

# University Park Recreation District

3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817

Phone: 407-723-5900 Fax: 407-723-5901

<http://universityparkrd.com/>

The Workshop Meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Tuesday, December 2, 2025, at 2:00 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=eUE4Q3BTNGVNLXBsOGViRXk1cWo2QT09>

## **BOARD OF SUPERVISORS' WORKSHOP MEETING AGENDA**

### **Organizational Matters**

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

### **Discussion**

1. Update on the Upcoming 2026 Elections

Date	Meeting Type	Time	Location
December 10, 2025	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
December 12, 2025	Board of Supervisors' Meeting	1:00PM	University Park Business Offices
December 17, 2025	Finance Committee Meeting	3:00 PM	University Park Business Offices
January 9, 2026	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
January 16, 2026	Rescheduled Workshop Meeting	2:00PM	University Park Business Offices

2. Supervisor Comments & Future Agenda Items
3. Public Comments

### **Adjournment**



# **University Park Recreation District**

## **Update on the Upcoming 2026 Elections**

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Date	Action	Meeting / Responsible Party
November 14, 2025	<ul style="list-style-type: none"><li>On or about October 1<sup>st</sup> 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.</li></ul>	Completed an online Voter Eligibility Form in which the residents must confirm and provide the proof to be able to vote and or attest to an affidavit with residency eligibility. District Manager will receive all submissions pertaining to the voter eligibility form. Failure to register for non-owner Residents by December 31, 2025, shall result in an inability to vote in an election for Supervisors.
November 14, 2025	<ul style="list-style-type: none"><li>Appointment of Election Chair &amp; Approval of 5<sup>th</sup> Election Procedure</li></ul>	It was on the agenda, and it was deferred to a decision on December 12, 2025
December 17, 2025	<ul style="list-style-type: none"><li>On or Before 5:00 PM on December 17, 2025, application to run for the Board Supervisor must be received by the District Manager via email at <a href="mailto:carvalhov@pfm.com">carvalhov@pfm.com</a></li></ul>	Owners and Registered Residents interested in running for the Board to submit application to District Manager.  District Manager to compile the list of applicants that submitted their interest by the deadline of on or before December 17, 2025, at 5:00PM.

January 9, 2026	<ul style="list-style-type: none"> <li>On or before January 9, 2026, A Voter's Guide shall be placed on the District website in substantially the form as provided to in Exhibit "B" of the General Election Procedure</li> </ul>	District Manager will make sure that such guide is provided on the website as outlined in the Election General Procedures.
January 9, 2026	<ul style="list-style-type: none"> <li>On or Before January 9, 2026</li> <li>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.</li> </ul>	PFM will mail out to all the Owners and Registered Residents the election related voting materials including the outer and inner envelope.
January 30, 2026	<ul style="list-style-type: none"> <li>Two candidates' forums inviting all the candidates to participate shall be held on or before January 30, 2026.</li> </ul>	Election Chair will coordinate those dates and request that communication is sent accordingly to all owners and residents.
January 26, 2026, and February 2 <sup>nd</sup> , 2026	<ul style="list-style-type: none"> <li>Ad for the 5<sup>th</sup> Election</li> <li>Election shall be published once a week for two consecutive weeks in a newspaper of general circulation. The last day of which shall not be fewer than 14 days nor more than 28 days before the date of election.</li> </ul>	PFM will submit the publication ad 1 week prior to January 26, 2026, and February 2 <sup>nd</sup> , 2026, run date(s).

February 17, 2026	<ul style="list-style-type: none"> <li>• Election day</li> <li>• Polls open 9:00 am to noon.</li> <li>• Once polls are closed opening and counting of the ballots will begin by the CPA Firm.</li> <li>• Once all ballots are counted the Election Chair will announce on the record the results of the 5<sup>th</sup> Election.</li> </ul>	<ul style="list-style-type: none"> <li>• Election Chair and Volunteer Sign- in Group will be present.</li> <li>• CPA Firm will be present to certify and count the ballots.</li> <li>• PFM District Management Team will be present to assist Election Chair with any questions that may arise as well as record the meeting to produce minutes.</li> <li>• District Counsel will be present to assist the Election Chair with any questions that may arise.</li> </ul>
TBD Special BOS Meeting and or March 13, 2026, Regular BOS Meeting	<p>Review and Approve the Following Documents in Final Form:</p> <ul style="list-style-type: none"> <li>• Administration of the Oath of Office to Newly Elected Board of Supervisors</li> <li>• Ratifying the Results of the 5<sup>th</sup> Election Meeting</li> <li>• Appointing District Officers Position</li> </ul>	Board of Supervisors Meeting



To University Park Lot Owners and Residents –

It's November and elections are in the air! In addition to local and state government contests this communication describes the candidate nomination and election process for the **University Park Recreation District (UPRD) a.k.a. the Country Club. Board of Supervisors.**

**Two** RD Board Supervisor positions for three-year terms are open for election this year. For those calling UP home please consider becoming a candidate. If you have an interest in self-nomination or nominating someone else, please review the Call for Candidates on page 2.

#### **KEY DATES FOR THE 2026 RD ELECTION**

**On or before December 31, 2025** - Voter registration process for Lot Owners and Residents completed confirming the voter eligibility.

**December 17, 2025, by 5PM** – Final date for Candidate nominations. Application can be submitted to the District Manager via email at [carvalhov@pfm.com](mailto:carvalhov@pfm.com) or via U.S. Mail to Vivian Carvalho, PFM, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817

**On or before January 30, 2026** - There will be (2) Candidate Forums inviting all the candidates to participate.

**January 9, 2026** – Ballots and Proxies distributed (voting begins).

**February 17, 2026** – Final election date with poll closing at 12:00 noon. Immediately following ballot verification by the Election Chair the results will be announced.

#### **LOT OWNERS AND RESIDENTS – UPDATE YOUR CONTACT INFORMATION**

Distribution and collection of ballots will be handled by mail or personal delivery, with other additional relevant communications handled through electronic means. It is essential for all Lot Owners and Residents to take responsibility for ensuring that your contact information with the RD and Country Club is up to date.

#### **QUESTIONS AND ANSWERS**

For more information contact \_\_\_\_\_, Election Chair at his email address (\_\_\_\_\_). Volunteers working with the Election Chair and District Manager on the election process.

## **CALL FOR CANDIDATES – 2026 BOARD OF SUPERVISOR ELECTION**

University Park Residents are encouraged to run for election to two Supervisor positions on the UPRD Board. The election is pursuant to the Manatee County Board of Supervisors Ordinance 18-29 (the "Charter"), Florida's Sunshine Laws and other State and County statutes.

### **REQUIREMENTS FOR CANDIDATES**

Candidate information as described on the Candidate Nomination form presented herein on page 3 must be received by the District Manager by 5 PM on December 17, 2025. The information will be posted at <https://universityparkrd.com> as it is received through the election date.

Candidates' Forums conducted in person will occur on or before January 30, 2026. These forums are scheduled to ensure voters have an opportunity to meet and interact with the candidates. Candidate participation is encouraged but not required.

Successful candidates (those elected) must annually complete a financial disclosure statement, Florida Form 1, and other ethics requirements available for review at <https://ethics.state.fl.us/>.

### **TERMS FOR BOARD POSITIONS**

The 2026 election will determine the persons to fill two Supervisor positions each for three-year terms. The two candidates receiving the most votes will be elected.

### **BOARD SUPERVISOR RESPONSIBILITIES**

The Board of Supervisors meets regularly to determine and oversee policies and strategies to operate, maintain and enhance the Country Club and its properties.

Supervisors should:

Be familiar with Florida Sunshine Laws outlining how and when they may communicate with each other on RD business.

Make the effort to learn and commit to the Mission, Vision and Core Values of the Club, and the financial structure of a successful Club and the Recreation District.

Understand the RD Charter and the policies under which the Board operates.

Take a holistic approach to represent all UP Lot Owners and Residents and provide unbiased input on matters brought before the Board after listening to differing points of view.

District Counsel will provide a brief overview of the roles for the new Board Supervisors upon election.

## **CANDIDATE NOMINATION FORMAT**

Please include a head and shoulder photo (either B&W or color; medium resolution). The photo and candidate information listed below will be posted on the RD website.

(Candidate Name) is hereby nominated as a candidate for the 2026 University Park Recreation District Board of Supervisors election.

University Park Address

Phone Numbers (indicate home/cell/or both)

Email Address

### **FOR THE FOLLOWING INFORMATION PLEASE LIMIT THE TEXT LENGTH TEXT TO NO MORE THAN 500 WORDS RESPONDING TO THESE ITEMS:**

Candidate's personal description and pertinent background

Qualities and pertinent experiences you will bring to service as an RD Supervisor, including historical active involvement in University Park Country Club, UPRD, and the UP community.

An expression of your understanding of the requisite investment of time required to fulfill the Supervisor's role and commitment to serve the full term.

What priorities do you envision for the RD in the near term and over the next four years, and beyond?

In assessing the current and future needs of the Recreation District what steps do you see as necessary?

### **PLEASE SUBMIT INFORMATION SO IT IS RECEIVED NO LATER THAN 5PM ON DECEMBER 17, 2025, VIA MAIL OR VIA EMAIL TO:**

University Park RD  
c/o PFM Group Consulting LLC  
3501 Quadrangle Blvd., Suite 270  
Orlando, FL 32817  
Email Address: [carvalhov@pfm.com](mailto:carvalhov@pfm.com)