

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Friday, December 12, 2025

1:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson	
Steve Heitzner	Vice Chairperson	
Rusty Piersons	2 nd Vice Chairperson	
David Murphy	Treasurer	(via phone)
Scott Huebner	Assistant Secretary	

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting (via phone)
Kwame Jackson	ADM - PFM Group Consulting
John Fetsick	General Manager - Country Club
Curtis Nickerson	Director of Properties & Facilities - Country Club
Mark Barnebey	District Counsel - Blalock Walters
Various Audience Members in-person	

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. Underwood commented regarding the irrigation funding and the Capital Improvement Plan.

There were no further public comments.

SECOND ORDER OF BUSINESS

Administrative Matters

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

The Board reviewed the minutes.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Minutes of the November 4, 2025, Workshop Meeting, the November 6, 2025, Auditor Selection Committee Meeting, and the November 14, 2025, Board of Supervisors' Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – Mr. Barnebey noted that a response from the Supreme Court has not been received yet. Assessments can be placed on the tax roll for 2027, if needed, with a decision deadline for August.

There was brief discussion regarding the options related to the bond and assessments.

District Manager – Ms. Carvalho noted there are five outstanding record requests that are being processed.

Club Management –
a. Management Discussion & Analysis Report

Mr. Fetsick gave an overview of the report through November 2025 and update on various events. He noted it is the busy season and Thanksgiving was very successful, serving over 700 members. The Christmas dinner is sold out, and most other events currently have approximately 150 RSVP's or more.

There was brief discussion regarding holding events in the Varsity Club coinciding with reservations in the Dining Room. It was noted it is a disservice to members at this time until a larger kitchen is built. Mr. Fetsick noted there should not be events booked on a Wednesday or Friday night in the Varsity Club due to the full dinner menu being served in the Dining Room.

Mr. Fetsick introduced Mrs. Lori Ross and she gave an update on the status of the Varsity Club and furniture. Mr. Fetsick noted the purchased furniture was not up to standard, and a full refund has been received. This refund has allowed for more research and choices for new, higher quality furniture.

There was a moment of silence in memory of Mr. Ross who recently passed.

The Board reviewed the schematic and design options for the new Varsity Club furniture. It was

recommended to use commercial grade soft-glide carpet.

It was noted there was a Zoom crasher who broadcast obscenities. The Zoom aspect of the meeting was discontinued to allow the meeting to proceed without further interruption.

David Murphy and Vivian Carvalho joined the meeting by phone.

There was brief discussion regarding holding future meetings on Zoom.

There was discussion regarding the chair and furniture options and cost. There was a recommendation to have two love seats instead of a love seat and couch. It was noted there should be discussion regarding how the Varsity Club should look. There was also a recommendation to have an interior designer come in for further options.

Mr. Fetsick noted the Varsity Club is a multi-purpose space. There was brief discussion regarding holding various events in that space and what that space will be used for in the future.

There was brief discussion regarding the budget for this project. Mr. Fetsick noted there is money in the reserves.

There was also brief discussion regarding having the Finance Committee review the project and create a budget.

It was noted the first step should be to have an interior designer come in to make recommendations.

Mr. Crouch noted that for such a scenario there would be needed a two, three, or four-year capital plan, and priorities would have to be set. If the Master Plan is to be implemented, there would need to be a three-to-five-year capital plan. Without the bond, there is not enough capital to complete significant parts of the plan. He noted that the Finance Committee would need to be advised on what the priorities are to determine if the District can afford them.

There was lengthy discussion regarding assessments and other financing options. Mr. Huebner noted that paying off the debt should be the top priority. He reviewed several financing options and extension of payment.

Mr. Murphy noted the kitchen needs to be updated. He also reviewed possible options to finance the kitchen.

There was discussion regarding the timing of the assessments on the tax roll versus special assessments. Mr. Crouch noted the Finance Committee will begin researching options to repay the Series 2024 Note in the first quarter of the year.

Mr. Fetsick noted the Varsity Club desperately needs chairs for the season. The current chairs present a liability. The other options can be evaluated as the finances are available. It was noted Mrs. Ross can order sample chairs for the Varsity Club in order to get residents' opinions.

There was lengthy discussion regarding ordering sample chairs and future options for the Varsity Club.

It was noted the Finance Committee will also look at the Capital Improvement Plan financing.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District authorized Mrs. Ross and Mr. Fetsick to order chair samples for the Varsity Club.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Finance Committee to begin investigating the Finance Options for Repayment of the Series 2024 Note and Capital Improvement Plan financing.

Mr. Jackson noted that although the Zoom meeting was discontinued, the meeting audio recording will be available on the District's website. Ms. Johnson will send out an email blast to residents explaining the situation.

Mr. Fetsick gave an update on the sample racquet furniture and gave an overview of the feedback received thus far. He recommended getting less furniture than proposed, in order to lower the cost.

Mr. Piersons recommended another color option besides black.

Mr. Heitzner gave an overview of the furniture needed for the racquet areas.

Ms. Dickson noted the pickleball furniture is seen when entering the community.

There was brief discussion regarding the racquet furniture options. Mr. Fetsick recommended getting higher quality furniture. It was noted the coffee tables and Adirondack chairs are not needed.

There was brief discussion regarding collecting donations and the budget.

Mr. Fetsick recommended purchasing some of the items to gather feedback. He will get a quote to bring back for the Board's review.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District authorized the Racquet Advisory Group to work with Mr. Fetsick and gather racquet furniture options to bring back recommendations to the Board.

Mr. Fetsick reviewed the Membership Report, Operating Results, and Capital Reserves.

There was brief discussion regarding the number of golf rounds.

Mr. Huebner recommended having a breakdown of resident and non-resident membership.

Committee Reports -

a) Finance

b) Strategic Planning

Mr. Crouch gave an update on the Finance Committee. It was noted the Financial Committee will be giving the Board monthly Financial Reports and recommendations for the Capital Improvement Plan priorities.

Mr. Crouch noted the Committee recommends an increase in the initiation fees. He gave an overview of the suggested increases.

There was discussion regarding racquet membership and marketing for that membership.

Mr. Fetsick gave an overview of the Twilight Tennis program and noted it can also be marketed as a junior program.

There was continued discussion regarding marketing. Mr. Fetsick and Ms. Johnson will work on a digital marketing campaign and marketing plan for racquets.

It was noted non-resident social memberships are on hold.

There was discussion regarding holding tournaments and events to help with marketing and finances. Mr. Fetsick will bring back information regarding tournaments to the next meeting.

Mr. Crouch reviewed the Finance Committee's individual roles. It was noted each committee member is in charge of certain action items.

There was brief discussion regarding the credit card fee that the club incurs for membership payments. The Finance Committee recommended having the members pay that additional fee when using a credit card. Mr. Barneby noted that the change would require a rule adoption. The Board agreed to move forward with charging the credit card fee to members and the increase of Initiation Fees. It was noted there will be a resolution created for review at the January meeting and a Public Hearing will be scheduled in March.

There was also brief discussion regarding the increase in Initiation Fees and the housing market. It was noted this could encourage more membership prior to the increase.

It was recommended to create an initiation fee pricing sheet, with the increase noted, for the housing sales office.

The Strategic Planning Committee update was deferred.

FOURTH ORDER OF BUSINESS

Business Matters

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

Mr. Jackson gave an overview and noted the District has met all the goals for Fiscal Year 2025, except one that remains in progress. That goal will be completed in Fiscal Year 2026. The report will be posted on the District's website once approved.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District accepted the Fiscal Year 2025 District Goals and Objectives Reporting Form.

Review and Consideration of Professional Consulting Services RFP Template

This item was deferred.

Consideration and Appointment of Election Chair

Mr. Piersons gave an overview of Heron's Glen's process and noted they do not hire outside firms or people to handle the process.

There was discussion regarding holding neighborhood meetings for the candidates. It was noted Mr. Christopher has given his approval.

Mr. Piersons stated he would be willing to contact the neighborhoods to setup the meetings.

Ms. Dickson recommended contacting Mr. Tennenbaum as well.

Mr. Piersons noted he has a sponsor to donate wine for the neighborhood meetings and the meetings should be kept casual.

There was brief discussion regarding promotion and endorsement. It was recommended to have the neighborhood meetings coordinated by the Election Chair or someone who is not a candidate.

Mr. Barnebey gave an overview of the rules regarding the Election Chair and the election process.

Mr. Jackson noted Mr. Parkinson has withdrawn his candidacy for Election Chair and Mr. Ferris is the sole remaining candidate. He will have a committee to help him with the process.

It was noted that the decision to hire an accounting firm for ballot counting needs to be decided by Election Day.

There was brief discussion regarding the candidate forum dates. Ms. Carvalho noted that according to the General Procedures, the candidate forums must occur before January 31.

There was discussion regarding the required dates of forms and candidate forums. It was noted deadline dates can be changed. The Board agreed that the second candidate forum should be after January 31.

The following key dates were noted:

- December 17, 2025, by 5pm – final deadline for candidacy submission
- On or before December 31, 2025 – voter registration due
- January 9, 2026 – voter ballots mailed out
- January 30, 2026 – deadline to hold two candidate forums
- February 17, 2026 – final election day, poll closes at noon

Ms. Carvalho noted she has received two candidate submissions thus far.

There was continued discussion regarding the candidate forums. It was noted the forum dates will be given to the candidates.

There was brief introduction of Mr. Ferris and brief discussion of the Election Chair role. It was noted there will be consistent communication with District Management and District Counsel in this role.

Ms. Carvalho noted she will schedule a call with Mr. Ferris and District Counsel.

ON MOTION by Mr. Heitzner, second by Mr. Huebner, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Ferris as the Election Chair.

Discussion of Park Boulevard Management (PBM) Spending Authority

This item was deferred.

Update on Capital Improvement Plan

This item was deferred.

Consideration of Auditor Engagement Letter from Phillips Feldman Group

Mr. Jackson gave an overview and noted the engagement letter has been reviewed and amended by District Counsel.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Auditor Engagement Letter from Phillips Feldman Group, with the addendum by District Counsel.

There was brief discussion regarding the cost. It was noted this is a steady cost with very little increase.

**Consideration of Arbitrage Rebate
Calculation Services Proposal**

Mr. Jackson noted this is an annual requirement for the district in regard to the Series 2019 bonds.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Arbitrage Rebate Calculation Services Proposal.

**Consideration of Sunshade
Proposal**

This item was deferred.

**Update on Firm for Election Ballot
Counting Services**

Mr. Fetsick gave an update and noted the Finance Committee is working on an election ballot counting service. There is a meeting next week with a potential accounting firm.

This item will be kept on the agenda.

**Discussion of Florida Ethics
Commission Response**

This item was deferred.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization No. 149 - 151**

Mr. Fetsick gave an overview of the payment authorizations. It was noted these are standard District expenses.

ON MOTION by Mr. Piersons, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorization No. 149-151.

Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

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

Ms. Carvalho will resend the 2026 Board Meeting calendar to Mr. Heitzner, as requested.

There was brief discussion regarding the continuance of this meeting. The Board agreed to hold the continuance on December 19, 2025, at 2:00 p.m.

Mr. Carvalho noted that if Zoom is not able to be used, a Webex phone platform can be used.

The following action items were noted:

*Mr. Fetsick will update the Board in January on a racquets marketing program.

*District Counsel will determine what is needed for the candidate forum date changes.

Mr. Underwood commented regarding the General Manager's Coffee Meeting and noted Mr. Fetsick did a great job of explaining the various entities and roles.

Mr. Charlesworth provided comments about Mr. Ferris and his professionalism.

There was brief discussion regarding the January 9th Board Meeting. Mr. Murphy requested moving the meeting to 2:00 p.m. The Board agreed to the timing change. Mr. Jackson will confirm and send an updated meeting schedule.

Mr. Barnebey reminded the Board of the required four-hour annual ethics training due December 31 and the Form 1 due in July.

Mr. Jackson gave the Board printed copies of the updated RFP template for review before the continued meeting. It has been updated by the Strategic Planning Committee.

There were no further Supervisor requests or public comments.

SIXTH ORDER OF BUSINESS

Continuance

There was no further business to discuss.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the December 12, 2025, Board of Supervisors Meeting for the University Park Recreation District, was continued at 4:05 p.m., to December 19, 2025, at 2:00 p.m.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson