MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING
Friday, September 12, 2025
1:00 p.m.
Business Offices
8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Steve Heitzner	Vice Chairperson
Rusty Piersons	2nd Vice Chairperson
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Michael Dennis	PFM Financial Advisors	(via phone)
Niyala Harrison	Bond Counsel – Greenberg Traurig, P.A.	(via phone)
John Fetsick	General Manager - Country Club	
Mark Barnebey	District Counsel - Blalock Walters	

Various Audience Members in-person and via Zoom

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order, Roll Call, and Pledge of Allegiance

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

The Pledge of Allegiance was recited.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS **Administrative Matters**

Consideration of Minutes of the:

a. **July 22, 2025, Board of Supervisors' Meeting**
b. **July 29, 2025, Board of Supervisors' Workshop Meeting**
c. **August 12, 2025, Board of Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Minutes of the July 22, 2025, Board of Supervisors' Meeting, the July 29, 2025, Board of Supervisors' Workshop Meeting, and the August 12, 2025, Board of Supervisors' Meeting.

THIRD ORDER OF BUSEINSS **<u>Staff Report Matters</u>**

District Counsel – Mr. Barnebey noted there has been no update regarding the Supreme Court ruling pertaining to the Bond Validation and reminded the Board that there is a shade meeting scheduled for September 17, 2025.

Mr. Barnebey reviewed the shade meeting process.

District Manager – Ms. Carvalho noted that as public records requests come in, the Board is notified. Currently, there are two open public records requests.

Club Management – Management Discussion & Analysis Report

Mr. Fetsick gave an overview of the report and an update on the current projects. He noted all four of the advisory groups have held their inaugural meetings. The member amenity survey will be the first priority for each group.

There was brief discussion regarding the roles and responsibilities process for the advisory groups. It was noted this finalized process is part of the goals and objectives for next year. The Board will receive minutes from the advisory group meetings.

Mr. Piersons recommended having the Chair of each committee attend a Board meeting to present updates and achievements.

Mr. Fetsick noted that the Finance and Strategic Planning Committees will have their first meetings on September 18th and 29th, respectively. He will be providing a binder of information to the committees and to the Board.

Mr. Barnebey will attend the initial meetings to review the Florida Sunshine Laws and other pertinent information.

There was brief discussion regarding the items that the Finance and Strategic Planning Committees will work on.

Mr. Fetsick also gave an update on staffing and golf operations. It was noted a part-time Pickleball Pro, John Travnik, has been hired. He reviewed the wages for the Pickleball Pros. There was brief discussion regarding court availability. It was noted there is a waitlist for membership. It was also noted that the search for a Golf Professional continues. There was brief discussion regarding the candidates for that position.

Mr. Fetsick gave an update on the Food and Beverage Operations Management. Employee Bingo Night is scheduled for September 16th, and Operations will close at 4:00 p.m. that day. He also gave an update on the back-9 golf course project and upcoming member events. It was noted the back-9 is scheduled to reopen in early October.

Mr. Huebner noted there is a depression around the ninth hole that needs review. John will discuss this area with Curtis for resolution.

Mr. Fetsick gave a membership update. He noted summer members are usually offered full memberships, but currently, there is a waitlist.

There was discussion regarding the waitlist and summer membership. It was noted there are 75 summer memberships.

Mr. Fetsick will follow up with the summer members to figure out who is interested in full membership. Currently, membership is capped at 450 members. In order to increase that number, rules will have to be adjusted. It was noted that 29 members were lost last year.

There was also brief discussion regarding downgrades in membership.

Mr. Fetsick noted downgrades in membership are not allowed mid-year, unless a member is selling their home.

Mr. Fetsick reviewed the Statement of Operations and the Statement of Cash Flows. It was noted that he will do an analysis regarding closure due to weather and the effect on revenue.

Ms. Dickson requested a cost analysis on Bingo and Trivia Nights. It was noted there may be an increase in fees for these events.

There was brief discussion regarding looking at various events related to revenue.

FOURTH ORDER OF BUSINESS **<u>Business Matters</u>**

Appointment of an Auditor Selection Committee

Mr. Fetsick noted the Finance Committee will be assisting with the auditor selection. There will be an RFP process. He recommended having one member of the Finance Committee work with Mr. Fay and himself for the auditor selection process.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Appointment of an Auditor Selection Committee, and authorized Mr. Fetsick to appoint the Finance Committee Member to the Auditor Selection Committee.

There was brief discussion regarding the process of member selection.

Review of FY 2025/2026 General Manager Goals & Objectives Final Document

The Board reviewed the Manager Goals and Objectives Document. This included reviews of Operations and Revenue Generation, Operations Cost Control, Member Satisfaction, and Employee Action.

Mr. Heitzner gave his recommendations regarding the Goals and Objectives Document. He noted some items should be based on metrics and others are task related. He also noted there should be a goal related to employee satisfaction.

There was discussion related to employee satisfaction measurement and creating the needed metrics within the document. This included the goal related to event scheduling.

Mr. Fetsick will create the schedule of special events for the Board.

The Board continued to review the Goals and Objectives document and metric implementation.

There was brief discussion regarding the communication plan for the community under the Goals and Objectives.

It was recommended to have a special event for the real estate community.

There was continued discussion regarding the Goals and Objectives Document and finalizing changes. This included review of Expansion, Governance, and UPRD/UPCAI Joint Projects. It was noted there will be separate objectives for the Strategic Planning Committee, which will be handled by the Committee Liaisons, not Mr. Fetsick.

There was brief discussion regarding working with other clubs to create industry communication and implementing a Professional Development task objective. The Board agreed to place this item under the Expansion goal.

Mr. Fetsick will provide updates as requested and send them to Ms. Carvalho this week, and Ms. Carvalho will send to the Board for final review.

It was noted the Goals and Objectives Document will become part of the PBM General Manager's 2025-2026 Performance Plan.

Mr. Barnebey recommended ratification at the next Board meeting.

Review, Consideration and Ratification of Items Related to Series 2024 Note Extension and Pre-Closing Documents

a. **Ratification of Regions Capital Advantage, Inc. Term Sheet**
b. **Consideration of Resolution 2025-20, Series 2024 Note Extension**
c. **Consideration of Amended and Restated Note**

The Board reviewed the documents relating to the Series 2024 Note extension and pre-closing documents.

Mr. Dennis gave an overview. He noted the pre-closing would take place after the meeting, with the closing happening on Monday, September 15. 2025. It was confirmed the note cannot be split up.

Ms. Harrison noted the loan cannot be serviced by multiple lenders and will remain at Regions Bank.

Mr. Barnebey reviewed the resolutions related to the Series 2024 Note and noted if the bond issuance does not take place, there is the ability to assess.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District ratified the Regions Capital Advantage, Inc. Term Sheet to extend the Series 2024 Note.

Mr. Barnebey gave an overview of the resolution and the exhibit.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2025-20, Series 2024 Note Extension.

FIFTH ORDER OF BUSINESS **Ratification of Payment Authorization Nos. 145 – 146**

Mr. Fetsick gave an overview of the payment authorizations. He noted the largest invoice is from Kimley-Horn for the rezoning ordinance. There were also invoices for website maintenance, public notice advertisements, Blalock Walters related to bond validation, and the PFM District Management fee.

Mr. Huebner requested more details related to the District Counsel invoices.

There was brief discussion regarding handling outside communication with District Counsel.

Mr. Barnebey noted he receives many emails and phone calls regarding the District and responds as needed or as directed by the Chair. He provided clarification related to the payment authorizations.

Ms. Dickson recommended following up with District Counsel if there are any questions.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with Mr. Huebner opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorization Nos. 145-146.

Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location	Note
September 17, 2025	Special Meeting & Attorney / Client Session Meeting	2:00PM	University Park	Business Offices
September 30, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices

Mr. Piersons asked for clarification on getting updates for the kitchen and fitness area renovations. It was noted Mr. Heitzner will provide those updates on a monthly basis at the Board meetings.

Mr. Heitzner gave an update and reviewed those who are on the Kitchen Volunteer Group. One meeting was held with the architects, but there were a few members unable to attend. The next Kitchen Volunteer Group meeting will be held on September 17, 2025. The Fitness Center Volunteer Group is being finalized and will have their first meeting on September 17, 2025.

There was a brief discussion regarding the members of the Volunteer Groups.

Mr. Huebner commented on the Board communicating with residents via letters of opinion.

Mr. Barnebey did not recommend communicating in this manner.

There was discussion regarding Mr. Murphy's letter to the community. It was noted that Mr. Murphy's letter was not based on opinion. The letter was based on a resolution that the Board was going to be voting upon and to provide clarification.

Mr. Charlesworth, a resident, commented regarding the goals and objectives, and noted they should protect the reputation of the club and community. He recommended having more joint goals with the UPCAI and working with realtors to increase the reputation of the community. He also recommended shortening the goals and objectives to make them more reasonable.

Ms. Dickson noted there are only seven goals, but within the goals there is a breakdown of objectives and tasks. They are tiered in percentages by priority level.

Mr. Fetsick noted he receives phone calls from realtors every week regarding the community.

Mr. Matt noted the district is a governmental entity with a core value statement that needs to be complied with. He stated there has been a lack of compliance over the last two years with these values. He also commented regarding censoring resident ideas and the cost of District Counsel.

Mr. Charlesworth noted that every ethical complaint against the Board has been rejected.

There were no further Supervisor requests or public comments.

SIXTH ORDER OF BUSINESS **Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Heitzner, second by Mr. Huebner, with all in favor, the September 12, 2025, Board of Supervisors Meeting for the University Park Recreation District was adjourned at 3:03 p.m.

Secretary / Assistant Secretary

Sally Dickson

Chairperson / ~~Vice~~ Chairperson