

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Friday, November 14, 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
David Murphy	Treasurer
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)
John Fetsick	General Manager - Country Club
Curtis Nickerson	Director of Properties & Facilities - Country Club
Marisa Powers	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 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

Mr. Ludmerer commented regarding the strategic planning for the RFP. He questioned what the deliverable is going to be for the strategic plan.

Mr. Huebner noted he had received two letters from residents. Ms. Carvalho recommended forwarding letters to District Management.

Mr. Huebner gave an overview of the letters. One letter was regarding estoppels.

Ms. Dickson noted she referred the resident to District Management.

Ms. Carvalho gave an overview of the process related to resident emails.

There was brief discussion regarding paying off a resident's bond portion and golf membership. It was noted that the two are separate.

Mr. Huebner noted the second resident letter was regarding the expansion of a home that could affect the golf course.

Mr. Nickerson gave an overview of the location. There was brief discussion regarding the expansion.

Mr. Murphy noted it is currently being presented to Manatee County.

There were no further public comments.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of Minutes of the:

- a) September 30, 2025, Auditor Selection Committee Meeting
- b) October 6, 2025, Board of Supervisors' Special Meeting
- c) October 17, 2025, Board of Supervisors' Meeting
- d) October 23, 2025, Board of Supervisors' Continued Meeting

The Board reviewed the minutes.

Ms. Carvalho noted any changes by the Board have been incorporated as requested.

Mr. Huebner recommended redlining any changes for the Board's review.

Mr. Murphy noted the word "form" on page 3 of the October 17, 2025, meeting should be changed to "forum".

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Minutes of the September 30, 2025, Auditor Selection Committee Meeting, the October 6, 2025, Board of Supervisors' Special Meeting, the October 17, 2025, Board of Supervisors' Meeting, and the October 23, 2025, Board of Supervisors Continued Meeting.

Ratification of Approval of Varsity Club Renovation Project

Ms. Carvalho noted there was a vote taken during the last meeting authorizing the purchase of the Varsity Club furniture. This is to ratify that action.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District ratified the Approval of the Varsity Club Renovation Project Furniture.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – No report.

District Manager –

Ms. Carvalho noted there are no open records requests at this time.

Ms. Johnson will be sending out the Voter Eligibility Form today in the Club Weekly.

Ms. Carvalho gave an overview of the form that will be on the District's website. All submissions will be sent to District Management. The deadline is December 31, 2025. It was noted that if you are a deeded resident, you do not have to register.

Club Management –

a. Management Discussion & Analysis Report

Mr. Fetsick gave an overview of the report. He gave an update on the Finance and Strategic Planning Committees. They each have had several meetings. He noted the Finance Committee will be requesting an increase in Initiation Fees at the December Board meeting. The Strategic Planning Committee is requesting RFP approval at today's Board meeting, with proposals due December 12, 2025, at noon.

Mr. Fetsick recommended having an update from the committees on the agenda at each meeting. This should be done by a committee representative, other than Mr. Fetsick.

Mr. Piersons recommended having the Chair do those updates.

Mr. Fetsick noted the busy Club season is here. The Gridiron Fall Festival was highly attended and had positive feedback. Thanksgiving is sold out with approximately 600 reservations. Trivia nights are continuing.

There was brief discussion regarding trivia nights and hours of operation. Mr. Fetsick noted there will be more consistent hours for dining.

There was also brief discussion regarding sold out events.

The Amenity Survey Process has concluded. Results will be presented at an upcoming Workshop.

Mr. Murphy noted he will be meeting with the Advisory Groups to review information and questions.

Ms. Dickson recommended sharing this information with the Strategic Planning Committee.

Mr. Murphy noted a goal of the Strategic Planning Committee is to determine how to satisfy the needs of today, while also planning for the needs of the future.

There was brief discussion regarding having someone from each Advisory Group report back to the Strategic Planning Committee.

It was noted there is no bias in the results. The only bias is that it was an opt-in survey. Mr. Murphy gave an overview of the surveys.

Mr. Fetsick noted that all sports activities are continuing and staying busy.

Mr. Fetsick gave an overview of the membership report. It was noted there will be formal action at today's meeting regarding the 450-membership cap. Mr. Fetsick noted he will provide a breakdown of resident and non-resident members for racquets in future reports.

Mr. Fetsick gave an overview of the Statement of Operations through September 20, 2025. It was noted this was for operating results. Mr. Fetsick also gave an overview of the Balance Sheet and the Capital Sources and Uses Sheet.

There was brief discussion regarding the dining and food operational costs.

FOURTH ORDER OF BUSINESS

Business Matters

Consideration of Resolution 2026-03, Adopting Membership Cap

Ms. Dickson gave an overview.

Ms. Powers noted the Resolution should have Exhibit A attached, which would list the membership cap.

There was lengthy discussion regarding the increase in the membership cap and the member experience. It was noted the previous full membership cap was 450 and the Board previously agreed to a 10-person increase when needed.

There was also discussion regarding resident versus non-resident membership caps. Mr. Murphy gave a historical overview of membership.

Mr. Piersons noted the consulting groups have expertise related to this subject and can make recommendations to the Board. There was brief discussion regarding the consulting groups.

There was continued discussion regarding the membership cap. It was noted the cap will be exceeded at some point in the year.

Mr. Murphy recommended approving the 460-flexibility cap.

There was brief discussion regarding approving the resolution with the 460-membership cap.

Mr. Jackson noted that the previous Resolution 2025-10 states that the full membership cap, initiated at 450 members, can only be surpassed by District Homeowners.

There was continued discussion regarding the membership cap and member experience. It was noted the 460 cap is for flexibility being that membership ebbs and flows. If the new resolution is rejected, the current resolution stays in place.

Ms. Dickson recommended discussing this at a workshop.

There was brief discussion regarding membership related to home sales and non-resident membership.

Ms. Dickson recommended leaving the resolution as it is and note that there is flexibility of 10 members. Any other increase will have to be reviewed by the Board.

There was brief discussion regarding the cap and having a waitlist.

This item was deferred.

Consideration of General Manager's Goals and Objectives

Ms. Dickson gave an overview and noted the goals and objectives have been updated as requested.

There was brief discussion regarding the goals and objectives of the General Manager. It was noted changes can be made next year as needed.

There was also brief discussion regarding the frequency of reporting to the Board.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with Mr. Murphy opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District approved the General Manager's Goals and Objectives.

Mr. Murphy commented regarding the KPI's and benchmarks.

**Review and Consideration of
Professional Consulting Services
RFP Template**

a) RFP Template

**b) Email from Supervisor
Piersons**

Ms. Dickson gave an overview of the template and Mr. Piersons's email in support of professional consulting services.

There was discussion regarding hiring consulting services.

Mr. Freedman commented regarding the consulting services and noted these services will help understand the future market for housing sales in the UPRD.

There was discussion regarding the RFP template and the timing of the request. Mr. Murphy recommended pushing back 60 to 90 days.

Ms. Dickson gave a historical overview of strategic planning in the District. She noted the process would not be completed until the beginning of the year.

Mr. Heitzner agreed the timing is too early for the Strategic Planning Committee to hire outside sources. He also requested clarification on what the deliverable would be. Mr. Heitzner recommended a facilitator, instead of a consultant.

There was brief discussion regarding having a facilitator.

Mr. Huebner noted this is the request from the Strategic Planning Committee of what they need.

Mr. Piersons noted this was the same request that the Business Planning Team had.

There was continued discussion regarding the timing of the request and the process of the RFP. It was noted that the RFP is solely a proposal request and ultimately does not have to be approved.

Mr. Freedman noted there will be information gained from the RFP process, and it would take the Committee some time before coming before the Board. The entire process and review would take approximately 4 to 6 months.

There was brief discussion regarding the work currently going on with the kitchen and fitness center.

Ms. Dickson noted the Strategic Plan is not the Master Plan. She gave an overview of the responsibilities of the Strategic Planning Committee and noted it is not related to building.

There was discussion regarding the Master Plan versus the Strategic Plan and the goals of each.

Ms. Powers noted this approval is for the template, but the RFP will be modified prior to sending out.

There was lengthy discussion regarding the deadline for the RFP. It was noted the revised template with updated dates and required legalities will be brought back to the Board at the December meeting. The final document will also include the evaluation criteria.

This item was deferred until the December meeting.

**Consideration of
Recommendation of the Auditor
Selection Committee**

Ms. Carvalho noted the Auditor Selection Committee met on December 6, 2025, and ranked five companies. She gave an overview of the rankings and noted the Phillips Feldman Group was ranked number one. Once approved, District Management will reach out to the selected auditor for an engagement letter.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with Mr. Huebner opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District approved the recommendation of the Auditor Selection Committee and ranking of Phillips Feldman Group as Number One.

It was noted that the Board previously approved the members of the Auditor Selection Committee. Ms. Carvalho gave an overview of the process related to auditing services.

**Consideration and Appointment of
Election Chair**

Ms. Carvalho gave an overview and noted communication was sent out for candidacy interest. There has been no interest thus far. There must be an Election Chair appointed by January, or an outside company can be hired.

The Board can send recommendations to Ms. Carvalho. This can be determined at the December meeting.

It was noted there will be a committee to help the Election Chair.

This item will be kept on the agenda.

**Consideration of Resolution 2026-
04, Setting a Public Hearing Date
for Amendment to Rules of
Procedure**

Ms. Carvalho gave an overview and how it relates to items being placed on the agenda. District Counsel provided a template for the Board's review. A hearing has to be scheduled to change the rule of procedure. Due to timing requirements, this would take place at the January Board meeting.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-04, Setting a Public Hearing Date for Amendment to Rules of Procedure, with a date of January 9, 2025.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization No. 149**

This item was deferred due to the invoices not being included in the agenda packet.

**Supervisor Requests & Public
Comments**

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
November 19, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices
December 2, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices
December 10, 2025	Strategic Planning Committee Meeting	3:00PM	University Park Business Offices
December 12, 2025	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
December 17, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices
December 30, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices

It was noted the Voter Eligibility Registration announcement was already sent out and reminders will be sent out as well.

There was brief discussion regarding the meeting and workshop dates. It was requested that the December 30, 2025, workshop be moved to January. District Management will follow up with possible dates to reschedule.

Ms. Dickson commented regarding an incident of possible illegal gambling on Club property. The incident was reported to the police, and it has been closed as non-criminal. District Counsel was contacted and made aware of the situation. Any future issues or questions can be directed to Club Management or Board Supervisors for appropriate action to be taken. The incident report will be a part of the minutes.

Mr. Heitzner gave an update on the revised plan for the kitchen as it relates to storage and bathrooms. Cost effectiveness and designs are being worked on with the architects. Mr. Heitzner also gave an update on the fitness center plans and gave an overview of the previous choices. He noted the two-story building option received good feedback. There is a recommendation to use the space on the opposite side of the golf pro shop for the Fitness Center, instead of the originally planned activity center. This would eliminate a lot of the disruption during construction and provide cost savings. The building next to the racquet courts could be used for other needed space.

There was discussion regarding the location and parking/traffic issues. There was also discussion regarding the Fitness Center options.

Mr. Huebner recommended adding the Fitness Center to the Cart Barn expansion.

There was brief discussion regarding the location and previous plans for an activity center. It was noted the Club has the archived plans.

Mr. Nickerson requested the use of the current consulting architects for the Front Nine project. This is not a new expense and is rolled into next year's contract, with an approximate cost of \$10,000.00. The choices will be brought back to the Board for review.

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved the engagement of the architect consultant company for the Front Nine project, with the fee rolled into next year's contract.

Ms. Loundy commented regarding the office space and noted it is needed in the Master Plan. She also commented regarding the traffic for the possible Fitness Center. It was noted the admin offices are included in the proposal. It was also noted the current planned parking spaces would be inadequate for classes and a safety issue for pedestrian traffic.

Mr. Matt commented regarding the history of the approval of the legal and finance issues club.

He also commented regarding Ms. Dickson holding a Chair seat on the Board and being a member of the PBM committee.

Ms. Dickson noted Mr. Matt's comments were non-factual and noted the Ethics Commission stated there are no conflicts of interest with her serving in the positions.

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. Murphy, second by Mr. Heitzner, with all in favor, the November 14, 2025, Board of Supervisors Meeting for the University Park Recreation District was adjourned at 3:52 p.m.



Secretary / Assistant Secretary

Chairperson / Vice Chairperson