop Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS WORKSHOP MEETING**

**Tuesday, June 29, 2021, at 10:00 a.m. (immediately following the adjournment of the
Continued Board of Supervisors Meeting)**

University Park Varsity Club

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll (via phone)	Assistant District Manager – PFM Group Consulting LLC
Mark Barnebey	District Counsel- Blalock Walters Law Firm (via phone)
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
Various Members of the General Public	(present and via zoom)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 11:22 a.m. by Mr. Case. Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comments

There were no public comments.

SECOND ORDER OF BUSINESS

Discussion

Proposed Charter Amendments

Mr. Barnebey provided an update regarding the Proposed Charter Amendments. He and Mr. DiPaolo made some suggestions that consist of dates for upcoming elections. The current draft date is scheduled for the third Tuesday after the first Monday of the General Election date. Another suggestion made pertains to the voting dynamic for the General Election – one vote per lot. A draft to change the Statutory will be processed simultaneously with the Charter Amendments.

Mr. Ludmerer mentioned electronic registration could potentially become a challenge as it pertains to the election. He mentioned coordinating with UPCAI to use their registration list.

A total of 1202 homes are located in UPRD.

Mr. Whyte asked Mr. Barnebey how do the owners of parcels in Tract 7 fit into the election.

Ms. Gatesy observed that if the election is held in January, the initial process should begin in December which there could be challenges with that timeline based on things happening with the District. She suggested giving the homeowners and residents three weeks for mail-in ballots. She also recommended the Board keep international homeowners and residents in mind.

Mr. Barnebey stated under the current Statute electronic voting is a questionable option. The District does not have Statutory language like associations for electronic voting. A Statutory change could be an option for the Board to explore. Mr. Barenbey will provide two different drafts to reflect the discussion of the Board. He further explained that one with and one without the Statutory changes and Charter changes.

A question was posed as to how many days in advance can homeowners/residents register prior to the election.

Mr. Ludmerer answered 30 days minimum.

Mr. Bruce Mantia asked with Charter changes do electors have to vote for Charter changes.

Mr. Barnebey answered, yes, electors do.

Ms. Dickson suggested moving up the election or extended the time for mail-in ballots.

Mr. Case recommended holding the General Election in February 2022.

Mr. Barnebey provided two dates in February 2022, Tuesday, February 14, 2022, or Tuesday, February 21, 2022. He gave the Board the two dates to determine.

Mr. Barnebey will make the suggested changes to the document and bring before the Board at the next meeting.

Update of the Pickleball Courts Project

Mr. Case reiterated, as stated in the Board of Supervisors meeting Mr. Fetsick is waiting on more information about the pickleball project.

The main issues regarding Pickleball Courts Project are location, cost, and utilization:

- Location: Potential locations are Courts 5 and 6 (Site X) & Croquet Court(s).
- Utilization: Four pickleball courts have been suggested.
- Cost: An estimated budget is needed to help decision-making moving forward.

Ms. Dickson mentioned that estimated cost should be presented to help decide the best alternative for this project.

Mr. Nickerson commented on the construction timeline regarding installing pickleball courts on the croquet lawn based on the weather and time of the year.

District Staff will proceed with all the suggestion and bring back to the Board at the July 9th, 2021 meeting the estimated cost based on the main issues with location, cost, and utilization.

A question was posed about taking a tennis court as a pickleball court.

A discussion took place regarding tennis court utilization.

Ms. Evans and Mr. Fetsick will look at tennis court utilization data to help the Board decide if a tennis court can be a potential pickleball location site. This can raise an impact to the tennis program. .

A discussion took place regarding the inconvenience tennis players may experience if one tennis court is used for pickleball.

Ms. Evans suggested generating an RFP at or after the July 9th meeting.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the meeting at 1:05 p.m.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Tuesday, June 29, 2021 Board of Supervisors' Workshop Meeting for University Park Recreation District was adjourned at 1:05 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of the July 9, 2021
Board of Supervisors Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS WORKSHOP MEETING**

Friday, July 9, 2021 at 1:00 p.m.

**University Park Varsity Room
7671 The Park Blvd, University Park, FL 32401**

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting, LLC
Venessa Ripoll (via phone)	Assistant District Manager-PFM Group Consulting, LLC
Mark Barnebey (via phone)	District Counsel- Blalock Walters Law Firm
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
Rico Alacala	Club Operations Director
Various Members of the General Public	(present and via Zoom)

FIRST ORDER OF BUSINESS

Organization Matters

Call to Order and Roll Call

The meeting was called to order at 1:00 p.m. by Mr. Case. Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Mr. Case started the meeting off by congratulating Mr. Fetsick on being promoted to General Manager.

Public Comments

Mr. Case proceeds to lead the Pledge of Allegiance.

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Staff Report Matters

District Counsel – No report

District Manager – Next meeting is scheduled for July 20, 2021, at 1:00 p.m. at this location, 7671 The Park Blvd, University Park, FL 32401.

General Manager & Director of Finance –

a) Management Discussion & Analysis Report

Mr. Fetsick provided an overview of the report; the following topics were addressed:

- **Mandatory Mask Mandate** – Effective July 1, 2021, all vaccinated employees are no longer required to wear a mask, indoors or outdoors, with proof of full vaccination. All non-vaccinated employees will be required to wear a mask at all times, regardless of location. The health, safety and well-being of our residents, members, guests, and staff continues to be our highest priority.
- **Golf Course Maintenance** – Mr. Fetsick complimented Mr. Nickerson and his team on an excellent job of the progress of the golf course maintenance. The project, which is scheduled to take approximately 8 – 10 weeks, remains on schedule despite ongoing issues with staffing levels and securing the proper materials, including sod, to complete the project. The holes will remain closed until complete, which Management is estimating to be mid-August.
- **Human Resources and Staffing** – Staffing has become an ongoing problem with the golf course and restaurant renovations. With the recent decrease in unemployment, Management continues to work diligently to fill the necessary positions.
- **Food and Beverage** – Pre-Covid carry-out has been reinstated. Ms. Evans commented that food and beverage sales continue to surpass sales prior to Covid sales. In addition, food service operations continue to see tremendous participation in á la carte dining and special events. Mr. Fetsick added that he is eager to provide continuous service during restaurant renovations to avoid a full shutdown. This month's special events and gatherings included the Father's Day Brunch, Seafood Boil, Three for All nights, Prime Rib nights, Trivia and Bingo! The Father's Day Brunch included 334 attendees, a record turnout. Social events and banquets are back on the rise – the restaurant's renovation has sparked interest in using the restaurant as a venue to host events in the upcoming year.

- Golf – Golf has shown little sign of slowing down. June golf revenue has exceeded budget projections and prior years by a wide margin. Management is excited to announce May has already exceeded the 2020 budget with four months to go. Raving social media reviews across multiple platforms have confirmed that University Park has the best golf course conditions in the area, and the service is second to none. The Pro Shop is experiencing increased merchandise revenue, with June revenue doubling and exceeding prior year revenue handily.
- Tennis Court & Fitness Center – Memberships in the summer are slow but expected. 229 summer golf memberships (2nd highest) have been reported compared to 235 summer golf memberships. Despite an increase in memberships, sales continue to stay strong. The following courts will be rebuilt in the Fall: courts 1,8 and 9 – for extensive work and courts 3 and 4 – for less intensive work. With the help of the tennis professionals, the tennis maintenance team will take on the work in-house. This saves the District a considerable amount of money and ensures the job is done correctly. Fitness classes have moved back indoors, and personal training gained traction, with more members returning weekly for sessions with Sue Mariller.
- Finances – Mr. Fetsick reviewed finances and memberships through May 31, 2021; for the statement of operations, revenue flash report through June 30, 2021, restaurant operations are over budget by \$123.

A lengthy discussion ensued on the dining-in pick-up and relying on the to-go during the renovation.

Ms. Pagano asked about the capacity in the dining area at 100%.

Pickleball UPPC PowerPoint presented by Mr. John Fetsick

Mr. Fetsick provided an overview of the presentation, which consisted of management recommendations, location options, quotes and other considerations.

Two locations are being considered for the pickleball courts:

- Site B: Existing Croquet Lawn
- Site X: Tennis Courts #5/6

The total projected costs provided are general estimates for the Board's review:

- Site B: \$325,000
- Site X: \$450,000

Other considerations for the Board's review:

- Mission, Vision & Core Values
- Cost for additional four (4) courts
- Emergency access to Site X, not yet addressed
- Site X expansion for additional courts would be more disruptive

In conclusion, for the reasons outlined above, Management recommends that the Board approve four pickleball courts on Site B, the existing Croquet Lawn, which will be regulation size and located between tennis courts #4/10. In addition, the entryway and pickleball landscaping are recommended for the Board's approval.

The presentation was concluded, and the Board proceeded to ask questions.

Mr. Case questioned about the timing of the completion of the pickleball courts. He expressed his excitement about the pickleball courts and his eagerness to play. As previously stated, he wants to take advantage of the season and act quickly; furthermore, Mr. Case noted this is a positive step forward for new and existing pickleball players.

The concern for emergency access to Court 5 needs to be addressed. This concern is independent from pickleball.

Mr. Ludmerer seconded Mr. Case's comments on the excellent job on the presentation. He is supportive of the decision to house the pickleball court on Site B. Mr. Ludmerer asked to move forward with the project.

Ms. Dickson raised a question about the loss of trees. Mr. Fetsick responded, stating the trees near the pickleball court are protected. In addition, trees will preserve the entryway, and more green space will be visible between the pickleball courts and roadway.

Mr. DiPaolo pointed out the funds allocated towards the landscaping project. Many individuals had a great concern for the entryway; the goal is to improve the entrance, not just pertaining to pickleball but fencing as well as unifying landscaping.

Ms. Pagano questioned the timing of the project. Mr. Fetsick and Mr. McDevitt responded, stating the timing discussion has not occurred yet.

Mr. Case thanked Mr. McDevitt and his colleagues for the hard work.

Mr. Ludmerer questioned if the acoustic sound abatement system was 360 degrees. Mr. McDevitt responded, stating it will go across the entire northside, across the entire eastside, down about 15 feet on the left side, and none on the southside.

Capital Investment Plan, Priorities, Timing and Cost presented by John Fetsick

Mr. Fetsick reviewed the following topics in particular for the Board's discussion:

- The purpose of this presentation is to try to communicate our current understanding of the available funds:
 - Phase one projects are to be considered and their proposed timeline within the next 12 months time frame.
 - What decisions we may need to make as a management team and a Board.
 - What are the financial constraints that we have?

As of today's meeting, there is \$2.7 million available in the construction fund; those funds need to be spent or committed by the end of next year. As discussed in recent meetings, the current operating surplus is \$500,000. Mr. Fetsick and Mr. DiPaolo are confident that the District will have additional financial resources. This will become more clear once the District gets through this fiscal year to do some cash forecasting. Mr. Fetsick stated that there will be additional funds available in the future but noted it would be difficult for us to put a dollar value on that at today's meeting. So as of today, the District has \$3.2 million available. Mr. Fetsick continued to outline recommended projects reviews and timelines.

Mr. Ludmerer asked Management to work with the Fitness Center Director and leaders regarding enhancements and suggestions to increase the fitness experience.

Mr. Case raised a question regarding the gaming people.

Ms. Dickson noted some resident confusion is surrounding the use of the UPCA building pertaining to renovations. The Board agreed UPCA will need to create parameters for the building, this topic will be added to next meeting.

The General Manager concluded the presentation and report.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of the Minutes of the June 9, 2021 Special Board of Supervisors Workshop

The Board deferred approval until next month's meeting on August 13, 2021.

Consideration of the Minutes of the June 11, 2021 Board of Supervisors Meeting

The Board deferred approval until next month's meeting on August 13, 2021.

THIRD ORDER OF BUSINESS

Business Matters

**Consideration of Proposed
Resolution 2021-15, Regarding
the Location of Pickleball Courts**

The Board reviewed Resolution 2021-15, as presented.

Mr. Barnebey suggested the language of Resolution 2021-15 should include and identify the pickleball courts and relocating croquet lawns.

Mr. Ludmerer suggested the following verbiage to be reflect Resolution 2021-15.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2021-15, Regarding the Location of Pickleball Courts.

**Update on the Website
Development with the UPCA**

Ms. Evans provided an update of the website and apologized for the delay. It seems the website is more complicated than it appears from the surface. Although there is a delay, Ms. Evans and those responsible for the website are making significant progress. Ms. Evans will present a website development with UPCA in the meeting next week. She stated she would like to get feedback on the website from the Board. She added some additional photographs, and a video tour of the community will be added to the website. A link will be available when the website development has more progress.

**Update on the Design Group
Phase 1 Master Improvement Plan
Project**

Mr. Fetsick reviewed this item for the Board. The Board approved the Club Design Group as the designer for the Phase 1, Master Improvement Plan Project. The Lifestyle Advisory Group was approved and identified, consisting of various leaders and volunteers in the community. The Group's first meeting was held on June 29th, which was very collaborative with great ideas shared by all attendees. The meeting was diverse and enthusiastic. The Group reviewed the results of a survey; using the results and feedback, Ms. Briggs built a consensus based on the information provided during the meeting.

The Lifestyle Advisory Group will be meeting every two weeks; the next two meetings are scheduled for July 13th and July 27th.

Ms. Evans reiterated that the Group will not make design decisions, but will provide input to give the designers information to represent the community and residents.

**Consideration of Proposed
Resolution 2021-16, Statutory and
Charter Amendments**

Mr. Barnebey stated the statutory changes the following sections will be made pertaining to:

Chapter 418.21 – Governing body

This section is being amended to make the language consistent with the current statute—a resident lot revision – one resident per lot.

Chapter 418.22 – Powers of Recreation District

This section is being amended to reflect language stating the law will allow private sale without having to go to public sale as long as the District complies with laws recommended by Bond Counsel.

Changes to Charter Amendments include the following:

Section 2-8-153 Elections; Board of Supervisors.

This section is being amended to eliminate additional language not needed for elections and address language that makes more sense as it pertains to the Election consistent with Statutes as allowed by the law.

Mr. Ludmerer questioned, will the District have to advertise a notice of registration for the Election. Mr. Barnebey responded, stating the District will advertise a notice but is not required by Charter Amendments.

The Board agreed that a draft is needed for the next meeting, which is continued to July 20, 2021.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board deferred Resolution 2021-16, Statutory and Charter Changes until the next meeting.

**Consideration of Proposed
Resolution 2021-17, Authorize
General Manager to Prepare and
Publicize a Request for Proposal
(RFP) of the Construction of
Pickleball Courts**

The Board reviewed Resolution 2021-17, as presented.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved Resolution 2021-17, Authorize General Manager to Prepare and Publicize a Request for Proposal (RFP) for the Construction of Pickleball Courts.

**Updated of Summer Golf Course
Renovation Holes #10-18**

Mr. Nickerson provided an update on the Golf Course Maintenance Renovation Project.

This project includes leveling and expanding select tees, rebuilding greenside bunkers, and repairing/removing many cart paths. Challenges and struggles have been faced regarding delays and deliveries from suppliers; however, work continues to progress.

Additional updates regarding the golf course maintenance:

- All tee tops have been received.
- Concrete work has started.
- Reshaping the bunkers as saves money and time.

The projected completion of the golf course maintenance as pertaining to construction is scheduled for the end of July, which is subject to change.

Pictures of the current state of the golf course were presented before the Board and audience.

Monthly Board of Supervisors Reports

Mr. Case stated Ms. Evans recommended, in the future, for the Board to submit a written analysis a few days prior to the meeting for the Board's discussion.

1. Jim Case – Topic is UPCA coordination with the Recreation District
The signage located on University Parkway will change from UPCC to University Park.. Coordination with UPCA will need to occur.

Mr. Whyte has handled various projects such as the Landscaping Project and The Holistic Master Plan. Mr. Nickerson will be a focal point for the Landscaping Project for operational and practical matters.

Ms. Dickson raised a question about the loss of trees. Mr. Fetsick responded, stating the trees near the pickleball court are protected. In addition, trees will preserve the entryway, and more green space will be visible between the pickleball courts and roadway.

A discussion took place regarding the trees.

The Recreation District and the HOA combined have approximately 35,000 trees; there is no current policy regarding trees. The District agreed to focus more on the trees moving forward.

A discussion took place regarding the sewer and repairing of manholes within the Recreation District. As detailed in the currently established Mutual Cooperation Agreement, the sewer is within the responsibility of UPCA. There are 15 manholes in the RD with the addition to one RD property.

2. Sally Dickson – Topic is Marketing
 - a. The Marketing Plan is being constructed.
3. Bill DiPaolo – Topics are Finance and Charter Amendments relating to the Election and other items with the Charter to be amended

All items have been discussed earlier in the meeting.

4. Steve Ludmerer – Topic is District Management Structure

5. Karen Pagano – Topic is Communications

Ms. Evans covered Communications earlier in the meeting.

THIRD ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorizations #51-52**

The Board reviewed Payment Authorizations #51-52.

ON MOTION by Mr. DiPaolo, seconded by Ms. Pagano, with all in favor, the Board ratified Payment Authorizations #51-52.

THIRD ORDER OF BUSINESS

Supervisor Requests

No request

THIRD ORDER OF BUSINESS

Continuation

Mr. Case requested a motion to continue the meeting for the Board of Supervisors' from July 9, 2021 to July 20, 2021 at 1:00 at the Varsity Club.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Wednesday, June 9, 2021 Board of Supervisors' Meeting for University Park Recreation District was continued at 3:41 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the July 20,
2021 Continued Board of Supervisors Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
CONTINUED BOARD OF SUPERVISOR'S MEETING**

Tuesday, July 20, 2021 at 1:00 p.m.

University Park Country Club

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll (via phone)	Assistant District Manager- PFM Group Consulting LLC
Mark Barnebey	District Counsel - Blalock Walters Law Firm
Curtis Nickerson	Director of Properties & Facilities - Country Club
John Fetsick	Director of Finance - Country Club
Rico Alacala	Club Operations Director – Country Club
Various Members of the General Public	(present and via Zoom)

FIRST ORDER OF BUSINESS

Organization Matters

Call to Order and Roll Call

The meeting was called to order at 1:00 p.m. by Mr. Case. Ms. Carvalho called the roll. Those in attendance are outlined above.

Public Comments

Mr. Case proceeds to lead the Pledge of Allegiance.

Mr. Case opened the public comments.

Ms. Deborah Van Brunt commented that the registration system is a great idea. The Election Chair has a considerable amount of responsibility. She specified if the Statue does not change to keep option voting by mail, in-person, and electronically if allowed by the law. Ms. Van Brunt reiterated that the District should consider 45 days versus 30 days

for the General Elections to ensure enough time for owners and residents to cast mail-in ballots.

In response to Ms. Van Brunt's comments, Mr. Barnebey stated no specific documentation stating whether it is the Election Chair's responsibility to determine who votes.

The Zoom audience presented no comments.

The public comment period was closed.

SECOND ORDER OF BUSINESS

Staff Report Matters

District Counsel – No report.

District Manager – No report.

General Manager & Director of Finance – No report.

THIRD ORDER OF BUSINESS

Administrative Matters

Consideration of Proposed Resolution 2021-16, Statutory and Charter Amendments

Mr. Barnebey provided the timeline and process for Charter and Statutory changes between the District, County, and Legislation.

Mr. Ludmerer suggested attempting to identify and coordinate with Interests outside of the District that may have reason to support the Legislation of the Charter Change (reach out to the County Commissioner and other Stakeholders, neighboring Recreation Districts for their thoughts and comments). He states that the Charter was primarily drafted by Hopping Green & Sams and suggested reaching out to them when the agreed-upon markup is approved.

Mr. Barnebey stated the District might have to wait to get a response from County officials. If the Charter changes are not approved, Mr. Barnebey will return to the Board for alternatives options with County recommendations. It would be ideal to start interacting with the Legislation regarding statutory changes to meet with the local delegation. The meetings will be held one-on-one with one Senator and four State

Representatives. If no changes are necessary, the District will move forward with changes approved at today's meeting.

Every fall, there is a Public Hearing meeting by the Manatee Legislation Delegation; the District or District Counsel will participate, assuming the changes will be listed on the County Commissioners agenda. Following the Public Hearing proposal for revised changes in January 2022, the Legislation will become active.

Mr. DiPaolo pointed out the Charter Amendments have no impact on the Statutory changes.

Ms. Pagano asked if there was a way to poll the residents and conduct a survey before going to the County.

Mr. Ludmerer suggested notifying the community regarding the critical points of the Charter to keep them aware of the changes. A newsletter correspondence was presented as a form of communication to the community.

Mr. DiPaolo anticipates that there will be difficulty with the County and getting on the agenda. Mr. Barnebey replied, stating he does not expect any significant challenges with getting on the agenda.

Ms. Van Brunt wanted to point out the elections' utilization for the Charter Referendum changes of the Manatee Election Cycle, which saves money and time.

A discussion took place further reviewing the statutory and charter changes.

Mr. Ludmerer commented on Section 2-8-153. – Elections: Board of Supervisors; regarding the non-residential lot owners, residential lot owners, and residents for more clarification in the definition qualifying the corporations and change the time process.

It was mentioned that non-residential owners are not voting in the Election.

Mr. Mantia raised a question regarding how many residents in the community are non-residential lot owners. The Board is not sure of the exact amount of non-residential lot owners.

Mr. Barnebey outlined the changes:

1. Definition of Residential lot owners.
2. Clarification of Corporation's involvement in the Election.
3. Extension of registration deadline from 30 to 45 days.
4. Clarification of Residential Election Chair.
5. Owners only vote; residents are allowed to vote with a proxy from the homeowner.
6. Voting options: by mail, in-person, and electronically.

7. Identifying another Board Member to be designated to sign checks in the absence of the Treasurer.

A motion to accept changes of the Charter and Statutory Amendments, as amended.

ON MOTION by Mr. DiPaolo, seconded by Ms. Dickson, with all in favor, the Board approved Resolution 2021-16, Statutory and Charter Amendments, as amended.

Discussion of Restaurant Updates

Mr. Fetsick provided an overview of the first meeting that occurred with the Lifestyle Advisory Group and Ms. Lisa Briggs. He commented that the first meeting was a collaborative discussion and added Ms. Briggs is excellent at getting the Group's ideas. Mr. DiPaolo stated the second meeting was a more definitive decision about specific areas such as the bar, roof, veranda area and expansion. Bill Gallo was not present at the second meeting, and concerns were raised about his interest in this project as an architect.

Highlights from Club Design Group:

- Created vision statement specifically for renovations of the restaurant, not for the District.
- The vision statement is posted on the District website.

Mr. Fetsick presented a few pictures of vision drawings for directional purposes.

Lisa Briggs of Club Design Group has been identified as the designer, and Bill Gallo of Gallo Architect has been identified as the architect of the restaurant renovations. The next Lifestyle Advisory Group meeting will be on Tuesday, August 3, 2021.

A lengthy discussion ensued regarding the restaurant renovations.

Mr. Barnebey stated that the District does not have a contract with the Architect.

Mr. DiPaolo stated that he is to provide a contract this week for consideration.

Mr. Ludmerer stated Ms. Briggs uses different architects based on the scope of work and environment. He is concerned there may be a potential conflict of interest between Peter Pizzi and Bill Gallo as they have a long-term friendship. Mr. Case and Mr. DiPaolo commented if there is no financial interest in the project, there should not be a problem. Mr. Ludmerer accepted Mr. Case and Mr. DiPaolo's comments.

Mr. DiPaolo stated the extension has no impact on the roof. A question was posed to Mr. DiPaolo regarding how much space was gained under the roof; Mr. DiPaolo responded two-thirds was gained under the roof.

Mr. Case commented that a decision was made not to change the elevation. Mr. DiPaolo added there is no input or plan to change the elevation. Mr. DiPaolo stated there will be an option to expand on the other side; he further explained the option with the Pro-Shop.

Mr. Ludmerer stated he would like to know how much seating will be gained after the restaurant's renovation. The current seating capacity is 125. After the renovations, the restaurant is to gain seating in multiple areas in the building. Mr. Whyte recommended getting data from the Lifestyle Advisory Group and present the data to the Board.

Mr. Case expressed his concern with multiple service bars and space. Ms. Van Brunt added she is interested in adding more space and questioned if there is any protected space. Mr. Case responded, stating that there will be indoor space utilization in conjunction with outdoor space. Ms. Pagano asked if there will be any screens; the answer is yes, for rain and shade purposes.

In-person public comments were opened.

Ms. Ronni Loundy commented the suggestions of the Lifestyle Advisory Group and Vision Drawings are not the same. She further expressed that she believes the District is off track with vision drawings and asked why the District is not listening to the professionals.

Ms. Van Brunt seconded Ms. Loundy's comment on the vision drawings not matching the suggestions of the advisory group. She was under the impression that the Lifestyle Advisory Group's purpose was for space and not furniture.

Ms. Mary Jane Sanacore stated she would like to see the site map of the expansion areas.

Mr. Fetsick stated the advisory group is a preliminary meeting for the purpose of identifying the usage of space and function.

The Board agreed presenting a summary of the Lifestyle Advisory Group meetings will be beneficial in decision making regarding the renovation of restaurants.

FOURTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor Requests.

FIFTH ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the meeting at 3:38 p.m.

ON MOTION by Mr. DiPaolo, seconded by Ms. Pagano, with all in favor, the Tuesday, July 20, 2021 Board of Supervisors' Meeting for University Park Recreation District was adjourned at 3:38 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

District Counsel

University Park Recreation District

District Manager

University Park Recreation District

Club Management

University Park Recreation District
Management Discussion & Analysis Report
As of July 31, 2021

Despite being in the heat of the summer and our “off-season”, club activities remain busy. Golf rounds, tennis & fitness programs and dining events continue to exceed budget and prior years.

Strategic Planning, Restaurant Renovations & Other

Club Design Group (CDG) continues to work on the interior and exterior design for the restaurant renovation project. Initial design concepts for an outdoor bar, social gathering spaces and the interior aesthetics have been established and will continue to be developed in the coming weeks. We anticipate an initial design to be ready for the UPRD board meeting in September. Walkthroughs with the Architect, Structural Engineer and a General Contractor have also occurred. The next meeting with Club Management, CDG and related contractors is next Tuesday, August 10th.

The Request for Proposal (RFP) for the new pickleball courts and related landscaping has been completed and is being published. We have identified a number of vendors who we would like to bid on the work and are optimistic we will have ample interest in the project. We continue to push for the work to begin as soon as possible.

Curtis Nickerson and his team continue to work on preliminary plans and material acquisition for the construction of the new regulation-sized croquet greensward on the grassy area between tennis courts 4 and 10. It is our hope that the new croquet pitch can be substantially complete by the time the pickleball court installation begins to have as little down time as possible for croquet play.

As we work through each respective project, we are beginning to feel the effects of labor, material and supply shortages (drivers, sod, lumber, among many others). It is our goal to minimize the delay of all work but certain matters may be out of our control. We will keep you informed if certain projects are materially impacted.

COVID-19 Update

As communicated on Monday, August 2nd, ALL individuals (residents, members, guests, vendors, etc.), regardless of vaccination status, are now required to wear a mask in ALL indoor spaces. This includes, but is not limited to, The Grille, Lakeside Room, Golf Pro Shop, Fitness Centre, Varsity Club, Card Room, and Community Center.

In addition, as of Friday, July 30th, ALL staff members, regardless of vaccination status, are required to wear a mask in all indoor spaces. In addition, food & beverage staff members must wear a mask at ALL TIMES, regardless of indoor or outdoor spaces.

Club Management and the respective boards of University Park do not take these decisions lightly and understand they are sensitive topics. Ultimately, we have a responsibility and obligation to

University Park Recreation District
Management Discussion & Analysis Report
As of July 31, 2021

prioritize the health and well-being of our residents and members. With that responsibility, we feel it is in everyone's best interest, at this time, that we mandate the aforementioned mask policies. All we can do is make an informed decision, a decision that has the residents and members well-being as our primary concern.

As we continue to navigate this unfortunate pandemic, we ask for our residents and members full support and commitment to maintaining a safe and healthy environment at University Park.

Golf Course Maintenance

Monday, August 2nd marked the eighth week of the estimated 10-week mid-9 renovation project. As previously reported, this project includes leveling and expanding select tees, rebuilding of greenside bunkers, and repairing/removing a considerable amount of broken cart paths. Unfortunately, it has become clear that we are not going to make our original timeline. As widely reported, we have faced several roadblocks including supply chain, labor and delivery issues. We have had to source sod from four, yes four different farms due to labor and trucking related issues. As mentioned in our previous update we have received some poor-quality turf from each of the farms, which has resulted in extra time, labor, and product inputs to bring the turf up to quality standards. We have also experienced delays of deliveries for sand, gravel, drainage pipe and parts as well as other miscellaneous items. It is not clear at this time when the project will be fully completed but we are doing our best to mitigate the issues and get completed ASAP.

Human Resources and Staffing

As part of the ongoing Management transition, with former Director of Finance John Fetsick being named General Manager, we are pleased to announce Paul Fay, formerly our Senior Accountant, has been promoted to Controller. In his enhanced role, Paul will oversee all day-to-day accounting operations for the Club with additional fiduciary support for the Community Association.

In addition, Amber Mixon has been hired as a Staff Accountant. Amber joins University Park after several years as a District Accountant for a school district in New Jersey. Amber received her accounting degree from the University of Georgia and recently completed her MBA.

We congratulate Paul on his well-deserved promotion and welcome Amber to the Team.

Food and Beverage

Despite entering the off-season months, the Food & Beverage operation continues to see tremendous participation in á la carte dining and special events.

Special events during the month included the Pastabilities Buffet, a special Taco menu, Shank Night, Three for All buffet nights, Prime Rib nights, Trivia and Bingo! We look forward to continued success in August highlighted by our A Taste of Italy Wine Dinner which is SOLD OUT with a waiting list.

University Park Recreation District
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As we continue to enhance the member dining experience, we will soon be announcing a new online reservation platform, Open Table, for exclusive use by members only. Look for an email announcement with detailed instructions soon!

Golf

Golf, as it has all year, continues to provide excellent results. Tee times continue to be filled and, despite the ongoing renovation of the mid-9, continues to exceed budget and prior years. For context, July included only 18-holes at our disposal and four closed days for Hurricane Elsa and still produced a record month. This reflects the excellent course conditions, member participation (including excellent summer membership sales) and increased (and more expensive!) outside play.

The Pro Shop merchandise continues to exceed prior years also. Foot traffic and a continued effort to provide creative UPCC gear has contributed to these increased sales.

Tennis & Fitness

The 4th of July event was a great success. We had 7 courts of participants with nearly half of them new members that have joined over the past two years. We are looking forward to another great turn out for Labor Day, which in past years have had similar numbers!

Tennis also is looking forward to the return to league play. Captains from both the men's and women's side have been recruiting for their teams. On the men's side we are looking to have two 60s, one 70s, one 75s, and one 80s team. On the women's side we will have one 3.0, 3.5, and for the first time in more than eight years a 4.0 team. This greatly helps with our summer membership conversion and overall attractiveness of the club.

In fitness, Sue is promoting a new monthly Rowing challenge. The challenges are a fun competition designed to help bring new fitness equipment into our members' workout routines. We are also working with the Chelsea reservation developers to implement an online reservation system for our fitness classes. We hope to have it up in running in September.

Membership

As expected, membership sales for the month of July were generally slow. The summer membership program was extremely successful as we officially tied our highest ever membership count for summer golf with 235 total (tying 2019).

University Park Recreation District
 Management Discussion & Analysis Report
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	Full	Tennis	Sports	Social	Soc / Res - Cnty Record	Twilight Tennis	Jr. Exec.	Change in Annual Mbrs	Trial Full	Trial Ten/Fit	Trial Fit/Soc	Trial Social	Sum Golf	Sum Tennis	Sum Dining	Change in Other Mbrs	Required Community Memberships	
2020 Totals	291	106	79	208	459	8	3	1154	7	7	3	4	0	0	0	21	823	
Jan 2021	4	-1	-3	-1	6	1		6	14	1	2	2				19	8	7 Soc/Res, 1 Tennis
Feb 2021	4	2	-1	-5	-1	2		1	6	-3	1	-1				3	9	7 Soc/Res, 1 Full, 1 Jw, 1 Ten
Mar 2021	3	-1	1	-2	2			3	-12	-3	0	-3	156	9	X	147	10	7 Soc/Res, 2 Full, 1 Sports
Apr 2021	-2	-1		-2	10			5	-13	-1	-4	-1	29	1		11	12	11 Soc/Res, 1 Full
May 2021		1		-1	7			7	-2	-1	-2		29	1		25	9	8 Soc/Res, 1 Tennis
June 2021	0	-1	-1	-2	9			5		1	1		15	2		19	13	13 Soc/Res
July 2021	0	0	-1	1	5			5	-1	-1			5	3		7	11	9 Soc/Res, 1 Full, 1 Tennis
NEW 8/6		1			-1			0					1			1	1	1 Soc/Res, 1 Tennis
Total Members	300	106	74	196	496	11	3	1186	0	0	1	1	235	16	0	253	896	

Past Summer Counts Summer Conversions

Golf	T&F	Dining	Year
136	25	45	2013
121	22	25	2014
192	26	42	2015
108	26	35	2016
76	15	24	2017
175	17	36	2018
235	25	40	2019
152	54	5	2020
235	16	XX	2021

4 Full, 3 Tennis, 2 Sports, 2 Social
 9 Full, 4 Tennis, 1 Sports, 6 Social
 19 Full, 7 Tennis, 4 Sports, 11 Social
 15 Full, 18 Tennis, 2 Sports, 3 Social

University Park Recreation District
 Management Discussion & Analysis Report
 As of July 31, 2021

Statements of Operations (as of June 30, 2021):

UNIVERSITY PARK COUNTRY CLUB & RD				
NINE MONTHS ENDING JUNE 30, 2021				
SUMMARY STATEMENT OF OPERATIONS				
	FY2021	FY2021	FY2021	FY2021
Description	YTD Actual	YTD Budget	YTD Variance	Budget
REVENUE:				
MEMBERSHIP DUES	\$ 2,659,380	\$ 2,636,726	\$ 22,654	\$ 3,490,674
GOLF OPERATIONS	2,860,626	2,147,958	712,668	2,525,706
TENNIS & FITNESS CENTRE	55,443	54,423	1,020	67,806
RESTAURANT INCOME	1,439,833	1,439,710	123	1,721,582
OTHER INCOME	-	-	-	5,000
TOTAL REVENUE	\$ 7,015,282	\$ 6,278,817	\$ 736,465	\$ 7,810,768
EXPENSES:				
PAYROLL & RELATED:				
GOLF OPERATIONS	\$ 416,428	\$ 417,965	\$ (1,537)	\$ 536,990
TENNIS & FITNESS CENTRE	162,348	160,214	2,134	208,375
RESTAURANT	948,557	911,339	37,218	1,181,409
GOLF COURSE MAINTENANCE	1,093,185	1,094,367	(1,182)	1,426,398
GENERAL & ADMINISTRATIVE	872,045	815,791	56,254	1,088,773
TOTAL PAYROLL & RELATED	\$ 3,492,563	\$ 3,399,676	\$ 92,887	\$ 4,441,945
DIRECT EXPENSES:				
GOLF OPERATIONS	\$ 580,712	\$ 488,434	\$ 92,278	\$ 598,782
TENNIS & FITNESS CENTRE	83,289	91,332	(8,043)	119,681
RESTAURANT CGS	681,172	548,044	133,128	665,791
RESTAURANT OPER EXP	333,348	331,350	1,998	425,426
GOLF COURSE MAINTENANCE	942,823	885,229	57,594	1,186,312
GENERAL & ADMIN	286,854	246,486	40,368	315,472
PROPERTY INSURANCE	138,068	148,149	(10,081)	197,532
SALES OFFICE - OTHER	34	10,620	(10,586)	14,160
TOTAL DIRECT EXPENSES	\$ 3,046,300	\$ 2,749,644	\$ 296,656	\$ 3,523,156
OPERATING INCOME/(LOSS)	\$ 476,419	\$ 129,497	\$ 346,922	\$ (154,333)
INITIATION FEES & OTHER	276,100	155,775	120,325	159,250
OPERATIONS RECOVERY SURCHARGE (1/1/21-9/30/21)	191,243	240,195	(48,952)	361,710
SUB-TOTAL	\$ 943,762	\$ 525,467	\$ 418,295	\$ 366,627
RD GOVERNANCE- REVENUE	2,000			-
RD GOVERNANCE- DISTRICT MANAGEMENT	(52,500)			(70,000)
RD GOVERNANCE- LEGAL	(42,524)			(35,000)
RD GOVERNANCE- OTHER	(80,156)			(112,090)
	(173,180)	-	-	(217,090)
SURPLUS FOR OTHER RD NEEDS	\$ 770,582	\$ 525,467	\$ 418,295	\$ 149,537

University Park Recreation District
Management Discussion & Analysis Report
As of July 31, 2021

- (a) \$713k increase over Budget due to 9,653 more rounds than budgeted, including 5,350 outside rounds, and pricing.
- (b) \$92k increase over Budget due to merchandise cost of goods sold and credit card fees.
- (c) Continued impact of COVID-19, particularly fewer Banquet events, continues to have a negative impact on COGS. Higher COGS is primarily due to fewer dining events with higher margins (e.g., special events and Sunday brunch).

Revenue Flash Report (as of July 31, 2021):

	July			YTD			
	Actual	Budget	Variance	Actual	Budget	Variance	
MEMBERSHIP DUES	\$ 273,259	\$ 284,413	\$ (11,154)	\$ 2,932,664	\$ 2,921,139	\$ 11,525	(a)
GOLF OPERATIONS	187,193	142,121	45,072	3,047,819	2,290,079	757,740	(b)
TENNIS & FITNESS CENTRE	4,095	4,824	(729)	59,538	59,247	291	
RESTAURANT OPERATIONS	117,291	87,133	30,158	1,557,123	1,526,843	30,280	
TOTAL OPERATING REVENUE:	\$ 581,838	\$ 518,491	\$ 63,347	\$ 7,597,144	\$ 6,797,308	\$ 799,836	
INITIATION FEES & OTHER INC	13,859	2,875	10,984	289,960	158,650	131,310	(a)
OPERATIONS RECOVERY SURCHARGE	-	40,405	(40,405)	191,218	280,600	(89,382)	
TOTAL OTHER REVENUE:	\$ 13,859	\$ 43,280	\$ (29,421)	\$ 481,178	\$ 439,250	\$ 41,928	
TOTAL REVENUE:	\$ 595,697	\$ 561,771	\$ 33,926	\$ 8,078,322	\$ 7,236,558	\$ 841,764	

- (a) Reflects new membership sales for the ten months ending July 2021. Membership dues fall slightly below budget for the month of July however, YTD values remain slightly above budget. New memberships (the basis for Initiation Fees) continue to exceed Budget.
- (b) \$758k over Budget YTD due to pricing and substantially more rounds, as outlined below:

Rounds of Golf (as of July 31, 2021):

Member Rounds	2,512	1,870	642	41,209	34,240	6,969
Outside Rounds	2,302	2,650	(348)	35,606	30,604	5,002
	4,814	4,520	294	76,815	64,844	11,971

University Park Recreation District
Management Discussion & Analysis Report
As of July 31, 2021

Year End Forecast Vs. Budget (as of June 30, 2021):

SUMMARY INCOME STATEMENT	2021	2021	2021 Budget	
FISCAL YEARS ENDING SEPTEMBER 30	Budget	Forecast	vs. 2021 FC	
COUNTRY CLUB OPERATIONS:				
REVENUE:				
MEMBERSHIP DUES	3,490,674	3,513,331	22,657	
GOLF OPERATIONS	2,525,706	3,275,196	749,490	(a)
TENNIS & FITNESS CENTRE	67,806	68,454	648	
RESTAURANT INCOME	1,721,582	1,741,044	19,462	
OTHER INCOME	5,000	27,282	22,282	
TOTAL REVENUE	7,810,768	8,625,307	814,539	
EXPENSES:				
GOLF OPERATIONS	1,135,772	1,261,115	125,343	(b)
TENNIS & FITNESS CENTRE	328,056	324,193	(3,863)	
RESTAURANT	2,272,625	2,521,631	249,006	(c)
GOLF COURSE MAINTENANCE	2,612,710	2,671,136	58,426	
GENERAL & ADMINISTRATIVE	1,615,937	1,693,505	77,568	
TOT EXPENSES	7,965,100	8,471,580	506,480	
OPERATING INCOME/(LOSS)	(154,332)	153,727	308,059	
OPERATIONS RECOVERY SURCHARGE	361,710	191,243	(170,467)	(d)
SURPLUS/(LOSS) FOR OTHER RD NEEDS	207,378	344,970	137,592	
CAPITAL FUNDS:				
INITIATION FEES	159,250	282,258	123,008	(e)
	159,250	282,258	123,008	

(a) \$749k over budget primarily due to an increase in golf rounds, aggressive public pricing and merchandise sales.

University Park Recreation District
Management Discussion & Analysis Report
As of July 31, 2021

- (b) \$125k over Budget primarily due to merchandise cost of goods and credit card fees, each of which has increased proportionately to increased revenue.
- (c) \$249k over Budget primarily due to the restaurant COGS, which has been negatively impacted by COVID-19 as we have held fewer special events and buffet dining, each of which have higher profit margins/lower costs.
- (d) \$170k under Budget primarily due to the discontinuation of the recovery surcharge at the end of May.
- (e) \$123k over Budget due to strong summer membership sales as well as new annual memberships, largely due to real estate transactions within UP and the associated membership purchase which includes an initiation fee.

University Park Recreation District

Public Hearing on the Adoption of the District's
Annual Budget & Country Club Budget

University Park Recreation District

Consideration of Resolution 2021-18, Adopting
the Fiscal Year 2022 District's Annual Budget
and Appropriating Funds

RESOLUTION 2021-18

THE ANNUAL APPROPRIATION RESOLUTION OF THE UNIVERSITY PARK RECREATION DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, effective August 2, 2018 and;

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the University Park Recreation District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Manatee County Ordinance 18-29 and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Manatee County Ordinance 18-29, Laws of Florida, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Manatee County Ordinance 18-29, Laws of Florida and Section 189.016, *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the University Park Recreation District for the Fiscal Year Ending September 30, 2022.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of _____ (\$ _____) Dollars to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 13th DAY OF AUGUST, 2021.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2021/2022 Budget

Exhibit A:
Fiscal Year 2021/2022 Budget

**University Park Recreation District
FY2022 Proposed General Fund Budget**

	Anticipated FY 2021 Total	FY 2021 Adopted O&M Budget	FY 2022 Proposed Budget
<u>Revenues</u>			
Other Income & Other Financing Sources	70,000	70,000	70,000
PrYr Surplus	232,090	232,090	64,000
Inter-Fund Transfers - Country Club to O&M	-	-	100,000
Net	\$302,090	\$302,090	\$234,000
<u>General & Administrative Expenses</u>			
Assessment Administration	10,000	10,000	10,000
Accounting	5,974	45,000	-
Audit	32,737	25,000	25,000
Bank Fees	8,280	540	8,075
Contingency	10,279	40,000	40,000
Copies	-	2,000	-
Dissemination Agent	5,000	5,000	5,000
District Counsel	57,304	35,000	40,000
District Counsel - Non-Recurring	-	10,000	10,000
District Counsel - Litigation	-	35,000	10,000
Dues, Licenses, and Fees	175	175	175
Insurance	2,875	2,875	3,000
Legal Advertising	4,751	5,000	5,000
Management	70,000	67,500	70,000
Meeting Set Up	1,059	10,000	1,000
Reamortization Schedule	-	250	250
Travel and Per Diem	1,257	5,000	1,000
Office Supplies	-	-	500
Postage & Shipping	569	1,500	1,000
Election Costs	12,091	-	-
Web Site Maintenance	3,700	2,250	4,000
Total General & Administrative Expenses	\$226,052	\$302,090	\$234,000

**University Park Recreation District
FY 2022 Proposed Debt Service Budget**

**FY2021 Proposed
Series 2019 Budget**

REVENUES:

Special Assessments \$ 1,646,913.00

TOTAL REVENUES \$ 1,646,913.00

EXPENDITURES:

Interest 11/01/2021 \$ 377,025.00

Interest 5/1/2022 \$ 369,944.00

Principal 5/1/2022 \$ 530,000.00

TOTAL EXPENDITURES \$ 1,276,969.00

EXCESS REVENUES \$ 369,944.00

Interest 11/01/2022 \$ 369,944.00

University Park Recreation District

Consideration of Resolution 2021-19, Adopting
the Fiscal Year 2022 Country Club Budget and
Appropriating Funds

RESOLUTION 2021-19

THE ANNUAL APPROPRIATION RESOLUTION OF THE UNIVERSITY PARK RECREATION DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE COUNTRY CLUB BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, effective August 2, 2018 and;

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the University Park Recreation District (“**District**”) a proposed budget Country Club (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Manatee County Ordinance 18-29 and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Manatee County Ordinance 18-29, Laws of Florida, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Manatee County Ordinance 18-29, Laws of Florida and Section 189.016, *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the University Park Recreation District for the Fiscal Year Ending September 30, 2022.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of _____ (\$ _____) Dollars to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 11th DAY OF AUGUST, 2021.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2021/2022 Country Club Budget

Exhibit A:
Fiscal Year 2021/2022 Country Club Budget

SUMMARY INCOME STATEMENT	2020	2021	2021	2022	2022 Budget	
FISCAL YEARS ENDING SEPTEMBER 30	Actual	Budget	Forecast	Budget	vs. 2021 FC	Assumptions
COUNTRY CLUB OPERATIONS:						
REVENUE:						
MEMBERSHIP DUES	3,194,394	3,490,674	3,461,795	3,905,211	443,416	New Membership Dues Structure effective 1/1/22
GOLF OPERATIONS	2,793,408	2,525,706	3,154,870	3,094,216	(60,654)	Fewer rounds offset by greens/carts/trail fee increases
TENNIS & FITNESS CENTRE	63,555	67,806	67,404	66,305	(1,099)	No significant changes expected
RESTAURANT INCOME	1,782,882	1,721,582	1,590,216	1,910,971	320,755	Increase ala carte dining and banquets from FY2021 Forecast
OTHER INCOME	6,666	5,000	7,947	5,000	(2,947)	
TOTAL REVENUE	7,840,905	7,810,768	8,282,232	8,981,703	699,471	
EXPENSES:						
PAYROLL & RELATED:						
GOLF OPERATIONS	500,480	536,990	524,730	616,967	92,237	Required hourly minimum wage increase
TENNIS & FITNESS CENTRE	203,330	208,375	209,004	218,437	9,433	No significant changes expected
RESTAURANT	1,182,862	1,181,409	1,197,033	1,353,792	156,759	Required hourly minimum wage increase
GOLF COURSE MAINTENANCE	1,306,735	1,426,398	1,362,410	1,532,234	169,824	Staff Turnover/Increased Wages required
GENERAL & ADMINISTRATIVE	1,005,548	1,088,773	1,136,978	1,066,568	(70,410)	Management Team transition
TOT PAYROLL & RELATED	4,198,955	4,441,945	4,430,155	4,788,000	357,845	
DIRECT EXPENSES:						
GOLF OPERATIONS	565,186	598,782	679,286	686,146	6,860	No significant changes expected
TENNIS & FITNESS CENTRE	117,107	119,681	99,813	119,010	19,197	No significant changes expected
RESTAURANT CGS	738,218	665,790	754,831	790,110	35,279	COGS- variable with revenue, improved margins
RESTAURANT OPER EXP	437,457	425,426	433,740	456,435	22,695	Entertainment Expense
GOLF COURSE MAINTENANCE	1,124,776	1,186,312	1,228,267	1,209,351	(18,916)	No significant changes expected
GENERAL & ADMIN	567,971	527,164	562,818	541,872	(20,946)	No significant changes expected
TOTAL DIRECT EXPENSES	3,550,715	3,523,155	3,758,755	3,802,923	44,169	
OPERATING INCOME/(LOSS)	91,235	(154,332)	93,322	390,780	297,458	
OPERATIONS RECOVERY SURCHARGE	-	361,710	194,745	-	(194,745)	Effective 1/1/21-5/31/21
FUNDING OF UPRD GENERAL FUND	-	-	-	(100,000)	(100,000)	
CAPITAL ALLOCATION- GOLF OPS	-	-	-	(200,000)	(200,000)	Assumes 10% of \$2MM of outside Golf revenue
SURPLUS/(LOSS) FOR OTHER RD NEEDS	91,235	207,378	288,067	90,780	(197,287)	
CAPITAL FUNDS:						
INITIATION FEES	142,950	159,250	244,283	212,900	(31,383)	
CAPITAL ALLOCATION- GOLF OPS	-	-	-	200,000	200,000	
CAPITAL ALLOCATION- MEMBERSHIP	-	-	-	-	-	
CAPITAL ALLOCATION- RESTAURANT OPS	-	-	-	-	-	
	142,950	159,250	244,283	412,900	168,617	

University Park Recreation District

Consideration of Resolution 2021-20, Adopting
the Annual Board and Workshop Meeting
Schedule for Fiscal Year 2021-2022.

RESOLUTION 2021-20

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2021-2022; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, effective August 2, 2018 and;

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2021-2022 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

SECTION 1. The Fiscal Year 2021-2022 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 11th day of August, 2021.

ATTEST:

**UNIVERSITY PARK RECREATION
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2021-2022 Annual Meeting Schedule

Exhibit A

**BOARD OF SUPERVISORS MEETING DATES
UNIVERSITY PARK RECREATION DISTRICT
FISCAL YEAR 2021-2022**

The Board of Supervisors of the University Park Recreation District will hold their regular meetings for Fiscal Year 2021-2022 at Lakeside Room, University Park Country Club, 7671 The Park Blvd, University Park, FL 34201 at 1:00 PM on the second Friday of each month unless otherwise indicated as follows:

Friday, October 8, 2021
Friday, November 12, 2021
Friday, December 10, 2021
Friday, January 14, 2022
Friday, February 11, 2022
Friday, March 11, 2022
Friday, April 8, 2022
Friday, May 13, 2022
Friday, June 10, 2022
Friday, July 8, 2022
Friday, August 12, 2022
Friday, September 9, 2022

**UNIVERSITY PARK RECREATION DISTRICT
WORKSHOP MEETING DATES
FISCAL YEAR 2020-2021**

The Board of Supervisors of the University Park Recreation District will hold their workshop meetings for Fiscal Year 2021-2022 at the Card Room located at University Park Country Club, 7671 The Park Blvd, University Park, FL 34201 at 10:00AM on the following months:

Tuesday, October 5, 2021

Tuesday, November 2, 2021

Tuesday, December 7, 2021

Tuesday, January 4, 2022

Tuesday, February 8, 2022

Tuesday, March 1, 2022

Tuesday, April 5, 2022

Tuesday, May 3, 2022

Tuesday, June 7, 2022

Tuesday, July 5, 2022

Tuesday, August 2, 2022

University Park Recreation District

Update on the Website Development with the
UPCAI

University Park Recreation District

Update Phase 1- Master Plan Projects

University Park Recreation District

Consideration of Resolution 2021-21,
Agreement with Gallo Herbert Architects
(under separate cover)

University Park Recreation District

Monthly Board of Supervisors Reports

University Park Recreation District

Ratification of Payment Authorization # 53 &
#54

University Park Recreation District

7/19/2021

Payment Authorization No. 53

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Philips Harvey Group	13902	Audit FY 2020/Accounting	\$ 5,514.00
McClatchy Company, LLC	38095	Notice of Public Meeting - June 2021	\$ 271.44
Blalock Walters	40896-016-20	V. Patricia Lester	\$ 492.55
Blalock Walters	40896-000-32	General Representation - June 2021	\$ 8,850.33

O&M - General Fund Expenses Total	\$ 15,128.32
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Asst. Secretary/Secretary

 7/19/21

Asst. Treasurer

University Park Recreation District

7/30/2021

Payment Authorization No. 54

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	DM-07-2021-50	District Management Fee: July 2021	\$ 5,833.33
PFM	116266	Billable Expenses	\$ 279.31
Vglobal Tech	2824	Quarterly ADA & WCAG Audits	\$ 300.00
Vglobal Tech	2911	ADA Website Maintenance	\$ 208.33

O&M - General Fund Expenses Total	\$ 6,620.97
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Asst. Secretary/Secretary

 7/30/2021

Asst. Treasurer

University Park Recreation District

Supervisor Requests