

University Park Recreation District

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<http://universityparkrd.com/>

The Regular Meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Friday, June 10, 2022, at 1:00 p.m.** at the **Community Center** located at 8301 The Park Boulevard, University Park, FL 34201 and or virtually.

Meeting ID: 845 8893 8513

Passcode: 755354

Join meeting via Zoom:

<https://us02web.zoom.us/j/84588938513?pwd=eUE4Q3BTNGVNLNXBsOGViRXk1cWo2QT09>

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 April 19, 2022, Town Hall Meeting
2. Consideration of the Minutes of the April 27, 2022, Town Hall Meeting
3. Consideration of the Minutes of the May 3, 2022, Board of Supervisors Workshop Meeting
4. Consideration of the Minutes of the May 13, 2022, Board of Supervisors Meeting
5. Consideration of the Minutes of the May 31, 2022, Board of Supervisors Workshop Meeting
6. Consideration of the Minutes of the May 31, 2022, Board of Supervisors Continued Meeting

Staff Report Matters

7. District Counsel
8. District Manager
9. Club Management
 - a. Management Discussion & Analysis Report (*under separate cover*)

Business Matters

10. Review and Recommendation from the Committee for Engineering Services per the RFQ CCNA Requirements (*under separate cover*)



- 11. Review and Consideration of the Outdoor Dining Proposals Received (*under separate cover*)
- 12. Appointment of Auditor Selection Committee For FY 2022 Audit
- 13. Update of the Strategic Planning of Phase II of the Master Plan Concept
 - a. Consideration of Resolution 2022-11, Regarding Parameters for University Park Phase II Improvements and Financing

District Financial Matters

- 14. Ratification of Payment Authorizations # 71-73

Date	Meeting Type	Time	Location	Note
June 28, 2022	Workshop Meeting	10:00 AM	University Park	Community Center
July 8, 2022	BOS Meeting	1:00 PM	University Park	Community Center
August 2, 2022	Workshop Meeting	10:00 AM	University Park	Community Center

- 15. Supervisor Requests & Comments

Adjournment



University Park Recreation District

Consideration of the Minutes of the April 19,
2022, Town Hall Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
TOWN HALL MEETING**

Tuesday, April 19, 2022

2:00 p.m.

Lakeside Room

7671 The Park Blvd., University Park, FL 34201

Board Members present at roll call in person or via phone:

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

Also, Present in person or via phone:

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

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order

The meeting was called to order at 1:00 p.m. by Mr. Case. Those in attendance are outlined above. Mr. Case lead the Pledge of Allegiance.

Opening Comments

The Board of Supervisors introduced themselves to the public. Mr. Case stated the Town Hall Meeting is an opportunity for the public to communicate with the Board about the proposed projects. It was stated Mr. Fetsick would provide a recap of what has been discussed during the last few meetings then Chris Edwards will be the facilitator to field public comments and questions.

SECOND ORDER OF BUSINESS

Discussion

**Presentation and
Community Discussion
Regarding Phase II of
Strategic/Master Plan
Concepts**

Mr. Fetsick stated he wanted to focus on presenting the needs of the Club. A background of the Club’s initial operations, infrastructure, and amenities were provided.

Mr. Fetsick outlined the recent work and renovations completed in Phase 1. It was stated the work done in Phase 1 was a subpar job and Mr. Fetsick ensured the future renovation processes would be improved.

Mr. Fetsick presented a list of facility, infrastructure and amenity needs for Phase 2. The identified needs are the kitchen expansion & upgrades, golf course irrigation, administrative offices, parking lot expansion & resurface, space for fitness classes & wellness programs, fitness & racquets staff offices, meeting spaces for members & staff, and Pro Shop & Varsity Club Upgrades. Mr. Fetsick outlined the specifics regarding the Club needs.

Mr. Fetsick stated the Club has spent the original bond proceeds and there are no capital reserves. It was stated the Club now has a plan in place to build future capital reserves, beginning this fiscal year, and that is a major need for the Club. It was suggested the capital funds needed to address the completion of the proposed projects would be funded through a bond. The benefits of borrowing the capital needed to fund the proposed projects was presented.

Mr. Fetsick suggested the Club discuss the needs, figure out the solutions over time, but commit to the resources needed to take the Club to the next level and make sure the needs are taken care of.

Mr. Case introduced Chris Edwards, a resident with industry knowledge. Mr. Edwards opened the floor to public comments by category.

Kitchen Needs

A resident asked about the cost of the kitchen renovations. Mr. Fetsick stated the estimated cost of the kitchen renovation is between \$1.5M and \$2M.

A resident asked about a cost benefit analysis in the consideration of a kitchen renovation. Mr. Fetsick stated the capacity of the kitchen has never been higher and the equipment is old and outdated. It was stated the need for the kitchen renovation has been demonstrated. Mr. Fetsick explained dining at a Country Club is an amenity that drives the member experience.

A resident asked if the kitchen renovation will need more space allocated than what is currently there. Mr. Fetsick explained the walk-in freezer is too small and needs to come out so there is space that can accommodate new equipment. It was clarified there has not been a design for kitchen renovations identified and that the Club is focusing on the need for a kitchen renovation at this time.

A resident asked why the kitchen was not done with the original bond proceeds and if the kitchen was profitable. Mr. Fetsick explained the Club could not accomplish all needs with the \$4.2M from bond proceeds. The Club first focused on the needs for Phase 1 and is now focusing on the needs in Phase 2. It was explained the kitchen is not profitable as it is not a turnover business.

A resident asked about the average kitchen deficit. Mr. Fetsick replied to the deficit from the kitchen operations is about \$1.5M of loss. The resident dues subsidize that deficit.

Golf Course Irrigation

A resident stated they do not play golf very often, but they appreciate seeing the golf landscape when driving into the Club and the irrigation renovation can benefit everyone.

A resident stated they think the golf course irrigation is a capital improvement but expressed confusion with the range of costs presented.

Mr. Nickerson outlined the costs of the irrigation renovation and the positive impact the irrigation renovation can have on water usage. A background of the irrigation equipment was provided.

A resident asked if the irrigation renovation will disrupt golf play. Mr. Nickerson explained the irrigation will be done by hole and golfers will not be disrupted at a particular hole. A timeline for the completion of the project was outlined. It was estimated the entire irrigation renovation project is anticipated to take 2-3 years to complete.

A resident asked about the bond issuance and payment timelines. Mr. Fetsick stated there are 3 years to spend or commit the bond proceeds and the first homeowner payment will be in November 2023. If the funds are committed and contracts are in place, there will be issue with the bond proceeds. Mr. Fetsick clarified a bond is a 30-year debt, so the District is looking to make long term investments with the bond proceeds.

Administrative Offices

A resident stated there are more people working from home and suggested more exploration be done for the proposed administrative offices.

A resident stated the trend is to cut down on office space and to share office space. A Country Club is not a space of an office building. It was suggested the option of renting office space be considered. It was suggested not to add buildings to the beautiful spaces of the Country Club.

A resident asked about any consideration given to expanding out into the parking lot. Mr. Fetsick stated they are not building a space that is for one specific need but a building that would collectively serve the identified needs. In replying to the recommendation of working from home, Mr. Fetsick stated the nature of the food and beverage business prevents employees from working from home.

A resident asked how many employees, of the 135 total, work upstairs in the administrative offices. Mr. Fetsick replied about 10-12 employees. The resident stated that is 1/3 of employees and can open the upstairs substantially with them working from home.

Parking Lot Expansion and Resurfacing

A resident asked about expanding the parking lot to accommodate the new buildings. Mr. Fetsick replied there will be a need for additional parking if they decide to install a new building.

Mr. Fetsick explained the focus is on the needs of the Club and a new building may not be needed. There are no solutions that have been identified yet. Projects will not occur without the approval and input from members and homeowners.

A resident asked about office space in other areas and why those offices spaces are not being used. Mr. Fetsick stated some offices spaces house the HOA operations but there could be an option for the Club to use those offices spaces.

A resident asked about the estimated cost of trees and landscaping every 5 years. Mr. Nickerson replied to it would be hard to estimate costs however, the work does not need to be done all at once. It was stated sometimes employees need to clock out and go home so that other employees can park in the golf course maintenance parking lot to make room for guest parking.

A resident asked about why the resurfacing and expansion would not be done at the same time. Mr. Fetsick replied there are two different parking lot projects. The resurface and

expansion would be done at the same time. This summer, there will be a reseal to take care of the trip hazards that are present now. There have been areas identified where additional parking can occur.

Space for Fitness Classes & Wellness Programs

A resident stated one of the unidentified needs is a racquets club to serve the racquet sports. It was suggested there be an expansion of the fitness center to include a racquets clubhouse to serve the expanding tennis, pickleball, and croquet members. This would allow players to socialize and dine together after game play. Mr. Fetsick stated there used to be a racquets space in the current fitness center. There is a limited amount of space available and the decision on the space is based on input.

A resident noted they do not use the fitness center and asked about the purpose of needing more space. Mr. Fetsick stated the investment in fitness and wellness is here to stay and it is a needed investment in the Club.

Several residents made comments in support of needing additional space for fitness and wellness.

A resident noted the equipment in the current fitness center is excellent and the expenditures being discussed would be for the additional space.

A resident asked what new equipment will be in the new fitness center, specifically in terms of a sauna and spa area. Mr. Fetsick stated the concept that was presented can include amenities like a sauna and spa. The need is for a new fitness center but the actual amenities to be included are still being decided.

A resident noted the economic model of a new fitness center. The resident also suggested outside tennis players be permitted just as outside golf players can purchase tee times.

A resident noted it is difficult to be a top tier Country Club without a fitness center.

A resident stated they agree renovations need to be made, but not at the scale being proposed.

Meeting Space

A resident stated adding meeting rooms is a waste for meetings that only occur sparingly. It was suggested the Club rent outside meeting rooms. Mr. Fetsick stated the 3 rooms proposed would be a card room, a workout room/studio, and a café lounge. There will be partition walls that can come down so the 3 rooms can combine into 1 big room. The idea for the meeting rooms is to provide flexibility for space to meet. A discussion about the many

uses, types of events, square footage, and number of people that can be accommodated in the proposed space ensued.

Pro Shop and Varsity Club

Mr. Fetsick explained the idea here is to move the current Pro Shop to the current Varsity Club space. The Varsity Club experience will be moved to what is the current Pro Shop to provide a better experience for the Varsity Club participants.

Mr. Case stated there is nothing that is going to be done with the Varsity Club or Pro Shop for the next 6 months.

Bond Financing

A resident stated the bond financing is a great idea and it was recommended the funding decision be made as soon as possible. Mr. Fetsick stated the bond decision will need to be approved by a membership vote. The vote can be done in the next two months and the bond financing completed by November.

Mr. Ludmerer outlined the steps involved with securing the bond and stated the process would take about 5 months. It was stated the District would consult with PFM on the bond financing details.

A resident stated the needs of the community are clear, but the scale of the bond is unclear. It was requested the membership be presented with a clear package of details with the scale of the bond for approval.

A resident stated all the wishes and needs would cost more than \$15M and everyone cannot be pleased while adequately financing the projects.

A resident noted the need for a dog park and requested the Board poll the community about the idea of a place where dogs can be off leash.

A resident requested the Board present a clear, consolidated package that details all aspects of the proposed projects.

A resident asked about a certain percentage to homeowners when they sell their homes. Mr. Fetsick explained there will be ongoing capital needs. The recommendation is to obtain a bond to satisfy long-term projects that are needed immediately and to have long term capital due. There was consideration given to a transfer fee that is based on the sale of the home at .7% to maintain ongoing annual capital. The only thing up for consideration and approval at this time is the bond financing.

A resident asked about the discussion of needs versus discussing financing. Mr. Fetsick explained it is very difficult to talk about the dollars before discussing the needs. It was suggested the needs are identified and discussed before the ideation of any solutions.

A resident suggested the Board think of a way to build the reserves fund without putting additional financial burden on the members. Mr. Ludmerer provided a background of the collection of dues and thought processes behind the decision on dues and bonds. It was stated the District is sequestering 10% of revenues from outside play and all initiation fees to the capital reserves fund. The District will need about \$1M per year of the reserve contribution that will finance the operation capital needs of the club and provide sufficient reserves for the long-term needs.

A resident stated the community cannot say if they are in favor of proceeding ahead without knowing the cost for each of the proposed needs. It was suggested the Board provide more information on the needs like the severity and urgency of the needs. Mr. Fetsick stated the feedback received from the recommendations presented last month were that the scale of the building was too large.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case closed the April 19, 2022, Town Hall Meeting of the University Park Recreation District.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the April 27,
2022, Town Hall Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
TOWN HALL MEETING**

Wednesday, April 27, 2022

2:00 p.m.

Lakeside Room

7671 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via phone:

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

Also, Present in person or via phone:

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

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order

The meeting was called to order at 2:00 p.m. by Mr. Case. Those in attendance are outlined above.

Opening Comments

Mr. Case explained how the Town Hall Meeting will be conducted and managed. Mr. Case provided a background of the purchasing of the Country Club and how the bond proceeds were spent since the purchase.

SECOND ORDER OF BUSINESS

Discussion

**Presentation and
Community Discussion
Regarding Phase II of
Strategic/Master Plan
Concepts**

Mr. Case outlined the identified needs of the Club. Mr. DiPaolo was introduced to outline the alternative funding options to satisfy the needs presented.

Mr. DiPaolo stated he has heard general agreement and strong support on the basic needs of the Club. One of the needs is the need for space and the Board previously presented ideas on a big new building to satisfy the need of space. Some of the feedback on the new building was presented. It was stated the Board is trying to gain perspective on the needs regarding fitness

Mr. DiPaolo stated most agree there needs to be upgrades to the fitness center. It was recommended there needs to be 6,000-7,000 square feet to have an adequate fitness center.

Mr. DiPaolo stated the most agree on the need for office space. It was stated the office space needs to be legal and ADA accessible. The types of office, staff, and meeting spaces was outlined. One of the recommendations from the public that the Board has rejected is to have employees work from home or share office spaces. It was recommended there needs to be 3,000-3,500 square feet of office space. Mr. DiPaolo stated there needs to be more meeting spaces for special events and clubs.

Mr. DiPaolo presented solutions and options for the identified needs in the areas of the fitness center, meeting space, and parking.

Mr. DiPaolo outlined the details about municipal bonds to fund long term capital projects. It was stated the interest rates continue to rise and the best time is now to take advantage of lower interest rates. There is a proposed range of \$10M to \$15M needed and it will be up to the membership and Board to determine how much a range there will be. It was suggested the membership do it now, do it right, and take care of the capital commitments for the next 10 years.

Mr. DiPaolo notated there are 3 components to the plan. The first is the needs and the projects required to satisfy those needs. The second is how to pay for it. The third is how to communicate the plan to the membership. Mr. DiPaolo apologized to the membership for failing on the last component of the plan and not providing the why and how of the plan when first presented. The membership was encouraged to have a sense of community and think of the lifestyle needs of all residents.

Mr. Case stated the next steps are to continue gathering input from residents and members, conduct research on alternatives, retain professional estimators for the proposed projects, and continue to provide details on the recommendations. The membership will make the final decisions.

Mr. Case introduced Chris Edwards, a resident with industry knowledge. Mr. Edwards opened the floor to public comments by category.

Kitchen Needs

A resident asked if any kitchen renovations were included in the initial bond issuance. Mr. Ludmerer replied there were no funds that were specified for the kitchen in the original bond issuance.

A resident asked about a third night of dining to alleviate the need for a kitchen expansion. Mr. Fetsick agreed a third night can be added and a kitchen expansion would still be needed if there was a third dining night.

Golf Course Irrigation

A resident asked about plans to renovate the neighborhood irrigation. Mr. Case explained the neighborhood irrigation system is maintained by the HOA. If the irrigation on the golf course is improved, it will decrease the water usage for golf so there is more water to use for residential purposes.

Administrative Offices

A resident asked about the community space by the guard gates that is underutilized. Ms. Dickson explained the space is not available to the District and it would not accommodate the needs of the Club.

A resident noted the trend of working from home and questioned the need for office space. Mr. Fetsick stated that out of 11 office employees, only 3 or 4 are able to work from the office. It is encouraged that staff are on site in a service-based business.

Parking Lot Expansion and Resurfacing

Mr. Fetsick explained parking was included in the Phase 1 bond proceeds. This summer, work will begin in the parking lot to get rid of all the trip hazards and the parking lot will be resealed and restripe. This will not solve the long-term parking needs.

Fitness, Wellness, and Racquets

A resident questioned the size of the fitness center as it relates to the needs of the community. Mr. DiPaolo stated the objective is to contribute to the lifestyle and the lifestyle needs have changed dramatically. The fitness center can improve the quality of the Country Club experience. Mr. Fetsick stated the need is to invest in a fitness and wellness center to catch up with the trend of successful Country Clubs.

A resident stated a decent size fitness center is needed, but without all the bells and whistles included. It was recommended the membership look at the future of who will be buying and remember the health and wellness of all residents.

A resident asked where the location for 2 new tennis courts will be. Mr. Fetsick stated the exact location of the new courts has not been identified but there was agreement that funding for the courts was needed.

A resident asked to see the categories of potential memberships and more fitness opportunities for residents to participate. It was stated the fitness center needs to be more attractive so people would rather work out in the community rather than a local gym.

A resident made a comment about connectivity and the opportunities to have a sense of community at the fitness center.

Meeting Space

A resident asked for additional details regarding the idea of adding meeting space. Mr. DiPaolo explained the many different clubs, groups, and events that can be accommodated in various meeting spaces.

Pro Shop and Varsity Club

There were no comments about this need.

Bond Financing

A resident stated the bond would be paid by the residents but open to members of the public. It was asked if other financing was considered. Mr. Ludmerer explained the residents have every opportunity to enjoy amenities just as members. The resident asked if residents owned the District. Mr. Barnebey clarified the District property is open to the public.

A resident stated time is money and the quicker a decision is made, the quicker the District can take advantage of lower interest rates.

A resident asked if \$15M is enough and asked the District not to go cheap. The resident is there a big difference in assessment with an increased overall bond issuance. Mr. Case stated the assessments increase about \$50 per \$1M in bond issuance. Mr. Ludmerer stated the reserves can be built over time and the District needs to maintain the long-term facilities in the future without seeking additional bonds.

A resident asked for a timeline of finishing Phase 1. Mr. Fetsick stated pickleball will break ground next week or in 3 weeks as the District works on the timeline of the County. Once started, pickleball can be done in 8 weeks. The parking lot will be done this summer. Outdoor dining will be complete this November. The resident stated residents are hesitant to move forward with Phase 2 because Phase 1 has not been completed. The resident noted there is confusion regarding HOA and RD responsibilities and encouraged the Board to clarify those responsibilities.

A resident expressed urgency in getting the bond process started.

A resident asked to see profit and loss statement of the investment plan. Mr. Fetsick stated looking at the investment from a return-on-investment state is difficult. It was stated the Board will have a new recommendation in the next 2 weeks that will include the requested information.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case closed the April 27, 2022 Town Hall Meeting of the University Park Recreation District at 3:58 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the May 3,
2022, Board of Supervisors Workshop Meeting

MINUTES OF MEETING

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

Tuesday, May 3, 2022

10:00 a.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via phone:

James Case	Chairperson
Bill DiPaolo	Vice Chairperson
Karen Pagano	2nd Vice Chairperson
Steve Ludmerer	Treasurer

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll (via phone)	District Manager-PFM Group Consulting LLC
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	General Manager – Country Club
Various Members of the General Public	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 10:01 a.m. by Mr. Case and Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Mr. Case lead the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

**Presentation and
Community Discussion
Regarding Phase II of the
Master Plan Concepts**

Mr. Case provided an overview of the Recreation District and the purchase of the Club. The current needs, regarding updating and renovating, several areas of the Club was outlined. It

was explained there will be a survey to obtain resident input on the solutions to address the needs of the Club. From there, a decision on bond financing will be made.

Mr. DiPaolo presented details regarding the space needs of the District. It was stated the idea of a big new building that was previously suggested to the residents was admittedly not the best course of action. The concerns associated with a big new building were indicated. The space needs for improved wellness, office, and meeting experiences were outlined.

Mr. DiPaolo presented alternatives for space options. It was stated the Club needs about 15,000 square feet of space that either be a new space of that size or a repurposed space. Several renderings of options that would satisfy the space needs were presented. These renderings included option A for offices and meeting rooms, option B for a new 7,000 square foot fitness building in an area of an existing parking lot, option C for a new fitness building where the Japanese Garden is located, option C2 for a racquets center at the Japanese Garden, and option D that calls for the construction of the new building presented from the master plan concept.

Mr. DiPaolo stated there is not a significant price difference among the alternatives. The best way to fund the proposed projects is through a \$10M - \$15M municipal bond and several benefits of obtaining a municipal bond were explained. The average annual cost per home for a \$10M bond is \$580.00 annually of assessment while the average cost per home for a \$15M bond is \$780.00 annually of assessment. It was stated the goal of the Club is to preserve and enhance the values, assets, and quality of life for everyone.

The Workshop meeting was recessed for 5 minutes. The Workshop meeting was reconvened.

Mr. Case opened the workshop for public comment.

A non-resident member commented on the proposed non-resident surcharge. It was suggested the Board distribute a schedule of capital expenditures by major project. It was also suggested the Board provide a short summary of the relationship between stakeholders of the bond issuance.

A resident commented the prohibited financial burden placed on homes is not worth the enhanced member experience that may or may not come from the proposed projects. Mr. Ludmerer provided feedback on the bonds and thoughts on home values.

A resident commented on the difficulty in hearing the information presented in previous meetings via zoom. It was asked if the future budgets development process to consider reserves funds allocation. The Board confirmed that will occur. The resident asked about the thought process of renovating the dining room before the kitchen and requested the

Board be more transparent and forthcoming for future projects.

A resident commended the Board of their work. The cost to homeowners for the \$10M and \$15M bond was clarified. The homeowner costs to pay back the Club for the enhancements that add value in homes does not seem like a terrible price to pay.

A resident stated they noticed the amenities of University Park was just ok and needed updating compared to other communities. The resident expressed their support for the enhancements of the community.

Mr. Case concluded the public comment portion of the Workshop meeting. It was stated there has been difficulty with obtaining contracting quotes and estimates. The next steps will be presented to the membership through a survey. A bond package to residents will be sent once the survey results are analyzed.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the Board of Supervisors' Workshop Meeting.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Tuesday May 3, 2022, Workshop Meeting of University Park Recreation District was adjourned at 11:00 a.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the May 13,
2022, Board of Supervisors Meeting

MINUTES OF MEETING

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

Friday, May 13, 2022

1:00 p.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via phone:

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

Also, Present in person or via phone:

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

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 and Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Mr. Case lead the Pledge of Allegiance.

Opening Comments

Mr. Case announced the public comment period will be open in the beginning and at the end of the meeting.

Public Comments

There were no public comments.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of the Minutes of the February 21, 2022, Board of Supervisors Workshop Meeting.

Consideration of the Minutes of the March 29, 2022, Board of Supervisors Workshop Meeting.

Consideration of the Minutes of the April 8, 2022, Board of Supervisors Meeting.

The Board reviewed all sets of Minutes. Mr. Case requested one motion to approve all minutes.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved the Minutes of the February 21, 2022, Board of Supervisors Workshop Meeting, the March 29, 2022, Board of Supervisors Workshop Meeting, and the April 8, 2022, Board of Supervisors Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel

Mr. Barnebey provided an update on the Charter Amendments. The Charter Amendments have been assigned to a County planner and the process is now moving forward.

District Manager

Ms. Carvalho informed the Board that the Public Hearing on the FY2023 Budget adoption is scheduled for August 12, 2022, where there must be quorum.

Ms. Carvalho announced the District will need to put out an RFQ for General Engineering Services. The Board will consider an approval to proceed with the RFQ so the advertisement can be published. There may be an engineering report due by June 30th, so Mr. Barnebey recommended the Board proceed with the RFQ process during this meeting or at a future

meeting.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved District Staff to proceed with an RFQ for General Engineering Services.

Ms. Carvalho outlined changes to website and stated Ms. Dickson is the website liaison. The District is continuing to adhere to ADA compliances with the changes that have been incorporated to the website. There is no action that needs to be taken by the Board.

Club Management

a) Management Discussion & Analysis Report

Mr. Fetsick announced the retirement of Executive Chef, Roger Turtch. The search for a new Executive Chef will begin. The Board expressed a desire to have the new Chef be involved in the kitchen renovation plans.

Mr. Fetsick provided an update on events and stated they have all been going well.

Mr. Fetsick stated off season rates for golf play have continued. The number of rounds decreased while revenue continues to increase.

Mr. Fetsick provided an update on racquets and fitness activities. Court maintenance is ongoing with the installation of a water and ice machine being installed soon. The croquet pitch has been well received and the canopy from the old croquet pitch will be installed soon.

Mr. Nickerson provided an update on the pickleball courts. The project is running behind schedule and the District is waiting on the final permit approvals.

Mr. DiPaolo asked if there is encouragement for golfers to ride two people in the golf carts. Mr. Fetsick stated players are required to go 2 per cart.

Mr. Nickerson provided an update on the drill and fill work that will be starting on the golf course. There will be 18 holes open for play.

Mr. Fetsick stated there are now 248 golf members and 28 racquets members. There is now a waiting list for summer golf memberships. Regarding annual memberships, there are 365 full membership, 124 racquets membership and 752 social memberships.

Mr. Fetsick stated financial results are very strong with membership dues well over budget. Mr. Ludmerer requested the management reports be published on the website. Mr. Fetsick stated he would put the reports on the website. Mr. DiPaolo requested Mr. Fetsick create a

waiting list for non-residents who want to purchase social or racquets memberships. Mr. Fetsick will present solutions to the summer conversion numbers driving tee times to be changed and will have recommendations on how the Board should proceed with memberships.

FOURTH ORDER OF BUSINESS

Business Matters

Consideration of Resolution 2022-07, Approving Work on the Outdoor Dining Area to be Performed in Substantial Conformance with the Gallo Herbert Architects Plans Dated April 14, 2022

Mr. Fetsick the District is now in the final stages of the demo permit plans and in a good place to move forward with the presented plans. Mr. Barnebey recommended the Board approved the resolution if they are happy with the presented plan. Ms. Carvalho stated the necessary specs are in place to move forward with the plans.

Mr. DiPaolo asked about the schedule for the work. Mr. Fetsick provided an overview of the demo work and stated the work for the presented plans can begin during the first week of June. The project should take 5-6 months to complete.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2022-07, Approving Work on the Outdoor Dining Area to be Performed in Substantial Conformance with the Gallo Herbert Architects Plans Dated April 14, 2022.

Letter from Supervisor of Elections, Manatee County

Mr. Case stated the letter from the Supervisor of Elections is an annual item for the Board to review. No action is needed from the Board.

Appointment of Auditor Selection Committee for FY2022 Audit

Ms. Carvalho provided an overview of the audit process. This item will be deferred to the June meeting.

**Consideration of Resolution
2022-08, Approving a
Preliminary Enterprise Fund
(Country Club) Budget for
Fiscal Year 2023 and Setting
a Public Hearing Date
[Suggested Date, August 12,
2022]**

**a. Exhibit A –
Enterprise Fund
(Country Club)
Budget**

Mr. Fetsick provided an overview of the budget process. There were several date points considered as well as collaborations with department leaders and meetings with each Supervisor when creating the FY2023 budget. There was a chart of revenues and expenses presented. Mr. Case reminded the Board the District is building a capital budget internally that will help with building reserves for the District.

Mr. Fetsick announced 2.5% dues increase for all annual memberships. There is also a substantial summer membership rate increase.

Mr. Fetsick presented a chart illustrating capital funding, initiation fees, and capital dues. The rates increase for non-resident memberships were outlined. It was recommended the budget reflect a 10% outside golf allocation to capital funding.

Mr. Fetsick outlined restaurant operations in the budget. It was recommended the food and beverage minimum be retained for all members and the menu prices increased by 12%. It was stated there will be menu changes that will not sacrifice quality.

Mr. Fetsick stated that with the FY 2023 budget, there will be operating income of approximately \$250k. Revenue would be increased through modest increases in membership dues and restaurant menu prices while remaining competitive in the market. Expenses are being dictated by inflation and labor market. The stated goal of establishing a \$1M annual capital fund commences through an outside golf allocation, initiation fees, and a capital dues fee.

The meeting was recessed at 2:05 p.m.

The meeting reconvened at 2:10 p.m.

Mr. Fetsick explained the difference between the general fund budget and the enterprise fund budget. The general fund budget was outlined. Ms. Carvalho noted the Debt Service

budget which reflects the repayment of the existing bonds and when the payments are due. There are 3 budgets for the Board to review and approve.

ON MOTION by Ms. Dickson, seconded by Mr. DiPaolo, with all in favor, the Board approved Resolution 2022-08, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2023 and Setting a Public Hearing Date for August 12, 2022.

**Consideration of Resolution
2022-09, Approving a
Preliminary General Fund
Budget for Fiscal Year 2023
and Setting a Public Hearing
Date**

**[Suggested Date, August 12,
2022]**

- a. Exhibit A –
General Fund
Budget**
- b. Debt Service
Budget**

Mr. Ludmerer stated he will not be present for the Public Hearing. Mr. DiPaolo, Ms. Dickson and Mr. Case will be present for the Public Hearing. Ms. Carvalho informed the Board of the options for scheduling the Public Hearing to a new date.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2022-09, Approving a Preliminary General Fund Budget for Fiscal Year 2023 and Setting a Public Hearing Date for August 12, 2022.

**Update of the Strategic
Planning of Phase II of the
Master Plan Concept**

Mr. Case stated the District hosted 4 Zoom sessions over the last several weeks and there was wonderful feedback given from the audience.

Mr. DiPaolo provided an update on the professionals providing input of the plan and narrowing down the recommendations.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization #70**

Mr. Fetsick presented Payment Authorization #70

ON MOTION by Mr. Ludmerer seconded by Mr. DiPaolo, with all in favor, the Board ratified Payment Authorization #70.

**Supervisor Requests &
Comments**

There were no supervisor comments.

SIXTH ORDER OF BUSINESS

Continuance

Mr. Case stated the meeting will be continued to May 31, 2022, at 10:00 AM and or immediately following the adjournment of the Board of Supervisor Workshop to address any items that may come before the Board.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Friday, May 13, 2022, Board of Supervisors Meeting of University Park Recreation District was continued at 2:23 p.m. to May 31, 2022, at this location at 10:00 AM and or immediately following the adjournment of the Board of Supervisors Workshop Meeting.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the May 31,
2022, Board of Supervisors Workshop Meeting

MINUTES OF MEETING

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

Tuesday, May 31, 2022

10:00 a.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via phone:

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

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll	District Manager-PFM Group Consulting LLC (via phone)
Marisa Powers	Blalock Walters Law Firm
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	General Manager – Country Club
Various Members of the General Public	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

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

Mr. Case lead the Pledge of Allegiance. An overview of the meeting was provided.

SECOND ORDER OF BUSINESS

Discussion

**Update on the Strategic
Planning of Phase II of the
Master Plan Concepts**

Mr. DiPaolo stated the Board has made appropriate changes to the Master Plan Concept from the feedback received from residents.

The District is now in the process of obtaining architects and have identified Scholz Oswald & Shaffer Architects also known as CMSA Scholz Oswald Shaffer Architects. District Staff met with the architects and furnished them with all the drawing of the current facilities. The architects will be back to do a thorough inspection of the District and present their findings to the Board. The District will receive a proposal from the architects on the initial design work and will be provided realistic costs on the presented ideas. It is estimated preliminary ideas should be ready for review in the next 6-8 weeks. It was noted the selected architects have extensive experience working with Country Clubs.

Mr. Ludmerer asked if CMSA Scholz Oswald Shaffer Architects has a landscape architect on staff and if the Board can expect a work product that is focused on the current thoughts and plans of the District. Mr. DiPaolo replied to the firm does not have an in-house landscape architect, but they will provide recommendations to the Board. It was stated once the Board agrees on the direction from the preliminary sketches, the Board can communicate the exact wants to architect. After the sketches are reviewed, it would be about 6-8 months before moving to the next step with a landscape architect.

Ms. Dickson asked what drawings were given to the architectural firm. Mr. DiPaolo outlined the flow chart that was sent.

Mr. Case asked how many square feet the District is planning to add to the District. Mr. DiPaolo replied there is a need for 15,000 square feet and there are many options on how the square footage is distributed.

Mr. Case asked about parking with the addition of 15,000 square feet. Mr. DiPaolo stated he is not sure of the zoning requirements, but he is sure the current parking structures can be expanded.

Ms. Dickson asked if the 15, 000k square feet includes office space, fitness space, and meeting space. Mr. DiPaolo replied yes but it is unsure if all those functions will be under one space or split up over several spaces.

Mr. Fetsick asked when the 6-8 weeks officially starts. Mr. DiPaolo confirmed the proposed timeline.

Mr. DiPaolo suggested the Board come to a formal consensus on what the asks are for the architects. Mr. Case agreed.

A resident asked how much activity and meeting room space is anticipated to be added. Mr. DiPaolo replied about 3,000-4,000 square feet of meeting room space is expected. The Lakeside Room is slightly smaller than that.

Mr. Case asked Mr. DiPaolo to numerate the design criteria. Mr. DiPaolo outlined the design criteria by category. A brief discussion on space and functionality occurred. Mr. DiPaolo stated there is very little wiggle room in the design numbers.

Mr. DiPaolo stated the Japanese Garden provides the best space, as opposed to Parcel L. It was suggested the primary site be by the Fitness Center. The work can be done with minimal disruption to the parking lot. It was recommended the Varsity Club, where the current administration offices are, be demolished and rebuilt. A discussion ensued about the elements involved with demolishing and building a new center.

Mr. Ludmerer noted the square footage numbers for the Fitness Center were not adding up. Mr. DiPaolo outlined the square footage for each room and hallway of the proposed Fitness Center. It was stated the Fitness Center could host 14-20 different programs per week.

A resident expressed excitement about the possibility of an art studio in the activities center and asked the Board to put that idea into consideration when discussing with the architects. Mr. DiPaolo stated the studio is in the pot and the final plans are still in the making.

Mr. Ludmerer stated the sooner the community can reach a decision to move forward with the referendum from the survey, the less it would cost homeowners.

A resident asked the Pro Shop and irrigation and stated confusion as to a Fitness Center now becoming the priority of the District. Mr. Case stated the focus of the conversation is about space needs.

A resident asked if clearing a space at the end of the drive coming into the County Club is still in the plans. Mr. Case stated it is not gone out of the plans and still envisioned as a positive contribution to the entrance. The resident asked why it was not included in this round of plans. Mr. Ludmerer stated the entrance work was presented in the first round of the master plan but has not been focused on because of the price vantage point. The resident asked about putting a fountain in the pond near the entrance.

A resident asked about the funds required to remediate destruction caused by Florida Light and Power. Mr. Case stated the expense to remediate will probably be a shared expense.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the Board of Supervisors' Workshop Meeting.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Tuesday, May 31, 2022, Workshop Meeting of University Park Recreation District was adjourned at 10:56 a.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of the May 31,
2022, Board of Supervisors Continued Meeting

MINUTES OF MEETING

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

Tuesday, May 31, 2022

***10:00 a.m. (and or immediately
following the adjournment of
the Workshop Meeting)***

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via phone:

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

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll (via phone)	District Manager-PFM Group Consulting LLC
Marisa Powers	Blalock Walters Law Firm
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	General Manager – Country Club
Various Members of the General Public	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was reconvened to order at 11:04 a.m. by Mr. Case and Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Opening Comments

Mr. Case stated the meeting is a continuation of the May 13, 2022, meeting and explained the purpose of the meeting.

Public Comments

There were no public comments.

SECOND ORDER OF BUSINESS

Business Matters

**Consideration of Resolution
2022-10, Authorizing the
Process of Amending the
DRI Development Order**

Mr. Case provided information on the allotted square footage of the Country Club and the potential restrictions on any future building or renovations. It was explained a resolution can remove the limitations for the District. Two options for the resolution were presented.

Mr. Ludmerer asked District Counsel about submitting a DRI without square footage limitations. Ms. Powers explained most Country Clubs do not have caps on the DRI or zoning ordinances. It would not be unfavorable for the District to ask for removal of the caps in total.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved Resolution 2022-10, Authorizing the Process of Amending the DRI Development Order (Option A).

THIRD ORDER OF BUSINESS

Staff Report Matters

District Manager – Mr. Ludmerer requested an update on the status of the RFP and RFQ. Ms. Carvalho reminded the Board of the approval of an RFP for outdoor dining and an RFQ for engineering services. The RFP and RFQ were submitted to the paper to run on May 20, 2022 and are due back on June 3, 2022.

Mr. Ludmerer requested to revisit the discussion of the Auditor Selection Committee during the June meeting. Mr. Carvalho stated the item will be on the next Board of Supervisors meeting agenda.

**Supervisor Requests &
Comments**

Mr. Case stated the next regular scheduled Board of Supervisors meeting is on June 10, 2022.

FOURTH ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the Board of Supervisors' Meeting.

ON MOTION by Mr. DiPaolo, seconded by Ms. Pagano, with all in favor, the Tuesday, May 31, 2022, Board of Supervisors' Continued Meeting of University Park Recreation District was adjourned at 11:15 a.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
Management Discussion & Analysis Report
(under separate cover)

University Park Recreation District

Review and Recommendation from the
Committee for Engineering Services per the
RFQ CCNA Requirements
(under separate cover)

University Park Recreation District

Review and Consideration of the Outdoor
Dining Proposals Received
(under separate cover)

**University Park
Recreation District**

Appointment of Auditor Selection Committee
For FY 2022 Audit

University Park Recreation District

Update of the Strategic Planning of Phase II of the Master Plan Concept

- a. Consideration of Resolution 2022-11, Regarding Parameters for University Park Phase II Improvements and Financing

**University Park
Recreation District**

Resolution 2022-11

**Resolution Regarding Parameters for the
University Park Phase II Capital
Improvements and Related Financing**

RESOLUTION 2022-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT REGARDING PARAMETERS FOR THE UNIVERSITY PARK PHASE II CAPITAL IMPROVEMENTS AND RELATED FINANCING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District (hereinafter the “District”) is a recreational district created by Manatee County Ordinance 18-29 (the “Charter”), pursuant to the provisions of Chapter 418, Florida Statutes; and

WHEREAS, the District is empowered under the Charter and Chapter 418, Florida Statutes to operate and manage the Golf Course and other District property for the benefit of its owners, residents, and the public, and in furtherance thereof to exercise the rights and privileges under the laws of the State of Florida; and

WHEREAS, the Board of Supervisors (“the Board”) believes it is in the best interest of the District to proceed with capital improvements for the current and long-range prosperity of the District, including the Country Club (“Phase II Improvements”); and

WHEREAS, the Board desires to memorialize certain details related to proceeding with the design, construction and financing of the Phase II Improvements.

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

1. The Board currently believes that a bond in the range of \$14 million to \$18 million is essential for the current and long-range prosperity of the District, including the Country Club.
2. The Board has received, and continues to receive, public input on the most effective use of the bond funds and the specifications for the anticipated improvements.
3. The Board shall secure the services of an architect so that all reasonable options for additional space are considered before submitting to a specific plan of development for Phase II. Securing of the architect and review of the options shall be completed before a vote regarding the issuance of bond financing by the Board.
4. The Board would welcome the opportunity for a Board member and/or a Board representative to meet with any neighborhood or its representatives to review in detail any parts of the plans.

5. The Board shall conduct a survey of owners, residents, and certain members of the public, such as club members, to determine preferences for anticipated added amenities and financing options to support the proposed amenities.
6. This Resolution shall supersede any resolutions in conflict and become effective upon its passage.

PASSED AND ADOPTED this _____ day of _____, 2022.

ATTEST:

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

Secretary

James Case, Chairman

**University Park
Recreation District**

Ratification of Payment Authorizations # 71-73

University Park Recreation District

5/3/2022

Payment Authorization No. 71

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	DM-04-2022-50	District Management Fee: April 2022	\$ 5,833.33
PFM	119675	Billable Expenses	\$ 900.00
Focused Technology	141220	Audio Support 4/19/22 BOS Meeting	\$ 850.00
Focused Technology	141223	Audio Support 4/27/22 BOS Meeting	\$ 700.00
FedEx	7-735-74871	Postage - Audit 2021	\$ 83.37

O&M - General Fund Expenses Total	\$ 8,366.70
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Asst. Secretary/Secretary

Asst. Treasurer

Jb 5/6/22



Date	Invoice Number
April 8, 2022	DM-04-2022-50
Payment Terms	Due Date
Upon Receipt	April 8, 2022

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
42nd Floor
Philadelphia, PA 19103
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: District Management Fee: April 2022

Professional Fees	\$5,833.33
Total Amount Due	<u>\$5,833.33</u>



Date	Invoice Number
April 8, 2022	119675
Payment Terms	Due Date
Upon Receipt	April 8, 2022

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
42nd Floor
Philadelphia, PA 19103
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: Billable expenses.

Expenses	\$900.00
Total Amount Due	\$900.00



Date	Invoice Number
April 8, 2022	119675
Payment Terms	Due Date
Upon Receipt	April 8, 2022

Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Software Subscriptions	Jennifer Walden	03/28/22	\$900.00
			Software Subscriptions \$900.00
			Total Expenses: \$900.00



INVOICE

INV09868361

PO Number:

Sold To:
Pfm Asset Management LLC
Jennifer L Walden

Account Number: B01463525
Invoice Number: INV09868361
PO Number:

Bill To:
Pfm Asset Management LLC
Jennifer L Walden
12051 Corporate Blvd.

Invoice Date: 03/26/2022
Payment Due By: 03/26/2022
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Orlando Florida 32817
United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Business Plus Account Licenses Service Period: 03/26/2022-03/25/2023	\$300.00	3	\$900.00	\$0.00	\$900.00
				Invoice Subtotal:	\$900.00
				Tax:	\$0.00
				Total:	\$900.00
				Balance Due:	\$900.00
				Currency:	USD

Payments and Adjustments					
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount	
			Balance Due:	\$900.00	

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?
Submit new billing information securely
online at: <https://www.box.com/update>
(be sure to login as the Box
administrator)

Account Number: B01463525
Invoice Date: 03/26/2022
Invoice Number: INV09868361
Payment Due Date: 03/26/2022
Total Amount Due: \$900.00
Amount Enclosed: _____

Copy of our W-9: billing.app.box.com/W-9

For additional Billing information or to pay via credit card, please visit our support site: support.box.com

Focused Technology

1850 Porter Lake Drive, Suite 102
 Sarasota FL 34240
 1-888-686-0551
 www.focusedtechnology.com

Invoice

Date	Invoice #
4/19/2022	141220

Bill To
University Park Country Club Laurie Evans GM 7671 The Park Blvd University Park FL 34201

Ship To
University Park Country Club Attn: Dawn 7671 The Park Blvd University Park, FL 34201

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Mic package	Net 15	PD	4/19/2022			Audio support 04/19/22

Quantity	Item Code	Description	Price Each	Amount
1	01v96i	YAMAHA 24 x 4 DIGITAL CONSOLE	65.00	65.00T
7	SHURE SLX	Wireless belt pack with mx150 head mic. and hand held mics	55.00	385.00T
1	AUDIO / FOH	front of the house engineer/ system engineer	400.00	400.00
	DELIVERY	DELIVERY/ SET UP/ TEAR DOWN 04/08/22 LOAD IN AT 11:30 am meeting start at 1:00pm		0.00

It's been a pleasure working with you!			Sales Tax (0.0%)	\$0.00
			Total	\$850.00

Focused Technology

1850 Porter Lake Drive, Suite 102
 Sarasota FL 34240
 1-888-686-0551
 www.focusedtechnology.com

Invoice

Date	Invoice #
4/27/2022	141223

Bill To
University Park Country Club Laurie Evans GM 7671 The Park Blvd University Park FL 34201

Ship To
University Park Country Club Attn: Dawn Waite 7671 The Park Blvd University Park, FL 34201

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Mic package	Net 15	PD	4/27/2022	Ground		Audio support 04/27/22
Quantity	Item Code	Description			Price Each	Amount
1	01v96i	YAMAHA 24 x 4 DIGITAL CONSOLE			65.00	65.00T
7	SHURE SLX	Wireless belt pack with mx150 head mic. and hand held mics			55.00	385.00T
1	AUDIO / FOH	front of the house engineer/ system engineer			400.00	400.00
	DELIVERY	DELIVERY/ SET UP/ TEAR DOWN 04/07/22 LOAD IN AT 11:30 am meeting start at 2:00pm				0.00
	DISCOUNT	PREFERRED CLIENT DISCOUNT			-150.00	-150.00
It's been a pleasure working with you!					Sales Tax (0.0%)	\$0.00
					Total	\$700.00



Invoice Number	Invoice Date	Account Number	Page
7-735-74871	Apr 26, 2022	2061-9772-2	1 of 2

Billing Address:

UNIVERSITY PARK COUNTRY CLUB
7671 THE PARK BLVD
BRADENTON FL 34201-2201

Shipping Address:

UNIVERSITY PARK COUNTRY CLUB
7671 THE PARK BLVD
BRADENTON FL 34201-2201

Invoice Questions?**Contact FedEx Revenue Services**

Phone: 800.622.1147
M-F 7 AM to 8 PM CST
Sa 7 AM to 6 PM CST
Internet: fedex.com

Invoice Summary**FedEx Express Services**

Total Charges	USD	\$83.37
TOTAL THIS INVOICE	USD	\$83.37

Account Summary as of Apr 26, 2022

Previous Balance	44.78
Payments	0.00
Adjustments	0.00
New Charges	83.37

New Account Balance \$128.15

Payments not received by May 11, 2022 are subject to a late fee.

Other discounts may apply.

To pay your FedEx invoice, please go to www.fedex.com/payment. Thank you for using FedEx.



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx. Please do not staple or fold. Please make check payable to FedEx.

Invoice Number	Invoice Amount	Account Number	Account Balance
7-735-74871	USD \$83.37	2061-9772-2	USD \$128.15

Remittance Advice

Your payment is due by May 11, 2022

Payments not received by this date are subject to a late fee.

773574871200000833782061977225000012815700000833780

0057277 01 AB 0.461 **AUTO T6 0 1116 34201-220171 -C01-P57334-11



UNIVERSITY PARK COUNTRY CLUB
7671 THE PARK BLVD
BRADENTON FL 34201-2201



FedEx
P.O. Box 660481
DALLAS TX 75266-0481



63307160026692

Invoice Number	Invoice Date	Account Number	Page
7-735-74871	Apr 26, 2022	2061-9772-2	2 of 2

FedEx Express Shipment Summary By Payor Type

FedEx Express Shipments (Original)

Payor Type	Shipments	Rated Weight lbs	Transportation Charges	Special Handling Charges	Ret Chg/Tax Credits/Other	Discounts	Total Charges
Shipper	1		65.04	18.33			83.37
Total FedEx Express	1		\$65.04	\$18.33			\$83.37

TOTAL THIS INVOICE USD \$83.37

FedEx Express Shipment Detail By Payor Type (Original)

Ship Date: Apr 18, 2022	Cust. Ref.: NO REFERENCE INFORMATION	Ref.#2:
Payor: Shipper	Ref.#3:	

- Fuel Surcharge - FedEx has applied a fuel surcharge of 20.75% to this shipment.
- Distance Based Pricing, Zone 3
- 1st attempt Apr 19, 2022 at 07:53 AM.

		Sender	Recipient	
Automation	AWB	PAUL FAY	LOCAL GOVERNMENT AUDITS/342	
Tracking ID	813947686680	UNIVERSITY PARK COUNTRY CLUB	111 WEST MADISON ST	
Service Type	FedEx First Overnight	7671 THE PARK BLVD	TALLAHASSEE FL 32399 US	
Package Type	FedEx Envelope	BRADENTON FL 34201-2201 US		
Zone	03			
Packages	1			
Rated Weight	N/A			
Delivered	Apr 19, 2022 07:56	Transportation Charge		65.04
Svc Area	A2	Fuel Surcharge		14.33
Signed by	T.KILLGORE	Courier Pickup Charge		4.00
FedEx Use	010879948/4/_	Total Charge	USD	\$83.37
			Shipper Subtotal	USD \$83.37
			Total FedEx Express	USD \$83.37

FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to fedex.com to sign up today!

University Park Recreation District

5/18/2022

Payment Authorization No. 72


O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Company, LLC	116207	Notice of Public Meeting - April 2022	\$ 387.27
Blalock Walters	40896-000-42	General Representation - April 2022	\$ 3,924.50
Vglobal Tech	3814	ADA Website Maintenance - April	\$ 218.33
Vglobal Tech	3893	ADA Website Maintenance - May	\$ 218.33

O&M - General Fund Expenses Total	\$ 4,748.43
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Asst. Secretary/Secretary

Asst. Treasurer

 5/18/22



WE MAKE A DIFFERENCE

P.O. Box 469 Bradenton, Florida 34206-0469
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDA DRIVE, SUITE 107
ORLANDO, FL 32817

Page 1
April 30, 2022
Account # 40896-000
Invoice # 40896-000-42

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

REMITTANCE COPY

		BALANCE
40896-000	MPB	<u>\$3,924.50</u>

If you prefer to receive paperless invoices by email, please complete the information below or email billing@blalockwalters.com.

_____ Yes, I would prefer paperless billing by email.

Email Address for paperless billing purposes:

**Please Return the Remittance Copy with Your Payment
Make Check Payable to Blalock Walters, P.A.
Federal Tax ID # 59-1950976**



WE MAKE A DIFFERENCE

P.O. Box 469• Bradenton, Florida 34206-0469
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDA DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
April 30, 2022
Account # 40896-000
Invoice # 40896-000-42

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 04/30/2022

			HOURS	
04/07/2022	MPB	Review Mutual Cooperation Agreement; telephone conference with James Case.	0.40	94.00
04/08/2022	MPB	Review and respond to Ritesh Patel; preparation of Memorandum to Chair; preparation for and attendance at Board meeting.	4.30	1,010.50
04/11/2022	MPB	Review and respond to Memorandum from Vivian Carvalho.	0.30	70.50
04/12/2022	MPB	Telephone conference with James Case.	0.30	70.50
04/13/2022	MPB	Review and respond to Curtis Nickerson on permitting expeditor	0.50	117.50
04/15/2022	MPB	Telephone conference with Jim Case.	0.30	70.50
04/19/2022	MPB	Telephone conference with Chair and Vivian Carvalho; attend by video the Town Meeting.	2.70	634.50
04/21/2022	MPB	Telephone conference with Jim Case; work on resolution for outdoor work.	0.50	117.50
04/25/2022	MPB	Telephone conference with James Case; review and respond to Memorandum from John Fetsick; review and respond to Memorandum from Steve Ludmerer.	0.70	164.50
	AWC	review emails related to group requirement and requirement concerning same	0.30	70.50
04/26/2022	MPB	Review and respond to Memorandum from John Fetsick; preparation of Resolution on Approval of Outdoor Dining Areas and send to parties for May meeting.	1.10	258.50
04/27/2022	MPB	Preparation for and attendance at Town Hall meeting; work on follow-up issues related to Zoom meetings; proceeding; review Parcel L restrictions;		

UNIVERSITY PARK RECREATION DISTRICT
 GENERAL REPRESENTATION
 MPB

Page: 2
 April 30, 2022
 Account # 40896-000
 Invoice # 40896-000-42

		HOURS	
	review Memorandum from Gary Chase.	3.80	893.00
04/28/2022	MPB Attend the Agenda Preparation meeting; work on the Request for Proposals for outdoor dining area improvements.	1.10	258.50
04/29/2022	MPB Telephone conference with Steve Ludmerer; preparation of Memorandum to Steve Ludmerer.	0.40	94.00
	TOTAL FOR THE ABOVE SERVICES	16.70	3,924.50
	TOTAL CURRENT WORK		3,924.50
	PREVIOUS BALANCE		\$5,191.50
<u>PAYMENTS RECEIVED</u>			
04/18/2022	Payment received on account. Thank you!		-5,191.50
	AMOUNT DUE (includes Previous Balance if shown above)		<u>\$3,924.50</u>

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 Federal Tax ID # 59-1950976**



Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News-Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

UNIVERSITY PARK RECREATION DISTRICT
 Attn: Accounts Payable
 7671 THE PARK BOULEVARD
 UNIVERSITY PARK
 BRADENTON, FL 34201

INVOICE	
Invoice No.:	116207
Invoice Date:	04/30/2022
Due Date:	05/30/2022
Bill-To Account:	29585
Sales Rep:	Ryan Dixon

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
04/01/2022 - 04/01/2022	232365	Print Legal Ad IPL0064679	BRD-Bradenton Herald Legal Legals & Public Notices CLS	2 x 56 L	112 L	1	\$133.38
04/12/2022 - 04/12/2022	244396	Print Legal Ad IPL0067896	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 53 L	53 L	1	\$63.18
04/20/2022 - 04/20/2022	244397	Print Legal Ad IPL0067899	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 55 L	55 L	1	\$65.52
04/25/2022 - 04/25/2022	250323	Print Legal Ad IPL0069604	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 52 L	52 L	1	\$62.01
04/22/2022 - 04/22/2022	251877	Print Legal Ad IPL0070040	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 53 L	53 L	1	\$63.18

Summary	
Amount Due:	\$387.27

Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC
 PO Box 510150
 Livonia MI 48151

INVOICE	
Invoice No.:	116207
Account No.:	29585
Account Name:	UNIVERSITY PARK RECREATION DISTRICT
Amount Due:	\$387.27

Email questions to ssccreditandcollections@mcclatchy.com

5270000755 PRESORT PBPS002



UNIVERSITY PARK RECREATION DISTRICT
 ATTN: ACCOUNTS PAYABLE
 UNIVERSITY PARK
 7671 THE PARK BOULEVARD
 BRADENTON FL 34201-2201

McClatchy Company LLC
 PO Box 510150
 Livonia MI 48151

0000029585 0000116207 000038727 1



VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

University Park RD
3501 Quadrangle Boulevard,
Suite 270, Orlando, FL 32817

INVOICE # 3814

DATE 04/01/2022

DUE DATE 04/16/2022

TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing website maintenance for ADA and WCAG Compliance	1	218.33	218.33

Please make check payable to VGlobalTech.

BALANCE DUE

\$218.33

VGlobalTech
636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

University Park RD
3501 Quadrangle Boulevard,
Suite 270, Orlando, FL 32817

INVOICE # 3893

DATE 05/01/2022

DUE DATE 05/16/2022

TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing website maintenance for ADA and WCAG Compliance	1	218.33	218.33

Please make check payable to VGlobalTech.

BALANCE DUE

\$218.33

University Park Recreation District

5/27/2022

Payment Authorization No. 73


O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Philips Harvey Group	146194	Audit FY2021	\$ 1,061.00
Vglobal Tech	3724	Quarterly ADA & WCAG Audits	\$ 300.00
PFM	DM-05-2022-49	District Management Fee: May 2022	\$ 5,833.33

O&M - General Fund Expenses Total \$ 7,194.33

Asst. Secretary/Secretary

Asst. Treasurer

 5/27/22

Date: 5/20/2022
Invoice Number: 146194
Client: 10619

C/O Paul Fay, Controller
University Park Recreation District
7671 The Park Boulevard
University Park, FL 34201

- Please make your check payable to Phillips Harvey Group and enclose the top portion of this invoice with your payment.
- You may make your payment online at WWW.SWFLCPAS.COM by credit card, debit card or e-check or by calling our office.

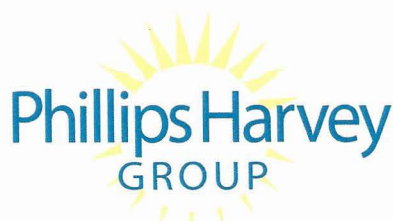
For professional services rendered as follows:

Final billing for fees relative to the Audit for the period ending September 30, 2021	\$475.00
Out of pocket costs	\$586.00
Invoice Total:	<u>\$1,061.00</u>

INVOICE

DUE AND PAYABLE UPON RECEIPT

A monthly finance charge of 1 1/2% will be applied on all unpaid items after 30 days.
This monthly finance charge is calculated at an Annual Percentage Rate of 18%.



Certified Public Accountants
801 Laurel Oak Drive, Suite 303, Naples, FL 34108
P 239 566 1600 | F 239 566 1901 | swflcpas.com

VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

University Park RD
3501 Quadrangle Boulevard,
Suite 270, Orlando, FL 32817

INVOICE # 3724

DATE 03/31/2022

DUE DATE 03/31/2022

TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Audits:Quarterly ADA & WCAG Audits Quarterly ADA & WCAG Audits for all new content and document conversions for the website.	1	300.00	300.00

Invoice for Quarter 1 ADA Audit.

BALANCE DUE

\$300.00

Please make check payable to VGlobalTech.



Date	Invoice Number
May 20, 2022	DM-05-2022-49
Payment Terms	Due Date
Upon Receipt	May 20, 2022

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
42nd Floor
Philadelphia, PA 19103
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: District Management Fee: May 2022

Professional Fees	\$5,833.33
Total Amount Due	<u>\$5,833.33</u>

University Park Recreation District

Supervisor Requests & Comments