

**EXHIBIT A**

**UNIVERSITY PARK RECREATION DISTRICT**

**2025 SUPERVISOR ELECTION**

**GENERAL PROCEDURES**

**October 29, 2024**

**I. PRELIMINARY DUTIES AND OBSERVATIONS**

- A. The Board of Supervisors shall appoint a person to serve as Election Chair, who shall work with the District Manager and District Counsel to oversee and facilitate the Election process. A Board Supervisor may not serve as Election Chair. The Election Chair may recruit other volunteers to assist. Except for possibly testifying at a future proceeding concerning the election, the Chair's duties will be completed at the end of the election scheduled for February 18, 2025.
- B. Notice of the Election shall be published once a week for two consecutive weeks in a newspaper of general circulation in the area of the University Park Recreation District. The last day of which shall not be fewer than 14 days nor more than 28 days before the date of election.

**II. OWNERS and REGISTRATION OF RESIDENTS ON OR BEFORE December 18, 2024**

**On or before December 18, 2024**

- A. Owners shall be identified as those owning a residence (all Lots have houses on them/no vacant Lots)=based on the property owners as identified on the Manatee County Property Appraiser's website as of December 18, 2024, ("Owners"). Residents shall be identified using the best available information to the District which may include UPCA I resident information. The District shall provide a means to register as a Resident if one is not an Owner. Residents, who meet the definition of Resident as set forth in the Charter, may also be identified as any residents who have registered and been verified with the District Manager by December 18, 2024 ("Residents"). Information related to registration shall be posted on the website and in a public location at the Clubhouse. Residents who have not registered shall be issued provisional ballots and counting of the provisional ballots shall be subject to verification of meeting the qualification for voting and assurances of compliance with the Charter.

**III. FILING TO RUN**

- A. On or before 5:00 p.m. on December 18, 2024, applications to run for Board Supervisor must be received by the District Manager, Vivan Carvalho at PFM. Applications can be submitted to the District Manager via email at [carvalhov@pfm.com](mailto:carvalhov@pfm.com) or via U.S. Mail to Vivian Carvalho, PFM, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817.
- B. Only Residents, which is defined by the Charter as a person over eighteen (18) years of age who resides at one specific address within the UPRD for at least 183 days in the calendar year prior to the election date, may be file to run for Office of Board Supervisor.
- C. Information related to the qualifications and the filing process shall be posted on the website and in a public location at the Clubhouse. It may also be included in other media as appropriate.

- D. If there are fewer or equal people filing to run to the number of seats up for election, the candidate(s) shall be declared elected, assigned seat numbers by the Board and no election shall be held.

**IV. MAILED NOTICE OF THE ELECTION AND ABSENTEE BALLOTS**

**On or before January 10, 2025**

- A. Mailed notice of the election and related voting materials shall be sent to the Owners and Registered Residents at least 30 days in advance of the election. District Management shall be responsible for mailing the notice. If the mail is returned as undeliverable and there is a second address on record with the district, then District will make reasonable effort to send the mailed notice to the second address. The mailed notice shall explain who is eligible to vote pursuant to the Charter.
- B. Information related to registration shall be posted on the website and in a public location at the Clubhouse. It may also be included in the advertisement for the election and other media as appropriate. The mailed notice shall include an absentee ballot for voting and a ballot envelope for returning to the district. If voting by absentee ballot, the voter shall place the absentee ballot inside the ballot envelope, which shall be returned to the RD office at UPCC. Sole receiver will be the Election Chair District Management Office. Absentee ballots may also be cast during office business hours in a locked box in the administrative office of the University Park Country Club located at 7671 The Park Boulevard up until 5:00 p.m. on the day before election day. The locked box only shall be opened by the Election Chair and election volunteers on Election Day. The District Management Office shall be the sole receiver of ballots. The ballot envelope shall be marked with an identifier to determine the property for which the ballot is being cast and whether the voter is an Owner or a Resident.
- C. If a ballot is sent without a ballot envelope, the ballot, and any possible identifying information, shall be set aside for review by the Election Chair and shall only be counted if it can be determined that it is a valid ballot, cast by an owner or resident who has not otherwise voted.
- D. All ballot envelopes shall remain sealed until Election Day.
- E. The notice to the Owners shall identify when the election date shall be, where the election shall be held, where absentee ballots are to be sent or filed consistent with this resolution, and how for Residents, who are not Owners, to register for the election prior to Election Day.

**Election Day**

**At the University Park Community Center located at 7671 The Park Boulevard, University Park, FL 34201**

**February 18, 2025**

**9:00 a.m. - Noon**

**V. VOLUNTARY CHECK IN AND OBTAINING BALLOTS**

- A. A Resident, as defined on the Charter, or Owner may vote in person, by absentee ballot, or by proxy. Each voter may cast a vote for the number of vacant seats open during the election but can only cast a single vote for a candidate.
- B. Check voting against the list of Registered Owners and Residents and ensure no votes have been already been cast by the owner or resident.
- C. Compare the proxies to the voting list.
- D. Identify any irregularities in the proxies.
- E. Resolve any irregularities in the proxies, if possible.
- F. Make a new list with the information in a chart, in the form attached as Exhibit A. This list will be used to determine the number of voting units present for election of the Supervisors. If there are

any irregularities, they should be noted and brought to the attention of the Election Chair, and if needed, District Counsel.

- G. Pass out ballots if the voter has valid proxies and include the number of voting units represented and voting on the top right-hand corner of the ballot and initial.

**VI. CASTING AND COLLECTION OF BALLOTS FOR BOARD OF SUPERVISORS**

(Residents/Owners)

- A. The ballot, along with any proxies, shall be placed in the ballot boxes prior to the closing of the polls.
- B. The number of votes that may be cast by a voter shall be equal to the number of vacancies that exist at the time of the election. For 2025, each voter may vote for a maximum of three (3) candidates. Only one vote per candidate is permitted.

**VII. TABULATION OF BALLOTS FOR BOARD OF SUPERVISORS**

- A. Provisional ballots shall be reviewed by the Election Chair, and if needed, District Counsel.
- B. The ballots shall be counted by independent accounting firm retained by the District.

**VIII. ELECTION RESULTS**

- A. The Election Chair announces the vote totals for each candidate.
- B. The election results shall be placed on the District Website promptly by the District Manager and certified at the next meeting at the Board of Supervisors.
- C. All ballots shall be retained by the District Manager. If there is a Court challenge, the ballots will be retained by the District Manager until the election results are finalized.

**EXHIBIT A**

**FORM OF CHART FOR PROXY CHECK IN**

| 1.<br>Name | 2.<br>Address | 3.<br>Verified<br>Voting<br>Units as<br>of Right | 4.<br>Irregular<br>Voting Units<br>as of Right | 5.<br>Verified<br>Proxy<br>Voting<br>Units | 6.<br>Irregular<br>Proxy Voting<br>Units | 7.<br>Total Verified<br>Voting Units<br>(add 3 plus 5) | 8.<br>Total Irregular<br>Voting Units<br>(add 4 plus 6) | 9.<br>Total Voting Units<br>Represented<br>(add 7 plus 8) |
|------------|---------------|--|--|--|--|--|---|---|
|            |               |  |  |  |  |  |   |   |

Verified Voting Units as of Right (#3) means the number of votes the listed person possesses by virtue of being an Owner or Resident, which is verifiable by your records.

Irregular Voting Units as of Right (#4) means the number of votes the listed person possesses by virtue of being an Owner or Resident, which cannot be verified by your records or does not match your records.

Verified Proxy Units Voting (#5) means the number of votes the listed person is entitled to cast by virtue of proxies, which proxies are verifiable by your records.

Irregular Proxy Units Voting (#6) means the number of votes the listed person is entitled to cast by virtue of proxies, which proxies cannot be verified by your records or does not match your records.

Total Verified Voting Units (#7) means the total of the Verified Voting Units as of Right (#3) plus the Verified Proxy Units Voting (#5)

Total Irregular Voting Units (#8) means the total of the Irregular Voting Units as of Right (#4) plus the Irregular Proxy Voting Units (#6)

Total Voting Units Represented (#9) means the total of the Total Verified Voting Units (#7) plus the Total Irregular Voting Units (#8)

EXHIBIT B



OFFICIAL BALLOT FORM

University Park Recreation District, Manatee County, Florida

Board of Supervisors Election – February 18, 2025

For the election of THREE (3) Supervisors. The three candidates receiving the most votes shall be elected to three-year terms.

**COMPLETING YOUR BALLOT**

Use this ballot to record your vote in this election. **CHOOSE ONE OF THE OPTIONS BELOW:**

1. VOTE BY MAIL: Mail your ballot in the return envelope provided. Your ballot must be received **no later than Noon on February 18, 2025**, for your vote to be tabulated in the election results.
2. BALLOT BOX: A secure ballot box will be available at the Club Office from 9AM to 5PM (Monday through Friday) beginning January 19, 2025, so that you can deliver your ballot **in the return envelope provided** by placing it in the ballot box. On Election Day, **February 18, 2025**, deposit this ballot in the secure ballot box provided at the UPRD polling place located at the Club between the hours of 9AM and Noon.
3. DESIGNATE A PROXY: See below.

**YOUR VOTE**

Indicate your votes by placing an **X** in the box next to the names of the three (3) candidates who you vote to serve on the Board of Supervisors. **Yes, you can vote for a maximum of three candidates (including any write-in candidate).** Candidates listed in alphabetical order. You may use the three blank lines for write-in candidates, if any. PRINT THE NAMES OF WRITE-IN CANDIDATES.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write-in Candidate (print) \_\_\_\_\_

Write-in Candidate (print) \_\_\_\_\_

Write-in Candidate (print) \_\_\_\_\_

## **DESIGNATE A PROXY HOLDER**

If you designate a Proxy whom you authorize to vote for you, **DO NOT COMPLETE THIS BALLOT.** Instead use the enclosed Proxy Form, legibly enter all the required information, and provide the Proxy Vote Form **to your designated Proxy Holder who is eligible to vote.** Be certain that the designated Proxy Holder agrees to present the Proxy Form and complete the voting process for you on Election Day, February 18, 2025, between the hours of 9AM and Noon.

Exhibit C



**OFFICIAL BALLOT FORM FOR USE ONLY ON FEBRUARY 18, 2025**

**University Park Recreation District, Manatee County, Florida**

**Board of Supervisors Election – February 18, 2025**

For the election of THREE (3) Supervisors. The three candidates receiving the most votes shall be elected to three-year terms.

**COMPLETING YOUR BALLOT**

Use this ballot to record your vote in this election. Deposit the ballot in the secure ballot box provided no later than Noon today.

**YOUR VOTE**

Indicate your votes by placing an **X** in the box next to the names of the three (3) candidates who you vote to serve on the Board of Supervisors. **Yes, you can vote for a maximum of three candidates (including any write-in candidate).** Candidates listed in alphabetical order. You may use the three blank lines for write-in candidates, if any. PRINT THE NAMES OF WRITE-IN CANDIDATES.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write-in Candidate (print) \_\_\_\_\_

Write-in Candidate (print) \_\_\_\_\_

Write-in Candidate (print) \_\_\_\_\_

Exhibit D



**University Park Recreation District, Manatee County, Florida**

**PROXY VOTE FORM**

**BOARD OF SUPERVISORS ELECTION FEBRUARY 18, 2025**

**THE VOTER MUST GIVE OR SEND THIS FORM TO THE DESIGNATED PROXY HOLDER FOR THE PROXY HOLDER TO SUBMIT HER/HIS VOTE**

The undersigned, being the Owner or Resident of the property identified below, does hereby constitute and appoint \_\_\_\_\_ ("Proxy Holder") as my agent, in my name, place and stead, to vote as my proxy in the Election of the Board of Supervisors of the University Park Recreation District to be held at the University Park Country Club Election Room located at 7671 The Park Boulevard on February 18, 2025 from 9:00AM to 12 noon, or at any adjournment or adjournments thereof. Any proxy previously given by the undersigned for said election is hereby revoked.

The Proxy Holder shall be entitled to vote for me as the Owner of Resident of the property identified below that I would be entitled to vote if then personally preset, upon any question, proposition, or resolution or any other matter or thing that may be considered at said Election including, but not limited to the election of members of the Board of Supervisors. This Proxy shall be effective until 90 days after February 18, 2025, or until sooner revoked by me.

IN WITNESS WHEREOF, I have signed this Proxy on \_\_\_\_\_, 2025.

OWNER/RESIDENT: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

**(If more than one property is owned, complete a separate Proxy Vote Form for each eligible voter for each address)**

***[If the fee simple landowner is not an individual, and instead is a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.)]***



**NOTE: If you choose to designate a Proxy, whom you authorize to vote for you, this Proxy Form must be sent to your designated Proxy Holder who is eligible to vote. The completed Form may be faxed or scanned. Be certain that the Proxy Holder agrees to present the Proxy Form and complete the voting process for you on Election Day, February 18, 2025, between the hours of 9:00 AM and 12 noon.**