

# University Park Recreation District

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

<http://universityparkrd.com/>

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The regular meeting of the **University Park Recreation District Board of Supervisors** will be held on **Friday, July 14, 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]*
- Supervisor Requests & Comments

### **Administrative Matters**

1. Consideration of the Minutes of the June 9, 2023, Board of Supervisors' Meeting

### **Business Matters**

2. Presentation from Golf Advisory Group, Short Game Practice Area Improvement Plan

### **Staff Report Matters**

3. District Counsel
  - a. Update on CCR Proposed Amendments
4. District Manager
5. Club Management:
  - b. Management Discussion & Analysis Report
  - c. Update on the Business Plan Progress



## **District Financial Matters**

### 6. Ratification of Payment Authorization Nos. # 95 – 96

| Date            | Meeting Type     | Time             | Location        | Note             |
|-----------------|------------------|------------------|-----------------|------------------|
| August 1, 2023  | Workshop Meeting | 2:00 PM- 4:00 PM | University Park | Community Center |
| August 11, 2023 | Board Meeting    | 1:00 PM          | University Park | Community Center |

### d. Supervisor Requests & Comments

## **Adjournment**



# **University Park Recreation District**

Consideration of the Minutes of the  
June 9, 2023, Board of  
Supervisors' Meeting

## **MINUTES OF MEETING**

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

**Friday, June 9, 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 Zoom:

|                |  |
|----------------|--|
| Sally Dickson  | Chairperson                                  |
| Mark Criden    | Vice Chairperson                             |
| Steve Ludmerer | Treasurer / 2 <sup>nd</sup> Vice Chairperson |
| David Murphy   | Assistant Secretary                          |
| Rusty Piersons | Assistant Secretary                          |

Also, Present in person or via Zoom:

|   |   |
|---|---|
| Vivian Carvalho                               | District Manager - PFM Group Consulting LLC               |
| Venessa Ripoll                                | District Manager - PFM Group Consulting LLC<br>(via Zoom) |
| Mark Barnebey                                 | Blalock Walters - District Counsel                        |
| Curtis Nickerson                              | Director of Properties and Facilities - Country Club      |
| John Fetsick                                  | General Manager - Country Club                            |
| Various Audience Members Present and Via Zoom |   |

## **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order and Roll Call**

The meeting was called to order at 1:00 p.m. by Ms. Dickson and Ms. Carvalho confirmed quorum of the Board of Supervisors. Those in attendance are outlined above.

### **Public Comments and Supervisor Requests**

Mr. Smith asked the Board to share the final cost for the outdoor dining area and asked about the outstanding punch list items that need to be corrected by the contractor. Mr. Fetsick stated that the total cost was estimated at about \$1.9 million. The punch list items total around \$94,000 which is primarily attributed to the downspouts and gutters as well as the tongue and groove on the flat part of the café will need to be redone. The soffit will be

replaced in the inside part of the roof, a report will be published next week which will go into more detail about the work that needs to be done. He also mentioned that the acoustic issues inside of the restaurant are also being addressed.

Mr. Piersons had some comments concerning the irrigation. He proposed that today the Board vote to replace the present irrigation system with a new system with the appropriate and negotiated vendor in 2024. The system would be completed for the UPRD at UPCC during the August through November 2024 timeframe with a liquidated damages penalty and terms to be included in the contract. The project will be funded in one of three ways: through a bond that is voted on and approved by the residents on or before April 30, 2024, through a loan to the club by a financial institution if the club is able to meet the payment obligations and if such loan can be secured by no later than April 30, 2024, or through a special assessment if neither of the first two funding options be approved by April 30, 2024. The Board will assess to cover the necessary costs to complete the full project. These costs will be assessed/charged to the residents of University Park along with all full non-resident members of the UPRD to meet the financial obligations of the District.

Mr. Piersons also moved to request that Mr. Fetsick immediately request a team of folks to finalize the selection of a vendor to deliver a new irrigation system for the APCC golf course in 2024. This should be done pursuant to the District purchasing rules lead by Chris Nickerson. The contract with an irrigation vendor should be signed by August 1, 2023, with the project commencing after April 30, 2024, and funding secured and approved. The project is to be completed no later than November 1, 2024. Negotiations regarding the contract should include Mr. Nickerson, a Board member, one person from the Process team, the District Counsel, and one other person experienced in contraction contracts who could be a resident or professional.

There was a lengthy discussion concerning Mr. Pierson's proposed motion as it relates to timeline and other capital improvements within Phase 2 of the project. Mr. Ludmerer suggested, and the Board agreed to remove any discussion pertaining to the financing options of any resolution.

ON MOTION by Mr. Piersons, seconded by Mr. Murphy, with all in favor, the Board approved proceeding with the proposed irrigation plan and timeline, subject to obtaining financing. Financing for the irrigation system will be included as part of the capital improvement projects under Phase 2 of the master plan.

Mr. Piersons commented that the Board needs to enhance its communication methods. Mr. Murphy stated that around October 1, they are going to have a full-blown push each week with communications that includes emails, neighborhood meetings, and three town halls. They are currently working on two separate surveys that will be sent out to the community

concerning the capital improvement plan and residents' experiences with the activities provided at the club. He mentioned that it becomes very challenging to communicate all of this information without having all of the residents' contact info. Mr. Fetsick suggested that there be a weekly update sent to the residents on Wednesdays at 5:00 p.m. for items pertaining to the RD.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

#### **Consideration of the Minutes of the May 2, 2023, Board of Supervisors' Workshop Meeting and the Minutes of the May 16, 2023, Board of Supervisors' Meeting**

The Board reviewed the minutes. There will be a minor change to the minutes of May 16 on page 2.

ON MOTION by Mr. Criden, seconded by Mr. Piersons, with all in favor, the Board approved the Minutes of the May 2, 2023, Board of Supervisors' Workshop Meeting and the Minutes of the May 16, 2023, Board of Supervisors' Meeting.

## **THIRD ORDER OF BUSINESS**

### **Staff Report Matters**

District Counsel – Mr. Barnebey stated that he will have a meeting with the County Staff on Monday, June 12, 2023, to find out the limit of square footage that it would take to avoid doing a traffic study for the community. It was decided that 65,000 sq ft be used as a base number to see if it would trigger a traffic study.

District Manager – Ms. Carvalho reminded the Board that the Form 1 needs to be completed and submitted by July 1, 2023. Mr. Ludmerer had some comments concerning Form 1. The next meetings are scheduled for the following dates:

- June 27, 2023, Workshop Meeting
- July 14, 2023, Board of Supervisors' Meeting

Club Management (Management Discussion & Analysis Report) – Mr. Fetsick stated that the response to the café has been very positive. There are plans to fill in the open position of Director of Racquets and Fitness as the current director's last day was today, he mentioned

that there are some quality candidates in the area that are interested in the position. There are currently 400 full members, 121 racquets, and 780 social for a total of 1,291 members. There are only 123 summer golf memberships compared to the 287 golf memberships last year and 149 grandfathered nonmembers as of May 31, 2023. The Club is currently \$154,000.00 over budget and are currently looking at \$1.1 million in operating income. The current capital allocation through April 30 is \$831,000.00 compared to the budget of \$662,000.00.

Mr. Fetsick also reviewed the events that had taken place such as the visit to the museums and upcoming events for the club. He mentioned that there have been some new hires for the food and beverage operations including servers and bartenders. Mr. Fetsick mentioned that he and Mr. Piersons have had several meetings with the business planning group and will start building the business plan document soon. He will be meeting with Mr. King in early July 2023.

#### **FOURTH ORDER OF BUSINESS**

#### **District Financial Matters**

#### **Ratification of Payment Authorization Nos. # 93-94**

Mr. Fetsick reviewed the payment authorizations.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorization Nos. # 93-94.

#### **FIFTH ORDER OF BUSINESS**

#### **Adjournment**

There were no further comments.

ON MOTION by Mr. Murphy, seconded by Mr. Criden, with all in favor, the June 9, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 2:21 p.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

# **University Park Recreation District**

Presentation from Golf Advisory Group,  
Short Game Practice Area  
Improvement Plan



*On behalf of the Golf Advisory Group*

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# *SHORT GAME ENHANCEMENT PROJECT*

# *Contents*

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- Introduction & Background
- Scope & Description
- Design
- Projected Costs

# *Introduction & Background*

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Over the years, as golf has evolved, so too has member and guests' expectations. We have had numerous members and groups approach the previous owners and staff with suggestions on how to improve the practice and range areas to better meet the demands of today's game. These requests have come from nearly each segment of our membership and players including broad support by the last 2 Golf Advisory Groups. During this time many improvements have been made to this area, including expanding the main range tee, new walking path and mat hitting areas (including new mats just last year), rebuilding the practice bunker and installing a small (inadequate) chipping area with an actual putting green surface. There is much more that could be done to improve this area, however, and this project hopes to accomplish this to improve member and guest satisfaction.

# *Scope & Description*

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**Brief explanation of the proposed project:** The project is to design, construct, and implement a short game area within the Driving Range area.

**Objectives of the project:** To provide golfers with a dedicated space to practice their short game skills, including chipping, pitching, and bunker shots.

## **Scope of the Project:**

- **Location and size of the area:** The short game area will be located adjacent to the Driving Range practice area, near the current area but much larger with an estimated 65,340 square feet (approximately 1.5 acres) of improved practice space.
- **Features of the Short Game practice area:** The short game area will include multiple practice greens with various slopes and undulations, bunkers, and chipping and pitching areas.

existing drain basinto be capped

re-contoured mounding

1.5 acres of disturbance

bury pit location (  
purple hatch, 0.5  
acres total)

target greens (push up  
with 80/  
20 mix, 3,500 sf)

drain basin (10 Total)

6" ADS drain pipe (650' total)

tree removal (2 total)

bunkers (no liner,  
1250 sf total )

existing basin

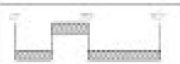
85' x 15' synthetic tee line

Contract: Lee Marshall Justin Carlson  
P.O. Box 1000, 33400 / 33400  
CMAA, Inc. www.cmaa.com  
jcarlson@cmad.com

REVISIONS

SunshineFL.com

UNIVERSITY PARK COUNTRY CLUB  
7671 The Park Blvd, University Park, FL 34201



SCALE: 1" = 30'

DATE: 6/14/20

PROJECT

drawn by: Lee Marshall

SHEET 1



existing drain basin to be capped

re-contoured mounding

1.5 acres of disturbance

bury pit location (  
purple hatch, 0.5  
acres total)

target greens (push up  
with  $\frac{80}{20}$  mix, 3,500 sf)

drain basin (10 Total)

6" ADS drain pipe (650' total)

tree removal (2 total)

bunkers (no liner,  
1250 sf total )

existing basin

85' x 15' synthetic tee line

UNIVERSITY PARK COUNTRY CLUB  
7671 The Park Blvd, University Park, FL 34201

north

0'

30'

60'

SCALE: 1"=30'

DATE: 4/15/20

PROJECT

Drawn by: Lee Marshall

SHEET 1

# *Timeline & Costs*

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## **Timeline:**

CM Golf Designs estimates this project would take approximately 4 months to complete, subject to the following:

- Major weather events out of their control
- Finding and locating existing drainage, irrigation and any infrastructure (fiber optics, potable water, electric, etc.) which is not currently marked in this area.

## **Anticipated costs:**

CM Golf Designs estimates the project costs at approximately \$250,000. I would suggest adding at 10% contingency fund for unforeseen issues. You should note this project does not include irrigation; however, irrigation was captured in the “new irrigation project”

# **University Park Recreation District**

District Counsel



# **University Park Recreation District**

District Manager

# **University Park Recreation District**

## **Club Management**

### **Update of the Development of the Business Plan**

University Park Recreation District  
Management Discussion & Analysis Report  
As of June 30, 2023

**Golf Operations**

As announced on Friday, June 30<sup>th</sup>, we are returning to “two to a cart” on August 1<sup>st</sup>. The decision has been met with some resistance, but the majority of our membership support the decision and understand the benefits on the course conditions.

Our rates continue to remain higher than ever at this time of year with minimal resistance (e.g. \$109 morning rate).

**Racquets & Fitness**

The transition from Joe Lisi continues, including evaluating the future leadership structure of the Racquets and Fitness programs. These decisions will not be rushed and we’ll take full advantage of the slower months to make the best decisions for each Program. Changes in some capacities are expected.

**Dining Operations**

We are tentatively planning to close the Dining Room for a week, likely in early to mid-September. During this week closure, which is fairly standard in the Club industry, we will focus on a number of initiatives including:

- Acoustics Installation (walls)
- Floor to Ceiling Cleaning
  - Including kitchen and dining rooms
- General Maintenance
  - Painting touch-ups
- Café Punch List Items

**Member Events**

We hosted an all-time high for the Father’s Day Brunch with 313 covers. This was enhanced due to local advertising on Facebook and Scene Magazine’s digital newsletter.

4<sup>th</sup> of July was successful throughout the Club with Golf, Racquets and Dining all having strong participation.

We have begun building the 2023/2024 Season calendar. Current plans assume we will move Bingo/Trivia to Tuesday nights and add a 3<sup>rd</sup> night of ala carte dining on Thursday. Theme Nights will largely be focused to Wednesday nights. Live Entertainment will be planned for Thursday (Café) and Friday (Varsity Club—TGIF). We continue to fill out the calendar with events within and outside of UPCC with plans to unveil the “Season at a Glance” in the Fall.

University Park Recreation District  
Management Discussion & Analysis Report  
As of June 30, 2023

**Membership**

|                      |      | Full       | Racquet<br>s | Social     | Soc /<br>Res -<br>Cmty<br>Reard | Jr. Exec. | Change in<br>Annual<br>Mbrs | Trial<br>Full | Trial<br>Rac/Fit | Trial<br>Fit/Soc | Trial<br>Social | Sum<br>Golf | Sum<br>Tennis |
|----------------------|------|------------|--------------|------------|---------------------------------|-----------|-----------------------------|---------------|------------------|------------------|-----------------|-------------|---------------|
| 2022 Totals          |      | 386        | 125          | 241        | 521                             | 2         | 1275                        | 27            | 2                | 6                | 4               | 0           | 0             |
| Jan 2023             |      | 2          | 1            | -2         | 3                               |           | 4                           | 14            | 1                |                  | 0               |             |               |
| Feb 2023             |      | 5          |              | 0          | 3                               |           | 8                           | 5             | -1               | -2               | 3               |             |               |
| March 2023           |      | 5          | -2           | 1          | -1                              |           | 3                           | -24           | 1                | -3               | -4              |             |               |
| April 2023           |      | -1         | -3           | -1         | 3                               |           | -2                          | -14           | -3               | -1               | 2               | 108         | 18            |
| May 2023             |      | 1          |              |            | 2                               |           | 3                           | -7            |                  |                  | 0               | 15          | 7             |
|                      | 6/14 | -2         |              | 2          | 1                               |           | 1                           | -1            |                  |                  | 0               | 5           | 2             |
| NEW                  | 6/21 |            |              |            | 0                               |           | 0                           |               |                  |                  |                 | 5           | 1             |
| <b>Total Members</b> |      | <b>396</b> | <b>121</b>   | <b>241</b> | <b>532</b>                      | <b>2</b>  | <b>1292</b>                 | <b>0</b>      | <b>0</b>         | <b>0</b>         | <b>5</b>        | <b>133</b>  | <b>28</b>     |
| Add SAP              |      | 95         | 31           |            |                                 |           | 126                         |               |                  |                  |                 |             |               |
| Add AFP              |      | 17         | 1            | 29         | 87                              |           | 134                         |               |                  |                  |                 |             |               |
| Add Range            |      |            | 15           | 21         | 28                              |           | 64                          |               |                  |                  |                 |             |               |
| Add Twi Ten          |      |            |              | 18         | 1                               |           | 19                          |               |                  |                  |                 |             |               |
| Add Pickleball       |      |            |              | 4          | 35                              |           | 39                          |               |                  |                  |                 |             |               |
| <b>Total Passes</b>  |      | <b>112</b> | <b>47</b>    | <b>72</b>  | <b>151</b>                      | <b>0</b>  | <b>382</b>                  |               |                  |                  |                 |             |               |

\*148 grandfathered non-members

University Park Recreation District  
Management Discussion & Analysis Report  
As of June 30, 2023

**Statements of Operations (as of May 31, 2023):**

|  |                   |                   |                     |
|--|-------------------|-------------------|---------------------|
| <b>UNIVERSITY PARK COUNTRY CLUB &amp; RD</b> |                   |                   |                     |
| <b>EIGHT MONTHS ENDING MAY 31, 2023</b>      |                   |                   |                     |
| <i>(in thousands)</i>                        |                   |                   |                     |
| <b>SUMMARY STATEMENT OF OPERATIONS</b>       | <b>FY2023</b>     | <b>FY2023</b>     | <b>FY2023</b>       |
| Description                                  | <b>YTD Actual</b> | <b>YTD Budget</b> | <b>YTD Variance</b> |
| <b>REVENUE:</b>                              |                   |                   |                     |
| MEMBERSHIP DUES                              | \$ 3,385          | \$ 3,311          | \$ 74               |
| GOLF OPERATIONS                              | 3,125             | 2,775             | 350 (a)             |
| TENNIS & FITNESS CENTRE                      | 101               | 69                | 31                  |
| DINING OPERATIOINS                           | 2,061             | 1,873             | 188 (b)             |
| OTHER INCOME                                 | 22                | 23                | (1)                 |
| <b>TOTAL REVENUE</b>                         | <b>\$ 8,695</b>   | <b>\$ 8,053</b>   | <b>\$ 642</b>       |
| <b>EXPENSES:</b>                             |                   |                   |                     |
| GOLF OPERATIONS                              | \$ 1,112          | \$ 1,112          | \$ 0                |
| TENNIS & FITNESS CENTRE                      | 333               | 317               | 16                  |
| DINING OPERATIONS                            | 2,807             | 2,308             | 499 (b)             |
| GOLF COURSE MAINTENANCE                      | 1,981             | 2,013             | (32)                |
| GENERAL & ADMIN                              | 1,321             | 1,305             | 15                  |
| <b>TOTAL DIRECT EXPENSES</b>                 | <b>\$ 7,554</b>   | <b>\$ 7,055</b>   | <b>\$ 499</b>       |
| <b>OPERATING INCOME/(LOSS)</b>               | <b>\$ 1,141</b>   | <b>\$ 998</b>     | <b>\$ 143</b>       |
| <b>CAPITAL ALLOCATION:</b>                   |                   |                   |                     |
| INITIATION FEES & OTHER                      | \$ 553            | \$ 441            | 112                 |
| OUTSIDE GOLF -CAPITAL ALLOCATION             | 224               | 150               | 74                  |
| CAPITAL DUES                                 | 124               | 123               | 1                   |
| <b>TOTAL CAPITAL ALLOCATION</b>              | <b>\$ 901</b>     | <b>\$ 713</b>     | <b>\$ 187</b>       |

- (a) \$350k favorable to budget due to 2,501 more rounds than budgeted and increased public rates.  
(b) \$188k favorable to budget due to overall increased capacity for a la carte dining and member events and slight menu pricing to combat continued inflation.

\$499k unfavorable to budget primarily due to higher COGS (variable with revenue + real cost increases) and labor increases (OT wages due to club activity).

**Revenue Flash Report (as of June 30, 2023):**

|                                   | June          |               |               |  | YTD              |                 |                 |
|-----------------------------------|---------------|---------------|---------------|--|------------------|-----------------|-----------------|
|                                   | Actual        | Budget        | Variance      |  | Actual           | Budget          | Variance        |
| (in thousands)                    |               |               |               |  |                  |                 |                 |
| MEMBERSHIP DUES                   | \$ 412        | \$ 393        | \$ 19         |  | \$ 3,797         | \$ 3,704        | \$ 93           |
| GOLF OPERATIONS                   | 257           | 142           | 115           |  | 3,382            | 2,918           | 464 (a)         |
| TENNIS & FITNESS CENTRE           | 9             | 7             | 2             |  | 109              | 76              | 33              |
| DINING OPERATIONS                 | 191           | 143           | 48            |  | 2,253            | 2,017           | 236             |
| OTHER INCOME                      | 1             | 1             | 0             |  | 23               | 24              | (1)             |
| <b>TOTAL OPERATING REVENUE:</b>   | <b>\$ 870</b> | <b>\$ 686</b> | <b>\$ 184</b> |  | <b>\$ 9,565</b>  | <b>\$ 8,739</b> | <b>\$ 826</b>   |
| <b>CAPITAL ALLOCATION:</b>        |               |               |               |  |                  |                 |                 |
| INITIATION FEES & OTHER           | \$ 8          | \$ 8          | \$ -          |  | \$ 560           | \$ 448          | \$ 112          |
| OUTSIDE GOLF - CAPITAL ALLOCATION | 14            | 19            | (5)           |  | 238              | 169             | 69              |
| CAPITAL DUES                      | 25            | 25            | 0             |  | 149              | 147             | 1               |
| <b>TOTAL CAPITAL ALLOCATION:</b>  | <b>\$ 46</b>  | <b>\$ 51</b>  | <b>\$ (4)</b> |  | <b>\$ 947</b>    | <b>\$ 764</b>   | <b>\$ 183</b>   |
|                                   |               |               |               |  |                  |                 |                 |
| <b>TOTAL REVENUE:</b>             | <b>\$ 916</b> | <b>\$ 737</b> | <b>\$ 179</b> |  | <b>\$ 10,512</b> | <b>\$ 9,503</b> | <b>\$ 1,008</b> |

(a) 464k over Budget YTD due to pricing and more outside rounds than budgeted, as outlined below:

**Rounds of Golf (as of June 30, 2023):**

|                | June   |        |          |  | YTD    |        |          |
|----------------|--------|--------|----------|--|--------|--------|----------|
|                | Actual | Budget | Variance |  | Actual | Budget | Variance |
| Member Rounds  | 3,843  | 2,865  | 978      |  | 41,090 | 38,865 | 2,225    |
| Outside Rounds | 2,330  | 1,835  | 495      |  | 28,549 | 26,800 | 1,749    |
|                | 6,173  | 4,700  | 1,473    |  | 69,639 | 65,665 | 3,974    |

**Rounds of Golf (as of June 30, 2022):**

|                | Actual | Budget | Variance |  | Actual | Budget | Variance |
|----------------|--------|--------|----------|--|--------|--------|----------|
| Member Rounds  | 4,028  | 2,740  | 1,288    |  | 40,295 | 36,775 | 3,520    |
| Outside Rounds | 2,108  | 1,809  | 299      |  | 32,192 | 28,234 | 3,958    |
|                | 6,136  | 4,549  | 1,587    |  | 72,487 | 65,009 | 7,478    |

**University Park  
Recreation District**

Ratification of  
Payment Authorization Nos. # 95 - 96

# University Park Recreation District

6/2/2023

Payment Authorization No. 95

## O&M - General Fund Expenses

| <u>Vendor</u>          | <u>Invoice</u> | <u>Description</u>                  | <u>Amount</u> |
|------------------------|----------------|-------------------------------------|---------------|
| PFM                    | DM-05-2023-51  | District Management Fee: May 2023   | \$ 5,833.33   |
| McClatchy Company, LLC | 194785         | Notice of Public Meeting - May 2023 | \$ 74.88      |
| Vglobal Tech           | 5131           | ADA Website Maintenance - June 2023 | \$ 218.33     |

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O&M - General Fund Expenses Total

\$ 6,126.54

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Asst. Secretary/Secretary

Asst. Treasurer

 6/5/23





| Date          | Invoice Number |
|---------------|----------------|
| May 17, 2023  | DM-05-2023-51  |
| Payment Terms | Due Date       |
| Upon Receipt  | May 17, 2023   |

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

|  |
|--|
| <b>Company Address:</b>  |
| 1735 Market Street<br>42nd Floor<br>Philadelphia, PA 19103<br>+1 (215) 5676100<br><br>Federal Tax ID: 81-1642478 |

**Remittance Options:**

Via Mail:

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

**RE:** District Management Fee: May 2023

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



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

Page 1 of 1

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

### MAY INVOICE

|                  |                 |
|------------------|-----------------|
| Invoice No.:     | 194785          |
| Invoice Date:    | 05/31/2023      |
| Due Date:        | 06/30/2023      |
| Bill-To Account: | 29585           |
| Sales Rep:       | Crystal Trunick |

| Dates                   | Order No. | Description                              | Product   | Size    | Billed Units | Times Run | Net Amount |
|-------------------------|-----------|--|---|---------|--------------|-----------|------------|
| 05/09/2023 - 05/09/2023 | 415432    | Print Legal Ad-IPL01206800<br>IPL0120680 | BRD-Bradenton Herald<br>Legal   Legals & Public Notices CLS | 1x 63 L | 63 L         | 1         | \$74.88    |

### May Summary

|             |         |
|-------------|---------|
| Amount Due: | \$74.88 |
|-------------|---------|

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

### MAY INVOICE

|               |  |
|---------------|--|
| Invoice No.:  | 194785                                 |
| Account No.:  | 29585                                  |
| Account Name: | UNIVERSITY PARK RECREATION<br>DISTRICT |
| Amount Due:   | \$74.88                                |

Email questions to [ssccreditandcollections@mcclatchy.com](mailto:ssccreditandcollections@mcclatchy.com)

McClatchy Company LLC  
PO Box 510150  
Livonia MI 48151

0000029585 0000194785 000007488 4

**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 # 5131**

**DATE 06/01/2023**

**DUE DATE 06/16/2023**

**TERMS Net 15**

---

| DATE | ACTIVITY  | QTY | RATE   | AMOUNT |
|------|---|-----|--------|--------|
|      | <b>Web Maintenance:ADA Website Maintenance</b>          | 1   | 218.33 | 218.33 |
|      | Ongoing website maintenance for ADA and WCAG Compliance |     |        |        |

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Please make check payable to VGlobalTech.

**BALANCE DUE**

**\$218.33**

# University Park Recreation District

6/27/2023

Payment Authorization No. 96

## O&M - General Fund Expenses

| <u>Vendor</u>          | <u>Invoice</u> | <u>Description</u>                | <u>Amount</u> |
|------------------------|----------------|-----------------------------------|---------------|
| Blalock Walters        | 40896-000-56   | General Representation - May 2023 | \$ 5,187.50   |
| Blalock Walters        | 40896-028-10   | Amendment to Dri Dev. Order & GDP | \$ 617.50     |
| Phillips Feldman Group | 148337         | 2022 Audit - Final Billing        | \$ 1,275.00   |

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|                                   |             |
|-----------------------------------|-------------|
| O&M - General Fund Expenses Total | \$ 7,080.00 |
|-----------------------------------|-------------|

---

\_\_\_\_\_  
Asst. Secretary/Secretary

\_\_\_\_\_  
Asst. Treasurer



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 LYNDY DRIVE, SUITE 107  
ORLANDO, FL 32817

Page 1  
May 31, 2023  
Account # 40896-000  
Invoice # 40896-000-56

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

**REMITTANCE COPY**

BALANCE

40896-000

MPB

\$5,187.50

If you prefer to receive paperless invoices by email, please complete the information below or email [billing@blalockwalters.com](mailto: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 LYNDY DRIVE, SUITE 107  
ORLANDO, FL 32817

Page: 1  
May 31, 2023  
Account # 40896-000  
Invoice # 40896-000-56

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

***For Professional Services Rendered Thru 05/31/2023***

|            |     |  | HOURS |        |
|------------|-----|--|-------|--------|
| 05/01/2023 | MPB | Preparation of Memorandum to Supervisors.  | 0.60  | 150.00 |
| 05/02/2023 | MPB | Telephone conference with Mark Criden; telephone conference with Bob Gang; preparation for and attendance at the Workshop; review site plans regarding Parcel L. | 3.80  | 950.00 |
| 05/03/2023 | MPB | Preparation of Memorandum to Vivian Carvalho; review letter from Bob Gang.   | 0.40  | 100.00 |
| 05/04/2023 | MPB | Review letter and preparation of Memorandum to Robert Gang.  | 0.40  | 100.00 |
| 05/09/2023 | JO  | Review charter amendment application status in ACCELA.   | 0.20  | 25.00  |
| 05/11/2023 | MPB | Telephone conference with John Fetsick.  | 0.30  | 75.00  |
| 05/16/2023 | MJP | Review of issue relating to denial of Club application.  | 0.50  | 110.00 |
|            | MPB | Preparation for and attendance at Board meeting; telephone conference with John Fetsick.   | 3.30  | 825.00 |
| 05/17/2023 | MJP | Review of legislative updates relating to recreation district.   | 0.40  | 88.00  |
|            | MPB | Telephone conference with John Fetsick.  | 0.20  | 50.00  |
| 05/18/2023 | MPB | Review and respond to Memorandum from Paul Fay; preparation for and attendance at Board Workshop.  | 2.80  | 700.00 |
| 05/19/2023 | MJP | Review correspondence and participate in conference regarding SR Construction Services issue.  | 0.40  | 88.00  |
|            | MPB | Review correspondence regarding potential contract dispute; telephone conference with John Fetsick and Michael Beaumier.   | 0.70  | 175.00 |

UNIVERSITY PARK RECREATION DISTRICT  
GENERAL REPRESENTATION  
MPB

Page: 2  
May 31, 2023  
Account # 40896-000  
Invoice # 40896-000-56

|            |     |   | HOURS |                   |
|------------|-----|---|-------|-------------------|
| 05/22/2023 | MPB | Review correspondence from Michael Beaumier.  | 0.30  | 75.00             |
| 05/23/2023 | MJP | Review of issue relating to contract terms for SR Construction contract.  | 0.60  | 132.00            |
|            | MPB | Telephone conference with Mike Beamier; preparation of correspondence to Atty. Richard Chaves.                          | 1.60  | 400.00            |
| 05/24/2023 | MJP | Various communications with Paul Fay regarding Jonas contract.  | 0.40  | 88.00             |
|            | MJP | Review Jonas contract correspondence; prepare public records language.  | 0.60  | 132.00            |
|            | MJP | Various communications with Paul Fay.; review questions regarding indemnification, disclaimer of warranties, and venue. | 0.40  | 88.00             |
|            | MPB | Telephone conference with Rusty Pierson; conference with Chair and Vivian Carvalho.                                     | 1.10  | 275.00            |
| 05/25/2023 | CFJ | Review of correspondence regarding construction and mediation   | 0.20  | 50.00             |
| 05/28/2023 | CFJ | Review of change order request  | 0.10  | 25.00             |
| 05/30/2023 | MPB | Review Charter transfer to add/delete.  | 0.40  | 100.00            |
|            | JO  | Work on strikethrough and underline of revised documents related to charter amendment.                                  | 0.50  | 62.50             |
| 05/31/2023 | MJP | Review communication from Paul Fay.   | 0.20  | 20.00             |
|            | MJP | Review of additional communications regarding indemnification provision in Jones contract.                              | 0.20  | 44.00             |
|            | MPB | Review and respond to Memorandum from John Fetsick; preparation of Memorandum to Paul Fay.                              | 0.40  | 60.00             |
|            |     | TOTAL FOR THE ABOVE SERVICES  | 21.00 | 4,987.50          |
| 05/22/2023 |     | MANATEE COUNTY BUILDING AND DEVELOPMENT SERVICES ADV FEES PLN2111-0083  |       | 200.00            |
|            |     | TOTAL ADVANCES  |       | 200.00            |
|            |     | TOTAL CURRENT WORK  |       | 5,187.50          |
|            |     | PREVIOUS BALANCE  |       | \$8,036.00        |
|            |     | <u>PAYMENTS RECEIVED</u>  |       |                   |
| 05/26/2023 |     | Payment received on account. Thank you!   |       | -8,036.00         |
|            |     | AMOUNT DUE (includes Previous Balance if shown above)   |       | <u>\$5,187.50</u> |

UNIVERSITY PARK RECREATION DISTRICT  
GENERAL REPRESENTATION  
MPB

Page: 3  
May 31, 2023  
Account # 40896-000  
Invoice # 40896-000-56

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\_\_\_\_\_ **Yes, I would prefer paperless billing by email.**

**Email Address for paperless billing purposes:**

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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***





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 LYNDIA DRIVE, SUITE 107  
ORLANDO, FL 32817

Page 1  
May 31, 2023  
Account # 40896-028  
Invoice # 40896-028-10

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

**REMITTANCE COPY**

BALANCE

40896-028

MPB

\$617.50

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**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  
May 31, 2023  
Account # 40896-028  
Invoice # 40896-028-10

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

MPB

***For Professional Services Rendered Thru 05/31/2023***

|   |     |   | HOURS |                 |
|---|-----|---|-------|-----------------|
| 05/05/2023  | JO  | Telephone call with Marshall Robinson regarding application.  | 0.50  | 50.00           |
| 05/09/2023  | MPB | Review Development Orders; review comments; telephone call to Marshall Robinson.  | 0.70  | 192.50          |
|   | JO  | Telephone call with Marshall Robinson regarding DRI and Zoning Amendments. Email to John Fetsick. Email to Marshall Robinson. | 0.50  | 50.00           |
| 05/10/2023  | MPB | Telephone conference with Marshall Robinson; telephone call to John Fetsick.  | 0.40  | 110.00          |
| 05/15/2023  | MPB | Work on issues related to County comments.  | 0.30  | 82.50           |
| 05/22/2023  | JO  | Email to Marshall Robinson.   | 0.20  | 20.00           |
| 05/25/2023  | MPB | Review Ordinance for Development of Regional Impact.  | 0.30  | 82.50           |
|   | JO  | E#mails with Prony Bonnaire and Marshall Robinson.  | 0.30  | 30.00           |
| TOTAL FOR THE ABOVE SERVICES                          |     |   | 3.20  | 617.50          |
| TOTAL CURRENT WORK                                    |     |   |       | 617.50          |
| AMOUNT DUE (includes Previous Balance if shown above) |     |   |       | <u>\$617.50</u> |

UNIVERSITY PARK RECREATION DISTRICT  
AMENDMENT TO DRI DEV. ORDER & GDP  
MPB

Page: 2  
May 31, 2023  
Account # 40896-028  
Invoice # 40896-028-10

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\_\_\_\_\_ Yes, I would prefer paperless billing by email.

Email Address for paperless billing purposes:

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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***

Date: 6/21/2023  
Invoice Number: 148337  
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 Feldman Group and enclose the top portion of this invoice with your payment.
- You may make your payment online at [WWW.SWFLCPAS.COM](http://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, 2022 including out of pocket costs | \$1,275.00 |
|---|------------|

Invoice Total: \$1,275.00

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](http://swflcpas.com)