3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817 Phone: 407-723-5900 Fax: 407-723-5901 http://universityparkrd.com/

The **Meeting** of the **University Park Recreation District** will be held on **Friday, February 10, 2023, 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=eUE4Q3BTNGVLNXBsOGViRXk1cWo2QT09

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 January 3, 2023, Board of Supervisors Workshop Meeting
- 2. Consideration of the Minutes of the January 17, 2023, Rescheduled Board of Supervisors Meeting

Staff Report Matters

- 3. District Counsel
- 4. District Manager
- 5. Club Management
 - a. Management Discussion & Analysis Report (under separate cover)

Business Matters

6. Discussion Pertaining 2023 Summer Membership Program

District Financial Matters

7. Ratification of Payment Authorizations # 85-86



Date	Meeting Type	Time	Location	Note
February 14, 2023	Continued Workshop	3:00 PM-5:00 PM	University	Community Center
			Park	-
February 28, 2023	Regular Workshop	10:00 AM	University	Community Center
			Park	
March 10, 2023	Board of Supervisors	1:00 PM	University	Community Center
			Park	-

8. Supervisor Requests & Comments

Adjournment



Consideration of the Minutes of the January 3, 2023, Board of Supervisors Workshop

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT
WORKSHOP MEETING
Tuesday, January 3, 2023
3:00 p.m.
Community Center
8301 The Park Boulevard, University Park, FL 34201

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

Sally Dickson Chairperson

Mark Criden Vice Chairperson

Steve Ludmerer Treasurer / 2nd Vice Chairperson

David Murphy Assistant Secretary
Rusty Piersons Assistant Secretary

Also, Present in person or via phone:

Venessa Ripoll PFM Group Consulting LLC (via phone)

Mark Barnebey District Counsel

John Fetsick Country Club General Manager

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 3:00 p.m. by Ms. Dickson and Ms. Ripoll confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comments

Ms. Dickson stated that the rumor of the District outsourcing their staff positions is false and there is no reason for concern. Mr. Criden stated his intentions to submit a Resolution at the next Board of Supervisors Meeting to confirm the Board's full support of these staff positions. There were no audience comments or questions.

SECOND ORDER OF BUSINESS

Discussion

Update on Phase 1 and Phase 2 Projects

Mr. Fetsick began with providing an overview of Phase I. He stated that the pickleball courts have been very well received by the members. There are an estimated 75 active people who use the pickleball course. The Board clarified that, despite being lenient at first to allow people to experience the new courts, membership will be required to use the pickleball courts in the future. The outdoor dining that was planned to be completed by December 31, 2022, is still incomplete, but as of today the roof trusses were delivered. He went out to do a site visit today and noted that the concrete has been poured for the outdoor dining area. The estimated completion date remains by the end of February 2023 to allow a March 1st, 2023, grand opening. Mr. Fetsick also mentioned the upcoming light installation for the tennis courts are moving forward as planned.

Moving on to Phase II, Mr. Fetsick discussed their work with outside contractors and representatives that have been giving feedback concerning the ongoing projects. There was some discussion concerning the outdoor dining area space and kitchen. Mr. Fetsick discussed the necessity to expand the storage area for the kitchen, stating it is currently too small to meet needs. Mr. Fetsick mentioned the loss of square footage due to the erosion along the pond banks and the golf course areas which were affected. There was discussion of getting feedback from the community when the Board looks into a bond issuance. There were talks about moving staff downstairs due to fire safety issues and repurposing the pro-shop. There was discussion concerning the existing problems within Phase II projects and taking the next steps to solve each issue as well as taking into consideration anything which may impede that progress.

Ms. Dickson mentioned that the next regular Board of Supervisors meeting is scheduled for January 17, 2023, at 1:00 p.m. and the next Workshop meeting is scheduled for January 3, 2023, at 10:00 a.m. There was a resident questioned for an update of ordering the outdoor dining furniture. There was another suggestion that there would be an explanation given to members regarding the difference between the Homeowners Association and Recreation District.

THIRD ORDER OF BUSINESS

Adjournment

There were no additional items to come be	efore the Board.
ON MOTION by Mr. Ludmerer, seconded b	by Mr. DiPaolo, with all in favor, the January 3, 2022,
Workshop Weeting of Chiversity Fank Red	Cation District was adjourned at 4. 10 p.m.
Secretary / Assistant Secretary	Chairperson / Vice Chairperson

Consideration of the Minutes of the January 17, 2023, Rescheduled Board of Supervisors Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT RESCHEDULED BOARD OF SUPERVISORS MEETING

Tuesday, January 17, 2023 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:

Sally Dickson Chairperson

Mark Criden Vice Chairperson

Steve Ludmerer Treasurer / 2nd Vice Chairperson

David Murphy Assistant Secretary
Rusty Piersons Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho District Manager – PFM Group Consulting LLC

Venessa Ripoll PFM Group Consulting LLC (via phone)

John Fetsick General Manager – Country Club

Curtis Nickerson Director of Properties & Facilities- Country Club

Mark Barnebey District Counsel – Blalock Walters

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 1:01 p.m. by Ms. Dickson and 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

Administrative Matters

Consideration of the Minutes of the December 9, 2022, Board of Supervisors Meeting, the Minutes of the December 16, 2022, Continued Board of Supervisors Meeting, and the Minutes of the November 29, 2022, Workshop Meeting

Ms. Carvalho noted that the minutes will be changed to reflect the correct positions of the Board. Mr. Ludmerer as Treasurer, Mr. Fay and Mr. Fetsick as Assistant Treasurer. Bill DiPaolo will also be removed from the December 9, 2022, minutes.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the December 9, 2022, Board of Supervisors Meeting, the Minutes of the December 16, 2022, Continued Board of Supervisors Meeting, and the Minutes of the November 29, 2022, Workshop Meeting with the suggested revisions.

THRID ORDER OF BUSINESS

Staff Report Matters

District Counsel – Mr. Barnebey stated that the only update was with the amendment changes and provided a sheet explaining the updates. The CCRs changes will be addressed soon and will be working closely with Mr. Criden.

District Manager – No report.

Club Management (Management Discussion & Analysis Report) – Mr. Fetsick provided an update of the membership fees and sales for the end of 2022. Full membership has increased to 386 members plus the 2 junior executives which is an increase of 10% from last year. There has been a total of 725 memberships as of the end of 2022. Out of all of the memberships including the family and single, it totals 2,213 members. This is an increase of 309 members over the last 2 years. There are 394 grandfathered members as of today, and there are 237 members that do not need to pay for membership. He mentioned that the junior executive program has been retired but there are 2 members that have been grandfathered in, it will not go away until the sale of the house. The target for March of 2023 is to get to 410 members.

Mr. Fetsick provided an update to staffing changes as the Director of Tennis and Fitness experienced an injury that has kept him from continuing his work. They are looking to bringing a temporary employee for the duration of the season. The Head of Fitness has also experienced an injury but has returned to work yesterday and is on light duty during her recovery. They have also hired several kitchen staff, and there are many positions still open throughout the organization that will need to be filled.

Mr. Fetsick discussed the success of events taking place in the District, including the golf, tennis, pickleball, fitness classes, cards, and gaming. Mr. Fetsick stated he is pleased with the number of events which have taken place for the residents and the addition of live entertainment.

Mr. Fetsick provided an update on the monthly financials for the months of November and December. He mentioned the highest increase of the memberships for non-residents for this time of year, he stated that the club is operating over budget. Mr. Piersons wanted to compliment some of the bartenders at the Varsity Club of an exceptional job they did during his last visit. Mr. Fetsick gave a brief overview of the current outlook for the January financials.

FOURTH ORDER OF BUSINESS

Business Matters

Update on Phase 1 and Phase 2 Project

Mr. Beaumier was hired a few months ago to assist with the outdoor dining project and was found during the process of looking for a District Engineer. Mr. Beaumier provided an update of the outdoor dining project in Phase 1.

Mr. Criden stated that he will be working with Mr. Beaumier, Mr. Fetsick, and Mr. Nickerson concerning the Phase 2 project plan. Mr. Criden stated that they will consider all the needs about the project before it is given to the Board of Supervisors for consideration. There was a question regarding the website and its capability for calendar invites.

Ms. Dickson mentioned that she had tasked David Murphy to look at the District website and work with PFM in updating the information and content on the website.

Update on the Charter Amendments & Revisions

The update of the Charter Amendments was given during the staff reports.

FIFTH ORDER OF BUSINESS

District Financial Matters

Ratification of Payment Authorizations # 82-84

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the Board ratified Payment Authorizations #82-84.

Supervisor Requests & Comments

Ms. Dickson stated the next Board of Supervisors Workshop Meeting is scheduled for January 31, 2023, and the next Board of Supervisors Meeting is scheduled for February 10, 2023.

Mr. Piersons read to the record a letter to the Board and the community on 3 topics. First, topic addressed clarity that he has full sport pertaining to the Park Boulevard Management Team. Second, topic was to formalize a business plan for the RD that encompasses the 5 Year Financial Plan completed by John Fetsick and Steve Ludmerer as well as the Master Plan. He also suggested that once the Business Plan is created that is shared with the residents for their comments and input. Third, topic was to visit Herons Glen Recreation District with John Fetsick to get some insight of their operations to learn their best practices, how they successfully operate under the Sunshine Laws including committees working with the Board, finally a greater understanding of their capital budget development and process.

The Board discussed at the upcoming workshop to include the 5-year financial plan and the scheduling of the site visits to Herons Glen Recreation District. Ms. Dickson requested that Mr. Piersons and Mr. Ludmerer submit all the information they have to this point pertaining to discussion and previous visit to Herons Glen to Ms. Carvalho so it can be distributed to the Board collectively prior to the next Board of Supervisors Workshop scheduled on January 31, 2023.

Mr. Mantia had some comments pertaining to the business plan discussion and suggested that the Board review the material the previous Board and direction by Laurie Evans was created and established to help in jumpstart the upcoming work for the business plan. Mr. Mantia will work with John Fetsick in compiling all the material and circulate to the Board for their review.

FIFTH ORDER OF BUSINESS

Adjournment

There were no additional items to come before the Board.

•	I by Mr. Piersons, with all in favor, the January 17, 2023, Meeting of University Park Recreation District was
Secretary / Assistant Secretary	Chairperson / Vice Chairperson

District Counsel

District Manager

Club Management
Management Discussion & Analysis Report
(under separate cover)

Discussion Pertaining 2023 Summer Membership Program

Ratification of Payment Authorizations #85-86

1/11/2023

Payment Authorization No. 85

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	DM-01-2023-50	District Management Fee: January 2023	\$ 5,833.33
Blalock Walters	40896-000-51	General Representation - December 2022	\$ 4,688.00
Blalock Walters	40896-028-6	Amendment to Dri Dev. Order & GDP	\$ 2,620.00
McClatchy Company, LLC	170340	Notice of Public Meeting -December 2022	\$ 64.35
Vglobal Tech	4594	ADA Website Maintenance - December	\$ 218.33

O&M - General Fund Expenses Total	\$ 13,424.
	(1) 1/11/23
Asst. Secretary/Secretary	Asst. Treasurer



Date Invoice Number

January 3, 2023 DM-01-2023-50

Payment Terms Due Date

Upon Receipt January 3, 2023

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

Remittance Options:

Via Mail:

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

RE: District Management Fee: January 2023

Professional Fees

Total Amount Due

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

\$5,833.33

\$5,833.33

1 of 1



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
December 31, 2022
Account # 40896-000
Invoice # 40896-000-51

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

REMITTANCE COPY

BALANCE

40896-000

MPB

\$4,688.00

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



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

Page: 1
December 31, 2022
Account # 40896-000
Invoice # 40896-000-51

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 12/31/2022

12/01/2022	MJP MPB	Attend agenda call. Review Memorandum from John Bondur; review.issues from Vivian Carvalho.	HOURS 0.80 0.40	176.00 100.00
12/02/2022	MPB	Preparation for and attendance at Pre-Application meeting on the DRI and Rezone review; review and respond to Memorandum from John Fetsick.	0.70	175.00
12/04/2022	MPB	Preparation of Memorandum to the Board regarding the Pre-Application meeting on Development Order revisions; preparation of Memorandum to the Chair regarding election day.	0.70	175.00
12/05/2022	MJP MPB	Revise Osprey Consulting Agreement. Review and respond to Memorandum from Steve Ludmerer; review and	1.90	418.00
		respond to Memorandum from Vivian Carvalho; telephone conference with Steve Ludmerer.	0.50	125.00
12/06/2022	MPB	Preparation of Memorandum to Sally Dickson; preparation of Memorandum to John Bondur; review and respond to Memorandum from John Fetsick; review Charter Amendments and preparation of Memorandum to the Commission.	0.70	175.00
12/07/2022	MPB	Telephone conference with Vivian Carvalho on elections, Board meetings; telephone conference with Steve Ludmerer.	0.70	175.00
12/08/2022	MJP MPB	Summarize agenda meeting. Telephone conference with Vivian Carvalho on elections and bond indenture	0.20	44.00
		disclosure requirements; telephone conference with Chair; preparation of Memorandums to new supervisors.	1.40	350.00
12/09/2022	MPB	Review and respond to Memorandums from Mark Crider (2); telephone conference with Vivian Carvalho; review correspondence related to the public hearing; review and respond to John Fetsick; attend Board meeting;		

UNIVERSITY PARK RECREATION DISTRICT GENERAL REPRESENTATION MPB

Page: 2 December 31, 2022 Account # 40896-000 Invoice # 40896-000-51

		conference with new Board Member, Rusty Pierson.	HOURS 3.40	850.00
12/13/2022	MPB	Conference with David Murphy; review and respond to Vivian Carvalho.	1.60	400.00
12/16/2022	MPB	Preparation for and attendance at University Park Recreation District meeting.	3.10	775.00
12/20/2022	MPB	Review and respond to Memorandum from John Fetsick; preparation of Memorandum to John Fetsick.	0.60	150.00
12/22/2022	MPB	Telephone conference with Rusty Pierson on PBM	0.30	75.00
12/23/2022	MPB	Preparation of Memorandum to John Fetsick on Supervisor comments and PBM agreements.	0.40	100.00
12/27/2022	MPB	Preparation of Memorandums (2) to John Fetsick; telephone conference with John Fetsick; preparation of Memorandum to the Board of Supervisors.	1.10	275.00
12/28/2022	MPB	Review and respond to Memorandum from Sally Dickson; review and respond to Memorandum from David Murphy. TOTAL FOR THE ABOVE SERVICES	0.60 19.10	150.00 4,688.00
		TOTAL CURRENT WORK		4,688.00
		PREVIOUS BALANCE		\$7,476.50
		PAYMENTS RECEIVED		
12/16/2022		Payment received on account. Thank you!		-7,476.50
		AMOUNT DUE (includes Previous Balance if shown above)		\$4,688.00

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UNIVERSITY PARK RECREATION DISTRICT PFM FINANCIAL ADVISORS, LLC 3504 LAKE LYNDA DRIVE, SUITE 107 ORLANDO, FL 32817 Page 1
December 31, 2022
Account # 40896-028
Invoice # 40896-028-6

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

REMITTANCE COPY

BALANCE

40896-028

MPB

\$2,620.00

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

Page: 1
December 31, 2022
Account # 40896-028
Invoice # 40896-028-6

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

MPB

For Professional Services Rendered Thru 12/31/2022

			HOURS	
12/02/2022	TEF	Attend Pre-application meeting; review of issues; begin to research and work on submittal materials	1.80	360.00
12/05/2022	TEF	Work on narrative and criteria submittal materials	3.50	700.00
12/06/2022	TEF	Research Land Development Code; work on review criteria for GDP amendment application	2.70	540.00
12/07/2022	TEF	Review of DRI and GDP ordinances; review of proposed amendments; work on review criteria	1.50	300.00
12/09/2022	TEF	Review of ordinances; research regarding Map H; work on submittal materials	1.40	280.00
12/12/2022	TEF	Continued work on criteria review responses TOTAL FOR THE ABOVE SERVICES	$\frac{2.20}{13.10}$	2,620.00
		TOTAL CURRENT WORK		2,620.00
		AMOUNT DUE (includes Previous Balance if shown above)		\$2,620.00

UNIVERSITY PARK RECREATION DISTRICT AMENDMENT TO DRI DEV. ORDER & GDP MPB Page: 2 December 31, 2022 Account # 40896-028 Invoice # 40896-028-6

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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

Page 1 of 1

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

DECEMBER INVOICE		
Invoice No.:	170340	
Invoice Date:	12/31/2022	
Due Date:	01/30/2023	
Bill-To Account:	29585	
Sales Rep:	Ryan Dixon	

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
12/27/2022 - 12/27/2022	362250	Print Legal Ad-IPL01028910 IPL0102891	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 54 L	54 L	1	\$64.35

Dece	mber Summary
Amount Due:	\$64.35

Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC PO Box 510150 Livonia MI 48151

ADVERTISING INVOICE

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

DECEMBER INVOICE			
Invoice No.:	170340		
Account No.:	29585		
Account Name:	UNIVERSITY PARK RECREATION DISTRICT		
Amount Due:	\$64.35		

Email questions to ssccreditandcollections@mcclatchy.com

McClatchy Company LLC PO Box 510150 Livonia MI 48151

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 # 4594 **DATE 12/01/2022 DUE DATE 12/16/2022** TERMS Net 15

DATE **ACTIVITY**

Web Maintenance: ADA Website

Maintenance

Ongoing website maintenance for

RATE

218.33

AMOUNT 218.33

ADA and WCAG Compliance

Please make check payable to VGlobalTech.

BALANCE DUE

QTY

\$218.33

1/17/2023

Payment Authorization No. 86

O&M - General Fund Expenses

<u>Vendor</u> Manatee County Invoice 01.17.23 <u>Description</u>
Application fee to revise the DRI

<u>Amount</u> \$ 14,500.00

		14 500.00
O&M - General Fund Expenses Total	<u> </u>	14,500.00

Asst. Secretary/Secretary

Asst. Treasurer

Paul Fay

From:

Jennifer Ordonez < jalexander@blalockwalters.com>

Sent:

Tuesday, January 17, 2023 1:44 PM

To:

Paul Fay

Cc:

Mark Barnebey

Subject:

RE: Revisions to University Park DRI

The application fee to revise the DRI is \$10,000.00. The application fee to revise the PDR (zoning ordinance) is \$6,000. Therefore, the applications fees are \$16,000 - \$1,500.00 (Pre-application Fee), for a total is \$14,500.00.

Should you have any questions, please let me know.

Jenny

Jennifer "Jenny" Ordóñez (Formerly - Alexander), CP, ACP, FRP Certified Paralegal / Advanced Certified Paralegal - Land Use & Real Estate / Florida Registered Paralegal



802 11th Street West | Bradenton, FL 34205 2 North Tamiami Trail, #400 | Sarasota, FL 34236

Office 941.748.0100 | Facsimile 941.745.2093 jordonez@blalockwalters.com

To ensure compliance with Treasury Department regulations, we advise you that, unless otherwise expressly indicated, any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or applicable state or local tax law provisions or (ii) promoting, marketing or recommending to another party any tax-related matters addressed herein.

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From: Paul Fay <pfay@universitypark-fl.com> Sent: Tuesday, January 17, 2023 1:05 PM

To: Jennifer Ordonez < jalexander@blalockwalters.com > Cc: Mark Barnebey < mbarnebey@blalockwalters.com >

Subject: RE: Revisions to University Park DRI

This is for the pre-application which has been sent. I believe there is supposed to be another amount?

Paul Fay
Controller
University Park Country Club

Supervisor Requests & Comments