

University Park Recreation District

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The regular meeting of the **Board of Supervisors of the University Park Recreation District** will be held on **Friday, December 12, 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. November 4, 2025, Workshop Meeting
 - b. November 6, 2025, Auditor Selection Committee Meeting
 - c. November 14, 2025, Board of Supervisors' Meeting

Staff Report Matters

2. District Counsel
3. District Manager
4. Club Management
 - a. Management Discussion & Analysis Report
5. Committee Reports
 - a. Finance
 - b. Strategic Planning

Old Business Matters

6. Review and Acceptance of Fiscal Year 2025 District Goals & Objectives Reporting Form
7. Review and Consideration of Professional Consulting Services RFP Template *(provided under separate cover)*
8. Consideration and Appointment of Election Chair
9. Discussion of Park Boulevard Management (PBM) Spending Authority
10. Update on Capital Improvement Plan

New Business Matters

- 11. Consideration of Arbitrage Rebate Calculation Services Proposal
- 12. Consideration of Sunshade Proposal
- 13. Discussion of Florida Ethics Commission Response
- 14. Consideration of Firm for Election Ballot Counting Services (*provided under separate cover*)

District Financial Matters

- 15. Ratification of Payment Authorization No. 149 – 151

Date	Meeting Type	Time	Location
December 17, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices
January 9, 2026	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
January 14, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
January 16, 2026	Rescheduled Workshop Meeting	2:00PM	University Park Business Offices
January 21, 2026	Finance Committee Meeting	3:00PM	University Park Business Offices

- 16. Supervisor Comments & Future Agenda Items
- 17. Public Comments

Adjournment



University Park Recreation District

Consideration of Minutes of the:

- a. November 4, 2025, Workshop Meeting
- b. November 6, 2025, Auditor Selection Committee Meeting
- c. November 14, 2025, Board of Supervisors' Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' WORKSHOP MEETING

Tuesday, November 4, 2025

2:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

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	
Mark Barnebey	District Counsel - Blalock Walters	(via phone)
Various Audience Members in-person and via Zoom		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call, & Pledge of Allegiance

The meeting was called to order at 2:01 p.m. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

Mr. Dean Matt commented regarding the Country Club Management Agreement and pointed out his concerns. He also commented regarding the ethics of Ms. Dickson and Mr. Fetsick.

There were no further public comments at this time.

SECOND ORDER OF BUSINESS

Discussion Matters

Park Boulevard Management (PBM) Spending Authority

Mr. Huebner gave an overview and noted everyone should be working towards the same goals and objectives. He recommended including explanation of these types of expenditures in the published annual Business Plan, in order for residents and Board members to be aware in advance.

It was noted the Board should review the yearly plan of projects and approve or deny based on the Capital Plan and budget.

There was discussion regarding the approval of projects.

Mr. Huebner gave an overview of the spending authority that Park Boulevard Management has without Board approval, and their allotted expenses. He noted the Board is responsible to the constituents.

It was noted there should be no extra spending during hurricane season.

Mr. Fetsick noted the annual projects and plans are discussed internally but have never been presented to the Board. It was noted moving forward, the Capital Expenditure Worksheet will become a part of the annual process that is presented.

There was discussion regarding past approved projects and the budget for those projects.

Mr. Fetsick noted there is a bank account for capital and gave an overview of that account. Any projects not completed in the current fiscal year are kept on the capital project list for the next fiscal year. The projects are not removed until completed.

Mr. Fetsick gave an overview of the capital needs plan process. It was noted this information can be included in the next fiscal year's budget that is presented to the Board as well.

There was brief discussion regarding the capital project process.

Mr. Huebner noted this process can provide alternate plans to fund the projects.

The Board requested a presentation of the capital projects list and expenditure for the next meeting in order to review.

There was discussion regarding the details of the agreement and any adjustments needed.

District Counsel will follow up regarding any conflicts within the existing agreement and adding any details needed.

It was noted the Finance Committee will use the capital projects list to plan for a budget.

Mr. Huebner also requested the Spending Authority to be reviewed by District Counsel for further explanation.

Board Meeting and Workshop Agenda Policy

Mr. Huebner gave an overview regarding the process of how a Board member adds an item to the agenda and noted he had received recommendations from District Counsel.

Ms. Carvalho gave an overview of the agenda process and noted most topics are deadline or process driven. Any optional topics are normally discussed at the workshop level.

Mr. Murphy requested a calendar for the required agenda topics in order to navigate requests from the Supervisors.

It was noted other topics can be brought up under Supervisor Requests.

There was discussion regarding the process of supervisor requests and placing items on the agenda.

Mr. Barnebey gave an overview of the policy, procedure, and timing related to placing topics on the agenda. This can be amended based on the Board's decision.

There was continued discussion regarding the process.

Mr. Huebner noted he had requested discussion on alternative financing options related to the BAN for the next workshop. It was noted that it is a topic for the Finance Committee. Mr. Huebner noted he can meet with Mr. Crouch to relay the information.

Ms. Carvalho recommended reviewing the process.

Mr. Huebner gave an overview of the current policy and procedure and District Counsel's recommendation. He also gave an overview of his personal recommendations.

There was brief discussion regarding the recommendations and agenda topics. It was recommended that any topics that do not get placed on the Board Meeting agenda should be placed on the next Workshop agenda.

There was discussion regarding the process of approval and denial for agenda topics.

Mr. Murphy noted the committees can be given Board suggestions for topics.

District Counsel will draft an amendment to the rules of procedure for agenda topics for the next Board meeting.

The Board reviewed Ms. Dickson's recommendations.

There was brief discussion regarding workshop agenda topics. It was noted that these can be given at the end of each meeting.

Supervisor Requests and Public Comments

Mr. Nickerson commented regarding next year's possible golf course renovations and standard maintenance. He noted these will be brought to the next meeting for the Board to review along with the Master Plan.

Mr. Huebner commented regarding items discussed within the minutes that need follow up. He gave examples of the amendment for the membership cap and adjusting the membership calendar year. It was noted that items need to be reviewed for closure.

Mr. Murphy recommended opening meetings with old business matters that are still open.

Mr. Piersons commented regarding the process of reviewing the minutes. He requested a change in the process and noted it should go to all Board members to review, and all changes can be given to District Management.

Ms. Carvalho reviewed the process of reviewing meeting minutes. She noted any changes can be sent to District Management prior to the meeting for review.

There was discussion regarding the process for approval of meeting minutes.

Mr. Jackson gave an overview of the timeline for the meeting minutes and the process of review and approval.

The Board agreed that minutes should be sent out to the entire Board for review with the agenda packet prior to the meeting. Any changes can be sent to District Management.

There was lengthy discussion regarding the breakdown of profit and loss for Trivia and Bingo.

Mr. Piersons stated there should be more details given. He recommended having the Finance Committee review this item.

Mr. Huebner recommended including overhead factors in the breakdown.

Mr. Heitzner commented regarding the dining survey results.

There was brief discussion regarding opening the dining area to the public for dinner or events for additional revenue. It was noted this could be a topic for the Finance Committee.

Mr. Murphy gave an overview of the various surveys and the current benchmarking. He also commented regarding membership fees and dues and what can be charged for these items.

Mr. Fetsick noted he will send the benchmarking presentation to the Board. It has great information for recurring revenue.

Mr. Huebner requested exploring finance options for the BAN at the next meeting. It was noted this will be a topic for the Finance Committee.

Mr. Freedman gave an overview of the next Strategic Planning Committee meeting.

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
November 6, 2025	Strategic Planning Committee Special Meeting	10:00 AM	University Park Business Offices
November 6, 2025	Auditor Selection Committee Meeting	1:00PM	University Park Business Offices
November 12, 2025	Strategic Planning Committee Meeting	3:00 PM	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

Mr. Dean Matt commented regarding censorship powers of the Chair and the \$2,000.00 that was spent on District Counsel. He also commented regarding an apology from Mr. Fetsick and Ms. Dickson and the bond issuance legalities.

Mr. Murphy noted that without the appeal, the bond would have gone through 30 days after the lower court approved it. He also gave an overview of the timeline related to the appeal.

Mr. Crouch commented regarding being the Chair of the Finance Committee. He noted finance topics should come to the committee to alleviate unnecessary issues for the Board. It was also noted the goal is to serve a membership experience, not return on investment.

Mr. Fetsick congratulated Luisa on being with University Park Country Club for 20 years.

There were no further Supervisor requests or public comments.

THIRD ORDER OF BUSINESS

Adjournment

ON MOTION by Mr. Murphy, seconded by Mr. Piersons, with all in favor, the Board adjourned the University Park Recreation District Board of Supervisors' Workshop Meeting, at 3:51 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT AUDITOR SELECTION COMMITTEE

Thursday, November 6, 2025

1:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Committee Members present in person or via phone:

Dick Crouch	Auditor Selection Committee Member
Tony Crisafio	Auditor Selection Committee Member
David Murphy	Auditor Selection Committee Member

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC (via phone)
Kwame Jackson	ADM – PFM Group Consulting LLC (via phone)
John Fetsick	General Manager – Country Club (via phone)
Paul Fay	Accountant – Country Club

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call, and Public Comment Period

The Auditor Selection Committee meeting was called to order at 1:01 p.m. by Ms. Carvalho. Those in attendance are outlined above.

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

Review of Auditing Services Proposals

- a. Carr, Riggs & Ingram
- b. Grau & Associates
- c. Mauldin & Jenkins
- d. Phillips Feldman Group
- e. Richie Tandoc, P.A.

Ms. Carvalho gave an overview of the five proposals.

Ranking of Auditing Services Proposals

Ms. Carvalho gave an overview of the recommended rankings and criteria.

There was brief discussion regarding the points given to each proposer and the process of ranking. It was noted each proposer can receive 100 points or less based on the ranking criteria.

Mr. Jackson noted the rankings are important as the proposals are not solely ranked based on price.

There was discussion regarding the proposals and qualifications.

It was noted that Phillips Feldman Group has the most experience. The committee agreed to rank them as the number one proposer.

Ms. Carvalho gave an overview of the auditor selection process.

The committee ranked Phillips Feldman Group as number one with 300 points, Grau and Associates as number two with 230 points, Mauldin and Jenkins as number three with 209 points, Carr, Riggs, & Ingram as number four with 195 points, and Richie Tandoc, P.A., as number five with 175 points.

ON MOTION by Mr. Crouch, seconded by Mr. Crisafio, with all in favor, the Auditor Selection Committee approved the Auditor Selection Points and Rankings, and ranked Phillips Feldman Group as the number one proposer.

THIRD ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Murphy, seconded by Mr. Crouch, with all in favor, the November 6, 2025, University Park Recreation District Auditor Selection Committee was adjourned at 1:20 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

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



University Park Recreation District

Staff Reports



University Park Recreation District

Club Management

a. Management Discussion & Analysis Report

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

The Holiday Season is here!

“Thank you” to the entire Team for a very successful Thanksgiving to-go service and dinner buffet. Thanksgiving Day was sold-out with approximately 600 reservations (all Members & Guests) and we finished with approximately 100 “to-go” orders the Wednesday before. In total, approximately 700 Members were provided with a Thanksgiving meal over a 24-hour period.

Our Staff Holiday Party was on Monday, December 8th at Lakewood National CC (we hosted their party on December 1st). Approximately 175 staff members and guests enjoyed great food, drink, prizes and more!

The Team has now moved on to hosting member and public Holiday Parties. Member events include our Racquets Holiday Party (12/6), Member Christmas Party (12/13), Hanukkah Dinner (12/15), Wine Club Holiday Tasting (12/20), Christmas Eve Breakfast with Santa (12/24), and a New Year’s Eve Dinner (12/31). In addition, we are also hosting many other Holiday Parties including several for UP neighborhoods.

All of these events in addition to our standard Bingo (12/4), Trivia (12/18), Trucks and Tunes (12/22), among many others.

It is shaping up to be a busy month of Member Experiences!

Varsity Club

John Fetsick to provide a verbal update on the Varsity Club furniture.

Racquets Furniture

John Fetsick will seek approval to move forward with the purchase of new outdoor furniture within the Racquets & Fitness spaces. The proposed furniture will be on-site Thursday, December 11th for review for the Board and Membership.

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

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
January		-1	1	0	0	3						
February		-4	1	3	0							
March		1	2	-6	-3	-2		2	-2			-2
April		2	1	4	7	-3				41	14	-6
May		5	-1	-1	3			-2		29	33	
June		1	1	-1	1					5	2	
July		-2		2	0					0	2	
August		5	-1	1	5							
September		3	-2	-1	0							1
October		7	4	-7	4					-75	-51	1
November	11/20	2	1	0	3							-2
Total Members		464	115	780	1359	0	0	0	0	0	0	1
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							

*134 grandfathered non-members (flat to prior month), 194 grandfathered members (-1 to prior month)

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

UNIVERSITY PARK COUNTRY CLUB STATEMENT OF OPERATIONS

YTD OPERATING RESULTS, 1 MONTH THROUGH 10/31/25	Actual Results of UPCC Operations	Budget	\$ Variance	% Change	COMMENTS
Total Revenues	\$1,043	\$1,017	\$26	2.6%	
Less: Outside Golf Capital Allocation	(18)	(17)	(0)	2.1%	10% of Outside Golf Allocated to Capital
Total Revenues, Less Capital Allocation	1,026	1,000	26	2.6%	
Total Expenses	1,024	1,020	(3)	(0.3%)	
Net Operating Surplus (Deficit)	2	(20)	22	(111.0%)	Net Operating impact
Revenues and Expenses, Details	Actual	Budget	\$ Variance	% Change	
Dues revenue	\$506	\$510	(\$ 3)	(0.6%)	
Golf operations revenue	271	267	4	1.5%	
Dining operations revenue	229	209	20	9.7%	
Racquets/Fitness/Other operations revenue	19	15	5	32.0%	
Subtotal, Revenues	1,026	1,000	26	2.6%	
Golf operations	131	152	21	14.0%	Projects that were budgeted for later in the year completed early
Golf maintenance	315	278	(37)	(13.4%)	
Dining operations	321	325	4	1.3%	
Racquets & Fitness operations	59	50	(9)	(18.5%)	
General & Adm	198	216	17	8.1%	
Subtotal, Expenses	1,024	1,020	(3)	(0.3%)	
Net Operating Surplus (Deficit), net of \$18k outside golf capital allocation	\$2	(\$ 20)	\$ 22	(111.0%)	Variance is \$22k, 111.% from budget

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

Assets	UPCC Operating Fund		Capital Irrigation Fund		Comments & Assumptions
	Unaudited 10/31/25	Unaudited 10/31/24	Unaudited 10/31/25	Unaudited 10/31/24	
Operating Cash & Short-Term Investments	\$827	\$492			
Accounts Receivable	585	593			
Inventory	354	339			
Deposits & Prepaids	254	166			
Future Assessments based on BAN or Long-Term Bonds			5,936	5,137	Amounts drawn from BAN, \$4,059 + Amounts borrowed from UPCC Capital Reserves, \$1,835 as of FY25, \$42 accrued interest
Subtotal, operating assets	2,020	1,590	5,936	5,137	
Board Designated Cash & Investments & Receivable from Irrigation Fund:					
Operating Reserves	400	400			BOS designated for future use.
Capital Reserves	501	4			
Capital Reserves Used for Irrigation Project--Due from Capital Irrigation Fund	1,835	2,532			Portion of irrigation project paid out of UPCC reserve funds
Sub total, Board Designated Cash, Capital Reserves & Capital Irrigation Fund Receivable	2,736	2,936	-	-	
Property and Equipment - Net	26,613	20,313			
Property and Equipment - CIP	1,323	5,619	-	-	
Total Assets	\$32,692	\$30,458	\$5,936	\$5,137	
Liabilities & Net Position:					
Accounts Payable					
Operations Related	\$519	\$428			
Accrued Liabilities & Other Payables	380	357	42	-	
Gift Cards & Store Credits	119	108			
Subtotal, operating liabilities	1,018	894	42	-	
Deferred Revenue	1,164	1,076			
Capital Lease Obligations	2,009	418			
Capital Projects Payable	58	785			
Due to UPCC Operating Fund			\$1,835	\$2,532	
BAN Payable to Bank			4,059	2,605	
Total Liabilities	4,249	3,172	5,936	5,137	
Beginning Balance, Purchase of UPCC assets in 2019	16,750	16,750	-	-	
Due From Capital Irrigation Fund	1,835	2,532			
Prior Years' Operating Surplus	9,868	7,281			
Current Period Operating Surplus	(10)	723			
Net Position	28,443	27,286	-	-	
Total Liabilities & Net Position	\$32,692	\$30,458	\$5,936	\$5,137	

UNIVERSITY PARK COUNTRY CLUB CAPITAL SOURCES AND USES AS OF OCTOBER 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.
	3,757	
Sub total, Bond Proceeds and Loan Forgiveness	8,769	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	1,439	
FY 2026 Init Fees, Cap Dues & 10% Outside Golf	194	
Sub total, Init Fees, Capital Dues & 10% Outside Golf	6,151	Capital raised through Operations
Total Sources of Capital	14,920	
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	291	
2023-2025, Range Picker, Bag Drop/Pro Shop FF&E	127	
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	13,096	
FY2025 Uses		
2025, Varsity Club Renovation	47	
2025, Admin Office Renovation	31	
2025, (4)Toro Greensmasters	29	
Subtotal, FY2025 Uses	107	
Construction In Progress		
2025, Back 9 Renovation	1,115	
2020, Master Plan Project	151	
Locker Room Renovation	3	
Other - Carpeting	5	
Subtotal, CIP	1,274	
Total Uses	14,477	
Remaining Capital Reserves	443	Capital Account Balance at 10/31/2025
Due to operating capital from BAN or Bond	1,835	
Total Capital Reserves	2,278	Balance with Irrigation Project repayment

MTD & YTD STATEMENT OF CASH FLOWS, 1 MONTH THROUGH 10/31/25			
	October		
	MTD		YTD
Cash Flows From Operating Activities:			
Cash Receipts From Members & Guests	\$ 428		\$ 428
Cash Payments To Vendors & Suppliers	(344)		(344)
Cash Payments To PBM Staff Serving UPCC & UPRD	(594)		(594)
Net Cash Provided (Used) By Operating Activities	(509)		(509)
Cash Flows From Capital, Financing, And Other Non-Operating Activities:			
Initiation Fees	\$ 163		\$ 163
Capital Dues	10		10
Purchase Of Equipment & Capital Projects	(264)		(264)
Transfer to General Fund	(50)		(50)
Interest From Investments	1		1
Net Cash Provided (Used) By Capital And Other Non-Operating Activities	(140)		(140)
Net Increase (Decrease) In Cash	(649)		(649)
Cash At Beginning Of Period	2,378		2,378
Cash At End Of Period	\$ 1,728		\$ 1,728

University Park Recreation District
Summary Operating Data
As of October 31, 2025

Rounds of Golf (as of October 31, 2025):

	October				YTD		
	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	3,248	3,899	(651)		3,248	3,899	(651)
Outside Rounds	2,563	2,356	207		2,563	2,356	207
	5,811	6,255	(444)		5,811	6,255	(444)

Rounds of Golf (as of October 31, 2024):

	October				YTD		
	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	2,133	3,699	(1,566)		2,133	3,699	(1,566)
Outside Rounds	840	2,432	(1,592)		840	2,432	(1,592)
	2,973	6,131	(3,158)		2,973	6,131	(3,158)

Overall revenue is \$22K favorable to budget, variance driven primarily by strong dining sales. Golf operations revenue is on target with budget, with higher outside rounds producing a \$5K favorable variance in greens fees, which helped offset lower member rounds resulting in a \$7K unfavorable variance in cart fees. Merchandise sales also surpassed budget, contributing an additional \$6K favorable variance.

Golf course maintenance expenses are currently over budget due to various projects that were scheduled for later in the year but were completed earlier. We anticipate this trend will continue over the next couple of months, with expenses realigning to budget by summer.



University Park Recreation District

Review and Acceptance of Fiscal Year 2025 District Goals & Objectives Reporting Form

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

October 1, 2024 – September 30, 2025

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 ☒ *(this goal is in progress and will be completed in 2026)*

Financial Transparency and Accountability

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 ☐

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 ☐

Goal 3.3: Annual Financial Audit

- v. **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.
- vi. **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.
- vii. **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.
- viii. **Achieved:** Yes ☒ No ☐

SIGNATURES:

Chair/Vice Chair:

Printed Name:

University Park Recreation District

Date:

District Manager:

Printed Name:

University Park Recreation District

Date:



University Park Recreation District

Review and Consideration of Professional Consulting Services RFP Template *(provided under separate cover)*



University Park Recreation District

Consideration and Appointment of Election Chair



University Park Recreation District

Discussion of Park Boulevard Management (PBM) Spending Authority

University Park Recreation District (UPRD)

Summary of Park Boulevard Management Spending Authority

Based on the Country Club Management Agreement (Effective December 2024)

Park Boulevard Management (PBM) manages daily operations of University Park Country Club under defined limits of spending and contracting authority. UPRD retains oversight of all major, capital, and unbudgeted expenditures. The following summarizes PBM's financial and contractual authority without prior approval.

Category	Authority Without Approval	Requires UPRD / Officer Approval
Operating Expenses	Within approved Annual Operating Budget	Outside budgeted limits
Emergency Repairs	Up to \$25,000 for safety or damage prevention	Over \$25,000 (Chair/Treasurer approval required)
Unbudgeted Minor Expenses	≤ \$10,000 per month or ≤ \$50,000 per year	Exceeding \$10,000/month or \$50,000/year
Service Contracts	Within budget and ≤ \$50,000 total	Over \$50,000 or not in budget
Capital Expenditures	None without inclusion in Annual Business Plan	All capital items not pre-approved by Board
Bank Signatures	≤ \$50,000 single signature (GM/Finance/Facilities)	\$50,000 requires Chair/Treasurer co-signature

Summary: PBM's spending authority covers routine and budgeted operations. Unbudgeted, emergency, and capital expenditures require UPRD approval as outlined. The Board retains oversight of all major financial commitments and deviations from the approved Annual Business Plan.

----- Original Message -----

From: Mark Barnebey <mbarnebey@blalockwalters.com>
To: "Sally Dickson - UPRD (sally.dickson@UniversityParkRD.com)"
<sally.dickson@UniversityParkRD.com>,
"steve.heizner@universityparkrd.com" <steve.heizner@universityparkrd.com>,
Scott Huebner <scott.huebner@universityparkrd.com>,
"David.Murphy@universityparkrd.com"
<David.Murphy@universityparkrd.com>, Rusty Piersons
<russell.piersons@universityparkrd.com>
Cc: "John Fetsick (jfetsick@universitypark-fl.com)" <jfetsick@universitypark-fl.com>,
"Vivian Carvalho (carvalhov@pfm.com)" <carvalhov@pfm.com>,
Jennifer Alexander <jalexander@blalockwalters.com>
Date: 12/02/2025 5:27 PM EST
Subject: University Park Recreation District/

Please do not respond to all.

Supervisors – In prior workshops, there was the inquiry below. Our response is as set forth below:

Was the Summary of Park Boulevard Management Spending Authority presented at the November 4, 2025 workshop and attached hereto correct?

In general terms, the Summary of Park Boulevard Management Spending Authority is consistent with the Country Club Management Agreement of December

13, 2024. As with any summary, there are more details in the Management Agreement, but this is a good summary.

Mark P. Barnebey

Board Certified in City, County and Local Government Law



802 11th Street West | Bradenton, FL 34205
2 North Tamiami Trail, #402 | Sarasota, FL 34236

Office [941.748.0100](tel:941.748.0100) | Facsimile [941.745.2093](tel:941.745.2093)
mbarnebey@blalockwalters.com

To ensure compliance with Treasury Department regulations, we advise you that, unless otherwise expressly indicated, any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or applicable state or local tax law provisions or (ii) promoting, marketing or recommending to another party any tax-related matters addressed herein.

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University Park Recreation District

Update on Capital Improvement Plan



University Park Recreation District

Consideration of Arbitrage Rebate Calculation Services Proposal

Arbitrage Rebate Counselors, LLC

Arbitrage Regulations Compliance for Issuers of Tax-Exempt Bonds

November 25, 2025

University Park Recreation District
c/o Ms. Kwame Jackson, Asst. Dist. Mgr.
PFM Group Consulting LLC
3501 Quadrangle Blvd., Ste. 270
Orlando, FL 32817

Re: Proposal – Annual Arbitrage Calculations – University Park Recreation District –
\$24,000,000 Non-Ad Valorem Assessment Bonds, Series 2019 (“2019 Series”)

Dear University Park Recreation District:

Arbitrage Rebate Counselors hereby contracts with University Park Recreation District to provide annual arbitrage calculations for the above-referenced 2019 Series.

The annual arbitrage calculations for the 2019 Series will cover the one-year period November 21, 2024 to November 21, 2025, and each successive one-year period thereafter ending on November 21st.

Services to be provided include: (1) obtaining all relevant records, (2) compiling a computerized record of all project investments, interest earnings and disbursements, (3) calculating bond yield, (4) computing arbitrage liability, (5) performing “spending exceptions” analysis, (6) preparing arbitrage opinion letter, and (7) assisting with arrangements for paying any arbitrage due.

Our fee to prepare each annual arbitrage calculation for the 2019 Series is \$350.00. University Park Recreation District may terminate this contract at any time at its discretion.

Sincerely yours,


John C. Rogers
President

Acknowledged and accepted:

Signed: _____
Name: _____
Title: _____
Date: _____

32 Whitmarsh Road, Ardmore, PA 19003 Tel. 610-764-7998 Email: jcrogers279@gmail.com



University Park Recreation District

Consideration of Sunshade Proposal



September 19, 2025

Univeristy Park Country Club

7671 The Park Blvd

University Park, FL 34201

502-382-8997

Thank you for allowing us to provide you with a proposal for hurricane protection. We have listed below a line-item quote reflecting the scope of work for your project. The number shown with each line item corresponds to the drawing provided as part of this proposal.

Your project includes the following:

7 PROGRESSIVE MAGNA TRACK MOTORIZED HURRICANE SCREEN(S) at the following location(s):

1. Exceeds the requirements for the State of Florida and Miami-Dade Certification.
2. Screens are Twitchel OmegaTex with Kevlar reinforcement.
3. Designed for CAT5 hurricanes to withstand both wind and missile impactions.
4. Keeps the lanai much cooler and dramatically reduces cooling costs inside your home.
5. NO-SEE-UM protection.
6. Provides 95% UV Protection.
7. Best looking screens on the market.
8. The only screens on the market that can be left exposed to the UV of the Florida sun.
9. Gaposa Motors have a 5-year manufacturer's warranty.
10. Screens have a 15-Year manufacturer's warranty.

1) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 176 x 144	\$	8,334.00
2) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 175 x 144	\$	8,334.00
3) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 185 x 144	\$	8,593.00
4) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 186 x 144	\$	8,593.00
5) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 186 x 143	\$	8,593.00
6) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 184 x 143	\$	8,593.00
7) Progressive Hurricane Screen, Motorized White / White & Tan Other Unit Size: 265 x 143	\$	10,508.00

Permitting: \$ 500.00

Removal / Refunding 7 Solar Screens \$ 7,000.00



TOTAL PRICE:	\$ 55,048.00
DISCOUNT:	
TOTAL PROJECT COST:	\$ 49,500.00

Terms and Conditions:

Payment: A deposit equal to, or greater than 50% of the contract price is due upon signing the contract. All warranties will be void unless all money due to Sun and Storm Systems, LLC (Seller) is paid in full when installed.

The products listed in this agreement are to be custom made for this purchase and therefore cannot be changed, cancelled, modified, or discharged in whole or in part by the Purchaser except in accordance with the law or with written consent from the Seller.

Customer Signature: _____ Date: _____



University Park Recreation District

Discussion of Florida Ethics Commission Response

AMENDED AND RESTATED

OPERATING AGREEMENT

OF

PARK BOULEVARD MANAGEMENT, LLC

Prepared by:
J. Michael Hartenstine
Williams Parker Harrison Dietz & Getzen
200 South Orange Avenue
Sarasota, Florida 34236

AMENDED AND RESTATED OPERATING AGREEMENT OF PARK BOULEVARD MANAGEMENT, LLC

This Amended and Restated Operating Agreement, dated as of December 13, 2019, is made by and between **PARK BOULEVARD MANAGEMENT, LLC** (formerly known as UPCC, LLC), a Florida limited liability company, and **UNIVERSITY PARK COMMUNITY ASSOCIATION, INC.**, a Florida corporation not for profit, its sole Member and Manager, in consideration of the mutual covenants and obligations set forth herein. The terms of this Agreement supersede any contrary terms in the Act, unless the Act makes such contrary terms non-waivable, in which case the Act will govern such terms. In addition, this Agreement amends, restates, supersedes, and replaces the Operating Agreement of UPCC, LLC, dated August 16, 2018.

ARTICLE 1: DEFINITIONS

Unless the context indicates otherwise or the terms are otherwise defined herein, the following terms have the meanings assigned to them in this Article 1.

1.1 "ACT" means the Florida Limited Liability Company Act, Chapter 605, Florida Statutes, as amended.

1.2 "CODE" means the Internal Revenue Code of 1986, as amended, and any subsequently enacted United States income tax code.

1.3 "COMPANY" means **PARK BOULEVARD MANAGEMENT, LLC** (formerly known as UPCC, LLC), a Florida limited liability company, formed in accordance with the Articles of Organization filed with the State of Florida effective as of August 16, 2018, having document number L18000197208, as amended by Articles of Amendment filed with the State of Florida effective as of October 24, 2019, having document number H19000313041.

1.4 "COMPANY PROPERTY" means all the assets of the Company, including money; accounts receivable; investments; bank accounts; shares of stock; interests in partnerships and limited liability companies; other intangible assets; and any other real property, personal property, and property rights belonging to the Company.

1.5 "PERSON" means any natural person, partnership, corporation, trust, association, or other legal entity.

ARTICLE 2: MANAGEMENT

2.1 AUTHORITY AND POWER. The Company will be manager-managed. Except as expressly set forth in this Agreement or the Act, the Manager has full, exclusive, and complete authority and discretion to manage and control the business of the Company and to make all decisions affecting the business of the Company, including the exclusive right to conclusively approve transactions outside the ordinary course of business. Any Person dealing with the Company may conclusively rely on a certificate signed by the Manager as to its identity and its authority to act on behalf of the Company and without

further inquiry may rely upon the authority of the Manager to perform any act or execute and deliver any instrument for the Company. Except as expressly set forth in this Agreement, the Manager has all the rights and powers which may be possessed by the Manager pursuant to the Act.

2.2 LIMITATION UPON RIGHTS AND POWERS OF THE MANAGER. The Manager does not have the authority to do any act expressly prohibited by the Act or by other law.

(a) **Consent of Member Required.** Except as expressly permitted by this Agreement, the Manager does not have the authority to do any of the following acts without the prior consent of the Member:

- (i) any act in contravention to this Agreement;
- (ii) any act that would cause the Company to become taxable as an association for Federal income tax purposes;
- (iii) any act that would subject any Member to personal liability for acts of the Company or the Manager; or
- (iv) possess or assign rights in Company Property for other than a Company purpose.

(b) **Statement of Authority.** The Company may file a statement of authority with any applicable governmental body or non-governmental organization as necessary to enforce limitations upon the power of the Manager or other Persons to act on the Company's behalf.

2.3 GENERAL DUTIES OF THE MANAGER. The Manager shall manage and control the affairs of the Company for its benefit and the benefit of the Member. The Manager owes a duty of loyalty and duty of care to the Company and the Member as provided by the Act, except as provided in this Agreement.

2.4 NUMBER. The name and address of the Manager is set forth on Exhibit A. Exhibit A will be amended, from time to time, to reflect changes in the Manager. The number of Managers may be increased only by the Member. If at any time there is more than one Manager, then any reference in this Agreement to the "Manager" will refer to the Managers, and an act will be considered approved by the Managers if and only if a majority of the Managers approve the act. At any time the Member is the Company's sole Manager, it may refer to itself and execute documents on the Company's behalf as either "Manager" or "Managing Member."

2.5 TERM OF OFFICE; RESIGNATION. The Manager will hold office until resignation, removal from office pursuant to Section 2.6, irrevocable dissolution, or death, whichever first occurs. The Manager may resign at any time upon 30 days' prior written notice to the Member. For the foregoing purposes, an administrative dissolution does not constitute an irrevocable dissolution. The acceptance of a resignation is not necessary to make it effective.

2.6 REMOVAL; VACANCIES. The Manager may be removed at any time and for any reason by the Member, upon written notice by the Member to the Manager. Any vacancies (whether arising out of resignation, death, irrevocable dissolution of an entity which is the Manager, or removal) will be filled by the Member. For the foregoing purposes, an

administrative dissolution does not constitute an irrevocable dissolution.

2.7 OFFICERS. Those persons from time to time serving as president, vice president, secretary, and treasurer of the Member are designated officers of the Company, each holding *ex officio* the same office in the Company as is held in the Member. An officer will have the same authority and responsibility with respect to the Company as the corresponding officer of a Florida corporation would have with respect to the corporation.

2.8 EXECUTIVES. In addition to the officers, the Company will have an executive staff comprised of a General Manager, a Deputy General Manager, and a Director of Finance (each being referred to herein as an “Executive”). The Executives will have full, exclusive, and complete authority and discretion to manage and control, and to make all decisions affecting, matters within the ordinary course of business of the Company, subject only to directives of the Management Committee. The Executives shall render to the Management Committee such oral or written reports of their management of the Company’s business in such form and on such occasions as the Management Committee may require.

2.9 MANAGEMENT COMMITTEE. The Company will have a Management Committee comprised of three members, each of whom will be appointed by, and serve at the pleasure of, the Manager. The Management Committee will have full, exclusive, and complete authority and discretion to hire, terminate, compensate, supervise, and direct the Executives.

2.10 BANK ACCOUNTS. All funds of the Company will be deposited in one or more bank accounts in such banking institutions as the Manager may determine. All withdrawals against such accounts for the payment of payroll expenses, payroll taxes, and other employee-related expenses must be made by check, draft, or other written order signed by two Executives, by two officers of the Company, or by an Executive and an officer of the Company. All other withdrawals against such accounts must be made by check, draft, or other written order signed by an Executive and an officer of the Company or by two officers of the Company.

2.11 INDEMNIFICATION. The duty of care owed by the Member, the Manager, the officers, the Executives, and members of the Management Committee in the discharge of their duties to the Company is limited to refraining from engaging in grossly negligent or reckless conduct, intentional misconduct, conduct involving bad faith or a knowing violation of law, or such lower standard as may be permitted by a non-waivable term in the Act. In discharging their duties, the Member, the Manager, the officers, the Executives, and members of the Management Committee will be fully protected in relying in good faith upon the records required to be maintained under the Act and upon such information, opinions, reports, or statements by (a) any of the Company’s agents or (b) any other Person as to matters they reasonably believe are within such other Person’s professional or expert competence and who has been selected with reasonable care by or on behalf of the Company, including information, opinions, reports, or statements as to the value and amount of the assets, liabilities, profits, or losses of the Company or any other facts pertinent to the existence and amount of assets from which distributions to

the Member might properly be paid. The Company shall indemnify the Member, the Manager, the officers, the Executives, and members of the Management Committee for their conduct in such capacities to the maximum extent permitted by law.

ARTICLE 3: CONTRIBUTIONS

3.1 INITIAL CAPITAL CONTRIBUTION. The Member shall make the capital contribution described on Exhibit A at the time and on the terms specified on Exhibit A and will become the Company's sole member in exchange for such contribution. If no time for the capital contribution is specified, the capital contribution will be made upon the filing of the Articles of Organization with the Secretary of State. The value of the capital contribution is as set forth on Exhibit A. No interest will accrue on the capital contribution, and the Member does not have the right to withdraw or be repaid any capital contribution except as provided in this Agreement.

3.2 ADDITIONAL CAPITAL CONTRIBUTIONS. In addition to the initial capital contribution, the Member may make additional capital contributions. Except to the extent of any unpaid portion of the capital contribution described on Exhibit A, the Member is not obligated to make any additional capital contributions.

ARTICLE 4: DISTRIBUTIONS

The Company may make distributions to the Member as determined by the Manager from time to time in accordance with this Agreement. However, no distribution may be declared and paid if such distribution would violate the limitations on distributions set forth in the Act.

ARTICLE 5: TAX MATTERS

Except as provided in the next sentence, as long as the Company has only one Member, the Company will be taxed as a disregarded entity for Federal income tax purposes. If the Company's sole Member consists of individuals holding their membership interest as tenants by the entirety, joint tenants, tenants in common, or through some other similar form of ownership, the Company will be taxed as a partnership under the Code, but will be treated as a single-member limited liability company for all non-income tax purposes. If the Company is taxed as a partnership under the Code, capital accounts will be maintained and Federal income tax attributes will be allocated in accordance with Code Sections 704(b) and 704(c) and the Regulations thereunder. To the extent possible, the state income tax classification of the Company will mirror its Federal income tax classification.

ARTICLE 6: COMPETITION

The Member and the Manager are entitled to enter into transactions that may be considered to be competitive with, or exploit a business opportunity that may be beneficial to, the Company, it being expressly understood that the Member and the Manager may enter into transactions that are similar to the transactions into which the Company

may enter.

ARTICLE 7: TRANSFER OF MEMBERSHIP INTEREST

The Member's membership interest is transferable in whole or in part without the consent of any other Person. An assignee of such membership interest will be admitted as a Member only if the transferring Member, in the Member's sole discretion, consents to such admission. If the Member does not consent to the admission of an assignee as a Member, the Member will retain all the management rights granted to the Member hereunder. If the Member's membership interest is involuntarily transferred pursuant to a divorce proceeding or some other event, the transferee will only be entitled to the rights of an assignee, and the Member will retain all the management rights granted to the Member hereunder. The rights of a creditor of the Member who acquires an interest in the Member's membership interest, whether by reason of a pledge of such interest or otherwise, will be limited to the rights described in Section 605.0503, Florida Statutes, as applicable to single-member limited liability companies, and such creditor will have no other rights whatsoever. Notwithstanding anything to the contrary herein, if a membership interest in the Company is held by a Member as tenants by the entirety, a transfer of such interest to the surviving tenant upon the death of the other tenant will be permitted, and the surviving tenant will automatically be admitted as a Member with respect to the entire interest formerly held as tenants by the entirety.

ARTICLE 8: DISSOLUTION

8.1 PERPETUAL TERM. The Company's existence will be perpetual unless the Member determines to dissolve it. Only the Member may determine if and when the Company will be dissolved. Such right is exclusively reserved to the Member even if the Member's creditor or another Person has acquired part or all of the Member's membership interest without being admitted as a substitute Member.

8.2 LIQUIDATION. Upon the dissolution of the Company, the Company's business will be wound up, its assets liquidated, and the net proceeds of such liquidation distributed to the Member. The Member shall proceed without any unnecessary delay to sell and otherwise liquidate the Company Property. However, if the Member determines an immediate sale of part or all of the Company Property would cause undue loss, in order to avoid such loss, the Member may defer the liquidation, except to the extent provided by the Act. Upon the completion of the liquidation and distribution of the Company Property, the Member shall execute, acknowledge, and cause to be filed all certificates and notices required by law to reflect the dissolution of the Company.

8.3 CONTINUING GOVERNANCE. In the event of a dissolution of the Company, the business affairs of the Company will continue to be governed by the terms of this Agreement during the winding up of the Company's business and affairs.

ARTICLE 9: AMENDMENTS

The Articles of Organization and this Agreement may be amended or restated, or a

new Operating Agreement may be adopted, by mutual agreement of the Member and the Company.

ARTICLE 10: MISCELLANEOUS

10.1 NOTICES. Notices or other communications will be deemed to have been given only when personally delivered by the Person giving notice to the Person receiving notice.

10.2 APPLICABLE LAW. This Agreement will be governed by, and construed in accordance with, the law of the State of Florida (without regard to conflict of laws or similar concepts).

10.3 CONSTRUCTION. Words of gender used in this Agreement will be interpreted to include the other genders, and words in the singular number will be interpreted to include the plural and vice-versa, when the context so requires. The captions to each Article are inserted only as a matter of convenience and for reference purposes and in no way define, limit, or describe the scope or intent of this Agreement.

10.4 INTEGRATION. This Agreement contains the entire understanding between the parties and supersedes any prior understandings and agreements between them concerning the within subject matter. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement that are not described herein.

10.5 INVALIDITY. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules, and regulations of the jurisdictions in which the Company does business. If any provisions of this Agreement or its application to any Person or circumstance is, for any reason or to any extent, found to be invalid or unenforceable, the remainder of this Agreement or the application of such provision to other Persons or circumstances will not be affected thereby, but rather will be enforced to the greatest extent permitted by law.

10.6 SUCCESSORS BOUND. This Agreement will be binding upon, and inure to the benefit of, the Member and the Member's legal representatives, heirs, and permitted successors and assigns.

10.7 EXECUTION. The parties may evidence their execution of this Agreement by facsimile or electronic transmission of a copy of this Agreement bearing the respective party's signature, and such facsimile or electronic copy will be binding for all purposes as fully as a copy bearing the original signature of such party.

In witness whereof, the Company, the Member, and the Manager have signed this Agreement effective as of the date first appearing above.

THE COMPANY

PARK BOULEVARD MANAGEMENT, LLC

By: University Park Community
Association, Inc., a Florida corporation
As its Manager

By: _____
John Whyte
As its President

THE MEMBER

**UNIVERSITY PARK COMMUNITY
ASSOCIATION, INC.**

By: _____
John Whyte
As its President

THE MANAGER

**UNIVERSITY PARK COMMUNITY
ASSOCIATION, INC.**

By: _____
John Whyte
As its President

EXHIBIT A
TO THE AMENDED AND RESTATED OPERATING AGREEMENT OF
PARK BOULEVARD MANAGEMENT, LLC

Name and Address of Member	Initial Capital Contribution	Agreed Value of Initial Capital Contribution or Commitment
University Park Community Association, Inc. 8301 The Park Boulevard University Park, FL 34201	N/A	N/A

**Name and Address of
Manager**

**University Park
Community Association, Inc.**
8301 The Park Boulevard
University Park, FL 34201

MEMORANDUM

TO: Board of Supervisors

FROM: Mark P. Barnebey, Esquire, District Counsel

CC: Vivian Carvahlo, District Manager
Kwame Jackson, Assistant District Manager
John Fetsick, General Manager
Marisa J. Powers, Esquire

DATE: December 5, 2025

RE: Questions Related to Conflicts of Interest

We received the following inquiries:

1. Whether a Supervisor's service on the board of directors or management body of one of the District's major vendors constitutes a prohibited employment or contractual relationship under Florida Statute 112.313(3) or 112.313(7)?

BRADENTON
802 11th Street West
Bradenton, FL 34205



SARASOTA
2 North Tamiami Trail
Suite 400
Sarasota, FL 34236



941.748.0100 phone
941.745.2093 fax
BlalockWalters.com

This question is not directed to a specific scenario. The general answer is there is a potential of such a relationship being a prohibited employment or contractual relationship under Sections 112.313(3) or 112.313(7), Florida Statutes, if a Supervisor serves in a role on the board of directors or management body of a District vendor but the analysis of these questions are very fact specific. Whenever there is a potential for a violation of the Florida ethics laws, I encourage elected officials to reach out to the Office of the Florida Ethics Commission for guidance. Recently, this question was the subject of an inquiry by the Chair to the staff of the Commission on Ethics related to the Chair serving as a volunteer on the management committee of Park Boulevard Management, Inc. (PBM), which is a corporation formed by the University Park Community Association, Inc. (UPCAI). It was

mbarnebey@blalockwalters.com

addressed in a May 5, 2025 letter from attorney Stephanie Novenario of the Florida Ethics Commission. Without rehashing the lengthy analysis by Attorney Novenario, the summary of the analysis is provided at the end of the letter and states as follows:

In summation, your simultaneous service as a Board Supervisor for the UPRD and as a volunteer member of PBM's Management Committee does not appear to present a prohibited conflict of interest pursuant to either prohibition found within Section 112.313(7)(a), Florida Statutes. Based on your assertion that your service as a member of PBM's three-person Management Committee does not functionally amount to service as a director of PBM, it does not appear that your membership on the Management Committee violates either prohibition found within Section 112.313(3), Florida Statutes. However, if your duties on the Management Committee do amount to the functional equivalent of a director position, your service on the Management Committee would likely violate both prohibitions found in Section 112.313(3). (Emphasis added)

The summary by Attorney Novenario indicates that based on the information provided by the Chair, there is not a conflict under Section 112.313(7) or 112.313, Florida Statutes.

2. Whether such a relationship requires the Supervisor to disclose a conflict and abstain from voting under Florida Statute 112.313(3) when matters involving that vendor come before the Board, including contract renewals or extensions?

Again, this is general question and not directed to a specific facts. Thus, it is possible that such a relation would require a Supervisor to disclose a conflict and abstain from voting under Florida law, but again the analysis related to such a question would be very fact specific. Whenever there is a potential for a violation of the Florida ethics laws, I encourage elected officials to reach out to the Office of the Florida Ethics Commission for guidance.

Discussion of issues related to Section 112.313(3) were addressed in the response to question 1. However, voting conflicts are generally covered by Section 112.3143, Florida Statutes. Section 112.3143, Florida Statutes, states in part as follows:

(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

Two definitions in subsection 1 are relevant to this discussion:

(a) "Principal by whom retained" means an individual or entity, other than an agency as defined in s. 112.312(2), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one's client, employer, or the parent, subsidiary, or sibling organization of one's client or employer.

And

(d) "Special private gain or loss" means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:

1. The size of the class affected by the vote.
2. The nature of the interests involved.

3. The degree to which the interests of all members of the class are affected by the vote.
4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

This analysis is fact specific. Thus, for example, a key question would be whether the measure being voted on would inure to his or her special private gain or loss or which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained.

3. Whether a Supervisor in this circumstance was required to abstain from the vote on extension of the vendor's contract and whether Form 8B should have been filed?

As noted above, the analysis is fact specifics and I do not know specifics to which you are referring. However, it would be inappropriate for me to comment on actions already taken by a Supervisor.

4. Whether I have a specific position regarding the May 5, 2025 letter from attorney Stephanie Novenario representing the Florida Commission on Ethics, as it pertains to action or non-action to be taken by the UPRD board?

The May 5 letter from Commission on Ethics attorney Stephanie Novenario is discussed in detail above. In regard to the May 5, 2025 letter, I can assure you that the Ethics Commission staff and attorneys take inquiries such as the one initiated by the Chair on this issue very seriously and carefully analyze the information provided. It should be noted that each of these cases are very fact specific and the facts related to the relationship with PBM, UPCA, and the District are likely very unique in the state of Florida. The opinion by Attorney Novenario is the best information available to the Chair and the District at this point. However, regardless

of the opinion rendered, the Board of Supervisors could examine alternatives if the Board believes that alternative better serves the District. For example, the Board could examine the possibility of appointing an individual, who is not a Supervisor, to serve as the District representative on the PBM Management Committee. Depending on what alternative is being considered, it is likely that such a change would require some discussion with UPCA.



University Park Recreation District

Consideration of Firm for Election Ballot Counting Services *(provided under separate cover)*



University Park Recreation District

Ratification of Payment Authorization No. 149 – 151

University Park Recreation District

10/9/2025

Payment Authorization No. 149

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Media	59598	Notice of Public Meeting - September 2025	\$ 980.45
Risk Strategies	10453337	Public Official Liability 25-26	\$ 17,034.15
Florida Department of Economic Opportunity	93455	FY 2026 Annual State Fee	\$ 175.00
Vglobal Tech	7729	Quarterly ADA & WCAG Audits	\$ 300.00

O&M - General Fund Expenses Total	\$ 18,489.60
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Asst. Secretary/Secretary

Asst. Treasurer

 10/10/25

Paid Online 8/10/25

FloridaCommerce, Special District Accountability Program

10-7040

Fiscal Year 2025 - 2026 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2025				Invoice No: 93455
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2025: \$175.00

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

University Park Recreation District

Ms. Vivian Carvalho

PFM Group Consulting, LLC

3501 Quadrangle Boulevard, Suite 270

Orlando, Florida 32817



2. Telephone: 407-723-5900 Ext:
3. Fax: 407-723-5901
4. Email: carvalhov@pfm.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: UniversityParkRD.com
8. County(ies): Manatee
9. Special Purpose(s): Recreational Facilities / Programs
10. Boundary Map on File: 09/17/2019
11. Creation Document on File: 09/17/2019
12. Date Established: 08/03/2018
13. Creation Method: Local Ordinance
14. Local Governing Authority: Manatee County
15. Creation Document(s): County Ordinance 18-29
16. Statutory Authority: Section 418.20, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Non-Ad Valorem

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: [Signature] Date 10/7/25

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. Pay the Annual Fee: Pay the annual fee by following the instructions at www.FloridaJobs.org/SpecialDistrictFee.

b. Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, BOTH of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. ___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. ___ This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: ___ Denied: ___ Reason: _____

STEP 4: Make a copy of this document for your records.

STEP 5: Email this document to SpecialDistricts@Commerce.fl.gov or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

Transaction Confirmation and Receipt

Print this page for your records.

Special District:	University Park Recreation District
Transaction No:	234082340
Payment Date:	10/08/2025
Invoice Number:	93455
Amount Paid:	175.00
Full Name:	Paul Fay
Address:	7671 The Park Boulevard University Park, Florida 34201
Phone Number:	570-903-7091
Email Address:	pfay@universitypark-fl.com

Prepare and Provide Your Annual Update

To ensure that the Official List of Special Districts remains up-to-date, complete the annual update process as follows, even if no changes are necessary.

Steps:

1. Review the information on the Special District State Fee Invoice and Profile Update document.
2. Mark any changes directly on the document.
3. Write "Paid online" and the date paid directly on the document.
4. Sign and Date the document
5. Email the document to SpecialDistricts@Commerce.fl.gov or mail it to:

**Florida Department of Economic Opportunity
Bureau of Budget Management
107 East Madison Street, MSC 120
Tallahassee, Florida 32399-4124**

MEMORANDUM

To: All Special District Registered Agents
From: Jack Gaskins Jr., Special District Accountability Program
Date: October 1, 2025
Subject: Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code - Fiscal Year 2025 – 2026 Special District State Fee Invoice and Profile Update
Due by 11:59 p.m. on December 2, 2025

This memorandum contains the guidance for complying with the annual state fee and update requirements using the enclosed *Fiscal Year 2025 – 2026 Special District State Fee Invoice and Profile Update* (invoice).

The Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program administered by FloridaCommerce and requires FloridaCommerce to annually collect a state fee from each special district to cover the costs of administering the Act. For additional information, visit www.FloridaJobs.org/SpecialDistricts.

The Fiscal Year 2025 – 2026 state fee is now due and remains \$175, unless the special district certifies that it is eligible for a zero annual fee by executing "Step 3.b." on the invoice. FloridaCommerce requests payment by Visa, MasterCard or electronic check at www.FloridaJobs.org/SpecialDistrictFee. This website is the only acceptable portal for paying the state fee, and is fast, free and convenient. From this website, you may also download a duplicate invoice and FloridaCommerce's W-9 Form. Payment must be completed by 11:59 p.m. on December 2, 2025. Otherwise, a \$25 late fee will automatically be assessed on December 3, 2025. **Late fees are authorized by law and will not be waived by FloridaCommerce.**

Update Requirements

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain and update specific information with FloridaCommerce and requires FloridaCommerce to make that information available through the *Official List of Special Districts* (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies, and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information, and make informed policy decisions. To help ensure completeness and accuracy, each special district's registered agent must annually review the profile printed on the invoice, identify any needed corrections or updates by marking directly on the invoice, provide any missing information, sign and date the invoice and return the invoice to FloridaCommerce at SpecialDistricts@Commerce.fl.gov.

The Florida Special District Handbook

The *Florida Special District Handbook* (www.FloridaJobs.org/SpecialDistrictHandbook) covers the accountability and general operating requirements specified in the Act. FloridaCommerce encourages all special district staff and governing body members to regularly review the handbook.

Thank You

Thank you in advance for complying with the state fee and profile update requirements. Detailed instructions follow on the opposite side of this memorandum.

(TURN OVER FOR INSTRUCTIONS)

Instructions: Complete the following five steps by 11:59 p.m. on December 2, 2025:

STEP 1: Review the special district's profile on the invoice:

- ☐ Directly on the invoice, identify any needed changes by striking through the outdated or incorrect information and hand-writing the new or correct information.
- ☐ Complete any missing or unknown information.
- ☐ Provide any noted missing documents, such as the boundary map, creation document or amendments not referenced on the profile.

STEP 2: Certify accuracy and completeness by signing and dating where indicated.

STEP 3: Pay the state fee, or certify eligibility for the zero annual fee:

- ☐ **STEP 3.a.: If paying the state fee:**
 - ☐ Pay with a Visa, MasterCard or electronic check by visiting the official state fee website listed below and following the instructions.
 - ☐ Write "Paid Online" on the Invoice.
 - ☐ In the event of a hardship preventing online payment, visit the official state fee website listed below and see, "Instructions for Paying by Check".
- ☐ **STEP 3.b.: If certifying eligibility for the zero annual fee pursuant to Rule 73C-24.003(3)(e), Florida Administrative Code:**
 - ☐ Initial **both** statements.
 - ☐ For those special districts not required to file an Annual Financial Report covering Fiscal Year 2023 – 2024 (e.g., newly created special districts or housing authorities), provide an income statement verifying \$3,000 or less in revenues for the current fiscal year.

STEP 4: Make a copy of the completed invoice for your records.

STEP 5: Email the completed Invoice and any other requested documents to
SpecialDistricts@Commerce.fl.gov.

Official State Fee Website (process payment and download a duplicate invoice, previous memorandums and instructions, and FloridaCommerce's W-9 Form)

www.FloridaJobs.org/SpecialDistrictFee

Special District Accountability Program Contact

Jack Gaskins Jr.
850-717-8430
SpecialDistricts@Commerce.fl.gov



McClatchy Media

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. 59598
Document Date 10/1/2025
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
980.45	0.00	0.00	0.00	0.00	0.00	\$ 980.45

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.navighub.com/portal/client/mcc/> Recent payments may not appear in the balance shown.

Balance Forward Amount: \$ 0.00

Invoice Date	Invoice No.	PO No.	Description	Amount	Balance
9/30/2025	IN60128	BOS Meeting	Campaign: 41543 - IPL0266898	108.32	108.32
Bradenton Herald	09/03/2025-09/03/2025	IPL0266898	1	101.23	
Service Fee	09/03/2025-09/03/2025	IPL0266898	1	7.09	
9/30/2025	IN60129	UPRD - Finance Committee 25-26 meeting schedule	Campaign: 45049 - IPL0269951	153.63	153.63
Bradenton Herald	09/10/2025-09/10/2025	IPL0269951	1	143.58	
Service Fee	09/10/2025-09/10/2025	IPL0269951	1	10.05	
9/30/2025	IN60130	Notice of Special Meeting UPD	Campaign: 45106 - IPL0269993	135.50	135.50
Bradenton Herald	09/09/2025-09/09/2025	IPL0269993	1	126.64	
Edition	09/09/2025-09/09/2025	IPL0269993	1	8.86	
9/30/2025	IN60131		Campaign: 48168 - IPL0272894	126.44	126.44

Invoice Date	Invoice No.	PO No.	Description	Amount	Balance
Bradenton Herald	09/17/2025- 09/17/2025	IPL0272894	1	118.17	
Service Fee	09/17/2025- 09/17/2025	IPL0272894	1	8.27	
9/30/2025	IN60132	WORKSHOP MEETING 9/30/2025	Campaign: 48253 - IPL0272933	96.66	96.66
Bradenton Herald	09/17/2025- 09/17/2025	IPL0272933	1	90.34	
Service Fee	09/17/2025- 09/17/2025	IPL0272933	1	6.32	
9/30/2025	IN60133	Special and Shade Meetings 10 6 25	Campaign: 50312 - IPL0274827	135.50	135.50
Bradenton Herald	09/28/2025- 09/28/2025	IPL0274827	1	126.64	
Service Fee	09/28/2025- 09/28/2025	IPL0274827	1	8.86	
9/30/2025	IN60134		Campaign: 50363 - IPL0274845	114.79	114.79
Bradenton Herald	09/21/2025- 09/21/2025	IPL0274845	1	107.28	
Service Fee	09/21/2025- 09/21/2025	IPL0274845	1	7.51	
9/30/2025	IN60135	Manatee County - Fin Committee Meeting 10.06.25	Campaign: 51795 - IPL0276053	109.61	109.61
Bradenton Herald	09/28/2025- 09/28/2025	IPL0276053	1	102.44	
Service Fee	09/28/2025- 09/28/2025	IPL0276053	1	7.17	

document no.	account no.	document date
59598	47872	10/1/2025
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: 59598
	Account No: 47872
	Account Name: UNIVERSITY PARK RECREATION DISTRICT
	Amount Due: \$ 980.45
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 59598 98045	

PAID ONLINE



INVOICE

Customer	University Park Recreation District
Acct #	454190
Date	09/30/2025
Customer Service	Jill Levy Lori Chan
Page	1 of 1

University Park Recreation District
7671 The Park Boulevard
University Park, FL 34201

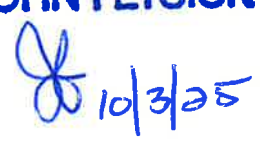
Payment Information	
Invoice Summary	\$ 17,034.15
Payment Amount	
Payment for:	Invoice#10453337
L095632803	

Thank You

Please detach and return with payment



Customer: University Park Recreation District

Invoice	Effective	Transaction	Description	Amount
10453337	10/01/2025	Renew policy	Policy #L095632803 10/01/2025-10/01/2026 Indian Harbor Insurance Executive Risk - Renew policy 15,728.00 Surplus Lines Tax & fee - Renew policy 811.15 MGA Policy Fee - Renew policy 245.00 Broker fee - Renew policy 250.00 Pay online at https://risk-strategies.epaypolicy.com/ Payment is due upon receipt	
APPROVED: JOHN FETSICK  10/3/25 03-10-1045				

To send by wire transfer or ACH to: JP Morgan ChaseABA: #021000021 Insured Payment: RSC Insurance
 Brokerage, Inc. Premium Trust Acct# 80000453408
 Confirm invoice is paid via email remittance@risk-strategies.com

Total
\$ 17,034.15

Thank You

Remit Checks to: Risk Strategies Company PO Box 736073 Chicago, IL 60673
 Remit overnight payments to: Attn: AMS - AB Receipt Lockbox & 736073 131 S. Dearborn, 6th Floor Chicago, IL 60603
 Please include the invoice number on your check. All payments must be made in US Dollars via a check drawn on a US institution or wire.

Please make sure to include the Invoice number on your check.

Risk Strategies Company
PO Box 736073
Chicago, IL 60673

(617)330-5700

Date
09/30/2025

Paul Fay

From: ePayPolicy <support@epay3.com>
Sent: Friday, October 3, 2025 3:26 PM
To: Paul Fay
Subject: Receipt 26892761 from Risk Strategies

If you cannot read this email, please [click here](#).



University Park Recreation
District

Receipt
#26892761

pfay@universitypark-fl.com

Payment on 10/3/2025

Account Name	University Park Recreation District
--------------	-------------------------------------

Do you have an account number?	Yes
--------------------------------	-----

Account Number	454190
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Zip Code	34201
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Invoices

10453337

\$17,034.15

Due Date: 09-24-25

Total

\$17,034.15

PAYER PAYMENT METHOD

ACH XXXXXX2184

To reverse this payment, please contact Risk Strategies using the information below. Sending an email or leaving a voicemail does not guarantee reversal of the payment.

NOTES

Payments made via this system may take up to ten (10) days to process. Payments processed after a relevant due date may be subject to a late fee and / or cancellation. Payments made by this system are not processed to cover premium (or other amounts) same day. If you have any questions on this payment, please contact client service team. In the event you have received a notice of cancellation, please call your insurance representative immediately to ensure payment is timely received.

Risk Strategies

160 Federal Street 4th Floor Boston, MA 02110 United States

617-330-5700

epay@risk-strategies.com

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 # 7729**DATE** 09/30/2025**DUE DATE** 09/30/2025**TERMS** Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Audits:Quarterly ADA & WCAG Audits Quarterly ADA & WCAG Audits for all new content and document conversions for the website.	1	300.00	300.00

Invoice for Quarter 3 ADA Audit.

BALANCE DUE**\$300.00**

Please make check payable to VGlobalTech.

University Park Recreation District

10/16/2025

Payment Authorization No. 150

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-000-85	\$21 Million Bond Validation	\$ 3,348.00
Blalock Walters	40896-033-21	General Representation	\$ 8,879.00
PFM	DM-10-2025-61	District Management Fee: October 2025	\$ 5,833.33
Vglobal Tech	7771	ADA Website Maintenance - October 2025	\$ 400.00

O&M - General Fund Expenses Total	\$ 18,460.33
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Asst. Secretary/Secretary

Asst. Treasurer

 10/17/25



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 LYNDIA DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
September 30, 2025
Account # 40896-033
Invoice # 40896-033-21

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

\$21 MILLION BOND VALIDATION

FEM

For Professional Services Rendered Thru 09/30/2025

			HOURS	
09/03/2025	MPB	Telephone conference with Steve Heitzner; Telephone conference with John Fetsick; Prepare memo to Vivian Carvalho and John Fetsick; Review and respond to Jennifer Everingham memo; Review and respond to Vivian Carvalho memo.	1.20	342.00
	FEM	Address settlement and shade issues.	0.80	228.00
09/08/2025	MPB	Conference with Fred Moore; Review and respond to the Chair.	0.40	114.00
	FEM	Review issues regarding confidentiality.	0.50	142.50
09/16/2025	MPB	Prepare for attorney-client meeting.	0.60	171.00
09/17/2025	MPB	Review statute for attorney/client meeting; Prepare memo to Vivian Carvalho requesting copy of the agenda; Attend attorney/client meeting.	3.20	912.00
	FEM	Review file, court docket, and settlement notes in preparation of shade meeting.	1.80	513.00
	FEM	Attend shade meeting; update file at conclusion of meeting with action steps.	2.40	684.00
09/19/2025	FEM	Telephone conference with Scott H. regarding terms.	0.50	142.50
09/22/2025	MPB	Review notice for the shade meeting.	0.20	57.00
	JA	Revise Shade meeting notice.	0.40	42.00
		TOTAL FOR THE ABOVE SERVICES	12.00	3,348.00
		TOTAL CURRENT WORK		3,348.00
		PREVIOUS BALANCE		\$1,510.50
<u>PAYMENTS RECEIVED</u>				
09/29/2025		Payment received on account. Thank you!		-1,510.50

UNIVERSITY PARK RECREATION DISTRICT
\$21 MILLION BOND VALIDATION
FEM

Page: 2
September 30, 2025
Account # 40896-033
Invoice # 40896-033-21

AMOUNT DUE (includes Previous Balance if shown above)

\$3,348.00

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
September 30, 2025
Account # 40896-000
Invoice# 40896-000-85

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 09/30/2025

			HOURS	
09/02/2025	REG	Assessments research	2.30	517.50
	MPB	Review statutory requirements related to the budget; Telephone conference with Chair; Prepare for and attend the Special Board Meeting and Workshop; Conference with Client.	5.10	1,326.00
09/04/2025	MPB	Telephone conference with John Fetsick.	0.40	104.00
09/08/2025	MPB	Review and respond to Chair memo; Prepare memo to the Chair.	0.50	130.00
09/10/2025	MPB	Telephone conference with the Chair; Telephone conference with Chair regarding the agenda; Prepare for upcoming meeting.	1.30	338.00
09/12/2025	MPB	Prepare and attend Board meeting.	3.30	858.00
09/16/2025	MPB	Review and respond to John Fetsick memo regarding sunshine law matters.	0.40	104.00
09/17/2025	MPB	Review and respond to Vivian Carvalho on Dean Matt public records request; Prepare memo to Vivian Carvalho; Telephone conference with to Vivian Carvalho; Telephone conference with Vivian Carvalho on Dean Matt public records request.	0.70	182.00
09/22/2025	MJP	Review communication from Paul Fay regarding insurance; discuss with Attorney Barnebey.	0.20	52.00
	MJP	Review and respond to email from John Fetsick regarding Hoyt proposal; send suggested revisions.	0.70	182.00
	MPB	Telephone conference with Steve Heitzner; Prepare memo to Paul Fay; Review and respond to Paul Fay memo; Telephone conference with Steve Heitzner.	1.30	338.00
09/23/2025	MJP	Review communication from Mike Beaumier regarding Hoyt amendment.	0.20	52.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 2
September 30, 2025
Account # 40896-000
Invoice # 40896-000-85

			HOURS	
	MJP	Review communication from John Fetsick regarding Hoyt addendum.	0.20	52.00
	MJP	Prepare communication to John Fetsick regarding Hoyt addendum.	0.20	52.00
	MPB	Review and respond to John Fetsick correspondence on Dean Matt public records request; Review and respond to John Fetsick on cleaning company contractor; Review Rule 2025-01; Review and respond to John Fetsick on General Membership Cap; Attend Finance Committee meeting related to Sunshine Public Records.	1.90	494.00
09/24/2025	MPB	Review and respond to Paul Fay memo on collection issues; Review and respond to Paul Fay on information needed.	0.70	182.00
09/25/2025	REG	Committee quorum research	1.20	270.00
	REG	Review emails regarding quorum and advertising	0.40	90.00
	MPB	Telephone conference with Vivian Carvalho on notice requirements for committees; Review case law and AGDS related to attendance requirements for committees; Review and respond to Kwame Jackson memo on committee attendance.	0.70	182.00
09/26/2025	REG	Work on open carry issue	1.50	337.50
	MJP	Review of communications from Attorney Barnebey regarding open carry law and the golf course and Club.	0.40	104.00
09/29/2025	MJP	Review and respond to email from John Fetsick regarding Cleaning Pros contract.	0.40	104.00
	MJP	Review communication from Attorney Barnebey regarding amendment; prepare amendment; prepare communication to Kwame Jackson.	1.00	260.00
	MJP	Review updated communication from John Fetsick regarding Cleaning Pros agreement.	0.20	52.00
	REG	Research committee notice requirements	1.00	225.00
	MPB	Telephone conference with Kwame Jackson regarding Notice requirements; Work on open carry research; Review 5 emails from Dean Matt.	0.60	156.00
09/30/2025	MJP	Review communication from Kwame J. regarding VGlobal amendment; revise amendment; search file for original agreement.	0.80	208.00
	REG	Work on meeting notice requirements research; research gun regulations and draft memorandum to client regarding same	6.60	1,485.00
	MPB	Review statutes Attorney General Opinions regarding notice; Prepare memo to Kwame Jackson and Vivian Carvalho; Telephone conference with Vivian Carvalho; Review open carry issues.	1.70	442.00
		TOTAL FOR THE ABOVE SERVICES	35.90	8,879.00
		TOTAL CURRENT WORK		8,879.00
		PREVIOUS BALANCE		\$5,570.00
		<u>PAYMENTS RECEIVED</u>		
09/29/2025		Payment received on account. Thank you!		-5,570.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 3
September 30, 2025
Account # 40896-000
Invoice # 40896-000-85

AMOUNT DUE (includes Previous Balance if shown above)

\$8,879.00

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*



Date	Invoice Number
October 1, 2025	DM-10-2025-61
Payment Terms	Due Date
Upon Receipt	October 1, 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: District Management Fee: October 2025

Professional Fees

\$5,833.33

Total Amount Due

\$5,833.33

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 # 7771

DATE 10/01/2025

DUE DATE 10/16/2025

TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing website maintenance for ADA and WCAG Compliance	1	225.00	225.00
	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
	Email:Email Hosting, Inbox Management & Maintenance 10 additional Email setup, inbox setup and maintenance. Spam filters, virus checks, archival of emails. Support for clients	10	10.00	100.00

Please make check payable to VGlobalTech.

BALANCE DUE

\$400.00

Pay invoice

University Park Recreation District

11/12/2025

Payment Authorization No. 151

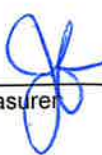
O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Media	69011	Notice of Public Meetings - October 2025	\$ 1,016.71
PFM	DM-11-2025-68	District Management Fee: November 2025	\$ 5,833.33
PFM	OE-EXP-11-2025-58	Postage for October 2025	\$ 0.74
Phillips Feldman Group	153022	Lease Crunch Software	\$ 375.00
VGlobalTech	7861	ADA Website Maintenance - October 2025	\$ 400.00

O&M - General Fund Expenses Total	\$ 7,625.78
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Asst. Secretary/Secretary

Asst. Treasurer

 11/12/2025



McClatchy Media

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
Ledington 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. 69011
Document Date 11/1/2025
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
1,016.71	0.00	0.00	0.00	0.00	0.00	\$ 1,016.71

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/> Recent payments may not appear in the balance shown.

Balance Forward Amount: \$ 0.00

Invoice Date	Invoice No.	PO No.	Description	Amount	Sales Tax	Balance
11/2/2025	IN85241		Campaign: 49194 - IPL0273637	197.65	0.00	197.65
Bradenton Herald	10/01/2025-10/01/2025		IPL0273637	1		184.72
Service Fee	10/01/2025-10/01/2025		IPL0273637	1		12.93
11/2/2025	IN85242	Manatee Cty-Strategic Comm Meeting 10.08.25	Campaign: 51804 - IPL0276066	107.02	0.00	107.02
Bradenton Herald	10/01/2025-10/01/2025		IPL0276066	1		100.02
Service Fee	10/01/2025-10/01/2025		IPL0276066	1		7.00
11/2/2025	IN85243	UPRD ASC Meeting 11-06-25.	Campaign: 55336 - IPL0278659	122.56	0.00	122.56
Bradenton Herald	10/29/2025-10/29/2025		IPL0278659	1		114.54
Service Fee	10/29/2025-10/29/2025		IPL0278659	1		8.02
11/2/2025	IN85244	UPRD RFP FOR Auditor	Campaign: 55445 - IPL0278681	158.81	0.00	158.81

Invoice Date	Invoice No.	PO No.	Description	Amount	Sales Tax	Balance
Bradenton Herald	10/05/2025- 10/05/2025		IPL0278681	1		148.42
Service Fee	10/05/2025- 10/05/2025		IPL0278681	1		10.39
11/2/2025	IN85245		Campaign: 57972 - IPL0281008	107.02	0.00	107.02
Bradenton Herald	10/12/2025- 10/12/2025		IPL0281008	1		100.02
Service Fee	10/12/2025- 10/12/2025		IPL0281008	1		7.00
11/2/2025	IN85246	Attn Kwame Jackson	Campaign: 58243 - IPL0281247	107.02	0.00	107.02
Bradenton Herald	10/15/2025- 10/15/2025		IPL0281247	1		100.02
Service Fee	10/15/2025- 10/15/2025		IPL0281247	1		7.00
11/2/2025	IN85247		Campaign: 60971 - IPL0283439	109.61	0.00	109.61
Bradenton Herald	10/22/2025- 10/22/2025		IPL0283439	1		102.44
Service Fee	10/22/2025- 10/22/2025		IPL0283439	1		7.17
11/2/2025	IN85248	Strategic Planning Comm. 11/6	Campaign: 63128 - IPL0285225	107.02	0.00	107.02
Bradenton Herald	10/29/2025- 10/29/2025		IPL0285225	1		100.02
Service Fee	10/29/2025- 10/29/2025		IPL0285225	1		7.00

document no.	account no.	document date
69011	47872	11/1/2025
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 ADVERTISING INVOICE UNIVERSITY PARK RECREATION DISTRICT ATTN: ACCOUNTS PAYABLE 7671 THE PARK BOULEVARD UNIVERSITY PARK BRADENTON, FL 34201	<table> <tr> <td>Document No:</td> <td>69011</td> </tr> <tr> <td>Account No:</td> <td>47872</td> </tr> <tr> <td>Account Name:</td> <td>UNIVERSITY PARK RECREATION DISTRICT</td> </tr> <tr> <td>Amount Due:</td> <td>\$ 1,016.71</td> </tr> </table> Pay online or contact the AR Team at mcclatchy.com/mars McClatchy Company LLC PO Box 510150 Livonia, MI 48151	Document No:	69011	Account No:	47872	Account Name:	UNIVERSITY PARK RECREATION DISTRICT	Amount Due:	\$ 1,016.71
Document No:	69011								
Account No:	47872								
Account Name:	UNIVERSITY PARK RECREATION DISTRICT								
Amount Due:	\$ 1,016.71								
47872 0000 69011 101671									



Date	Invoice Number
November 6, 2025	DM-11-2025-68
Payment Terms	Due Date
Upon Receipt	November 6, 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: November 2025

Professional Fees	\$5,833.33
Total Amount Due	<u>\$5,833.33</u>



Date	Invoice Number
November 4, 2025	OE-EXP-11-2025-58
Payment Terms	Due Date
Upon Receipt	November 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:

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

RE: October 2025 Postage \$0.74

Expenses	\$0.74
Total Amount Due	<u>\$0.74</u>

Date: 10/21/2025
Invoice Number: 153022
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 relative to out of pocket expense for Crunchafil software	\$375.00
--	----------

Invoice Total: **\$375.00**

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

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 # 7861**DATE 11/01/2025****DUE DATE 11/16/2025****TERMS Net 15**

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance	1	225.00	225.00
	Ongoing website maintenance for ADA and WCAG Compliance			
	Email:Email Hosting & Maintenance	5	15.00	75.00
	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.			
	Email:Email Hosting, Inbox Management & Maintenance	10	10.00	100.00
	10 additional Email setup, inbox setup and maintenance. Spam filters, virus checks, archival of emails. Support for clients			

Please make check payable to VGlobalTech.

BALANCE DUE

\$400.00

Pay invoice