MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING
Tuesday, June 2, 2026
2:00 p.m.
Business Offices
8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Steve Heitzner	Chairperson	
Scott Huebner	2nd Vice Chairperson	
Gregory Selep	Board Secretary	(via phone)
Steve Swanson	Treasurer	

Also, Present in person or via phone:

Vivian Carvalho	District Manager – PFM Management Services LLC
Ashley Quiros	ADM - PFM Management Services LLC (via Zoom)
John Fetsick	General Manager - Country Club
Paul Fay	Country Club
Curtis Nickerson	Director of Properties & Facilities - Country Club
Marisa Powers	District Counsel – Blalock Walters
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 2:01 p.m. by Ms. Carvalho. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

Mr. Underwood commented regarding not filling the vacant Board seat and the status of the appeal.

There were no further public comments at this time.

SECOND ORDER OF BUSINESS **Administrative Matters**

Consideration of Minutes:

a. **April 10, 2026, Board of Supervisors' Meeting**
b. **April 28, 2026, Board of Supervisors' Meeting**
c. **May 5, 2026, Board of Supervisors' Special Meeting & Attorney/Client Session**

The Board reviewed the minutes.

Mr. Huebner commented regarding the number of golf memberships being over the amount allowed. Mr. Fetsick gave an overview and noted he will provide the report to the Board.

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 Minutes of the April 10, 2026, Board of Supervisors' Meeting, the Minutes of the April 28, 2026, Board of Supervisors' Meeting, and the Minutes of the May 5, 2026, Board of Supervisors' Special Meeting and Attorney/Client Session.

Public Records Request Summary List

The Board reviewed the Public Records Request Summary List.

Ms. Carvalho gave an overview of the public records requests.

No action was required.

Correspondence Summary List

The Board reviewed the Correspondence Summary List. It was noted that the correspondence will be included on the District's website.

Mr. Huebner requested the emails to be attached to the file that is sent to the Board.

No action was required.

THIRD ORDER OF BUSINESS **Staff Report Matters**

District Counsel

Mr. Barnebey noted he has been with the District for eight years and will be transitioning his representation to Ms. Powers. He provided an introduction.

Mr. Heitzner recommended that the District get proposals from other law firms for District Counsel.

There was brief discussion regarding the process of selecting District Counsel.

Mr. Barnebey reminded the Board of the Form 1 deadline of July 1.

Mr. Barnebey noted the appeal is still pending. It was noted that the Supreme Court goes on vacation in the middle of June. The Supreme Court has no oral arguments scheduled for July or August, but opinions are still given.

District Manager

No report.

Club Management

Mr. Fetsick noted that a homeowner requested to put in a pool and pool lanai, which requires access to RD property. This is normally approved on a case-by-case basis. Mr. Fetsick recommends approval as this has no impact on the golf course or RD property.

Mr. Barnebey gave an overview of the agreement and cost. It was noted that the resident will be responsible for the cost.

Mr. Fetsick noted the ALC is reviewing the project.

ON MOTION by Mr. Huebner, second by Mr. Hetizner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Temporary Access Agreement with any costs being paid by the resident and authorized Mr. Fetsick to work with District Counsel.

Committee Reports

a. Finance

i. Acknowledgement of Resignation of Cathie Schaffer

Mr. Crouch noted that Ms. Schaffer has resigned.

There was discussion regarding the process of selection for a new Committee member. District Management will send out an email blast to residents, and the Board will review the candidates. It was noted this process should be completed as soon as possible, but there are no time constraints.

Mr. Crouch noted the Finance Committee has completed a draft of the Capital Project Approval Process and this will be presented at the next meeting.

Mr. Crouch noted the Finance Committee had reviewed the audit report and budgets. The Committee recommended approval.

b. Strategic Planning

Mr. Fetsick gave an overview of the kickoff meeting with the consultant. There have been 60 volunteers thus far for the Homeowner Focus Groups, with a cap of 100. Focus Groups will happen over the next couple weeks, with the next Strategic Planning meeting happening on June 10^{th}.

Ms. Loundy noted that the term for the one-year-term members of the Strategic Planning Committee is coming up.

There was brief discussion regarding the terms and the Charter.

FOURTH ORDER OF BUSINESS **<u>Business Matters</u>**

Presentation from Phillips Feldman Group and Acceptance of FY 2025 Audit Report

Mr. Carvalho noted the report will be accepted by the Board and filed with the Auditing General.

Mr. Fetsick provided an introduction of the Phillips Feldman Group and recommended approval of the report.

Mr. Phillips gave an overview of the FY 2025 Audit Report. It was noted capital is the biggest issue and has the biggest impact on the District's financial standing. There were no issues with legal or any fraudulent issues.

Mr. Fetsick gave an overview of the Capital Dues structure. It was noted the capital dues are 5% for all residents, and 10% for all non-residents.

Mr. Swanson commented regarding the FEMA proceeds and UPCAI having insurance related to emergency disasters. Mr. Fetsick gave an overview of the state relief.

There was discussion regarding the auditing financials versus the internal operating financials. Mr. Phillips gave an overview and noted the government statements are on an accrual basis while the fund statements are on a cash basis. It was noted there is a bridge document that can be given to the Board for review.

It was noted the auditing report is due June 30th to the Auditing General.

ON MOTION by Mr. Selep, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District accepted the FY 2025 Audit Report.

Consideration of Resolution 2026-14, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2027 and Setting a Public Hearing Date

Ms. Carvalho noted the recommended date of the Public Hearing is September 1, 2026, at 2:00 p.m.

Mr. Fetsick reviewed the budgets. It was noted there were no changes to the Enterprise Fund Budget since previously presented.

There was discussion regarding scheduling the Public Hearing.

ON MOTION by Mr. Heitzner, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-14, Approving a Preliminary Enterprise Budget for Fiscal Year 2027 and Setting a Public Hearing Date for September 1, 2026, at 2:00 p.m., at The Business Offices, 8301 The Park Boulevard, University Park, FL 34201.

Consideration of Resolution 2026-15, Approving Preliminary General Fund & Debt Service Budgets for Fiscal Year 2027 and Setting a Public Hearing Date

Ms. Carvalho noted the recommended date of the Public Hearing is September 1, 2026, at 2:00 p.m.

Mr. Fetsick noted the General Fund Budget has increased since previously presented and reviewed those changes. It was noted that the budget has increased by $33,000.00 for Professional Fees, District Management costs, and mailed notices.

There was brief discussion regarding the timeline of special assessments and the increases.

Ms. Carvalho will have Mr. Plenzler contact Mr. Swanson with the details of the methodology report process. She gave an overview of the deadlines related to the methodology.

Mr. Fetsick noted the Debt Service Budget has not changed since previously presented.

It was noted the kitchen project assessment is included in the budget. The budget can always be decreased, but it cannot be increased.

ON MOTION by Mr. Selep, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-15, Approving Preliminary General Fund and Debt Service Budgets for Fiscal Year 2027 and Setting a Public Hearing Date for September 1, 2026, at 2:00 p.m., at The Business Offices, 8301 The Park Boulevard, University Park, FL 34201.

Discussion Pertaining to District Counsel Representation

This discussion started during District Counsel's report.

It was noted the District is not required to complete an RFP process in relation to selecting District Counsel.

Mr. Huebner recommended having the Governance Committee complete this evaluation.

Mr. Selep recommended having a separate Committee of homeowners complete this evaluation. Mr. Swanson agreed.

There was brief discussion regarding the Committee selection process and Board communication. It was noted that any ideas should be sent to District Management. These ideas will be compiled and sent out to the Board.

This item will be kept on the agenda.

Review of Proposed Governance Advisory Committee Purpose and Procedures

a. **Draft Purpose and Procedures – Scott Huebner**
b. **District Counsel's Comments**

Mr. Huebner gave an overview of the purpose and procedures related to the Governance Advisory Committee and questions that were submitted by the Board. It was noted this Committee will include three to five people.

There was discussion regarding the authority of the Committee. District Counsel will work on a Charter document for the purpose and procedures, which includes the authority oversight description.

Committee information will go to Ms. Johnson, the Communications Director, to post for residents.

There was discussion regarding how often the Committee should meet. It was noted the Committee should meet monthly to begin the process.

Any suggestions or comments can be sent to District Counsel.

This item will be kept on the agenda.

Consideration of Focused Technology Proposal for Lakeside Room Audio/Visual Equipment Replacement

Mr. Fetsick gave an overview of the proposal and noted the current technology is not ideal. The projector and microphones need to be updated. It was noted this is an HOA request. The proposal is for an amount of $21,487.26 and the HOA will cover 1/3 of the cost. The District will cover 2/3 of the cost. This would allow for more effective meetings, and third-party AV vendors will not have to be hired moving forward.

There was discussion regarding the equipment within the proposal and the possibility of holding Board meetings in the Lakeside Room.

There was also discussion regarding the HOA covering half of the cost.

It was noted this equipment would be capital assets and there would be no tax within the final price.

Mr. Fetsick will follow up with the HOA regarding further accommodation.

Consideration of UES Professional Solutions Proposal for:
a. **Limited Mold Assessment**
b. **Asbestos-Containing Materials (ACM) Survey**

Mr. Fetsick gave an overview and noted this is one of the steps in the kitchen project process. It was noted that each assessment is $1,500.00, for a total of $3,000.00. There were several proposals received, but this vendor is the recommendation.

Mr. Fetsick also noted there was an emergency mold assessment that took place for the upstairs offices. Mold remediation is ongoing.

There was brief discussion regarding the carpets. It was noted all areas were evaluated. Mr. Fetsick will follow up.

There was discussion regarding the scope of work and tentative findings.

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 UES Professional Solutions Proposal for Limited Mold Assessment and Asbestos-Containing Materials Survey.

FIFTH ORDER OF BUSINESS **District Financial Matters**

Ratification of Payment Authorization No. 161

Mr. Fetsick gave an overview of the payment authorizations.

The Board reviewed the payment authorizations.

ON MOTION by Mr. Heitzner, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorization No. 161.

Supervisor Requests & Future Agenda Items

The upcoming meetings were noted.

Date	Meeting Type	Time	Location
June 2, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices
June 9, 2026	Town Hall Meeting	2:00 PM	Zoom
June 10, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
June 12, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices
June 17, 2026	Finance Committee Meeting	3:00 PM	University Park Business Offices
June 30, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices

Ms. Carvalho noted there will be a SHADE meeting on June 8th, at 9:00 a.m.

There was brief discussion regarding the Town Hall meeting.

There was lengthy discussion regarding quorum for the upcoming meetings. The Board agreed to move the following meetings:

- June 12th meeting to June 23rd
- July 10th meeting to July 17th
- August 14th meeting to August 11th

Ms. Carvalho will send out updated calendar invites.

Mr. Swanson gave an update regarding the Treasurer responsibilities. This will be sent to District Management.

Mr. Swanson gave an overview of processes that the Finance Committee is working on. These include CPX, investment guidelines, and purchasing policies.

It was noted the boardwalk discussion will be on the next agenda.

A resident, a Board member of UPCAI, noted that only 1/3 payment was approved for the AV equipment.

Mr. Huebner requested that the cash flow alternative plan be included on the next agenda.

There was discussion regarding the cash flow alternative plan.

Mr. Crouch noted there is not enough information to assess in Mr. Huebner's Executive Summary. Assumptions and details would need to be included along with cash flow uses and sources.

Mr. Huebner gave an overview.

It was noted that Mr. Crouch is willing to meet with Mr. Huebner for discussion but noted that some of the suggestions are not statutory.

This item will be on the next agenda.

There was brief discussion regarding communication with residents. Ms. Carvalho and Mr. Barnebey gave an overview of the process related to communication.

There were no further Supervisor requests 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 June 2, 2026, Board of Supervisors Meeting for the University Park Recreation District was adjourned at 4:12 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson