

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, October 8, 2021 at 1:00 p.m.** at the **Varsity Club** located 7671 The Park Blvd, University Park, FL 34201 and or virtually.

PLEASE NOTE: Anyone seeking to physically attend the University Park Recreation District Board of Supervisors meeting **MUST** wear a mask and socially distance. In light of social distancing requirements, there will be limited space for members of the public to physically attend the meeting. Once the meeting space has reached capacity with social distancing parameters in place, attendance will be available **ONLY** through virtual means. To attend the meeting virtually, please call:

Meeting ID: 812 6765 1755

Passcode: 753288

Join meeting via Zoom:

<https://us02web.zoom.us/j/81267651755?pwd=Q2JkTnNPdTJzQXQ4dS9hTXFocWxuZz09>

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

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

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

Administrative Matters

1. Consideration of the Minutes of the September 14, 2021 Finance Group Meeting
2. Consideration of the Minutes of the September 15, 2021 Continued 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. Monthly Board of Supervisors Reports
 - Jim Case- Topic are UPCA coordination with the Recreation District and Statutory / Charter Amendments.
 - Sally Dickson- Topic is Future Master Planning Priorities.
 - Bill DiPaolo- Topics is Oversight of Restaurant Renovation.
 - Steve Ludmerer- Topic is Finance, including Long Term Financial Planning Options.
 - Karen Pagano- Topic is Communications.

District Financial Matters

- 7. Ratification of Payment Authorization # 57

District Financial Matters

Date	Meeting Type	Time	Location	Note
November 2, 2021	Workshop Meeting	10:00 AM	University Park Country Club	The Varsity Club
November 12, 2021	BOS Meeting	1:00 PM	University Park Country Club	The Varsity Club

- 8. Supervisor Requests

Adjournment



University Park Recreation District

Consideration of the Minutes of the September
14, 2021 Finance Group Meeting

University Park Recreation District

The AD HOC FINANCE COMMITTEE of the University Park Recreation District met on September 14, 2021 at 10:30 am in the Varsity Club, 7671 Park Boulevard, University Park, FL 343201.

Attendees:

Jim Case
Bill Di Paolo
Steve Ludmerer
Pauk Fey
John Fetsick
Venessa Ripoli - PFM
Kourtney – PFM

Minutes:

The meeting was opened by Mr. Case at 10:30 am.

Board members Case, DiPaolo, and Ludmerer discussed the long range planning needs of the District and how they should functionally be addressed. The focus was on whether or not they could be addressed separately from the Treasury function. The participants agreed that Mr. DiPaolo would resign as Treasurer and appoint Mr. Ludmerer as Treasurer. This would be formally done at the upcoming UPRD Board meeting on September 15, 2021.

The meeting was adjourned at 11:50am.

**University Park
Recreation District**

Consideration of the Minutes of the September
15, 2021 Continued Board of Supervisors
Meeting

MINUTES OF MEETING

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

Friday, September 15, 2021

1:00 p.m.

Varsity Club

7671 The Park Blvd, University Park, FL 32401

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

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

Also, Present in person or via phone:

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

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Mr. Case reconvened at 1:00 p.m. the meeting of the Board of Supervisors' of University Park Recreation District. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Opening Comments

Mr. Case proceeded to lead the Pledge of Allegiance.

Public Comments

A homeowner commented about the agenda item referring to electing officers and stated that the agenda item had not been seen by the public to comment. Ms. Carvalho noted to the homeowner that the agenda is updated on the website as soon as all supporting documents are available and are also sent in an email to the community. Mr. DiPaolo commented on the Sunshine Law and stated that the Board was abiding that law.

There were no other public comments.

SECOND ORDER OF BUSINESS

Administrative Matters

Presentation of Dining Renovation Project by Club Design Group Consideration of Resolution 2021-24, Dining Renovation Project

Ms. Briggs with Club Design Group presented the updates on the Country Club renovation project and the proposed changes for the project. Mr. Fetsick presented the financials of the project and explained that the approval decision of the Board is for the total interior design renovation and furniture for the outdoor spaces. The total for approval was a proposed amount of \$1,075,000.

Mr. Ludmerer commented on the elimination of armchairs and requested reconsideration for arms to be included in the furniture planning so that 50% of furniture included armchairs. Ms. Briggs commented that some armchairs are slated to be placed outside but the response from the group in the initial discovery process was determined that no armchairs were preferred for inside furniture. Mr. Ludmerer further commented about the consideration of technology additions and acoustics to accommodate events. Mr. DiPaolo responded that technology and acoustics have been considered but those details are not being considered in the design project being discussed at that time.

Ms. Dickson questioned the fabric of the cushioned furniture for the outside spaces and mentioned the difficulty in keeping the outside furniture cleaned. Ms. Briggs responded that the inside furniture would have a leather type material and the outside furniture would have interchangeable covers that can be cleaned when needed. Ms. Dickson commented that the firepit seating is taking up prime dining space and questioned if the fire pits are moveable. Ms. Briggs responded that the firepits are moveable and can be reconfigured.

Ms. Pagano agreed with Mr. Ludmerer on the need for armchairs and suggested that the inside furniture include armchairs. Ms. Briggs responded that the design team had not heard a request for armchairs in prior discussions and that armchairs would make it difficult to set up for banquets and other events.

Mr. Case noted the demographics of the community and questioned the stability of the screens to be included in the design project. Ms. Briggs responded that the privacy screen was not very wide, were not on wheels, and they can be customized for additional sturdiness. Mr. Case

further questioned the timeline of the renovation project and the need for permits. Ms. Briggs responded that the supplies for the project could be ordered immediately and the installation can begin once those materials arrive. There were no permits required for the inside renovation work to commence.

Ms. Briggs explained that the pros and cons of barstools was previously discussed, and the design team chose non swivel bar stools.

Mr. Baron, a homeowner, asked about the timeline of starting the renovation project. Mr. Fetsick responded that the project should begin mid-October with some of the operations of the dining space being moved to other areas of the community while the renovations are being completed.

Mr. Ludmerer asked about the size of the outdoor tables to be included in the renovation project. Ms. Briggs responded that the tables in the outdoor areas will be increased to 42 inches long. Another discussion ensued about the inclusion of any arm chairs for the indoor space. It was decided on that arm chairs will not be included with the indoor furniture.

Mr. Baron questioned the availability of storage areas in the event of a major hurricane. Ms. Briggs confirmed that inside storage space was available.

Mr. Cohen, a homeowner, questioned the inclusion of an ADA ramp and asked when the ADA ramp would be provided during the renovation project. Mr. Case responded that an ADA ramp would be available when the outdoor construction is completed and that there was an ADA ramp already available for use.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2021-04, Dining Renovation Project with discussed changes made by the General Manager and the District Chair.
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**Consideration of Resolution
2021-25, Appointing Officers
Position**

Mr. Case explained that the Resolution appointing new officer positions sparked from discussions during the Finance Group meeting. It was discussed that it may be appropriate to have a change in officer structure as it relates to handling financial matters. Mr. DiPaolo further explained that confusion with staff arose in long range financial planning and bond funding, so he thought best to resign as Treasurer. Mr. DiPaolo further explained that Mr. Ludmerer had been working on long term financial planning so it would be appropriate to appoint him as the new Treasurer. Mr. Case accepted Mr. DiPaolo' s resignation as Treasurer. Mr. Ludmerer accepted the nomination of Treasurer.

Mr. Ludmerer resigned from his position as Vice Chair and nominated Mr. DiPaolo for the role of Vice Chair. Mr. DiPaolo accepted the nomination for the role of Vice Chair. Therefore, the new slate of officer positions would be as follows:

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

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2021–25, appointing District Officers as presented.
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Mr. Case announced that he had to leave the meeting early and requested that the meeting transition to Staff Reports.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel - Mr. Barnebey stated that his team has scheduled meetings relating to the Charter & Statutory Amendments. He outlined that the team has spoken with the Representatives the County Attorney and the County Commissioner offices to move forward with updating the Charter & Statutory Amendments.

District Manager – No report.

General Manager & Director of Finance - Mr. Fetsick provided an update of the membership information and stated that there would be various membership options that would be presented at a later meeting. Mr. Fetsick gave appreciation and kudos to Mr. Nickerson for the golf course maintenance team as well as the improvement to mid #9 hole.

Mr. Fetsick provided an update on using Open Table concept to make reservations for the restaurant and the ability to enhance the dining experience. Mr. Fetsick reported that good feedback from those using Open Table concept. Members are still able to call in for reservations as well as use Open Table concept when making dining reservations.

Mr. Fetsick reported that golf tee times have been sold out and that he was very pleased with golf course operations. Mr. Fetsick announced that summer memberships had broken a record with 239 memberships sold. The Community Financials demonstrate a fiscally sound year.

Mr. Ludmerer questioned the availability of a proposal for Summer Memberships that expire October 31, 2021 and requested information on the new membership proposals. Mr. Fetsick explained that the proposal is ongoing, and the rate information would be sent through email to the Board members for review, input, and consideration for the new membership proposals.

FOURTH ORDER OF BUSINESS ADDITIONAL ITEMS

Business Matters

**Update on Zoom Meeting
Incident**

Mr. Case stated that the Zoom incident was reported to the National Database. No response from the FBI was received by the Board.

**Review and Consideration
of Pickleball RFP
Responses
Consideration of Resolution
2021-23, Pickleball Project**

Mr. Fetsick reported that one proposal for the Pickleball RFP was received from DL Porter Construction. Mr. Fetsick requested approval from the Board to move forward with DL Porter Construction in beginning construction of the Pickleball Project.

Mr. DiPaolo questioned if the RFP included landscaping. Mr. Fetsick responded that landscaping was included in the RFP.

Mr. Nickerson explained that the time frame of the project was not currently known but would provide an update on time frames at a later date.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved Resolution 2021-23, Pickleball Project and entering a contract with DL Porter Construction.

**Update on the Country Club
Management Agreement
Consideration of Resolution
2021-22, Country Club
Management Agreement**

Mr. Case explained that the agreement is a working document that represents a continuation of the relationship with the Country Club Management Team. Mr. Carvalho stated the agreement includes consideration of comments from the Board members that submitted changes.

ON MOTION by Mr. DiPaolo, seconded by Ms. Dickson, with all in favor, the Board approved Resolution 2021-22, Country Club Management Agreement.

Mr. Case excused himself from the meeting at 1:50pm. Mr. DiPaolo continued with chairing the meeting.

SECOND ORDER OF BUSINESS ADDITIONAL ITEMS

Administrative Matters

Consideration of the Minutes of the August 13, 2021 Board of Supervisors Meeting

Consideration of the Minutes of the August 31, 2021 Board of Supervisors Workshop Meeting

Consideration of the Minutes of the September 10, 2021 Board of Supervisors Meeting

The Board reviewed the minutes presented. Mr. DiPaolo requested a motion to approve all three set of the minutes from August 13, 2021, August 31, 2021, and September 10, 2021.

ON MOTION by Ms. Pagano, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the August 13, 2021 Board of Supervisors Meeting, the Minutes of the August 31, 2021 Board of Supervisors Workshop Meeting and the Minutes of the September 10, 2021 Board of Supervisors Meeting.

FOURTH ORDER OF BUSINESS ADDITIONAL ITEMS

Monthly Board of Supervisors Reports

Sally Dickson – Topics is Future Master Planning Priorities

- Ms. Dickson reported that work continues and will have a full report soon.

Steve Ludmerer – Topic is Long Term Financial Planning Options

- Mr. Ludmerer discussed financial planning and a 5-year financial forecast. The goal for a long-term capital budget financial plan is expected to be presented by the end of the year.

Karen Pagano – Topic is Communications

- Ms. Pagano reported that the work continues for a communication plan regarding updating residents and members on the master plan project. Final details are being finalized.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorizations #55 and #56**

Mr. Fetsick reviewed the Payment Authorizations #55 and #56 and requested ratification.

ON MOTION by Mr. Ludmerer, seconded by Ms. Pagano, with all in favor, the Board ratified Payment Authorizations #55 and #56.

SIXTH ORDER OF BUSINESS

Adjournment

Mr. DiPaolo requested a motion to adjourn the continued meeting of the Board of Supervisors' at 2:56 p.m.

ON MOTION by Mr. Ludmerer, seconded by Ms. Dickson, with all in favor, the Wednesday, September 15, 2021 Continued Board of Supervisors' Meeting of University Park Recreation District was adjourned at 2:56 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

District Counsel

University Park Recreation District

District Manager

University Park Recreation District

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

University Park Recreation District

Monthly Board of Supervisors Reports

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**University Park
Recreation District**

Ratification of Payment Authorization #57

University Park Recreation District

9/20/2021

Payment Authorization No. 57

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-000-34	General Representation - August 2021	\$ 4,996.89
Blalock Walters	40896-016-22	V. Patricia Lester	\$ 45.00
McClatchy Company, LLC	50985	Notice of Public Meeting - August 2021	\$ 427.05
Vglobal Tech	3079	ADA Website Maintenance	\$ 208.33

O&M - General Fund Expenses Total	\$ 5,677.27
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Asst. Secretary/Secretary

 9/20/2021

Asst. Treasurer

University Park Recreation District

Supervisor Requests