

University Park Recreation District

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The Meeting of the **Board of Supervisors of the University Park Recreation District** will be held on **Friday, April 10, 2026, at 2:00 PM** at the Business Offices, 8301 The Park Boulevard, University Park, FL 34201 and virtually.

Meeting ID: 648 161 1158

Passcode: 597609

Join meeting via Zoom:

<https://us02web.zoom.us/j/6481611158?pwd=eWEwQ01tWUFsNDJRTUpNbCtoQmpHUT09&mn=84588938513>

Join via mobile:

+16469313860,,6481611158#,,,,*597609# US

+19292056099,,6481611158#,,,,*597609# US (New York)

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters..... (2:00 – 2:15PM)

- 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..... (2:15 – 2:30PM)

1. Consideration of Minutes of the:
 - a. March 3, 2026, Board of Supervisors' Workshop Meeting
 - b. March 13, 2026, Board of Supervisors' Meeting
 - c. March 18, 2026, Board of Supervisors' Special & Shade Meetings
2. Public Records Request Summary List *(provided under separate cover)*
3. Correspondence Summary List *(provided under separate cover)*

Staff Report Matters..... (2:30 – 3:00PM)

4. District Counsel
5. District Manager
6. Club Management
 - a. Management Discussion & Analysis Report *(provided under separate cover)*
7. Committee Reports
 - a. Finance
 - b. Strategic Planning

Old Business Matters..... (3:00 – 3:30PM)

- 8. Update of Town Hall Meeting Location Venue and Scheduling Date
- 9. Update of Boardwalk Project
- 10. Update from the Committee on Strategic Club Solutions Deliverables, Scope of Services and Cost

New Business Matters..... (3:30 – 3:45PM)

- 11. Consideration of resolution 2026 – 13, University Park Recreation District HNB Lease
(provided under separate cover)

District Financial Matters (3:45 – 3:50PM)

- 12. Ratification of Payment Authorization No. 158 *(provided under separate cover)*

Date	Meeting Type	Time	Location
April 13, 2026	Finance Committee Workshop Meeting	11:00 AM	University Park Business Offices
April 15, 2026	Finance Committee Meeting	3:00 PM	University Park Business Offices
April 28, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices

- 13. Supervisor Comments & Future Agenda Items (3:50 – 4:00PM)

Adjournment



University Park Recreation District

Consideration of Minutes of the:

- a. **March 3, 2026, Board of Supervisors' Workshop Meeting**
- b. **March 13, 2026, Board of Supervisors' Meeting**
- c. **March 18, 2026, Board of Supervisors' Special & Shade Meetings**

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' WORKSHOP MEETING

Tuesday, March 3, 2026

2:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Steve Heitzner	Vice Chairperson
Greg Selep	Board Member
Steve Swanson	Board Member

Also, Present in person or via phone:

Kwame Jackson	Asst. District Manager - PFM Group Consulting LLC	
Vivian Carvalho	District Manager – PFM Group Consulting LLC	(via phone)
Kristin Lasky	Admin. - PFM Group Consulting LLC	
Mark Barnebey	District Counsel - Blalock Walters	(via phone)
John Fetsick	General Manager - Country Club	
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 2:00 p.m. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Discussion Matters

Verbal Update on Strategic Planning RFP

Mr. Fetsick gave an update and noted three bids have been received. He gave an overview of the proposals and noted they have been provided to the Strategic Planning Committee for review. The committee will be giving a recommendation to the Board at the next meeting based on the evaluation criteria.

Mr. Heitzner recommended that the Strategic Planning Committee create a breakdown of costs compared to work services. Mr. Fetsick noted he will create that breakdown.

Mr. Fetsick recommended that the committee create a ranking of each proposal for the Board's review. Mr. Barnebey agreed.

Mr. Selep commented on the proposals and noted they were well done.

Board Meeting & Workshop Days and Times

Ms. Dickson noted the scheduled times for meetings and workshops have been changed over time, instead of being consistent. Meetings can be adjusted if needed for emergency purposes.

It was noted that the District is not required to hold workshops.

Mr. Heitzner recommended eliminating workshops and making all meetings Board meetings.

There was brief discussion regarding the difference between workshops and Board meetings.

Mr. Barnebey noted that for meetings there must be a quorum.

Mr. Jackson noted that all meetings and workshops are noticed at one time. Only special meetings, additional workshops, or public hearings require additional notices.

Mr. Barnebey noted a new schedule can be noticed if needed.

The Board reviewed the current schedule and possible changes to the schedule. Board Members can email any absences to District Management.

The Board agreed to move all meetings to 2:00 p.m. and change all workshops to Board meetings. This will be on the next Board meeting agenda for approval.

Proposed Board Meeting Agenda Format – Greg Selep

Mr. Selep recommended that the committees give updates at each meeting.

There was brief discussion regarding committee reports. It was noted there may not be an update at each meeting.

Mr. Selep recommended that Board correspondence between stakeholders and the Supervisors be published in agendas.

There was lengthy discussion regarding publishing the correspondence and potential issues.

It was noted that most of the communication to the District is responded to by District Counsel or District Management. Any correspondence can be requested via public records request.

The Board reviewed the process of responding to District emails.

District Counsel gave an overview of the process for public records requests.

There was lengthy discussion regarding correspondence and public records requests.

Ms. Carvalho noted Florida Sunshine laws make it more complicated and determining what correspondence would be included in the agenda packet could be very challenging.

Mr. Fetsick recommended having criteria for correspondence to be included in the agenda packets. The recommendation is to include only emails that are sent to all Board members and District Management.

There was brief discussion regarding transparency with the residents and the criteria for including correspondence. It was recommended to include the actual correspondence to the website while including only the recipient, sender, and subject line in the agenda packet for reference.

It was noted if correspondence is posted on the District's website, anyone from the public can view it, not only residents.

This will be included on the agenda at the next Board meeting.

Mr. Jackson noted the committee reports are already included under Staff Reports on each agenda.

There was brief discussion regarding public comment periods.

Mr. Heitzner recommended having Town Hall meetings for public comments, instead of having public comments at the end of each meeting.

There was discussion regarding the details of holding Town Hall meetings.

Mr. Heitzner recommended holding Town Hall meetings on weekends or when it does not affect

the event room. It was noted the Town Halls can be recorded for those who cannot attend.

Mr. Selep recommended two types of Town Hall meetings: one for RD updates, and one for joint discussion with the HOA. He noted he has been in contact with the HOA regarding the meetings and will follow up.

It was recommended to have a facilitator for the Town Hall meetings and to have the agenda be resident-driven.

There was discussion regarding the different types of Town Hall meetings and the process for setting up the meetings. Mr. Selep recommended having a General Town Hall meeting and having an RD project update Town Hall meeting prior to September. It was noted the Finance Committee will be presenting to the Board in March.

There was brief discussion regarding the capital projects.

Mr. Jackson noted the Town Hall will have to be noticed and an agenda approved. There will be costs associated with recording and facilitation.

There was brief discussion regarding noticing the Town Hall meeting. Ms. Carvalho noted the Town Hall meeting is advertised similar to a workshop.

District Counsel noted as a workshop, the District is not required to have a public comment period.

There was discussion regarding the Q&A session process and public comment period.

This will be included on the agenda at the next Board meeting.

Mr. Fetsick will follow up with the church opposite the district as a potential location to host a Town Hall meeting.

Mr. Jackson noted a motion will be required at the next Board meeting regarding removing the public comment period at the close of each meeting.

Board Supervisor Roles & Responsibilities

- a. **Board Supervisor District Officer Roles – Chair, Vice Chair, 2nd Vice Chair, Treasurer, Assistant Secretary**
- b. **Board Responsibilities vs Management Responsibilities**

Ms. Dickson gave an overview.

Mr. Jackson noted there are two positions that the previous Board added that are not listed on the document in the agenda packet, which are the Second Vice Chairperson and Assistant Secretaries.

It was noted the District Manager is currently listed as the Board Secretary and the Custodian of Public Records.

There was discussion regarding the roles and responsibilities.

Ms. Dickson recommended appointing a Board Member as Secretary and appointing Ms. Carvalho as an Assistant Secretary.

Ms. Carvalho gave an overview of the Secretary's role and responsibilities.

There was brief discussion regarding the role of Secretary and Assistant Secretary.

Ms. Dickson noted each Board Supervisor needs direction within their roles.

There was lengthy discussion regarding the criteria for the Secretary role. It was recommended that a role be created with criteria. Mr. Selep will create a draft and follow up with District Management and District Counsel.

Ms. Loundy recommended having a Director of Communications role. It was recommended this be a separate role.

Mr. Selep will follow up with drafts for the positions.

There was discussion regarding the Chair and Vice Chair positions and roles. Mr. Fetsick noted the responsibilities are more important than the titles.

Mr. Heitzner noted there is no longer direct representation on the PBM Committee since Ms. Dickson stepped down. It was noted there needs to be a more defined relationship between PBM and the UPRD Board.

It was noted Mr. Barnebey is working with the Ethics Commission on the issues with the UPRD Chair sitting on the PBM Committee as a liaison.

Mr. Barnebey noted the letter went out to the Ethics Commission and they have had follow-up questions. He noted it will most likely take a couple of months for the final decision by the Ethics Commission to be made. Mr. Barnebey noted he needs the PBM Operating Agreement and will follow up after the meeting.

Mr. Jackson noted reassigning Board positions can be done at any time.

There was brief discussion regarding redefining the roles. It was noted any additional criteria not in the role definitions, can fall under any of the Board members.

Mr. Jackson noted that if Mr. Selep recommends redefining the Chair and Vice Chair roles, he can request that as an agenda item.

There was continued discussion regarding roles and responsibilities. It was noted the Finance Committee's role is an extension of the Treasurer's role.

Mr. Fetsick recommended that the Strategic Planning Committee review the process of governance.

Ms. Dickson noted that Board responsibilities should be evenly distributed.

Board position assignments will be on the next agenda.

Mr. Jackson noted a Second Vice Chair is not a required role.

Mr. Fetsick gave an overview of the Board responsibilities versus management responsibilities.

The following meetings were noted:

Date	Meeting Type	Time	Location
March 5, 2026	Strategic Planning Committee Special Meeting	11:00 AM	University Park Business Offices
March 11, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
March 13, 2026	Board of Supervisors' Meeting	1:00PM	University Park Business Offices
March 16, 2026	Finance Committee Rescheduled Meeting	3:00 PM	University Park Business Offices
March 31, 2026	Board of Supervisors' Workshop Meeting	2:00PM	University Park Business Offices

Ms. Dickson noted the Workshop meetings will be changed to Board meetings.

Supervisor Comments, Future Agenda Items, and Public Comments

Mr. Swanson commented regarding litigation resolution.

Mr. Barneby recommended a shade meeting. He also noted the new Board members are able to review the minutes of the shade meetings that have already taken place. District Counsel will follow up regarding being able to send the shade meeting minutes electronically or not.

There was discussion regarding scheduling a shade meeting. The Board agreed on March 18th,

2026, at 1:00 p.m. It was noted the shade meeting must be noticed. District Management will follow up with the exact time for the shade meeting based on meeting room availability.

It was noted the next Board meeting's agenda will include:

- Town Hall Meetings
- Changing Workshops to Town Hall Meetings
- Including Correspondence on the Agenda
- Electing Officers
- Finance Committee Presentation

There were no further Supervisor requests or public comments.

THIRD ORDER OF BUSINESS

Adjournment

Ms. Dickson adjourned the University Park Recreation District Board of Supervisors Workshop Meeting at 4:01 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Friday, March 13, 2026

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
Scott Huebner	Interim Treasurer
Gregory Selep	Board Member
Steve Swanson	Board Member

Also, Present in person or via phone:

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

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call, and Pledge of Allegiance

The 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

It was noted that Agenda Item #7 will be moved to the end of the meeting.

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of Minutes of the:

- a) **February 13, 2026, Board of Supervisors' Meeting**
- b) **February 17, 2026, 5th Election Meeting**
- c) **February 17, 2026, Board of Supervisors' Special Meeting**
- d) **February 20, 2026, Professional Consulting Services RFP Bid Opening Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Heitzner, second by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Minutes of the February 13, 2026, Board of Supervisors' Meeting, the February 17, 2026, 5th Election Meeting, the February 17, 2026, Board of Supervisors' Special Meeting, and the February 20, 2026, Professional Consulting Services RFP Bid Opening Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel

No report.

District Manager

Ms. Carvalho gave an overview of the current public records requests and noted there have been 67 requests between 2024 and March 2026. Mr. Matt has submitted 66 of those public record requests and one was submitted by a law firm, Lewis, Longman and Walker. The law firm's request may require a deposit and is currently being reviewed. Ms. Carvalho noted that 65 of Mr. Matt's requests have been satisfied thus far, with 448 records released for those requests. The last pending request from Mr. Matt is for ID #12.

Ms. Carvalho gave an overview of the public records request process.

There was brief discussion regarding the cost of the public records requests. It was noted some of the responses require a deposit and are based on an hourly rate.

There was also brief discussion regarding including the correspondence for public records requests in meeting minutes.

Mr. Fetsick noted the District cannot ask who the law firm is representing. It was noted that anyone can make a public records request.

Club Management

a. Management

Discussion & Analysis Report

Mr. Fetsick gave an overview of the report, including member experience events, food and beverage, golf operations, racquets operations, and fitness and wellness. He noted it is another busy season for the Club. Golf operations are favorable to budget, and it is high participation season for dining operations as well.

There was brief discussion regarding having security for the Passover Seder. Mr. Fetsick will follow up.

Mr. Fetsick noted a new F&B Manager has been hired, Kaitlyn Olmos. He also noted there will be two new receptionists in the racquets and wellness area. Ms. Kross is retiring but will be helping train the new receptionists during the transitional period.

Mr. Fetsick gave a financial update and reviewed the year-to-date operating results, the Comparative Balance Sheet, the capital sources and uses, and the Statement of Cash Flows.

Mr. Fetsick gave a summary of the operating data including rounds of golf and membership counts. He noted there are currently 456 full members, with two non-residents on the waiting list. There are 1,332 total memberships, with 295 being non-residents. It was noted there are 323 grandfathered homes regarding membership, 183 are members and 140 are not. When a grandfathered home turns over, that exemption goes away, unless it is deeded within the family.

Mr. Fetsick noted the new menus go into effect next week.

Mr. Fetsick also commented regarding the social members that play golf and pay the same rate as the public. He noted that a 10%-20% discount on social members would cost the Club about \$30,000.00. This would give the social members a slight discount compared to the public.

There was lengthy discussion regarding giving the racquets and social members a discount. It was noted the discount is an easy process to implement. Mr. Huebner recommended implementing a discount program for all memberships. This would allow full members to get guests at a discount. It was noted this should only apply to resident social memberships. Mr. Fetsick will follow up.

There was also discussion regarding summer memberships and pricing. It was noted most summer memberships are repeat customers and prepaid cards have been discontinued. Mr. Fetsick will follow up with numbers and pricing.

There was continued discussion regarding the resident social membership discount. The Board agreed to give the resident social memberships a 10% discount with direct booking only.

Committee Reports

a. Finance

Mr. Crouch provided an update within the agenda packet on the Finance Committee. It was noted the Finance Committee recommended an initiation fee of \$40,000 for Full Family Non-Residents, instead of the proposed \$50,000.00.

There was brief discussion regarding the initiation fee.

b. Strategic Planning

Mr. Freedman noted the update is within the agenda.

FOURTH ORDER OF BUSINESS

Business Matters

Review of Proposed Board Secretary Responsibilities

Mr. Selep provided an overview of the roles and responsibilities and noted the role could be split between Board Secretary and District Secretary. He noted that maintaining the District seal for any bond/note transaction documents would be maintained by the District Secretary.

It was noted the Secretary does have administrative support.

District Counsel noted this should be a resolution at the next meeting.

Consideration of Resolution 2026-12, Appointing District Officers Position

Ms. Dickson gave an overview and noted that Mr. Heitzner was previously nominated for the position of Chair.

Mr. Heitzner accepted the nomination.

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

There was brief discussion regarding the responsibilities of the Treasurer.

ON MOTION by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Swanson as Treasurer.

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

There was brief discussion regarding the roles of Board Secretary and District Secretary.

ON MOTION by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District agreed to have two official Secretary roles, Board Secretary and District Secretary.

ON MOTION by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Selep as Board Secretary.

ON MOTION by Ms. Dickson, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Ms. Carvalho as District Secretary.

There was brief discussion regarding the 2nd Vice Chair position.

ON MOTION by Ms. Dickson, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Huebner as 2nd Vice Chair.

There was brief discussion regarding the roles of Assistant Secretaries and Assistant Treasurers.

ON MOTION by Ms. Dickson, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Jackson as Assistant Secretary.

ON MOTION by Ms. Dickson, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Fetsick as Assistant Treasurer.

ON MOTION by Ms. Dickson, with all in favor, the Board of Supervisors for the University Park Recreation District appointed Mr. Fay as Assistant Treasurer.

ON MOTION by Mr. Heitzner, second by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-12, Appointing District Officers Position.

Public Hearing on the Amending Rates and Fees to Utilize District Facilities

- a. Public Comments and Testimony
- b. Board Comments
- c. Consideration of Resolution 2026-08, Amending Rates and Fees to Utilize District Facilities

Ms. Dickson requested to open the public hearing at 2:00 p.m.

ON MOTION by Mr. Heitzner, second by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District opened the Public Hearing on the Amending Rates and Fees to Utilize District Facilities.

Mr. Fetsick gave an overview of the proposed membership dues and fees. He also reviewed the facility use fees.

There was brief discussion regarding golf and tennis lessons. It was noted members and non-members pay the same fee at this time. Mr. Fetsick will follow up.

Mr. Heitzner commented on the Fitness and Training Sessions line. Mr. Fetsick will adjust the published public rate line for consistency.

Ms. Dickson commented on the Golf Greens and Golf Cart fees. It was noted that this is currently a bundled fee. Mr. Fetsick will review the way this is printed on the receipt.

Mr. Fetsick reviewed the Full Family Membership dues increase.

*Mr. Huebner left the meeting at 2:11 p.m.

Ms. Dickson called for public comments.

Mr. Ludmerer agreed with the recommendation of the Finance Committee.

Mr. Freedman commented regarding the increase in Full Family Membership dues. It was noted the Board does not have to vote on the increase.

There were no further public comments at this time.

There was brief discussion regarding the increase in Full Family Membership based on the recommendation of the Finance Committee. It was noted that Lakewood Ranch is increasing their membership to \$95,000.00 and they are always booked. The membership dues can always be adjusted as needed based on the economy.

*Mr. Huebner rejoined the meeting at 2:19 p.m.

Mr. Fetsick commented on the membership agreement and noted if the fee is lowered within a certain amount of time, the fee is then prorated.

There was continued discussion regarding the rate for the Full Family Membership and the marketing standpoint. The Board agreed to increase the Full Family Membership rate to \$50,000.00.

Mr. Huebner commented regarding the additional fee rates, such as purchase of golf balls, the range program, etc. He noted they are on the lower end and recommended bundling the summer membership and the range program.

There was brief discussion regarding increase to the additional fee rates. Mr. Fetsick will follow up.

Ms. Dickson closed the public hearing.

ON MOTION by Mr. Heitzner, second by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-08, Amending Rates and Fees to Utilize District Facilities, with amending the Fitness and Training Sessions line.

**Consideration of Strategic
Planning Committee Ranking
Recommendation of Professional
Consulting Services RFP
Responses**

Ms. Dickson gave an overview of the Strategic Planning Committee's rankings for the professional consulting services RFP. It was noted the highest ranked proposer was Strategic Club Solutions.

Mr. Freedman gave an overview of the proposals and cost. He noted negotiations will need to take place once the proposer is chosen, based on the needs of the district.

There was brief discussion regarding the Strategic Plan needs. It was noted an a la carte proposal will need to be submitted to include a timeline and deliverables.

Mr. Barnebey recommended ranking the proposers and moving forward with negotiations with the first proposer. Once a cost is finalized, an agreement will be put in place.

There was discussion regarding the process of negotiation and scope of work needed.

ON MOTION by Mr. Hetizner, second by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Strategic Planning Committee Ranking Recommendation of Professional Consulting Services RFP Responses, with Strategic Club Solutions ranked as No. 1.

Consideration of Cart Barn Garage Door Replacement Proposals

- a. A Better Overhead Door**
- b. D&D Garage Door**
- c. Precision Garage Door**
- d. Quick Garage Repair**

Mr. Fetsick gave an overview of the proposals and noted there are seven doors and this is an emergency replacement. Mr. Fetsick recommended moving forward with the impact rated doors, with a cost of \$23,000.00. It was noted that it is cheaper to do all the doors at the same time, than one at a time. This amount will be taken from the capital reserves.

There was brief discussion regarding the garage door options. It was noted a motor can always be added in the future if needed.

ON MOTION by Mr. Selep, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District approved the proposal from A Better Overhead Door for the Cart Barn Garage Door Replacement Proposal in the amount of \$23,000.00.

It was noted there is a four-to-six-week timeline to have the garage doors completed.

Discussion and Consideration of Capital Improvement Projects

- a. Golf Course Front Nine Project**
- b. Boardwalk Replacement Project**

Mr. Fetsick gave an overview and noted the Finance Committee has discussed the Golf Course Front Nine Project. It was noted the high priority minimal impact projects will be completed at this time, instead of the full project due to budget constraints. The total cost is approximately \$400,000.00. This project discussion will be deferred to the March 31, 2026, meeting.

Mr. Fetsick gave an overview of the boardwalk replacement project and noted the estimates range from \$150,000.00 - \$200,000.00. This will come out of the capital reserves. He would like to get proposals for the Board's review.

There was lengthy discussion regarding the boardwalk options and other possible designs for function and lower cost. This is a safety issue. It was noted this is not included in the Master Plan.

Mr. Fetsick gave an overview of the previous updates.

There was brief discussion regarding the Project Management Group and the Master Plan.

It was noted the boardwalk should be shut down for the time being for liability issues. This information will be sent out to the residents.

Mr. Fetsick will follow up with Mr. Beaumier and the Project Management Group.

**Consideration of Proposed
Amendments to Board Meetings**

- a. Changing Workshops to Board Meetings**
- b. All Regularly Scheduled Meetings at 2:00 PM**
- c. Meeting Agenda Format**

Ms. Dickson gave an overview and noted that decisions can be made at all board meetings.

Ms. Carvalho gave an overview of the schedule. It was noted the schedule will remain the same and all meetings will be held at 2:00 p.m. These amendments will begin March 31st, 2026.

There was brief discussion regarding the meeting agenda format. Ms. Carvalho noted the agenda can be adjusted as the Board chooses.

ON MOTION by Mr. Heitzner, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Proposed Amendments to Board Meetings.

There was brief discussion regarding including correspondence with the agenda. It was noted that only correspondence that was sent to the entire Board would be included in the agenda.

Mr. Selep gave an overview of the potential process of including email correspondence.

There was lengthy discussion regarding including emails in the agenda and public records requests.

Mr. Huebner gave an example of emails he has received and noted that residents need to be aware that their emails to the Board are public records.

District Counsel recommended including a disclaimer on all emails.

Mr. Barnebey will follow up, and Ms. Carvalho will work with VGlobalTech.

Ms. Dickson noted this type of communication can go out to residents at any time and does not have to be included in the agenda. It was noted that selective correspondence will be included.

There was discussion regarding the process of including selective correspondence in the agenda and the Florida Sunshine laws.

Mr. Fetsick recommended that the Board Secretary, Ms. Carvalho, Sydney Johnson, and himself review what the procedures will be, and these can be presented at the March 31st, 2026, meeting.

**Discussion and Consideration of
Town Hall Meetings**

This item will be deferred to the next meeting.

**Nominations/Appointment of
Strategic Planning Committee
Member**

Mr. Fetsick noted there is a resident member who has volunteered for the vacant seat on the Strategic Planning Committee. His bio has been circulated to the Committee and the Board. The Committee recommends Mr. Don Sheets appointment to the Committee.

Mr. Huebner noted this vacant seat should be opened to the community for candidates.

There was brief discussion regarding the process of appointment. Mr. Heitzner recommended allowing a small window for responses from the community.

ON MOTION by Mr. Heitzner, second by Mr. Swanson, with Mr. Heitzner, Mr. Huebner, and Mr. Selep opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District did not appoint Mr. Sheets to the Strategic Planning Committee.

Mr. Fetsick will follow up with sending the vacant seat information out to residents on Monday and responses will be due no later than Friday. The Board will make a final decision at the March 31st, 2026, meeting.

It was noted the Strategic Planning Committee will hold a special meeting to review the nominees and give a recommendation.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization Nos. 156 – 157**

Mr. Fetsick reviewed the payment authorizations.

Ms. Dickson requested that the legal expenses be separated from normal fees versus litigation fees. District Counsel noted requests for public records have not been included historically in the breakdown.

ON MOTION by Mr. Heitzner, second by Mr. Selep, with all in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorization Nos. 156-157.

Supervisor Requests & Future Agenda Items

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
March 16, 2026	Finance Committee Rescheduled Meeting	3:00 PM	University Park Business Offices
March 18, 2026	Board of Supervisors' Meeting & Attorney/Client Session	1:30 PM	University Park Business Offices
March 31, 2026	Board of Supervisors' Meeting	2:00PM	Varsity Club Card Room
April 8, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
April 10, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices
April 15, 2026	Finance Committee Meeting	3:00 PM	University Park Business Offices
April 28, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices

It was noted Mr. Huebner will not be able to attend the Attorney/Client Session.

All meetings have been converted to normal Board meetings. There will no longer be workshops. All Board meetings will be held at 2:00 p.m.

Mr. Fetsick will follow up with Mr. Freedman regarding scheduling a special meeting of the Strategic Planning Committee. Approving the Committee recommendation for the vacant seat will be on the next agenda.

There was brief discussion regarding the length of the meetings. Mr. Fetsick recommended including a time frame expectation for each topic on the agenda.

Ms. Dickson made a comment on the record regarding the timeline for 2026 in terms of the loan with Regions Bank for the irrigation project. She noted that if by August, there is no decision related to the bond, there will be an assessment. It will be a lump sum payment. The kitchen project will begin in the Spring 2027 and if bond funds are not available, there will likely be a second assessment. She noted the Finance Committee will be presenting a comprehensive evaluation for irrigation loan repayment and payment for capital improvement projects.

Ms. Dickson gave an overview of the current litigation and how that has affected the District and the Club.

There was brief discussion regarding assessments.

There were no further Supervisor requests at this time.

Public Comment Period

There were no public comments at this time.

SIXTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Heitzner, second by Mr. Swanson, with all in favor, the March 13, 2026, Board of Supervisors Meeting for the University Park Recreation District was adjourned at 4:00 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

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

Wednesday, March 18, 2026

1:30 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Steve Heitzner	Chairperson
Sally Dickson	Vice Chairperson
Greg Selep	Board Secretary
Steve Swanson	Treasurer

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	District Counsel - Blalock Walters
Fred Moore	Litigation Counsel - Blalock Walters
Michelle Parks	Liberty Court Reporting

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 1:30 p.m. by Mr. Heitzner. Those in attendance are outlined above.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Attorney-Client Session Meeting
Discussion on Appeal Process/
Litigation**

This meeting will be held under the Attorney/Client Session provisions available under Florida's Sunshine Law, Section 286.011(8), Florida Statutes, on Wednesday, March 18, 2026, and beginning at 1:30 p.m. and lasting approximately ninety (90) minutes at the request of the

Attorney for the District. This meeting shall be held at the Business Offices located at 8301 The Park Boulevard, University Park, FL 34201. This meeting shall commence at an open meeting and then will move into an Attorney/Client Session limited in attendance to the District Attorneys, Mark Barnebey and Fred Moore, and District Manager, Vivian Carvalho, who will meet in private with the Board of Supervisors of the University Park Recreation District (Sally Dickson, Steve Heitzner, Scott Huebner, Greg Selep and Steve Swanson), and a court reporter who will transcribe the full proceedings to be made part of the public record for release at the conclusion of the litigation for the purpose of discussing: settlement negotiations or strategy sessions related to litigation expenditures in the following court case: Dean Matt v. University Park Recreation District, SC 2024-0990, Lower Tribunal Case No.: 2024-CA-000252.

There was brief discussion regarding the release of records to the public.

It was noted Mr. Huebner was not in attendance at the current meeting.

This shade meeting commenced at 1:35 p.m.

At the conclusion of the private portion of the meeting, the meeting shall then reopen in public.

Reopen Meeting in Public

The Board of Supervisor's Special Meeting was reopened.

District Counsel, Mark Barnebey, noted that a meeting will be held under the Attorney/Client Session provisions available under Florida's Sunshine Law, Section 286.011(8), Florida Statutes, on Thursday, April 9th, 2026, and beginning at 2:00 p.m. and lasting approximately ninety (90) minutes at the request of the Attorney for the District. This meeting shall be held at the Business Offices located at 8301 The Park Boulevard, University Park, FL 34201. This meeting shall commence at an open meeting and then will move into an Attorney/Client Session limited in attendance to the District Attorneys, Mark Barnebey and Fred Moore, and District Manager, Vivian Carvalho, who will meet in private with the Board of Supervisors of the University Park Recreation District (Sally Dickson, Steve Heitzner, Scott Huebner, Greg Selep and Steve Swanson), and a court reporter who will transcribe the full proceedings to be made part of the public record for release at the conclusion of the litigation for the purpose of discussing: settlement negotiations or strategy sessions related to litigation expenditures in the following court case: Dean Matt v. University Park Recreation District, SC 2024-0990, Lower Tribunal Case No.: 2024-CA-000252.

Supervisor Requests & Public Comments

There were no Supervisor requests or public comments at this time.

THIRD ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Ms. Dickson, second by Mr. Swanson, with all in favor, the March 18, 2026, Board of Supervisors Special Meeting for the University Park Recreation District was adjourned at 3:17 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson



University Park Recreation District

Public Records Request Summary List
(provided under separate cover)



University Park Recreation District

Correspondence Summary List
(provided under separate cover)



University Park Recreation District

Staff Reports



University Park Recreation District

Club Management

Management Discussion & Analysis Report
(provided under separate cover)



University Park Recreation District

Committee Reports



University Park Recreation District

**Update of Town Hall Meeting
Location Venue and Scheduling Date**



University Park Recreation District

Update of Boardwalk Project



University Park Recreation District

Update from the Committee on Strategic Club Solutions Deliverables, Scope of Services and Cost



University Park Recreation District

**Consideration of resolution 2026 – 13,
University Park Recreation District
HNB Lease
*(provided under separate cover)***



University Park Recreation District

Ratification of Payment Authorization

No. 158

(provided under separate cover)