

University Park Recreation District

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

<http://universityparkrd.com/>

The continued meeting of the Board of Supervisors of **University Park Recreation District** will be held **Friday, September 25, 2020 at 1:00 p.m. via conference call due to the COVID-19 Executive Order 20-193. Attached to this Agenda is a copy of the Executive Order 20-193.** The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956 (New)

Passcode: 790 562 990 # (New)

Join meeting via WebEx Personal Room: <https://pfmgroup.webex.com/meet/carvalhov>

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

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

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

Administrative Matters

1. Discussion regarding Executive Order 20-193

Business Matters

2. Update on Election Process

District Financials

3. Update on District Management and Accounting Services

Other Business

- A. Staff Reports
District Counsel
District Manager – Update on FY 2021 Workshop Schedule

Date	Meeting Type	Time	Location	Note
October 9, 2020	BOS Meeting	1:00PM	TBD	Lakeside Room or Virtually

- B. Supervisor Requests

Adjournment



**University Park
Recreation District**

**Discussion regarding Executive Order
20-193**

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-193

(Amending Executive Order 20-179)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida due to COVID-19; and

WHEREAS, Executive Order 20-69, as amended by Executive Order 20-179, requires amendment to provide local government bodies with additional time to notice their meetings.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1.

Section 3. of Executive Order 20-179 is amended to read, as follows:

Except as amended herein, I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139 and 20-150, until 12:01 a.m. on October 1, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 7th day of August, 2020.


RON DESANTIS, GOVERNOR

ATTEST:




SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA
2020 AUG - 7 PM 4:32

FILED


University Park Recreation District

Update on the Election Process



UPRD Board of Supervisors Election 12/8/20

*Voting process overview, including Electronic Voting
Recommendation*



UPRD Volunteer Voting Process Group

- Group formed to review 2020 Board of Supervisors election process, Paul Gibson, Elaine Kulbako, Bruce Mantia and Deborah Van Brunt
 - Deborah Van Brunt appointed election chair 9/11/20
 - Reviewed 2018 election process and lessons learned
 - Reviewed 2020 planned election process, noting 2018 similarities and differences
 - Discussed UPCA (HOA) Board of Directors planned election process and due diligence by the HOA election committee, chaired by Janette Gatesy
- Preliminary discussion with RD counsel—can the RD voting process be modified to add electronic voting as an option?

UPRD Volunteer Voting Process Group, con'd

- Due diligence process followed by UPRD group
 - Reviewed UPCAI committee's work comparing e-voting vendors—UPRD group, after review and discussions, recommend leveraging on UPCAI's work (Exhibit A)
 - UPCAI committee recommended Vote-Now, LLC, Jacksonville, FL
 - UPRD group contacted CEO of Vote-Now to determine if Vote-Now features and processes are a fit for RD voting requirements.
 - UPRD group performed a test vote, using Vote-Now demos (example voter interfaces included as Exhibit C)
 - UPRD group prepared RD election key dates and compared to UPCAI key dates for conflicts—no conflicts identified (Exhibit B)
 - RD counsel reviewed findings of the group
 - UPRD group is coordinating RD election plan with UPCAI committee to help minimize voter confusion

Summary of Vote-Now Process and Features

Vote-Now also supports voting By:

- ✓ Paper Ballot – mail to Vote Now or the District Manager/RD officer or turn at designated ballot box prior to or on election day
- ✓ Proxy – Electronic and Paper

Vote-Now uses email and a secure PIN for each voter who has opted-in. It tracks who has voted and can automatically send reminders to those who have not voted. When voting electronically, the voter receives a receipt from Vote-Now. If the voter cannot remember if they voted or wonder if their vote has been received, Vote-Now can inform the voter– this feature excludes paper ballots turned in to directly to the District Manager or RD officer.

Vote-Now retains all voting information on their secure server for audit purposes, if needed. Each voter's candidate choices are retained only by Vote-Now.

Demonstrations are available with a valid registration code (upon request)

The UPRD volunteer group recommend using Vote-Now as the electronic voting organization for the 2020 Board of Supervisors election process. Vote-Now also provides paper voting options for the voter.

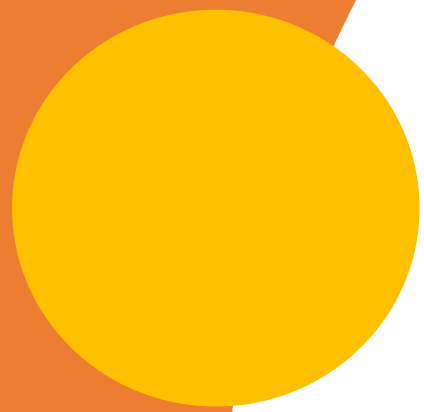


Exhibit A

UPCAI Electronic Voting
Decision Process

ELECTRONIC VOTING Decision Process—**The UPCA election committee** began their work earlier this year to consider if an electronic voting process could be used as an alternative to using paper ballots for the December 2020 HOA Board of Directors election. The following is a summary of their observations and recommendation.

Nine software packages were reviewed for the following and narrowed to 2 packages, *Vote-Now and Becker Ballot*

- ❖ FL720 Compliance
- ❖ Ability to authenticate Lot Owner
- ❖ Ability to authenticate validity of vote to ensure vote is not altered in transit (SSL encryption)
- ❖ After a voter has completed the process transmit a receipt to voter
- ❖ For Board Elections, be able to permanently separate any authentication or identifying information from the electronic election ballot, rendering it impossible to tie an election ballot to a specific unit owner.
- ❖ Able to store and keep electronic votes accessible to election officials for recount, inspection, and review purposes.
- ❖ Easy to use and support both parcel owners and residents
- ❖ Automatic tabulation
- ❖ Built in reporting tool
- ❖ Automated follow up to people who have not yet voted

Electronic Voting Decision Process—UPCAI election committee summary

The 2 potential software packages chosen were ***Vote-Now and Becker Ballot***.

- Demonstrations of the 2 selected electronic voting software packages were given to 4 UPCA Board Members, 4 members of the Chair Council and the Election Committee.
- After the demonstrations the group unanimously decided that Vote-Now was the ideal package. It was considerably more robust than Becker Ballot, easy to use, and required very little interaction from UPCA which would result in a more transparent process.
- Vote-Now is based in Jacksonville Florida and has over 22 years of experience conducting web-based elections. They have over 250 client groups around the United States and the world and have served millions of ballots. All references were positive. References were from:
 - * Esplanade has used Vote-Now for the last 2 years
 - * Shadow Wood Country Club in Estero has used Vote-Now for 8 years
 - * Pope Properties in Sarasota
- Vote-Now will mail out the election information including the electronic voting registration/access security code to all Designated Association Members (one per home) and follow up with 3 reminder emails if an electronic vote has not been recorded.



Exhibit B
UPRD 2020 Election Process
Key Dates

RD Board of Supervisors Election Process-Key Dates

Key Dates	Activity
9/11/20	Election chair appointed by RD Board
	After RD Board approval, notification and instructions sent to all parcel owners & residents (US mail and e-mail for opt-ins only) re: brief overview of election timing and candidate nomination processes
	Election reminders included in UPRD & UPCC newsletters
10/9/20	Candidate bios due by noon to PFM, District Manager
10/15/20	Candidate bios posted on RD website; RD and weekly club newsletters to include links to candidate bios
10/30/20	Voter hard copy election instruction materials provided to Vote-Now.
11/9/20	Candidate forum 6:00 pm; virtual/in-person to be determined
11/12/20	Election begins; Instructions and ballots sent via US mail to all parcel owners & residents and emails to opt-ins
11/16/20 & 11/23/20	Newspaper election notifications
12/8/20	Election day, polls close at noon for paper ballot votes. E-voting closes at midnight 12/7/20


A stylized sun graphic on the left side of the slide. It features a solid yellow circle representing the sun's disk, with several short, thick yellow dashes of varying lengths radiating from its top-left edge to represent sunbeams. The background is a solid orange color, and a large white semi-circle is positioned on the right side of the slide.

Exhibit C

Voter interface examples

Examples are not intended to represent the actual ballot,
proxy or other voting materials that will be used



University Park 2020 Board Election



Validate Registration Code

Validate your registration code (aaa111test).

[Electronic voting by Vote-Now.com](https://www.vote-now.com) - Thank you for [Voting Green](#)



Entry Screen

Voter will have received a letter with their registration/access security code and the website address.

This is the first screen the voter will see on the website and will:

- Click on the Validate Registration Code Button
- Enter the Registration Code
- Click Login



University Park 2020 Board Election

Registration code validated.

Open the Ballot

The ballot system is currently **OPEN**:
June 25, 2020, 12:01 AM to July 25, 2020, 11:59 PM (U.S. Eastern)

[Please note: the ballot will close 1 day and 8 hours and from now]

You may also choose to:

[View Candidate Biographies](#)

The information will be shown in a new window. When you are ready to view the ballot, you may move or close the top window to return to this page.

Registration Code Validation Screen

Voter will then be at this screen from which they can either:

Open the Ballot Screen

-Or-

View the Candidate Biographies



University Park 2020 Board Election

2020 Annual Meeting of the Association
Tuesday July 28, 2020 at 7:00 p.m. via online conferencing

This option to vote electronically is available until noon on July 28, 2020.

The principal business to be conducted at this meeting will be the election of three (3) Directors, each for a three (3) year term, and a vote on a proposed by-law amendment.

Please mark your choices below. Once you have made your selection(s), click the [Proceed to Review Page] button at the bottom of the page to proceed to the confirmation page and submit your vote. If you prefer not to vote at this time, please close this ballot window and return to vote later.

Name of Owner

Enter Name of Owner:

Property Address/Lot Number

Enter Property Address/Lot Number:

LIMITED PROXY

I/we, the owner(s) of the Lot listed above, hereby appoint the following individual (DO NOT INSERT NAME OF OWNER OF THIS LOT):

(CHECK ONE BOX):

The President of the Association:
OR

Optional Proxy Holder's Name:

to serve as my/our proxy at the University Park Country Club HOA members' meeting to be held promptly on Tuesday July 28, 2020 at 7:00 p.m., at 7871 The Park Blvd., University Park, FL 34201. However, due to recommendations on social distancing and social gatherings, all owners are asked to submit proxies designating a Board Member as their proxy and to attend the meeting via online conferencing. (If no Owner's name is inserted on the line above, the President of the Association will vote this proxy only on procedural matters and be used to establish a quorum.)

FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCES BELOW.

INSTRUCTED POWERS

I hereby specifically authorize and instruct my proxy to cast my vote in reference to the following proposed changes

Ballot / Proxy

The Ballot / Proxy screen is 2 parts. For ease of reading, this is the top part which is the Proxy.

Voter will have to complete the first 2 boxes

- Owner Name
- Property Address / Lot #

If the voter would rather designate a proxy, they would complete the Limited Proxy portion of the Ballot.

Once the proxy is completed, the ballot will be grayed out so that the voter cannot vote the ballot.

Board of Directors Election. Click on the candidate's name to view their biography.

(please vote for up to three (3) candidates):

- [Carol Templeton](#)
- [Pete Fellows](#)
- [Samantha Stevens](#)

The undersigned ratifies and confirms any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation of it, and revokes all prior proxies previously executed. This proxy must be received by the Association no later than the date and time for the meeting.

ONLY ONE OWNER MAY EXECUTE THIS PROXY.

Enter your name as your Signature

Dated

<INSERT_DATE Long>

If you would like a **confirmation of your selection(s)** sent to you by e-mail and/or SMS, [click here to enter your destination information](#).

Click the button below to review your selection(s):

Proceed to Review Page

Ballot

Vote for the number candidates as required.

Click Proceed to Review Page.



University Park 2020 Board Election

Your ballot has NOT yet been recorded. To complete your submission, please review your choices listed below, then use the button at the bottom of this page to record your final responses. Upon submission, you will receive a confirmation page which indicates that your vote has been cast.

For **Name of Owner**, you have selected:

- **Janette Gatesy** (entered text)

For **Property Address/Lot Number**, you have selected:

- **7921 Wyndham Ct / DP10** (entered text)

You have made **no selections** for **Limited Proxy Holder**

You have made **no selections** for **the proposed amendment**

For **Board of Directors**, you have selected:

- **Carol Templeton**
- **Pete Fellows**
- **Samantha Stevens**

For **your signature**, you have selected:

- **Janette Gatesy** (entered text)

For **the date**, you have selected:

- **none** (entered text)

To record your selections, choose 'Cast Ballot' below.
If you wish to make changes, choose 'Modify Votes'.

Modify Votes

Cast Ballot

Review Page

Check the ballot and then click Cast Ballot.

Voting is complete!

Process



University Park 2020 Board Election

Your selections have been recorded.

Thank you for participating in the governance of your association!

[You may view and print a copy of your ballot choices here.](#)

If you would like to provide additional feedback, please enter your comments/suggestions.

Send Comments

If you choose not to make a comment, please close this browser window to ensure your privacy.

When the vote is completed, this screen will come up from which the voter may request a copy of their ballot choices.



University Park Recreation District

Update on District Management and Accounting Services



September 24, 2020

Mr. Ludmerer
Chairperson of the Board of Supervisors
University Park Recreation District
12051 Corporate Boulevard
Orlando, FL 32817

Dear Mr. Ludmerer:

pfm

12051 Corporate Blvd.
Orlando, FL 32817
407.723.5900

pfm.com

RE: Amendment to PFM Contract Pertaining to Accounting Services

Dear Mr. Ludmerer:

As requested, PFM Group Consulting LLC ("PFM") had a conference call with the volunteer group selected by the Board with regard to the accounting functions the District would prefer be provided by PFM and by Park Boulevard Management, LLC (PBM). The volunteer group consisted of the following members: Bruce Mantia, Ron Tobin and Dick Crouch. Based on our discussion with the volunteer group, PFM would be willing to amend our contract with the District dated January 4, 2019. The amendment would remove the services outlined in Exhibit A – Section II Accounting Services and the associated fees in Exhibit B – Compensation for Services- Accounting / Controllorship totaling \$50,000 annually.

As discussed with the volunteer group, we plan on transitioning these accounting services to Park Boulevard Management, LLC effective October 1, 2020 to coincide with the beginning of the Fiscal Year 2021. The volunteer group asked if PFM would be willing to provide accounting services on an hourly basis to assist with the transition of records and data to Park Boulevard Management, LLC and any future accounting needs. PFM would be glad to accommodate this request and provide accounting services and consultation to both the District and Park Boulevard Management LLC as follows:

- October 2020 – Monthly fee of \$4,000.
- After October 2020 - an hourly fee of \$250.00 plus reasonable out of pocket expenses.

Such arrangement would be memorialized in amendments to Exhibit A and Exhibit B as appropriate.

Lastly, we discussed with the volunteer group that the fees in our current contract were based on the totality of services being provided by PFM and fees for individual services would likely be higher if not combined. This is due in part to the increased efficiencies gained by having district management, accounting, lien book, estoppels and other



services coordinated by the PFM team serving the District. As you are aware, PFM agreed to further lower our fee for District Management Services for the 2021 fiscal year given the uncertain economic environment facing the District.

With the transition of accounting services, there will necessarily be increased coordination between PFM's District Management team and Park Boulevard Management, LLC throughout the year to ensure all statutory requirements, filings and other processes are adhered to and followed. PFM assumes much of this responsibility as the registered agent of the District. Therefore, we would respectfully request restoring a portion of the discounted District Management fee to result in an annual fee of \$70,000 for Fiscal Year 2021.

PFM very much appreciates our relationship with University Park Recreation District and take pride in the many milestones we have achieved together since the District's formation. If the revisions described above are acceptable to the District Board, we will work with District Counsel to formally amend our contract and immediately begin the process of transitioning accounting services.

Thank you for your consideration and for the opportunity to continue serving the District.

Sincerely,

Vivian Carvalho, District Manager
PFM Group Consulting LLC
407-723-5900 / carvalhov@pfm.com

Jennifer Glasgow, Chief District Accountant
PFM Group Consulting LLC
407-723-5900 / glasgowj@pfm.com

**University Park
Recreation District**

**District Manager
Update on FY 2021 Workshop Schedule**

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

The Board of Supervisors of the University Park Recreation District will hold their workshop meetings for Fiscal Year 2020-2021 at _____, University Park Country Club, 7671 The Park Blvd, University Park, FL 34201 at _____ on the following months which is 10 days before the Board of Supervisors' Meeting on those respective months:

Tuesday, November 3, 2020

Tuesday, December 29, 2021

Tuesday, March 2, 2021

Tuesday, May 4, 2021

Tuesday, June 29, 2021

Tuesday, August 31, 2021