

University Park Recreation District

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<http://universityparkrd.com/>

The Meeting of the **Board of Supervisors of the University Park Recreation District** will be held on **Friday, October 17, 2025, at 1:00 PM** 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=eUE4Q3BTNGVFNXBSOGVlRXk1cWo2QT09>

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 Minutes of the:
 - a. September 2, 2025, Board of Supervisors' Continued Meeting
 - b. September 2, 2025, Board of Supervisors' Workshop Meeting
 - c. September 12, 2025, Board of Supervisors' Meeting
 - d. September 17, 2025, Board of Supervisors' Special Meeting

Staff Report Matters

2. District Counsel
3. District Manager
 - a. Review of General Procedures for the 2026 Elections
4. Club Management
 - a. Management Discussion & Analysis Report

Business Matters

5. Update on the Capital Improvement Plan
 - a. Presentation of Preliminary Concept of Kitchen and Fitness Center
6. Review of the McMahon Group Strategic Planning Proposal *(provided under separate cover)*
7. Consideration of Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards
8. Update on Auditor Selection Committee

District Financial Matters

9. Ratification of Payment Authorization Nos. 147 – 148

Date	Meeting Type	Time	Location
October 20, 2025	Strategic Planning Committee Special Meeting	3:00PM	University Park Business Offices
October 22, 2025	Finance Committee Rescheduled Meeting	3:00PM	University Park Business Offices
November 4, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices
November 6, 2025	Auditor Selection Committee Meeting	1:00PM	University Park Business Offices
November 12, 2025	Strategic Planning Committee Meeting	3:00PM	University Park Business Offices
November 14, 2025	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
November 19, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices

10. Supervisor Requests & Public Comments

Adjournment



University Park Recreation District

Consideration of Minutes of the:

- a. September 2, 2025, Board of Supervisors' Continued Meeting
- b. September 2, 2025, Board of Supervisors' Workshop Meeting
- c. September 12, 2025, Board of Supervisors' Meeting
- d. September 17, 2025, Board of Supervisors' Special Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' CONTINUED MEETING

Tuesday, September 2, 2025

2:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Rusty Piersons	2 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Blake Firth	ADM - PFM Group Consulting LLC	(via phone)
John Fetsick	General Manager - Country Club	
Curtis Nickerson	Director of Properties & Facilities– 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 continued meeting was reconvened at 2:01 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

Mr. Underwood, a resident, commended the Board for having a joint meeting with the UPRD and UCPCAI. Ms. Dickson noted this will continue in the future.

Mr. Tobin, a resident, thanked the Board for their work and commented on the Series 2024 Note Resolution and subsequent assessments.

Mr. Matt commented on the assessments and funding of projects. He also commented on the

withdrawal of the appeal.

Another resident had a comment regarding Mr. Matt's comments.

There were no further public comments.

SECOND ORDER OF BUSINESS

Staff Report Matters

District Counsel – Mr. Barnebey noted the Board has the ability to do the assessments and all Charter requirements have been met. He also noted that he is going to request the attorney/client session to discuss the litigation, which will be a shade meeting.

There was brief discussion regarding scheduling the session and those that need to be in attendance.

The Board agreed on September 16 or 17 in the afternoon.

Ms. Carvalho will confirm with Mr. Heitzner and proceed with the legal advertisement based on responses to Board Member availability.

District Manager – No report.

Club Management – Management Discussion & Analysis Report

Mr. Fetsick gave an overview of the report and an update on the current projects. He noted the dining room is closed this week as the café roof is being painted, the kitchen and dining room are being deep cleaned, and the admin offices are having a small remodel. Food trucks will be available 12 - 4pm, along with the Varsity Club.

THIRD ORDER OF BUSINESS

Business Matters

Series 2024 Note / Consideration of Assessment

a. Consideration of Resolution 2025-21, Rescinding Resolution 2025-16 and Reinstating, Ratifying and Reaffirming Resolution 2024-25 as Adopted on June 27, 2024; and Providing for an Effective Date

Ms. Dickson gave an overview of the previous discussion during the August 12, 2025, meeting. She noted the two options were to extend the Note with Regions Bank for one year or to have the assessment at the end of the year. She also gave an overview of the resolution.

The Board discussed their opinions on the resolution.

Ms. Dickson noted she was in favor of the extension and not assessments.

Mr. Piersons also noted he was in favor with the extension and not assessments. He noted there should be a meeting with the residents and members regarding the Note, bond, and assessments.

There was brief discussion regarding the previous vote for the resolution.

Mr. Murphy noted he previously was in favor of the extension but is now in favor of the assessments. He gave an overview of his reasoning, and noted it is based on the timing. He also gave an overview of the early payment discount on the Note compared to directly assessing residents.

It was noted it would be \$4 million dollars to pay off the Note.

Mr. Huebner noted he was in favor of the extension and gave an oral statement to the Board. He also submitted 10 points for an alternative path forward for the record.

There was discussion regarding the financials as related to the bond and assessments.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with Mr. Murphy in favor, and all others opposed, the Board of Supervisors for the University Park Recreation District did not approve the Series 2024 Note Assessment, Resolution 2025-01, Rescinding Resolution 2025-16 and Reinstating, Ratifying, and Reaffirming Resolution 2024-25 as Adopted on June 27, 2024, and Providing for an Effective Date. Motion did not pass.

Mr. Fetsick gave an overview of the reserves and noted they will need to be replenished in some way. Currently, the only items replenishing the reserves are initiation fees, capital dues, and 10% of outside golf, which are not enough to complete capital projects.

There was brief discussion regarding revenues and the reserves.

Mr. Piersons recommended having the Finance Committee look at the future of the reserves.

**Public Hearing on the Adoption of
the District's Annual Budget &
Country Club Budget**

**a. Public Comments and
Testimony**

b. Board Comments

**c. Consideration of
Resolution 2025-17,
Adopting the Fiscal Year**

**2025/2026 District's Annual
Budget and Appropriating
Funds**

**i. General Fund
Budget**

**ii. Debt Service
Budget**

**d. Consideration of
Resolution 2025-18,
Adopting the Fiscal Year
2025/2026 Country Club
Budget and Appropriating
Funds**

**i. Enterprise Fund
Budge**

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District opened the Public Hearing on the Adoption of the District's Annual Budget and Country Club Budget.

Ms. Carvalho reviewed the budget exhibits and noted the budget currently includes the Capital Irrigation Project, which will be removed.

Mr. Case, a resident, made a comment regarding the budget for the Capital Irrigation Project assessments.

Mr. Matt recommended having an organizational chart related to the budget.

Mr. Huebner commented on the continued capitalization of interest related to the bond.

There was discussion regarding the district paying the interest instead of assessing it to the homeowner.

Mr. Murphy gave an overview of the timeline regarding the assessments and recommended leaving the interest in the bank and letting it capitalize for emergency purposes.

Mr. Huebner questioned if the decision could be made at a later date to pay the interest out of operating income.

There was continued discussion regarding this. Ms. Carvalho will follow up to see if this could be a future option.

Mr. Fetsick gave an overview of the Enterprise Fund Budget for the Country Club. He reviewed the changes and increases.

The Board discussed the FY 2026 Proposed General Fund Budget, the revenues, and the expenses from the Country Club, including the restaurant. It was noted the Board should look at a breakdown in revenues and expenses for each section of the Club, including the restaurant, fitness, tennis, etc.

Mr. Murphy recommended having the Finance Committee take on that project.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District closed the Public Hearing on the Adoption of the District's Annual Budget and Country Club Budget.

Ms. Carvalho reviewed the budget and noted the General Fund budget will be \$300,000.00 and the Debt Service Budget will be \$1,601,193.75.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2025-17, Adopting the Fiscal Year 2025/2026 District's Annual Budget and Appropriating Funds, as amended.

Ms. Carvalho noted the Enterprise Fund Budget will be \$13,850,896.00.

There was brief discussion regarding the distinction between the different budgets.

Mr. Murphy noted the municipal bond interest rates are the lowest, which also saves money for the District.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2025-18, Adopting the Fiscal Year 2025/2026 Country Club Budget and Appropriating Funds, as amended.

Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location	Note
September 12, 2025	Board Meeting	1:00 PM	University Park	Business Offices
September 30, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices

Mr. Tobin, a resident, had a comment about Mr. Matt and questioned his objective. He recommended Mr. Matt to withdraw the appeal.

Mr. Underwood, a resident, noted he does not agree with delaying the Note and noted the debt will have to be repaid, regardless of the bond.

Mr. Case, a resident, had a question regarding food and beverage revenue loss and having a minimum that must be met by each guest.

Mr. Fetsick noted that although he has recommended removing this requirement in the past, if it were removed, the dues would increase. He gave an overview of revenue minimum requirements.

There was brief discussion regarding the food minimum requirements.

Mr. Matt commented on Mr. Tobin's comments and noted what he feels the Board is required to do, including being fiduciary responsible, respecting the residents, and holding to the core values of the Charter.

Ms. Loundy, a resident, commented regarding the ruling from the Supreme Court.

Mr. Barneby noted the matter has been expedited, but there is no way to know when the ruling will take place.

There were no further Supervisor requests or public comments.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the September 2, 2025, Continued Board of Supervisors Meeting for the University Park Recreation District was adjourned at 3:33 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' WORKSHOP MEETING

Tuesday, September 2, 2025

2:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Rusty Piersons	2 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Blake Firth	ADM - PFM Group Consulting LLC	(via phone)
John Fetsick	General Manager - Country Club	
Curtis Nickerson	Director of Properties & Facilities– 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 and Roll Call

The meeting was called to order at 3:35 p.m. Those in attendance are outlined above.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Discussion Matters

Follow-up Discussion of 2025-2026 General Manager Goals & Objectives

Ms. Dickson gave an overview and noted the Board has given input on the goals and objectives for the General Manager (GM). She noted there will also be Key Performance Indicators attached to these goals.

The Board reviewed the input.

It was noted Mr. Piersons' recommendations included creating various ways to increase GM visibility and interaction with the members and implementing service standards with continued staff training programs for high quality member experiences. This would include having a quarterly report that outlines those programs by department. He also recommended having an annual budget commitment that is reviewed quarterly by the Board and having a written recurring process for the committees/advisory groups.

The Board agreed a goal should be added to increase GM visibility with new and current members both during and outside of business hours.

There was brief discussion regarding holding the training programs and the timing of those programs.

The Board agreed an added goal should be for an annual budget commitment being reviewed quarterly by the Board and with the revenue and profit percentage being determined by a variance.

There was brief discussion regarding the revenue and profit percentage.

The Board agreed that an added goal should be for the General Manager to have a written recurring process for the committees/advisory groups, as the advisory groups report to Mr. Fetsick.

It was noted Mr. Huebner's recommendations included financial strategy and implementation, governance and compliance, and leadership. It was noted that the financial information should be provided to the Board of Supervisors at least seven days prior to a meeting.

Mr. Fetsick noted the Finance Committee may be taking on that project. He also noted the monthly presentation will be one month in arrears.

The Board discussed having the Board of Supervisors review the performance goals for department heads. It was noted this should be Mr. Fetsick's responsibility with input from the Board.

Ms. Dickson noted this should not include the advisory groups and PBM should not be micromanaged. Any issues with department heads should be communicated solely with Mr. Fetsick.

It was noted that the member survey should ask about hours of service and menu changes. There should also be a checklist for upkeep and necessary maintenance of club facilities that is reviewed by the Board.

Mr. Fetsick noted he gets issues and ideas communicated from members every day.

Ms. Dickson recommended having these issues or ideas compiled and given to the specific advisory group. She also noted it is not the role of the advisory groups to manage finances.

Mr. Piersons recommended having a suggestion box for members.

The Board discussed the Leadership goal as recommended by Mr. Huebner. It was noted that it is up the RD and the HOA to improve collaboration, not PBM.

The Board discussed the employee survey and obtaining staff opinions.

Mr. Fetsick noted he can provide an Executive Summary but would not recommend providing exact details in order to maintain privacy & confidentiality for employees.

Mr. Barnebey gave an overview of the possible legal ramifications of asking staff for their opinion on happenings within the Country Club.

Mr. Murphy agreed to have the Key Performance Indicators and to create benchmarks. He noted that employee satisfaction is a key metric, and this can help inform the Board moving forward.

Ms. Dickson noted the Mission, Vision, and Core Values talk about the key metrics which would be the Key Performance Indicators. This process formalizes them. She reviewed her recommendations.

There was brief discussion regarding the template provided by Mr. Heitzner.

Mr. Murphy noted it was much more manageable and noted there are six major points that all the other recommendations can go under.

Ms. Dickson noted the recommendations can be summarized to create the final goals and objectives for the General Manager, within the categories provided by Mr. Heitzner.

Ms. Carvalho confirmed the changes and will re-circulate a revised GM Goals & Objectives for the Board's review.

The Board discussed the deadline for the final document. It was noted the performance evaluations are due by the end of September.

Supervisor Requests and Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location	Note
September 12, 2025	Board Meeting	1:00 PM	University Park	Business Offices
September 30, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices

Mr. Huebner reviewed the Master Plan that was adopted in 2021. He noted this plan gave additional space and noted there is a disconnect with the current plan.

The Board discussed the plan as it was created by Kimley-Horn and the different variations that would focus on the golf operations.

Ms. Dickson noted the plan provided everything that could be done, not everything that will be done. Focus groups were held to have a consensus of what the community wanted.

Mr. Huebner also commented regarding the additional PBM staff that have been hired and the agreement to transfer the building.

Ms. Dickson noted the PBM positions were warranted and approved.

There was discussion regarding the overhead cost due to the additional staff and the Mutual Cooperation Agreement that allowed for PBM offices and accommodation of staff.

Ms. Dickson gave a historical overview of the agreement and reasoning behind transferring the building.

Ms. Dickson recommended bringing any questions regarding PBM to Mr. Fetsick.

Mr. Murphy and Mr. Barnebey gave historical overviews.

There were no further Supervisor requests or public comments.

THIRD ORDER OF BUSINESS

Adjournment

The University Park Recreation District Board of Supervisors Workshop meeting was adjourned by Ms. Dickson at 4:50 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

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	2 nd 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

Staff Report Matters

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 Travník, 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

Business Matters

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 UPCA 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

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT SPECIAL BOARD OF SUPERVISORS' & ATTORNEY CLIENT SESSION MEETING

Wednesday, September 17, 2025

2:00 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	2 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	District Counsel - Blalock Walters
Fred Moore	District Counsel - Blalock Walters

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call

The Board of Supervisors' meeting was called to order at 2:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

General Business Matters

Attorney-Client Session Meeting Discussion on Appeal Process/ Litigation

This meeting is being held today, September 17, 2025, at 2:00 p.m., under the Attorney/Client Session provisions available under Florida's Sunshine Law, Section 286.011(8), Florida Statutes. It will last approximately one (1) hour at the request of the District's Counsel. This meeting is being held at the Business Offices located at 8301 The Park Blvd, University Park, FL 34201. This meeting shall commence at this open meeting and then will move into an Attorney/Client Session limited in attendance to the University Park Recreation District's Counsel Mark Barnebey and Fred Moore, who will meet in private with the District Board of Supervisors (Sally Dickson, Steve Heitzner, David Murphy, Russell Piersons, Scott Huebner), District Manager (Vivian Carvalho) and a court reporter who will transcribe the full proceedings to be made part of the public record for release at the conclusion of the litigation for the purpose of discussing: Dean Matt v. University Park Recreation District, SC 2024-0990, Lower Tribunal Case No.: 2024-CA000252.

Reopen Meeting in Public

The University Park Recreation District Special Board of Supervisors' Meeting was reopened at 3:00 p.m.

Mr. Barnebey noted that no action was taken at this time. He is requesting an Attorney-Client session for Monday, October 6th, 2025, at 2:00 p.m. It will last approximately 1 hour and will be held at the Business Offices located at 8301 The Park Blvd, University Park, FL 34201. This meeting will be held under the Attorney/Client Session provisions available under Florida's Sunshine Law, Section 286.011(8), Florida Statutes. This meeting will be limited in attendance to the University Park Recreation District's Counsel Mark Barnebey and Fred Moore, who will meet in private with the District Board of Supervisors (Sally Dickson, Steve Heitzner, David Murphy, Russell Piersons, Scott Huebner), District Manager (Vivian Carvalho) and a court reporter who will transcribe the full proceedings to be made part of the public record for release at the conclusion of the litigation for the purpose of discussing: Dean Matt v. University Park Recreation District, SC 2024-0990, Lower Tribunal Case No.: 2024-CA000252.

There was discussion regarding Florida Sunshine law.

Ms. Dickson reviewed email issues that have taken place and the inclusion of Mr. Christopher on various emails.

Mr. Barnebey reminded the Board not to discuss any matters outside of a Board meeting, especially due to current litigation.

There was brief discussion regarding various emails by Mr. Fetsick and discussions with Mr. Matt.

Supervisor Requests & Public Comments

Ms. Carvalho noted she will be sending out the new meeting calendar invites.

It was noted Mr. Murphy will not be available for the October 10th Board of Supervisors' meeting. The Board agreed to move the meeting to October 17th, 2025.

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location	Note
September 30, 2025	Workshop Meeting	2:00PM	University Park	Business Offices
October 17, 2025	BOS Meeting	1:00 PM	University Park	Business Offices

There were no further Supervisor requests or public comments.

THIRD ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

Ms. Dickson adjourned the September 17, 2025, Special Board of Supervisors Meeting for the University Park Recreation District at 3:16 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson



University Park Recreation District

Staff Reports



University Park Recreation District

District Manager

- a. Review of General Procedures for the 2026 Elections

**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

On or before December 31, 2025

- 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

On or before January 9, 2026

- 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 properly marked. If there might be any question as to who the voter is intending to vote for, the voter should request a replacement ballot before casting a vote.
- 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 forums 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:
 - o Cover letter explaining the contents and voting procedures
 - o Proxy Voter Form
 - o Official Ballot Form
 - o 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 Envelopes: 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



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. **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

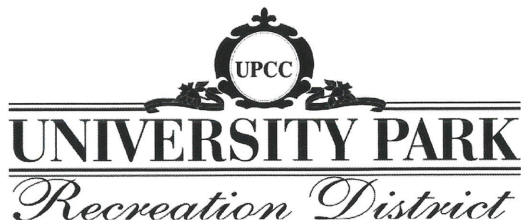
☐ Write-in Candidate (print) _____

☐ 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 or Resident of the property identified below that I would be entitled to vote if then personally present, 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



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).

<i>All ECRs manage</i>	<i>Election Chair welcomes, directs to relevant ECR to manage</i>	<i>Election Chair welcomes, directs to relevant ECR to manage</i>
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.



University Park Recreation District

Club Management

a. Management Discussion & Analysis Report

University Park Recreation District
Management Discussion & Analysis Report
As of September 30, 2025

Finance & Strategic Planning Committees

The Finance and Strategic Planning Committees have each hosted a few meetings to kick off their respective processes. Initial meetings included Committee Orientation, Sunshine Law review and some preliminary/introductory work. Initial reports from each Committee are expected at the November board meeting.

Golf Operations

Ashley Hayden and I, with input and full support from a few Golf colleagues and members, recently hired Aaron Orechwa as a new PGA Golf Professional. Aaron, who received his Professional Golf Management Degree from Methodist University, joins University Park after stints at several clubs, notably Trump National Doral (most recent) and Bethpage (recent host of the Ryder Cup). Please welcome Aaron when you have an opportunity.

The Back-9 has reopened! With great thanks to Curtis Nickerson and his Team, the back-9 reopened on Monday, October 13th. Some modest work continues, including completion of the bridge coming off hole 27, but the course is in excellent condition, and we are excited to show our members the upgraded/expanded Tees, renovated Fairway Bunkers, etc.

Member Events

Our schedule of events begins to pick up during the month of October, led off by Yom Kippur Break the Fast and concluding with Pink Week (week of 10/20) and Fall Fest (November 1st). Other events during the month include Bingo, Trivia, Trucks n Tunes, the Perelada Catalonia Wine Dinner and Oktoberfest Buffet.

Membership

		Full	Racquets	Social	Net Change in Memberships	Trial Full	Trial Rac/Fit	Trial Fit/Soc	Trial Social	Sum Golf	Sum Tennis	Wait List
2024 Totals 12/31/24		445	108	786	1339	2	0	0	2	0	0	9
2025 Totals 9/30/25		455	110	787	1352	0	0	0	0	75	51	2
Social Access		104	28		132							
Fitness		21	1	131	153							
Range			10	57	67							
Twilight Tennis				24	24							
Pickleball		2		56	58							
Total Passes					434							

*135 grandfathered non-members (flat to prior month), 195 grandfathered members (-4 to prior month)

**307 non-resident memberships (+3 to prior month)

UNIVERSITY PARK COUNTRY CLUB STATEMENT OF OPERATIONS

YTD OPERATING RESULTS, 11 MONTHS THROUGH 8/31/25	Actual Results of UPCC Operations	Budget	\$ Contribution Margin Variance (unfavorable)	% Change	COMMENTS
Total Revenues	\$12,190	\$12,975	(\$785)	(6.1%)	Revenue miss impact
Less: Outside Golf Capital Allocation	(224)	(265)	42	(15.7%)	
Total Expenses	11,563	12,160	597	4.9%	Expense reduction impact
Contribution Margin	403	549	(146)	(26.6%)	Net Contribution impact
Revenues and Expenses, Details	Actual	Budget	\$ Variance	% Change	
Dues revenue	\$5,594	\$5,603	(10)	(0.2%)	
Golf operations revenue	3,297	3,848	(551)	(14.3%)	Unfavorable primarily due to Hurricane Milton (\$150k), less than favorable weather conditions during season, and lower Pro Shop sales/foot traffic (\$62k).
Dining operations revenue	2,887	3,111	(223)	(7.2%)	Unfavorable to budget primarily due to Hurricane Milton (\$71k) and reduced foot traffic from golf operations.
Racquets/Fitness/Other operations revenue	188	148	40	27.3%	Increase to fitness classes
Subtotal, Revenues	11,966	12,709	(744)	(5.9%)	Revenue miss impact
Golf operations	1,619	1,735	116	6.7%	No LPGA Pro hired, Pro Shop COGS, Credit Card Fees
Golf maintenance	3,156	3,127	(29)	(0.9%)	
Dining operations	4,031	4,419	388	8.8%	COGS Control, less Temp Labor, less Spoilage, limited linens
Racquets & Fitness operations	556	585	29	5.0%	
General & Adm	2,201	2,294	92	4.0%	Delayed Accountant hire, Maintenance labor, Credit Card Fees
Subtotal, Expenses	11,563	12,160	597	4.9%	Expense reduction impact
Contribution margin, net of outside \$224k outside golf capital allocation	\$403	\$549	(\$146)	(26.6%)	Contribution margin is \$146k, 26.6% before budget

UNIVERSITY PARK COUNTRY CLUB COMPARATIVE BALANCE SHEET AS OF AUGUST 31, 2025 AND 2024

Assets	UPCC Operating Fund		Capital Irrigation Fund		Comments & Assumptions
	Unaudited 8/31/25	Unaudited 8/31/24	Unaudited 8/31/25	Unaudited 8/31/24	
Operating Cash & Short-Term Investments	\$1,390	\$703			
Accounts Receivable	413	370			
Inventory	295	306			
Deposits & Prepaids	225	191			
Future Assessments based on BAN or Long-Term Bonds			5,829	3,935	Amounts drawn from BAN, \$3,991 + Amounts borrowed from UPCC Capital Reserves, \$1,838 as of FY25
Subtotal, operating assets	2,323	1,569	5,829	3,935	
Board Designated Cash & Investments & Receivable from Irrigation Fund:					
Operating Reserves	400	400			BOS designated for future use.
Capital Reserves	571	4			
Capital Reserves Used for Irrigation Project--Due from Capital Irrigation Fund	1,838	3,330			Portion of irrigation project paid out of UPCC reserve funds
Sub total, Board Designated Cash, Capital Reserves & Capital Irrigation Fund Receivable	2,809	3,734	-	-	
Property and Equipment - Net	24,770	19,973			
Property and Equipment - CIP	1,007	4,661	-	-	
Total Assets	\$30,909	\$29,937	\$5,829	\$3,935	
Liabilities & Net Position:					
Accounts Payable					
Operations Related	\$204	\$286			
Accrued Liabilities & Other Payables	238	161			
Gift Cards & Store Credits	120	110			
Subtotal, operating liabilities	562	557			
Deferred Revenue	2,021	1,886			
Capital Lease Obligations	418	491			
Capital Projects Payable	58	412			
Due to UPCC Operating Fund			\$1,838	\$3,330	
BAN Payable to Bank			3,991	605	
Total Liabilities	3,059	3,347	5,829	3,935	
Beginning Balance, Purchase of UPCC assets in 2019	16,750	16,750	-	-	
Due From Capital Irrigation Fund	1,838	3,330			
Prior Years' Operating Surplus	7,281	5,536			
Current Period Operating Surplus	1,981	974			
Net Position	27,850	26,590	-	-	
Total Liabilities & Net Position	\$30,909	\$29,937	\$5,829	\$3,935	

UNIVERSITY PARK COUNTRY CLUB BALANCE SHEET FORCAST AS OF DECEMBER 31, 2025

	UPCC Operating Fund			
Assets	Unaudited Forecast 12/31/25	Unaudited 8/31/25	\$ Change	Comments & Assumptions
Operating Cash & Short-Term Investments	\$21	\$1,390	(1,369)	Includes \$348k from FEMA, received at the end of September 2025
Accounts Receivable	351	413	(63)	
Inventory	281	295	(14)	
Deposits & Prepaids	21	225	(203)	Excludes prepaid items related to 2026
Subtotal, operating assets	674	2,323	(1,649)	
Board Designated Cash & Investments & Receivable from Irrigation Fund:				
Operating Reserves	400	400	-	BOS designated for future use.
Capital Reserves	352	571	(219)	Completion of Back 9 (excludes 2026 initiation fees)
Capital Reserves Used for Irrigation Project-- Due from Capital Irrigation Fund	1,838	1,838	-	Portion of irrigation project paid out of UPCC reserve funds
Subtotal, Board Designated Cash, Capital Reserves & Capital Irrigation Fund Receivable	2,590	2,809	(219)	
Property and Equipment - Net	25,940	24,770	1,170	
Property and Equipment - CIP	125	1,007	(882)	Back 9 reclassified out of CIP
Total Assets	\$29,329	\$30,909	(1,580)	

UNIVERSITY PARK COUNTRY CLUB CAPITAL SOURCES AND USES AS AUGUST 31, 2025

Sources		Notes
2019, Construction Fund after UPCC club purchase	\$4,157	
2021, Loan Forgiveness	856	
2024-5, Bond Anticipation Note for Irrigation Project		\$1,838 was paid out of Operating Cash and needs to be repaid from either BAN assessment or 2024 Bond funds when available.
	3,754	
Sub total, Bond Proceeds and Loan Forgiveness	8,767	Bonds & Loan Forgiveness
FY 2021 Init Fees & 10% Outside Golf	673	
FY 2022 Init Fees & 10% Outside Golf	666	
FY 2023 Init Fees, Cap Dues & 10% Outside Golf	1,330	
FY 2024 Init Fees, Cap Dues & 10% Outside Golf	1,850	
FY 2025 Init Fees, Cap Dues & 10% Outside Golf	1,317	
Sub total, Init Fees, Capital Dues & 10% Outside Golf	5,836	Capital raised through Operations
Total Sources of Capital	14,603	
Uses		
2022, Parking Lot - Asphalt	136	
2021-2025, Golf Course Improvement & Irrigation	7,412	
2023, Tennis/Pickleball Courts	810	
2022-2023, Buildings - Renovations, A/C and Upgrades		
	293	
2023-2025, Range Picker, Bag Drop/Pro Shop FF&E	120	
2022-2024, Grille - Kitchen Equipment	289	
2023, Golf Course Maintenance Equipment	459	
2023, IT Equipment - Computers, Server etc	91	
2023-2024, Racquets And Fitness Equipmet	89	
2021-2023, Indoor Dining Renovation	1,066	
2023-2024, Outdoor Dining (Cafe) Renovation	2,326	
Subtotal, Uses	13,091	
Construction In Progress		
2025, Back 9 Renovation	812	
2020, Master Plan Project	125	
Golf Club Rentals	3	
Subtotal, CIP	941	
Total Uses	14,032	
Remaining Capital Reserves	571	Capital Account Balance at 8/31/2025
Due to operating capital from BAN or Bond	1,838	
Total Capital Reserves	2,409	Balance with Irrigation Project repayment



University Park Recreation District

Update on the Capital Improvement Plan

- a. Presentation of Preliminary Concept of Kitchen and Fitness Center



University Park Recreation District

Review of the McMahon Group Strategic Planning Proposal

(provided under separate cover)



University Park Recreation District

**Consideration of Resolution 2026-01,
Adopting the District's Fiscal Year 2025-
2026 Goals, Objectives, and
Performance Measures and Standards**

RESOLUTION 2026-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2025, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

SECTION 1. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2025.

ATTEST:

UNIVERSITY PARK RECREATION DISTRICT

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

Exhibit A

**University Park Recreation District (“District”)
Goals, Objectives, Performance Measures/Standards &
Annual Reporting Form**

October 1, 2025 – September 30, 2026

1. Community Communication and Engagement

a. Goal 1.1: Public Meetings Compliance

- i. **Objective:** Hold a minimum of seven regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.
- ii. **Measurement:** Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.
- iii. **Standard:** A minimum of seven Board meetings were held during the fiscal year.
- iv. **Achieved:** Yes ☐ No ☐

b. Goal 1.2: Notice of Meetings Compliance

- i. **Objective:** Using at least two communication methods, provide public notice of each meeting in accordance with Florida Statutes.
- ii. **Measurement:** Timeliness and method of meeting notices as evidenced by providing public notice using at least two mediums, which comply with Florida Statutes.
- iii. **Standard:** 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (for example, newspaper, online notices, and District website).
- iv. **Achieved:** Yes ☐ No ☐

c. Goal 1.3: Access to Records Compliance

- i. **Objective:** Ensure that meeting minutes and other public records are readily available and accessible to the public pursuant to applicable law by completing quarterly District website checks.
- ii. **Measurement:** Quarterly website reviews will be completed to ensure public records are up to date as evidenced by District Management’s records.
- iii. **Standard:** 100% of quarterly website checks were completed by District Management or third-party vendor.
- iv. **Achieved:** Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

a. Goal 2.1: District Infrastructure and Facilities Inspections

- i. **Objective:** A Florida licensed engineer (#Licensed Engineer”) will conduct an annual inspection of the District’s facilities and equipment valued of \$25,000.00 or greater, infrastructure and related systems.
- ii. **Measurement:** A minimum of one inspection completed per year as evidenced by Licensed Engineer’s report related to District’s infrastructure and related systems.
- iii. **Standard:** Minimum of one inspection was completed in the fiscal year by the Licensed engineer.
- iv. **Achieved:** Yes ☐ No ☐

3. Financial Transparency and Accountability

a. Goal 3.1: Annual Budget Preparation

- i. **Objective:** Prepare and approve the annual proposed budget by June 15 and final budget by September 15 each year.
- ii. **Measurement:** Proposed budget was approved by the Board by June 15 and final budget was adopted by September 15 as evidenced by meeting minutes and budget documents listed on the District’s website and/or within District records.
- iii. **Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District’s website.
- iv. **Achieved:** Yes ☐ No ☐

b. Goal 3.2: Financial Reports

- i. **Objective:** Publish to the District’s website (or link as permitted by applicable law) the most recent versions of the following documents: Annual audited financial statements for the most recently available fiscal year, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.
- ii. **Measurement:** Annual audit, previous years’ budgets, and financials are accessible to the public as evidenced by corresponding documents on the District’s website.
- iii. **Standard:** District’s website contains 100% of the following information posted in a timely manner: Most recent annual audited financial statements for the most recently available fiscal year, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.
- iv. **Achieved:** Yes ☐ No ☐

c. **Goal 3.3: Annual Financial Audit**

- i. **Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.
- ii. **Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website (or linked) and transmitted to the State of Florida.
- iii. **Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.
- iv. **Achieved:** Yes ☐ No ☐

SIGNATURES:

Chair/Vice Chair: _____

Date: _____

Printed Name: _____

University Park Recreation District

District Manager: _____

Date: _____

Printed Name: _____

University Park Recreation District



University Park Recreation District

Update on Auditor Selection Committee



University Park Recreation District

**Ratification of Payment Authorization Nos.
147 – 148**

University Park Recreation District

9/8/2025

Payment Authorization No. 147

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
VGlobalTech	7674	ADA Website Maintenance - September 2025	\$ 293.33
McClatchy Company, LLC	47295	Notice of Public Meeting - August 2025	\$ 113.49
PFM	DM-09-2025-692	District Management Fee: September 2025	\$ 5,833.37
PFM	OE-EXP-09-2025-20	August Postage	\$ 29.05

O&M - General Fund Expenses Total	\$ 6,269.24
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Asst. Secretary/Secretary

Asst. Treasurer

 9/10/25

VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

University Park RD
3501 Quadrangle Boulevard,
Suite 270, Orlando, FL 32817

INVOICE # 7674**DATE** 09/01/2025**DUE DATE** 09/16/2025**TERMS** Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance - September Ongoing website maintenance for ADA and WCAG Compliance	1	218.33	218.33
	Email:Email Hosting & Maintenance Monthly email hosting. Up to 5 emails customized as per need with website domain address. Up to maximum 2 GB (upgrade to 10 GB) storage per inbox. Backup and archival not included. Customers will be able to take their own local backup as needed. Customers also responsible to manage the inbox overflow by deleting unwanted emails, large attachments. Spam and virus filters included and will be configured. Email forwarding service (to any email of customer choice) included. Full access through browser from any device (tablets, mobile or desktop) provided including steps to setup the client.	5	15.00	75.00

Please make check payable to VGlobalTech.

BALANCE DUE**\$293.33**

03-10-7095



The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer

Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald

The Modesto Bee
The Sun News | Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

Document No.	47295
Document Date	9/1/2025
Due Date	Due upon Receipt
Account No.	47872

INVOICE AND STATEMENT OF ACCOUNT

Bill-to

UNIVERSITY PARK RECREATION DISTRICT
ATTN: ACCOUNTS PAYABLE
7671 THE PARK BOULEVARD
UNIVERSITY PARK
BRADENTON, FL 34201

Please remit payment to

McClatchy Company LLC

PO Box 510150

Livonia, MI 48151

[Click Here to Pay Online](#)

Questions? advertisingaccountsreceivables@mcclatchy.com
or visit us at mcclatchy.com/mars

Aging summary

0 - 30	31 - 60	61 - 90	91 - 120	121+	Cash on Account	Total Due
113.49	0.00	0.00	0.00	0.00	0.00	\$ 113.49

Invoices can be paid via the provided portal. The user name will be your email, and the password for your initial login is your account number. You will be prompted to create a custom password. For more details, visit <https://mcc.navigahub.com/portal/client/mcc/>

Balance Forward Amount: \$ 0.00

Invoice Date	Invoice No.	PO No.	Description	Amount	Balance
8/31/2025	IN48526		Campaign: 38707 - IPL0264101	113.49	113.49
Bradenton Herald	08/24/2025- 08/24/2025	IPL0264101	1	106.07	
Service Fee	08/24/2025- 08/24/2025	IPL0264101	1	7.42	

document no.

47295

account no.

47872

document date

9/1/2025

PAYMENT REMITTANCE

SEND PAYMENT TO

McClatchy Company LLC

PO Box 510150

Livonia, MI 48151

PAYMENT AMOUNT ENCLOSED

REMEMBER: DETACH AND RETURN THIS PORTION
WITH REMITTANCE FOR PROPER CREDIT

Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC

PO Box 510150

Livonia, MI 48151

Document No:

47295

Account No:

47872

Account Name:

UNIVERSITY PARK RECREATION
DISTRICT

Amount Due:

\$ 113.49

ADVERTISING INVOICE

UNIVERSITY PARK RECREATION DISTRICT

ATTN: ACCOUNTS PAYABLE

7671 THE PARK BOULEVARD

UNIVERSITY PARK

BRADENTON, FL 34201

Pay online or contact the AR Team at mcclatchy.com/mars

McClatchy Company LLC

PO Box 510150

Livonia, MI 48151

47872 0000 47295 11349



Date	Invoice Number
September 3, 2025	OE-EXP-09-2025-20
Payment Terms	Due Date
Upon Receipt	September 3, 2025

Bill To:
University Park Recreation District c/o PFM Group Consulting District Accounting Department 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817 United States of America

Company Address:
1735 Market Street 42nd Floor Philadelphia, PA 19103 +1 (215) 5676100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: August 2025 FedEx \$29.05

Expenses

\$29.05

Total Amount Due

\$29.05



Date	Invoice Number
September 4, 2025	DM-09-2025-62
Payment Terms	Due Date
Upon Receipt	September 4, 2025

Bill To: University Park Recreation District c/o PFM Group Consulting District Accounting Department 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817 United States of America

Company Address: 1735 Market Street 42nd Floor Philadelphia, PA 19103 +1 (215) 5676100

Remittance Options:

<u>Via Mail:</u> PFM Group Consulting LLC PO Box 65126 Baltimore, MD 21264-5126 United States of America
--

RE: District Management Fee: September 2025

Professional Fees	\$5,833.37
Total Amount Due	<u>\$5,833.37</u>

University Park Recreation District

9/8/2025

Payment Authorization No. 148

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-033-20	General Representation - August 2025	\$ 1,510.50
Blalock Walters	40896-000-84	General Representation - August 2025	\$ 5,570.00
Phillips Feldman Group	152728	Lease Crunch Software	\$ 125.00

O&M - General Fund Expenses Total	\$ 7,205.50
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Asst. Secretary/Secretary

Asst. Treasurer

 9/26/25



WE MAKE A DIFFERENCE

802 11th Street West Bradenton, Florida 34205
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDY DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
August 31, 2025
Account # 40896-000
Invoice # 40896-000-84

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 08/31/2025

			HOURS	
08/01/2025	MPB	Prepare for and attend agenda preparation meeting ; Review correspondence to Martyn Reece.	1.60	416.00
	JA	Review possible litigation emails.	2.80	364.00
08/04/2025	MPB	Review and respond to Sally Dickson memo; Review and respond to Sydney Johnson memo.	1.10	286.00
	JA	Research possible litigation emails.	0.70	91.00
08/05/2025	MPB	Review correspondence from Bob Gang; Respond to correspondence from Bob Gang.	0.80	208.00
08/06/2025	MPB	Review and respond to the Chair; Review Sydney Johnson memo.	0.50	130.00
08/07/2025	MPB	██ work on correspondence related to the District; Prepare memo to the Chair; Telephone with Sydney Johnson.	2.10	546.00
08/08/2025	MPB	Prepare memo to John Fetsick; Telephone conference with Vivian Carvalho; Prepare memo to John Fetsick; Prepare memo to Vivian Carvalho; Prepare memo to John Fetsick about rule violations; Review and respond to John Fetsick memo.	1.30	338.00
08/10/2025	MPB	Review and respond to Vivian Carvalho memo.	0.20	52.00
08/11/2025	MPB	Review and respond to Chair memo; Review and respond to Sydney Johnson memo.	0.50	130.00
08/12/2025	MPB	Telephone conference with Vivian Carvalho; Telephone conference with Kwame Jackson; Telephone conference with Robert Gang regarding resolution.	5.30	1,378.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 2
August 31, 2025
Account # 40896-000
Invoice# 40896-000-84

			HOURS	
08/14/2025	MPB	Preparing Resolution 2025-17 to reflect the Rescinding of Resolution 2025-16; Attend conference call with key personnel on changes to note extension issuance; Prepare memo to David Murphy.	1.40	364.00
08/20/2025	MPB	Review and respond to John Fetsick memo.	0.40	104.00
08/22/2025	MJP	Review communication from Attorney Barnebey regarding voting by proxy; research issue; prepare response.	0.50	130.00
	MPB	Attend conference call with Vivian Carvalho and John Fetsick on agenda matters.	0.40	104.00
08/23/2025	MPB	Review and respond to David Murphy memo.	0.40	104.00
08/25/2025	MPB	Review and respond to David Murphy memo.	0.20	52.00
08/26/2025	MPB	Telephone conference with John Fetsick; [REDACTED]	0.60	156.00
08/28/2025	MPB	Prepare pack to committee members; Prepare for Agenda Prep meeting; Prepare memo to Robert Gang; Telephone conference with Jennifer Kakretz; Review and respond to Jennifer Krakretz memo.	1.90	494.00
08/29/2025	REG	Assessments research	0.20	45.00
	MPB	Review issue related to the budget.	0.30	78.00
TOTAL FOR THE ABOVE SERVICES			23.20	5,570.00
TOTAL CURRENT WORK				5,570.00
PREVIOUS BALANCE				\$6,511.19
<u>PAYMENTS RECEIVED</u>				
08/25/2025		Payment received on account. Thank you!		-6,511.19
AMOUNT DUE (includes Previous Balance if shown above)				<u>\$5,570.00</u>

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 3
August 31, 2025
Account # 40896-000
Invoice# 40896-000-84

If you prefer to receive paperless invoices by email, please complete the information below or email billing@blalockwalters.com.

_____ Yes, I would prefer paperless billing by email.

Email Address for paperless billing purposes:

***Please Provide Invoice Number With Payment to:
Blalock Walters P A 802 11th Street West Bradenton, FL 34205
Federal Tax ID # 59-1950976***



WE MAKE A DIFFERENCE

802 11th Street West Bradenton, Florida 34205
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDY DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
August 31, 2025
Account # 40896-033
Invoice # 40896-033-20

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

\$21 MILLION BOND VALIDATION

FEM

For Professional Services Rendered Thru 08/31/2025

		HOURS	
08/06/2025	FEM	0.30	85.50
08/07/2025	MPB	0.40	114.00
	FEM	1.50	427.50
	FEM	0.30	85.50
	FEM	1.00	285.00
08/12/2025	MPB	0.40	114.00
08/13/2025	MPB	0.30	85.50
	FEM	0.30	85.50
08/15/2025	MPB	0.40	114.00
08/28/2025	FEM	0.40	114.00
TOTAL FOR THE ABOVE SERVICES		5.30	1,510.50
TOTAL CURRENT WORK			1,510.50
PREVIOUS BALANCE			\$2,651.50
<u>PAYMENTS RECEIVED</u>			
08/25/2025	Payment received on account. Thank you!		-2,651.50
AMOUNT DUE (includes Previous Balance if shown above)			<u>\$1,510.50</u>

UNIVERSITY PARK RECREATION DISTRICT
\$21 MILLION BOND VALIDATION
FEM

Page: 2
August 31, 2025
Account # 40896-033
Invoice # 40896-033-20

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Email Address for paperless billing purposes:

Please Provide Invoice Number With Payment to:
Blalock Walters P A 802 11th Street West Bradenton, FL 34205
Federal Tax ID # 59-1950976

Date: 9/5/2025
Invoice Number: 152728
Client: 10619

C/O Paul Fay, Controller
University Park Recreation District
7671 The Park Boulevard
University Park, FL 34201

- Please make your check payable to Phillips Feldman Group and enclose the top portion of this invoice with your payment.
- You may make your payment online at www.pfgcpa.com by credit card, debit card or e-check or by calling our office.

For professional services rendered as follows:

Progress billing of professional fees relative to ASC 842 Crunchafí accounting	\$125.00
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Invoice Total: \$125.00

INVOICE

DUE AND PAYABLE UPON RECEIPT

A monthly finance charge of 1 1/2% will be applied on all unpaid items after 30 days.
This monthly finance charge is calculated at an Annual Percentage Rate of 18%.



Certified Public Accountants
801 Laurel Oak Drive, Suite 303, Naples, FL 34108
P 239 566 1600 | F 239 566 1901 | pfgcpa.com