University Park Recreation District

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

The Continued Board Meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Friday, June 20, 2025, at 9:00 AM** at the Business Offices 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]*

Staff Report Matters

1. District Counsel
2. District Manager
3. Club Management

Business Matters

4. Series 2024 Note Follow-up
   a. Regions Capital Letter & Term Sheet
   b. Preliminary Financing Options (presented during 06.13.25 meeting)
5. Board Supervisors Input on Business Advisory Group Plan
6. Consideration of Resolution 2025-15, Setting Out General Procedures for the 2026 Elections

Date	Meeting Type	Time	Location	Note
July 1, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices
July 11, 2025	BOS	1:00 PM	University Park	Business Offices
July 29, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices

7. Supervisor Requests & Public Comments

Adjournment

University Park Recreation District

Staff Reports

University Park Recreation District

Series 2024 Note Follow-up

REGIONS CAPITAL ADVANTAGE, INC.

June 19, 2025

Brent Wilder
PFM Financial Advisors LLC
200 South Orange Avenue Suite 760
Orlando, Florida 32801
CC: wilderb@pfm.com; plenzlerk@pfm.com; dennism@pfm.com

RE: University Park Recreation District – Conversion of 2024 BAN to 2025 Term Loan

Dear Mr. Wilder:

Regions Capital Advantage, Inc. (the "Lender") is pleased to furnish this Term Sheet (this "Term Sheet") to the University Park Recreation District, Florida (the "Borrower" or the "District") for a not-to-exceed $5,000,000 Term Loan (the "Loan" or "Debt Instrument") for the purposes set forth below. We understand that the Borrower intends to close the Loan on or before September 15, 2025 (the "Anticipated Closing Date"). Below you will find the proposed set of terms and conditions associated with this Term Sheet:

Borrower:	The University Park Recreation District, Florida
Lender:	Regions Capital Advantage, Inc. (the "Lender")
Role of Lender:	The Lender and their representatives are not registered municipal advisors and do not provide advice to municipal entities or obligated persons with respect to municipal financial products or the issuance of municipal securities (including regarding the structure, timing, terms and similar matters concerning municipal financial products or municipal securities issuances) or engage in the solicitation of municipal entities or obligated persons for the provision by non-affiliated persons of municipal advisory services and/or investment advisory services. With respect to this Term Sheet and any other information, materials or communications provided by the Lender: (a) the Lender and their representatives are not recommending an action to any municipal entity or obligated person; (b) the Lender and their representatives are not acting as an advisor to any municipal entity or obligated person and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to any municipal entity or obligated person with respect to this Term Sheet, information, materials or communications; (c) the Lender and their representatives are acting for their own interests; and (d) the Borrower has been informed that the Borrower should discuss this Term Sheet and any such other information, materials or communications with any and all internal and external advisors and experts that the Borrower deems appropriate before acting on this Term Sheet or any such other information, materials or communications.
Privately Negotiated Loan:	The Borrower acknowledges and agrees that the Lender are purchasing the Debt Instrument in evidence of a privately negotiated loan and in that connection the Debt Instrument shall not be (i) assigned a separate rating by any municipal securities rating agency, (ii) registered with the Depository Trust Company or any other securities depository, (iii) issued pursuant to any type of offering document or official statement or (iv) assigned a CUSIP number by Standard & Poor's CUSIP Service.

Purpose:	Proceeds of the Series 2025 Term Loan will be used by the District to (i) refinance the Series 2024 Bond Anticipate Note ("2024 BAN") with a tax-exempt, fixed rate term loan; and (ii) pay the District's related costs of issuance.
Loan Amount:	Up to $5,000,000
Security:	Non-Ad Valorem Special Assessments levied in accordance with the District's Resolution 2024-01 adopted on November 3, 2023
Structure Options:	A: 15-Year Tax-exempt, Fixed Rate Term Loan B: 10-Year Tax-Exempt, Fixed Rate Term Loan
Interest Rate:	A: Tax-Exempt, Fixed Rate of 79% of the 10Y US Treasury, plus 0.74%; indicative rate of 4.20% as of June 18, 2025. B: Tax-Exempt, Fixed Rate of 79% of the 7Y US Treasury, plus 0.72%; indicative rate of 4.01% as of June 18, 2025.
Default Rate:	The interest rate otherwise applicable to the Debt Instrument plus 6.00%.
Repayment:	Interest due and payable semi-annually on each May 1 and November 1, commencing November 1, 2025. Interest calculated on a 30/360 basis. Principal payments due annually on each May 1, commencing May 1, 2026.
Maturity Date:	A: May 1, 2040 B: May 1, 2035
Prepayment:	Prepayment of principal allowed by the Borrower, without penalty on the following dates: Option A: May 1, 2033 Option B: May 1, 2030 All prepayments will be applied in inverse order of maturity, unless there is an event of a Prepaid Assessment, as outlined below. Prepayment prior to dates stated above will be subject to standard break-funding calculation, unless there is an event of a Prepaid Assessment, as outlined below. In accordance with Chapter 170, Florida Statutes, the Lender will allow for prepayment by a Property Owner of that property owner's full assessment amount on each May 1, without penalty, with 30 days advance notice to Lender. Such event will be deemed a "Prepaid Assessment".
Origination Fee:	$0
Conditions:	University Park Recreation District and University Park Country Club operating accounts and surplus funds accounts will be established and held at Regions Bank within 60 days of the Closing Date.

Other Fees, Costs and Expenses:	The Borrower will be responsible for all out-of-pocket fees, costs and expenses of the Lender (including, without limitation, counsel fees and expenses and costs associated with lien searches, and recordation) incurred in connection with the negotiation, execution, delivery, administration and enforcement of the Loan Documents. In consideration of the undertakings of the Lender hereunder, and recognizing that in connection herewith the Lender will be incurring such fees, costs and expenses, the Borrower agrees to reimburse the Lender for all such fees, costs and expenses, regardless of whether, or to what extent, any of the transactions contemplated hereby are consummated. The Lender will use Butler Snow as Lender's Counsel, and fees and expenses estimated between $10,000 to $15,000, provided Lender's Counsel is only reviewing documentation. Counsel fees may increase if Lender's Counsel is asked to provide other services.
Determination of Taxability:	Upon the occurrence of a Determination of Taxability of the Loan, the Borrower agrees to pay to the Lender a rate of interest from the date of Loan funding that would provide the Lender with an after-tax yield on the then outstanding principal amount of this Loan at least equal to the after-tax yield the Lender could have received if a Determination of Taxability had not occurred.
Representations and Warranties:	Usual and customary for this type of financing.
Covenants:	Usual and customary for this type of financing, including but not limited to the following: 1) The Borrower shall deliver to the Lender each of the following, in form and substance satisfactory to the Lender: (i) Audited financial statements within 270 days after the end of each of the Borrower's Fiscal Years; (ii) Annual budget within 30 days of adoption (but no later than 30 days after the start of each Fiscal Year) by the Borrower; (iii) Updated capital improvement plans, upon adoption; and, (iv) Such other information as reasonably requested by the Lender from time to time. 2) District will continue to levy and collect the Special Assessments in amount sufficient to pay the debt service on the Series 2025 Loan, and all parity debt.
Defaults:	Usual and customary for this type of financing.
Remedies:	The Lender shall have all the rights and remedies set forth in the Loan Documents, and available at law and in equity, for the enforcement thereof.

Legal Opinions:	As an additional condition precedent to the Lender making the Loan, the Borrower shall provide, among other things, the following opinions to the Lender: (i) an opinion of bond counsel in form and substance satisfactory to the Lender and its counsel in all respects, which shall include opinions to the effect that (a) the Borrower has the authority under the laws of the State of Florida to issue the Debt Instrument and execute and deliver the Loan Documents, (b) that the Debt Instrument have been duly issued and each of the Debt Instrument and the other Loan Documents to which the Borrower is a party has been duly authorized, executed and delivered by the Borrower, (c) that each of the Debt Instrument and the other Loan Documents to which the Borrower is a party is a valid and binding obligation of the Borrower, duly enforceable in accordance with its terms, and (d) that interest on the Debt Instrument is excludable from gross income of the Lender thereof for federal income tax purposes.
Transfer Provisions:	The Lender shall maintain the right to transfer and/or assign, in whole or in part, its rights hereunder, the Debt Instrument and/or the Loan, or, in either case, any interest therein, to any person or entity in its sole and absolute discretion. The Borrower may not assign its rights hereunder or under any of the Loan Documents to any person without the prior written consent of the Lender.
Disclaimer:	This Term Sheet describes some of the basic terms and conditions proposed to be included in the documents between the Lender and the Borrower. This Term Sheet does not purport to summarize all the conditions, covenants, representations, warranties, assignments, events of default, cross default, acceleration events, remedies or other provisions that may be contained in documents required to consummate this financing.
US Patriot Act:	The Borrower represents and warrants to the Lender that neither it nor any of its principals, shareholders, members, partners, or Affiliates, as applicable, is a Person named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of any such person. The Borrower further represents and warrants to the Lender that the Borrower and its principals, shareholders, members, partners, or Affiliates, as applicable, are not directly or indirectly, engaged in, nor facilitating, the transactions contemplated by this transaction on behalf of any Person named as a Specially Designated National and Blocked Person.
Waiver of Jury Trial:	To the extent permitted by applicable law, each of the Borrower and the Lender irrevocably and voluntarily waives any right it may have to a trial by jury with respect to any controversy or claim between the Borrower and the Lender, whether arising in contract or tort or by statute, including but not limited to any controversy or claim that arises out of or relates to this Term Sheet, the Debt Instrument or any of the other Loan Documents. This provision is a material inducement for the Lender's determination to make the Loan and for the parties to enter into the Loan Documents.
Governing Law:	State of Florida

Thank you for providing the Lender with this opportunity to be involved in a financial partnership with the Borrower. The Lender is willing to discuss the terms reflected herein through April 11, 2024. After such date, terms, conditions, and pricing may change based on prevailing market conditions and further discussion will be at Lender’s sole discretion. We are grateful for your consideration and remain available to promptly respond to any questions that you may have regarding this document. We look forward to hearing from you.

EXHIBIT A

In the event Borrower requests Lender to move forward with the approval process after discussion of the aforementioned terms and conditions contained in the Term Sheet, Borrower agrees to reimburse Lender on demand for all out-of-pocket expenses incurred by Lender if the transaction fails to close for any reason other than Lender's decision not to approve the transaction. Such expenses shall include, but not be limited to, legal expenses incurred by Lender.

ACCEPTANCE:

Borrower does hereby agree to all provisions contained in Exhibit B, and elects Interest Rate Option __.

On behalf of The University Park Recreation District, FL
Borrower Signature:

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

University Park Recreation District

Series 2024 Bond Anticipation Note Preliminary Financing Options

June 13, 2025

PFM Financial Advisors LLC
200 S. Orange Ave
Suite 760
Orlando, FL 32801
786.671.7480
pfm.com

Summary

- The District's $5,000,000 Bond Anticipation Note, Series 2024 (“BAN”), issued to finance irrigation improvements to the golf course, is set to mature on August 12, 2026
  - The current drawn balance of the BAN is ~$3,960,000
  - The BAN has a variable rate that adjusts monthly (~4.22% as of 6/1/2025)
  - Interest on the BAN is capitalized, meaning draws are made on the BAN to pay for accrued interest, increasing the drawn balance by the interest amount due
- As it stands, the District has 4 options as it pertains to the repayment of the BAN
  - Scenario 1: Repay the BAN at maturity
  - Scenario 2: Extend the BAN’s maturity by 1-year, and then repay at maturity[1]
  - Scenario 3: Extend the BAN’s maturity by 1-year, and then issue bonds to repay the BAN[1&2]
  - Scenario 4: Issue bonds to repay the BAN[2]
- The District cannot proceed with the issuance of bonds under Scenarios 3 & 4 until a ruling is made by the court

[1]*Contingent upon formal credit approval from Regions Bank*
[2]*Contingent upon court ruling*

Scenarios Summarized

- **Scenario 1: Repay the BAN at maturity**
  - Results in one-time assessment levied upon residents
  - More capacity for other projects due to less capitalized interest
- **Scenario 2: Extend the BAN's maturity by 1-year, and then repay at maturity[1]**
  - Results in one-time assessment levied upon residents
  - Less capacity for other projects due to more capitalized interest
- **Scenario 3: Extend the BAN's maturity by 1-year, and then issue bonds to repay the BAN[1&2]**
  - Avoids the one-time assessment levied upon residents
  - Less capacity for other projects due to more capitalized interest
- **Scenario 4: Issue bonds to repay the BAN[2]**
  - Avoids the one-time assessment levied upon residents
  - More capacity for other projects due to less capitalized interest

[1]Contingent upon formal credit approval from Regions Bank
[2]Contingent upon court ruling

Resolution 2024-25

- Scenarios 1 & (2) – repay the (extended) BAN at maturity, would result in a one-time assessment to residents, per Resolution 2024-25, which can be found and read in detail on the District's website
  - Archives > Passed Resolutions
- The calculation of the one-time assessment utilizes a 50/50 methodology, which includes a base rate plus a variable rate (based on the market value of said property). To the right is an excerpt of Table 4 from the Supplemental Assessment Methodology Report, Series 2024 Note (Exhibit C of Resolution 2024-25)

Category	Amount[1]
Debt Service	$5,000,000.00
Administrative Collection Cost	$376,344.09
Total Annual Assessment	$5,376,344.09
50% of Annual Assessment[2]	$2,688,172
Number of Homes	1,202
Base Rate per Home[2]	$2,236.42
Total Rate per Home	
Maximum	$10,664.84
Minimum	$2,628.25
Average	$4,472.83
Median	$4,290.78

[1]Assumes BAN is fully drawn at time of repayment
[2]Includes administrative costs

Scenarios 1 & (2) – Repay the (extended) BAN at maturity

- Scenarios 1 & 2 would be a result of the District's inability to issue long term debt to retire the BAN
- Scenario 1 is the District's current course of action
- Scenario 2 (extension of the BAN's maturity by 1-year) is dependent on receipt of formal credit approval from Regions Bank. Regions is currently working through its internal process to offer an extension
- Under each scenario, the District has an undrawn balance on the BAN of ~$1,030,000.
  - PFM has prepared a preliminary cash flow analysis to project use of the remaining capacity
  - Since the rate is variable, also provided is a sensitivity analysis assuming a rate of 5.25%

Preliminary Cash Flow Analysis – Remaining Capacity of the 2024 BAN[1]				
Category	**Scenario 1**		**Scenario 2**	
Interest Rate	4.22%	5.25%	4.22%	5.25%
Draw Capacity Immediately (7/12/2025)	$795,243	$737,795	$598,359	$496,688
Difference	($34,765)	($40,162)	($50,252)	($51,510)
Total CAPI if drawn immediately	$240,972	$298,420	$437,856	$539,526
Total CAPI if drawn at maturity				

[1]Assumes BAN is fully drawn at time of repayment
*~4.22% is the variable rate as of 6/1/2025 calculated at (1M SOFR * 79%) + 0.80%*

Scenarios (3) & 4 - Repay the (extended) BAN with Long-term Bonds

- Scenarios 3 & 4 would be a result of the court ruling in favor of the District, permitting the issuance of long-term bonds to retire the BAN
- Scenario 3 assumes a successful 1-year extension of the BAN, to then be retired by long-term bonds
- Scenario 4 assumes the District receives a favorable ruling **on/before July 15th**, allowing the District to proceed with long-term bonds
- Each of these scenarios allows the District to **avoid** levying the one-time assessment
  - Instead, debt from the issuance of long-term bonds would be spread amongst annual payments (typically 30 years) like the District's Series 2019 Bonds. Annual assessments would be determined at the time of pricing and subject to current market conditions

Preliminary Cash Flow Analysis – Remaining Capacity of the 2024 BAN[1]				
Category	**Scenarios 1 & 4**		**Scenarios 2 & 3**	
Interest Rate	4.22%	5.25%	4.22%	5.25%
Draw Capacity Immediately (7/12/2025)	$795,243	$737,795	$598,359	$496,688
Difference	($34,765)	($40,162)	($50,252)	($51,510)
Total CAPI if drawn immediately	$240,972	$298,420	$437,856	$539,526
Total CAPI if drawn at maturity				

[1]Assumes BAN is fully drawn at time of repayment
*~4.22% is the variable rate as of 6/1/2025 calculated at (1M SOFR * 79%) + 0.80%*

Payment provisions of the BAN

- Repayment of the BAN
  - Interest on the BAN is payable on the outstanding principal amount, semi-annually, on February 12 and August 12
    - These payments may be made through a draw on the BAN (capitalized interest), or with funds on hand
  - The balance of the BAN shall be due and payable in full in a single payment on August 12, 2026
- Prepayment of the BAN
  - The BAN shall be subject to prepayment in **whole** on **any date** at the option of the District, at a prepayment price equal to the outstanding amount including accrued interest

Language per the Executed Note Specimen

Preliminary Cash Flow Analysis through January 2026 & 2027

- The prior slides assume the BAN to be fully drawn ($5,000,000) and the projected capitalized interest to be paid at maturity (August 2026 or August 2027)
- At request of the Board, we have run the same analysis, but instead show the cash flows through January 2026 (if no extension) and January 2027 (if extension), ultimately resulting in less capitalized interest

Preliminary Cash Flow Analysis – Remaining Capacity of the 2024 BAN[1]

Category	Scenarios 1 & 4 (through January 2026)		Scenarios 2 & 3 (through January 2027)	
Interest Rate	4.22%	5.25%	4.22%	5.25%
Draw Capacity Immediately (7/12/2025)	$913,977	$884,384	$712,200	$635,797
Draw Capacity on January 2027			$755,352	$683,684
Difference	($18,374)	($22,144)	($43,153)	($47,888)
Total CAPI if drawn immediately	$122,237	$151,830	$324,015	$400,418
Total CAPI if drawn January 2026	$103,864	$129,687		
			$280,862	$352,530

[1]Assumes BAN is fully drawn at time of repayment
*~4.22% is the variable rate as of 6/1/2025 calculated at (1M SOFR * 79%) + 0.80%*

Future Projects

- Per request of the board, we were asked about the feasibility of a line-of-credit
- A line of credit was previously explored as a financing alternative for the District's irrigation repairs
  - Ultimately the District moved forward with a request for proposals for it's current BAN, structured with the similar draw flexibility as a line of credit
  - District issuance enabled the BAN to be tax-exempt
- If the District were to explore financing alternatives for future projects, it would need to go through all the necessary approvals as deemed necessary by District Counsel & Bond Counsel
  - This is true for a bank loan, public bond, bond anticipation note/line of credit, etc.

Upcoming Key Dates

- **June 13, 2025 – Board Meeting**
- July 1, 2025 – Board Workshop
- **July 11, 2025 – Board Meeting**
- July 29, 2025 – Board Workshop
- **August 8, 2025 – Board Meeting**
- September 2, 2025 – Board Workshop
- **September 12, 2025 – Board Meeting**
- September 30, 2025 – End of District Fiscal Year
- August 12, 2026 – Maturity of Series 2024 BAN

Schedule per the District's Website

University Park Recreation District

Board Supervisors Input on
Business Advisory Group Plan

University Park Recreation District

Consideration of Resolution 2025-15, Setting Out General Procedures for the 2026 Elections

University Park Recreation District

Resolution 2025-15, Setting Out General Procedures For The 2026 Election

RESOLUTION 2025-15

A RESOLUTION OF THE BOARD OF SUPERVISORS SETTING OUT GENERAL PROCEDURES FOR THE 2026 ELECTION OF SUPERVISORS, REPEALING RESOLUTIONS IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District (the "District") is a local unit of special-purpose government located in Manatee County, and established pursuant to Manatee County Ordinance 18-29, as amended; and

WHEREAS, the Board has scheduled the election of Supervisors for Seats 2 and 4 for February 17, 2026; and

WHEREAS, the Board has provided general guidelines for the operation of such election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the District that:

Section 1. The Board adopts the WHEREAS clauses set forth herein as findings of fact.

Section 2. The Board adopts the general procedures for the 2026 General Election of Supervisors as set forth in Exhibit "A" attached hereto and incorporated by reference.

Section 3. This Resolution shall supersede any resolutions in conflict.

Section 4. This Resolution shall become effective upon adoption and shall remain in effect unless rescinded, superseded or repealed.

PASSED AND ADOPTED this ______ day of _________________, 2025.

ATTEST:

BOARD OF SUPERVISORS
UNIVERSITY PARK RECREATION DISTRICT

____
Secretary/Assistant Secretary

____
Sally Dickson, Chair

EXHIBIT A
UNIVERSITY PARK RECREATION DISTRICT
2026 SUPERVISOR ELECTION
GENERAL PROCEDURES
June, 2025

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. The Election Chair shall oversee the election process and is the final arbiter of issues related to the election process. Preferably, the Board shall select a resident of the District to serve as Election Chair. The Board may retain an independent entity to serve as Election Chair, but if it does so, there shall be a District liaison appointed by the Board to assist the Election Chair particularly to assist regarding communications with the Owners and Residents. A Board Supervisor may not serve as Election Chair. The Election Chair may recruit other volunteers to assist. A notice shall be posted on the District website for a minimum of seven (7) days to provide for those owners or residents interested in volunteering to assist the Election Chair. The Election Chair shall determine who shall assist with the election. 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 17, 2026.

B. Notice of the Election shall be published by the District Manager 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 31, 2025

<u>On or before December 31, 2025</u>

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 31, 2025, ("Owners"). Owners are defined in the Charter as :

> "…the owner of a freehold estate located in the UPRD, as appears by the deed of record, including a trustee, a private corporation or owner of a condominium unit; this definition does not include a

> reversioner, remainderman, mortgagee or any governmental entity, who shall not be counted and need not be notified of proceedings under this article or undertaken by the UPRD".

Residents are defined in 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 per calendar year".

On or about October 1st, 2025, the District Manager shall send out correspondence to each residence within the District asking the occupants to confirm the Owners and Residents within the District. This information will be compiled from the most recent voter database available to the District. Residents shall fill out an affidavit on the District website verifying eligibility to vote in the election. The District Manager 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, shall be identified as any residents who have registered and been verified with the District Manager by December 31, 2025 ("Residents"). Information requested to assist in determining Residency eligibility may include, but shall not be limited to, the following questions:

1. Do you swear or affirm that you have resided in with University Park for 183 days of 2025? (to be done by affidavit)
2. What is your University Park address?
3. Do you have a secondary address?
4. Which address should correspondence and ballot information be sent?
5. Can you provide documentation of residency within University Park through a Passport, Driver's License, Property Tax Bill or Utility Bill in your name for the address of your residency in University Parkway?

Information related to registration shall be posted on the website and in a public location at the Clubhouse. The Resident shall be responsible to update and verify the information on an annual basis. Failure to register for non-owner Residents by December 31, 2025, shall result in an inability to vote in an election for Supervisors.

B. Corporations and Trusts shall be entitled to cast one ballot.

III. FILING TO RUN

A. On or before 5:00 p.m. on December 17, 2025, 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 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 have (or will have) resided within the UPRD for at least 183 days in 2025 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. CANDIDATE FORUM

A. Two candidate forums inviting all of the candidates to participate shall be held on or before January 9, 2026.
B. The forums will be held in substantially the manner as provided in Exhibit "A."
C. No campaigning, other than by the candidates during the forum, shall be allowed in the room where the candidate forms are being held or within 150 feet of the room during the day of the debate.

V. VOTER'S GUIDE

A. On or before January 9, 2026, a Voter's Guide shall be placed on the District website in substantially the form as provided in Exhibit "B."

VI. MAILED NOTICE OF THE ELECTION AND ABSENTEE BALLOTS
<u>On or before January 9, 2026</u>

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. The Official Ballot Form to be mailed out shall be substantially in the form as attached in Exhibit

"C." 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 shall not be opened by the Election Chair and election volunteers until the day before the election. Ballot envelopes shall not be opened until after the polls are closed. 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. All ballot envelopes shall remain sealed until Election Day.

D. 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 17, 2026
9:00 a.m. - Noon

No campaigning shall be allowed in the room where voting is occurring or within 150 feet of the room during the day of the election.

VII. 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. Proxies shall be substantially in the form as set forth in Exhibit "D." Ballots on Election Day shall be substantially in the form as set forth in Exhibit "E."

B. Check voting against the list of Registered Owners and Residents and ensure no votes have 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. 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.

VIII. 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 2026, each voter may vote for a maximum of two (2) candidates. Only one vote per candidate is permitted.
C. Once a ballot is cast, one may not delete, amend or change one's ballot or vote again.
D. Ballots not contained in sealed ballot envelopes shall not be counted.
E. More than a one ballot in a single sealed ballot envelope shall not be counted, unless the identity of separate voters can be validated by the Election Chair.
F. Ballots with votes cast for more than the numbers of positions open shall not be counted.
G. If there is no clear indication on the ballot that the voter has made a definite choice for an office, the elector's ballot shall not be counted for that office, but the ballot shall not be invalidated as to those names which are property marked.
H. Ballots not counted shall be identified for the reason the ballot was not counted.

The information contained in this Article VIII shall be noted on the website by the District Manager by December 31, 2025.

IX. TABULATION OF BALLOTS FOR BOARD OF SUPERVISORS

A. Voting and Ballot Management shall be substantially in the manner set forth in Exhibit "F."
B. Provisional ballots shall be reviewed by the Election Chair, and if needed, District Counsel.

C. The ballots shall be counted by independent accounting firm retained by the District.

X. MISCELLANEOUS

A. The District Manager and Club Manager and, as necessary, District Counsel, shall assist the Election Chair.

B. Where issues are unclear in these rules, the Election Chair may supplement these rules either verbally or in writing, as may be appropriate, provided such direction shall not be inconsistent with the Charter.

XI. 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 Accounting firm. If there is a Court challenge, the ballots will be retained by the Accounting firm until the election results are finalized. Once the period for a challenge has expired, the ballots shall be sent to the District Manager.

XII. MISCELLANEOUS

A. The District Manager and Club Manager and, as necessary, District Counsel, shall assist the Election Chair.

B. Where issues are unclear in these rules, the Election Chair may supplement these rules either verbally or in writing, as may be appropriate.

Exhibit "A"

Guidelines for Candidate Forums

The University Park Recreation District (UPRD) is conducting an election for two open Board of Supervisor positions in 2026. The final election date is February 17, 2026. To prepare, two in-person candidate forums will be held to give registered candidates an opportunity to present their backgrounds, relevant skills, and views on UPRD challenges. These forums also allow University Park residents to participate in a Q&A exchange.

Forum Dates and Location

- ____________________, 1:00 PM – 3:00 PM
- ____________________, 1:00 PM – 3:00 PM

All forums will be held in the __________________________________. These events will not have virtual (Zoom) access.

Forum Format

- Setup: The Lakeside Room will have a panel table with microphones for the candidates and the moderator (Election Chair). Theater-style seating will be arranged for attendees. Two standing microphones will be positioned midway along the left and right sides of the room for residents to ask questions.
- Opening Statements: The moderator will begin the forum with an overview of the format and ground rules. Each candidate, in alphabetical order by last name, will have 2 minutes to make an opening statement, with a 10-second warning before time expires.
- Q&A: Residents will line up at the standing microphones to ask questions. The moderator will alternate between microphones, directing questions to the candidates indicated by the resident. The moderator will ensure candidates stay on topic and allow equal time for responses.
- Closing Statements: At the 1-hour, 50-minute mark, each candidate, in reverse alphabetical order, will have 1 minute for a closing statement, with a 10-second warning before time expires.

Guidelines for Candidates

Candidates should review and follow these guidelines to ensure a fair, respectful, and informative forum:

1. Time Limits: Adhere to the allotted time for opening and closing statements.

2. Focus on Questions: Keep responses relevant to the specific question asked. Avoid unrelated topics or lengthy speeches.

3. Respectfulness: Do not interrupt or criticize other candidates personally. Allow others to express their views.

4. Clarity and Conciseness: Provide clear, direct answers that stay on topic.

5. Rebuttals: If you wish to address another candidate's response, request a rebuttal. Rebuttals should focus on differences of opinion and should not escalate into personal attacks or prolonged arguments. The moderator will manage rebuttal time and ensure the discussion remains constructive.

Note: Excessive rebuttals can disrupt the forum. Use them sparingly and only for matters of significant importance.

Guidelines for Attendees (Lot Owners/Residents of University Park)

Lot owners and residents are encouraged to follow these guidelines to maintain a productive and respectful forum:

1. Asking Questions: After opening statements, residents may ask questions by lining up at one of the standing microphones. The moderator will alternate between microphones.

2. Introduce Yourself: Begin your question by stating your name and the neighborhood you reside in.

3. Keep Questions Focused: Ask one clear question on a specific topic. Avoid multi-part questions or speeches.

4. Be Respectful: Do not criticize or attack candidates personally. Keep questions objective and related to UPRD issues.

5. Direct Questions: Indicate which candidate(s) you want to respond. Avoid asking multiple candidates different questions at the same time.

6. Follow-ups: If you feel a response was unclear or incomplete, you may request a follow-up. The moderator will manage these requests to ensure they remain relevant and concise.

Additional Notes for All Participants

● Time Management: The moderator will enforce time limits for all statements and responses to ensure fairness and efficiency.

● Respectful Atmosphere: Applause, interruptions, or vocal disapproval are discouraged to maintain a constructive environment.

● Forum Purpose: The forums aim to illuminate critical topics for UPRD's future and provide residents with clarity on each candidate's views and qualifications.

● No campaigning, other than by the candidates during the debate, shall be allowed in the room where the candidate forms are being held or within 150 feet of the room during the day of the debate.

We thank all participants for their cooperation in making these forums productive and respectful.

Exhibit "B"

Voter Guide for the UPRD Board Supervisor Election on February 17, 2026

Overview:

The University Park Recreation District (UPRD) is holding an election to fill two (2) open Supervisor positions on the Board. Supervisors play a critical role in making decisions that impact Club operations, including financial matters such as debt repayment, dues, fees, and capital commitments. These decisions affect the community significantly, making it essential for residents to participate in this election.

Eligibility to Vote:

You are eligible to vote if:

- You are a Lot Owner listed on the deed for the property (each person listed is an eligible voter). For example, co-owners of a property both have a vote. Corporations have one vote. Trusts have one vote.

- You are a Resident who has lived at a University Park address for at least 183 days in the last 12 months and are 18 years or older. These are usually renters but could also be guests of the owner.

Candidate Forums:

To help you make an informed decision, the 2026 UPRD candidates will participate in two public forums:

- _______________: 1:00 pm - 3:00 pm
- _______________: 1:00 pm – 3:00 pm

All forums will take place in the ___________________. These events include opening statements from the candidates, followed by a guided Q&A session led by the Election Chair. We encourage you to attend and ask questions. Candidate bios and additional information are available at UPRD Election Website.

Introducing the 2026 Election Team:

The 2026 Election Team consists of dedicated volunteers selected by the Election Chair, _________________________, to assist in ensuring a smooth and fair election process. The following individuals are members of the Election Team:

- ________________________
- ________________________
- ________________________
- ________________________
- ________________________

We extend our gratitude to these individuals for their commitment to serving the community during this important election.

Vote materials package

- A vote materials package will be mailed out to all eligible voters on January 15, 2026. The package consists of:
    - Cover letter explaining the contents and voting procedures
    - Proxy Voter Form
    - Official Ballot Form
    - Unsealed return envelope with voter ID on outside left upper corner (to use for mail in or drop off ballot)

Voting Methods:

Option 1: Paper Ballot

- Fill out the enclosed Ballot Form.
- Submit your ballot by mailing it in the provided envelope or depositing it in the secure Ballot Box located at the UPCC administrative Office.
- Ballots must be received no later than 12:00 pm on February 17, 2026.
- Lost, damaged, or inaccessible ballots can be replaced on election day. Bring an acceptable ID to the voting location (The Varsity Club) to obtain a replacement.

Option 2: Proxy Voting

- If you authorize someone to vote on your behalf, complete the enclosed Proxy Form.
- Your proxy holder must present the completed Proxy Form at the voting location in the Varsity Room between 9:00 am and 12:00 pm on February 17, 2026. After validation of both voter and proxy holder identity, the proxy holder can then complete the official ballot form and place ballot and proxy form in provided envelope which is placed in the ballot box.
- Important Note: A proxy is not obligated to vote according to the original voter's preferences, even if those preferences were discussed prior to voting or even if the original voter fills in the official ballot with his/her preferred choices. Ensure you trust your proxy to act in your best interest.

Mail-in Ballot Guidelines:

- Place the completed ballot in the sealed return envelope provided, ensuring your name, address, and ID# are visible in the upper left corner of the envelope.
- Mail the envelope or deposit it in the secure Ballot Box at the UPCC Administrative Office.

  Special Mail-in/Drop Off Scenarios:

  1. Intact Sealed Envelope with Sender Descriptors on outside left corner of envelope arrives by mail or is dropped off at the UPCC Admin Office: Ballots in this condition are processed directly.
  2. Undeliverable/Returned Ballots: UPRD Admin will attempt to contact the voter, issue a replacement, and destroy the original ballot.
  3. Opened or Unsealed Envelope with or without ballot inside: UPRD Admin will attempt to verify voter intent. If the voter cannot be reached, the ballot shall not be counted.
  4. Non-standard Voting Envelopes: UPRD Admin will attempt to verify voter intent. If the voter cannot be reached, the ballot shall not be counted.
  5. Proxy Vote Forms in Envelopes: Proxy votes not cast according to procedure will be canceled.
  6. Ballots not in Envelops: Ballots shall not be counted.

Walk-in Voting:

- Voting takes place on February 17, 2026, from 9:00 am to 12:00 pm at the Varsity Club.
- Bring acceptable photo ID (e.g., driver’s license or passport) to verify your identity.
- Replacement ballots are available if required.

Walk-in Scenarios:

1. Voter submits a sealed envelope with ballot: The Election Committee ensures the envelope is secured and processes it according to standard procedures.
2. Voter requests a new ballot due to loss or damage: After verifying the voter's identity and eligibility, the Election Committee issues a replacement ballot.
3. New property owners confirm eligibility through property deed verification: Persons purchasing property after December 31, 2025 shall not be eligible to vote.
4. Proxy holders cast votes after validation by the Election Committee: The committee reviews the Proxy Form to confirm authenticity and allows the proxy holder to vote on behalf of the original voter.

Key Election Details:

- Election Day: February 17, 2026
- Voting Location: Varsity Club
- Voting location hours: 9:00 am – 12:00 pm, February 17, 2026
- Ballot Submission Deadline: 12:00 pm (noon), February 17, 2026
- Candidate Forums: _______________, and _________________, in the _________________ Room
- Website for Candidate Bios and Information: UPRD Election Website
- Contact for Questions: ___________________________, 2026 Election Chair (lmakosky@interquest.ca)

Additional Notes:

- Ballots and voting procedures will be verified and counted by an independent CPA firm.
- The final tabulated results are provided by the CPA firm to the Election Chair who delivers the results in person and announces the vote totals for each candidate. The election results are placed on the UPRD website and certified at the next meeting of the Board of Supervisors.
- The Election Chair and Election Review Team will oversee the election process to ensure fairness and accuracy.

We encourage all eligible voters to participate in this important election. Your vote helps shape the future of our community and its governance. For any questions or further assistance, please contact the Election Chair or visit the UPRD website.

EXHIBIT C

OFFICIAL BALLOT FORM

University Park Recreation District, Manatee County, Florida

Board of Supervisors Election – February 17, 2026

For the election of TWO (2) Supervisors. The two candidates receiving the most votes shall be elected to three-year terms.

<u>COMPLETING YOUR BALLOT</u>

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 17, 2026,** 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 16, 2026, so that you can deliver your ballot **in the return envelope provided** by placing it in the ballot box. On Election Day, **February 17, 2026**, 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 two (2) candidates who you vote to serve on the Board of Supervisors. **Yes, you can vote for a maximum of two candidates (including any write-in candidate).** Candidates listed in alphabetical order. You may use the two blank lines for write-in candidates, if any. PRINT THE NAMES OF WRITE-IN CANDIDATES.

☐ Candidate A

☐ Candidate B

☐ Candidate C

☐ 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 17, 2026, between the hours of 9AM and Noon.

Exhibit D

University Park Recreation District, Manatee County, Florida

PROXY VOTE FORM

BOARD OF SUPERVISORS ELECTION FEBRUARY 17, 2026

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 17, 2026 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 17, 2026, or until sooner revoked by me.

IN WITNESS WHEREOF, I have signed this Proxy on _________________, 2026.

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 voter may express his wishes by filling in the ballot form before giving to the Proxy Holder, however, Proxy Holders have the authority to vote for whomever they want on Election Day and are not bound by the wishes of the voter. 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 17, 2026, between the hours of 9:00 AM and 12 noon. The surest means to ensure that votes are cast as desired is to vote by ballot yourself.

Exhibit E

UNIVERSITY PARK
Recreation District

OFFICIAL BALLOT FORM FOR USE ONLY ON FEBRUARY 17, 2026

University Park Recreation District, Manatee County, Florida

Board of Supervisors Election – February 17, 2026

For the election of TWO (2) Supervisors. The two 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 two (2) candidates who you vote to serve on the Board of Supervisors. **Yes, you can vote for a maximum of two candidates (including any write-in candidate).** Candidates listed in alphabetical order. You may use the two blank lines for write-in candidates, if any. PRINT THE NAMES OF WRITE-IN CANDIDATES.

☐ Candidate A

☐ Candidate B

☐ Candidate C

☐ Write-in Candidate (print) ______________________________

☐ Write-in Candidate (print) ______________________________

EXHIBIT “F”

Voting and Ballot Management for UPRD Board Supervisor election on Tuesday, February 17, 2026

Mail-in ballot alternatives

1. An intact sealed envelope with ballot inside and with original sender descriptors (name, address, ID#) in upper left corner of envelope arrives at ballot box at UPRD admin office.

2. Intact sealed envelope with ballot inside is returned to UPRD admin office as undeliverable, or return to sender marked, etc. UPRD office researches present location of voter, contacts voter and time permitting, sends new envelope with ballot inside to relocated voter address. Original envelope and ballot destroyed. Official list of eligible voters does not show a ballot cast at this point. If resent envelope with ballot is returned in time to the ballot box, it will be processed as per following procedure outline.

3. Original envelope arrives but opened/unsealed and with or without ballot inside. UPRD administration will attempt to contact the voter and the voter will be asked to submit the vote in a proper sealed envelope.

4. An intact sealed envelope arrives that has the appearance of a voting envelope and may or may not contain a legitimate completed ballot, but is not exactly the same as a voter envelope and/or has some but not all the proper sender ID info on the envelope, etc (i.e. it clearly is not the return voter envelope sent out by UPRD but may in fact be a legitimate voter with a legitimate ballot inside. UPRD Admin or the Election Review Team will attempt to contact the voter and the voter shall be asked to submit in the vote in a proper sealed envelope.

5. An intact sealed envelope arrives, and it is not evident but in fact it contains a proxy vote form (which appoints a proxy to vote) plus an official ballot form. After processing by the election committee, the CPA will open the envelope and discover the proxy contents. However since the originating voter and proxy holder have not followed the required procedure which is to cast the proxy vote in person on election day, the ballot must be cancelled and the vote record associated with the envelope must be negated.

Note: Eligible University Park voters may choose to attend at the UPRD admin office and place their mail-in envelope (with ballot enclosed) in the secure ballot box any time before 5:00 p.m. on Feb 17. Such envelopes/ballots will be extracted from the ballot box and processed as part of the pool of collected ‘mail-in’ ballots, even they were technically not mailed in but dropped off in the ballot box in person.

Walk in ballot alternatives (9:00 am to 12:00 pm Feb 17)

1. Eligible University Park voter walks into the voting station (Varsity Club) with an intact sealed envelope with ballot inside and with original sender descriptors (name, address, ID#) in upper left corner of envelope and is processed by the election committee.

2. Eligible University Park voter walks into the voting station and declares he/she has lost, damaged, destroyed, etc. the mailer package (either or both the return envelope and the ballot) and wishes to vote. Election committee validates voter's ID (voter must show acceptable ID), checks voter property address on voter list to ensure a vote has not yet been cast, then provides a new envelope (with relevant voter name, address, ID number) enabling voter to fill ballot and place in envelope and place envelope in ballot box.

3. Eligible University Park voter walks into the voting station and declares that he/she purchased the property resided in University Park prior to December 31, 2025, and understands or believes that the sale is not yet fully registered in the Manatee County property appraiser data base and/or suspects the property ownership change is not yet updated in the UPRD voter list and hence suspects he/she does not appear as a legitimate voter….and understands he/she is entitled to vote and wishes to do so so (or any combination of the previous descriptors). The Recreation District Manager office (2 staff will be present all election day) will deal with this by: checking the person's ID; checking the voter is not on the voter list as the owner of the property concerned; checking the Manatee County property appraiser list to see if the property ownership is updated to include the new owner; and if all the previous checks do not confirm the new ownership; then check the new ownership by checking the name on the deed of sale and if confirmed, then create a new envelope with new owner ID and with ballot and enable new owner to complete ballot, insert in envelope and place in ballot box.

4. A proxy holder walks into the voting station. The election committee: checks the ID of the proxy holder against the proxy vote form; then checks that the proxy holder has an eligible voter status; then checks that the originating voter is a verified voter who has not yet cast a ballot; then checks off the originating voter/property owner on the voter list as having voted. The proxy holder is provided an envelope with original owner ID on outside and invited to enclose the completed ballot in the envelope, seal it and deposit it in a ballot box.

Note: eligible voters from UP can be proxy holders. Any prospective proxy holder can engage any number of eligible voters, receive a proxy designation/appointment from those legitimate voters, and hold any number of completed Proxy Vote Forms which if filled out correctly will designate the proxy holder to vote as a proxy for the originating voter that has signed and appointed that proxy holder. The proxy holder must collect the signed proxy form and an Official Ballot Form from each originating voter. The proxy holder can cast the vote by presenting the signed proxy form and Official Ballot Form to the election committee on election day between 9 am and

12 noon and upon validation can submit the ballot into the ballot box. Note that the Official Ballot form collected from the originating voter can be used by the proxy holder in any of three ways:

1. Ballot form is empty and originating voter has not expressed any wish to have the ballot completed in any way and leaves the decision on how to vote to the proxy holder

2. Ballot form is empty but the originating voter has expressed his wishes to the proxy holder in some fashion on how the ballot vote preferably is to be completed, but both parties understand that the proxy holder is under no obligation to comply with the originating voters wishes and can ignore them and complete the ballot vote as the proxy holder wishes

3. Ballot form is filled in, representing the originating voter's wishes for how the ballot vote should be completed, however both parties understand that the proxy holder is under no obligation to comply with the originating voters wishes, and can ignore them, destroy the completed ballot and request a new one on arrival at the voting location and complete the ballot vote as the proxy holder wishes.

Voting and ballot procedure for UPRD Board Supervisor election on Tuesday, February 17, 2026

Election Review Team consists of 5 Election Committee Representatives (ECRs), the Election Chair and 2 Certified Professional Accountants (CPA)

The Election Chair acts as supervisor of process, addresses any questions from voters arriving for in person voting, addresses questions arising from other ECRs managing the review, manages/deals with any tensions or conflicts arising in voting process and in the voting building (Varsity Club).

All ECRs manage	***Election Chair welcomes, directs to relevant ECR to manage***	***Election Chair welcomes, directs to relevant ECR to manage***
Mailed Ballots or Dropped off before Feb 17 – Review on Feb 16	**Walk in (in person) Ballots on Feb 17 Review***	**Mailed Proxy or Walk in Proxy Ballots on Feb 17 - Review**
Check sealed envelope label against master list – validate name, address, ID#	If voter has envelope with ballot (received by mail but not sent in), check name, address, ID# on envelope against master list.*	Check the originating voters who delegated their vote to a proxy, validate the voter name, address, ID#

Check off property owner as voted	Process this envelope same as mailed ballot review (first column). Check off owner, close vote, place envelope in ballot box.	Check originating voter has not voted by mail or in person. Check proxy rep ID against proxy delegation form. Check proxy has a voter status.
	If voter does not have mailed envelope and/or ballot in possession, first check ID link to property address, then check vote has not been cast for this property.**	Provide envelope to proxy containing ballot with original owner ID# on envelope; allow proxy to complete ballot (or use already completed ballot), place in envelope, seal and place envelope in ballot box
Pass sealed envelope (with completed ballot inside) to CPA rep	Provide voter with new closed envelope with unfilled ballot inside and write ID# on envelope ***	Check off each property owner who has delegated his/her vote to a proxy, as having voted.
	Allow voter to complete ballot; place ballot in envelope; seal and place envelope in ballot box.	

Tally ballots – 2 CPA reps
Receive sealed ballot envelopes from: mailed or dropped off before Feb 18 ballot review (col 1); walk in (in person) on Feb 18 review (col 2); mailed proxy or walk in proxy review (col 3)
Open envelope, extract folded ballot (DO NOT unfold or look at ballot choice)
Place empty envelope in envelope container – retain container for later review or recount if needed
Place folded ballot in ballot container
Tally ballots – prepare summary candidate count votes, certify totals
Insert certified vote summary in sealed envelope and deliver in person to Election Chair who will deliver in person to current UPRD Chairperson.

*For in person voting, voter will need to bring a form of legal identification.

Voter may bring previously received envelope with ballot for use on day. If voter does not have either or both the envelope or mailed ballot, then at sign in on voting day, an envelope (with added ID#) and/or ballot will be provided to the owner that needs to cast the vote after it has been verified at sign in that they have not previously voted by mail

** If necessary, to verify ownership information, access the Manatee County Property Appraiser's website: https://www.manateepao.com/ManateeFL/search/commonsearch.aspx?mode=address. Search for the property and verify with the proof identification provided by the owner.

***Once it has been verified that the owner has not mailed a ballot previously; than release a ballot with envelope to the resident and add the relevant ID# (located on the master list) to the outside left upper corner of the envelope.