MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' SPECIAL MEETING
Tuesday, June 23, 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 Zoom)
Steve Swanson	Treasurer	

Also, Present in person or via phone:

Vivian Carvalho	District Manager – PFM Management Services LLC	
Kwame Jackson	ADM – PFM Management Services LLC	(via Zoom)
John Fetsick	General Manager - Country Club	(via Zoom)
Marisa Powers	District Counsel – Blalock Walters	(via Zoom)

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 2:11 p.m. by Ms. Carvalho. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

There were no public comments at this time.

Mr. Heitzner spoke regarding the structuring of PBM, UPRD and the UPCAI. It was noted that previously PBM has taken care of employment, payroll, and operations of the Club. The PBM Management Committee, consisting of Mr. Wood, Mr. Christopher, and Mr. Murphy, is now eliminated and has been replaced by the OCAC. These members will be appointed by the UPCAI and will eliminate the authority that PBM had previously. This authority will now be with UPCAI. It was noted there was no communication with the UPRD Board regarding this situation.

It was noted that Mr. Fetsick has resigned. His last day has not yet been determined. Mr. Heitzner thanked Mr. Fetsick for his time with the club.

A resident commented regarding the situation.

Ms. Carvalho noted that Mr. Heitzner had requested that the discussion be moved up on the order of the agenda. Any agenda items not considered today will be moved to the June 30th meeting.

SECOND ORDER OF BUSINESS **Administrative Matters**

Consideration of Minutes:

a. **May 8, 2026, Board of Supervisors' Meeting**
b. **May 14, 2026, Board of Supervisors Special Meeting and Attorney/Client Session**
c. **May 28, 2026, Board of Supervisors Special Meeting and Attorney/Client Session**

The Board reviewed the minutes.

Mr. Swanson noted changes related to the Discussion of the Governance Committee Options. He noted he was not opposed to the Committee but was opposed to moving forward until a Charter was in place.

ON MOTION by Mr. Huebner, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the May 8, 2026, Board of Supervisors' Meeting, the May 14, 2026, Board of Supervisors' Special Meeting and Attorney/Client Session, and the May 28, 2026, Board of Supervisors' Meeting and Attorney/Client Session, with noted changes.

Public Records Request Summary List

The current Public Records Request Summary was reviewed by the Board.

Correspondence Summary List

The current Correspondence Summary was reviewed by the Board.

THIRD ORDER OF BUSINESS **Staff Report Matters**

District Counsel

Ms. Powers requested clarification regarding the discussion related to the operating agreement approved by UPCAI. Ms. Carvalho noted that item will be a part of the June 30th agenda.

ON MOTION by Mr. Selep, second by Mr. Swanson, with all in favor, the Board of Supervisors for the University Park Recreation District authorized District Counsel to send the Intent to Negotiate letter to UPCAI.

District Manager

Ms. Carvalho reminded the Board of the Form 1 deadline of July 1. It was noted that everything is completed online.

Mr. Jackson noted the Ethics Training is recorded on the Form 1 for the previous year.

Club Management

a. **Management Discussion & Analysis Report**
b. **Consideration of Golf Advisory Group Recommended Member Tee Time Rules**

Mr. Fetsick noted the Golf Tee Time Rules will be deferred at this time.

Mr. Fetsick gave an overview of the Analysis Report, including the Club Statement of Operations, Comparative Balance Sheet, Capital Sources and Uses, and Membership.

Mr. Fetsick noted the Strategic Planning Committee will be providing him with an Executive Summary and the survey feedback will be sent out to the community.

Committee Reports
a. Finance

Mr. Crouch noted he has reviewed the document provided by Mr. Huebner regarding lowering the funding strategy.

Mr. Huebner noted he met with Mr. Crouch and Mr. Fay regarding the document. His recommendation was to charge every member $50.00 a month to build up money to help pay for the bond. It was noted this would generate approximately $800,000.00 a year, but it would still not cover the entire amount needed.

Mr. Huebner gave an overview of possible other recommendations that would provide alternatives to special assessments. He recommended that an extension from Regions should be requested.

Mr. Crouch noted that the bond cannot be refinanced for 10 years. It was noted that extending the loan and not assessing, would not help the issue if there is no bond.

Mr. Crouch noted the kitchen project would be completed next year.

There was brief discussion regarding postponing a few of the golf course projects in order have additional funds available. Mr. Crouch noted that $400,000.00 worth of capital projects was already deferred this year.

Mr. Crouch reviewed the capital improvement plan and cost associated with extending the loan.

Mr. Huebner recommended having several options for residents: a lump sum payment, payment over three years, and payment over a longer period. Mr. Crouch noted that under any of those scenarios, the Capital Improvement Plan would not be able to be completed.

There was brief discussion regarding the Capital Improvement Plan. It was noted the Board wants to pay off the irrigation and move forward with the Kitchen Project. Even with the bond, there will not be enough money to move forward with other projects under their current scope. Those additional projects will be delayed.

Mr. Crouch noted that at this time, there is no way to fund the kitchen without a special assessment.

Mr. Huebner continued to review options other than assessments, this included implementing membership dues per person.

Mr. Crouch noted the bank expects to go to the tax collector for the five million dollars.

There was discussion regarding the special assessments versus other options.

Ms. Carvalho noted the Public Hearing to adopt the final budget is September 1st. The budget currently includes special assessments. The decision to extend the note needs to be determined prior to this date.

Ms. Carvalho noted the deadline for the trim notice is July 31st. It was noted the Board will order a methodology at the July 17th meeting if they choose. The Board meeting on July 28th will include approval of the methodology and the trim notice. All residents will be noticed regarding the Public Hearing and the assessments.

Mr. Crouch noted it would cost approximately $70,000.00 to $100,000.00 to get an extension of the loan in fees, plus interest.

There was discussion regarding the trim notice and the process of notifying residents.

Ms. Carvalho noted she will create a timeline of all dates.

It was noted that the Finance Committee meets on July 15th. Mr. Huebner requested to attend in person. Mr. Swanson will attend via phone but will not participate.

b. Strategic Planning

Mr. Freedman noted SCS will be done with their project by the beginning of October and will present their findings.

Mr. Freedman noted the Strategic Planning Committee is working on getting feedback from realtors on the Country Club's value to the homes and the Finance Committee is working on the cost of living project. This will provide subjective data.

Mr. Huebner noted he spoke with a realtor and one of the main deterrences to the community is the uncertainty of future planning.

FOURTH ORDER OF BUSINESS **Business Matters**

Update of Boardwalk Project – John Fetsick

This item was deferred.

Update of Proposed Governance Advisory Committee

This item was deferred.

Consideration of Proposal(s) for Fitness Center Refurbishment

This item was deferred.

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

This item was deferred.

Continued Discussion Pertaining to District Counsel Representation

This item was deferred.

Discussion of the Update Operating Agreement Approved by UPCAI on May 15, 2026

Mr. Heitzner noted that the UPRD can move forward with the new agreement with UPCAI and they will search for a new General Manager. The second option is that the UPRD becomes its' own entity and the General Manager and staff would then report to the Board. The third option is that the District looks for a management company to run the Club. It was noted the Board is not making any decisions yet. This is a brainstorming discussion, and the Board can think about it and/or get feedback from residents.

It was noted under the current agreement that UPCAI is responsible for hiring a new General Manager.

Mr. Selep noted he met with Mr. Christopher and the recommendation is to have a joint workshop with UPRD and UPCAI.

There was brief discussion regarding scheduling the workshop. Ms. Carvalho noted the June 30th meeting could be transitioned to the workshop.

There was discussion regarding Mr. Fetsick's resignation.

Mr. Huebner recommended pursuing all options. He noted the least disruptive option would be that the General Manager work for the UPRD and be on the OCAC in order to represent the District, not the UPCAI.

There was brief discussion regarding hiring a management company.

It was noted that the workshop needs to be finalized. The Management Agreement and the Mutual Cooperation Agreement need to be reviewed and agreed upon.

Ms. Powers noted that this meeting is to brainstorm ideas. The easiest way to negotiate and review the options is to have a joint meeting with the UPCAI. It was noted that the District is not a party to the UPCAI Operating Agreement, only the Mutual Cooperation Agreement. Under the Mutual Cooperation Agreement, the Board must notify UPCAI and provide an Intent to Negotiate letter. This provides 60 days of negotiation and discussion.

There was brief discussion regarding the timeline of negotiation and the General Manager's duties. It was noted that currently, Mr. Nickerson is second in command after the General Manager.

The recommendation was to repurpose the June 30th meeting to be a workshop with UPCAI. The Board agreed. It was noted the workshop will include discussions on negotiations and how the absence of a General Manager will be handled.

Ms. Powers will send out the Letter of Intent pursuant to the Mutual Cooperation Agreement, and Mr. Heitzner will follow up with Mr. Christopher regarding scheduling the workshop.

Ms. Carvalho recommended that both parties be prepared to find resolution at that meeting.

Mr. Huebner recommended reaching out to management companies and recruiting consultants. Mr. Selep noted that the agreement with SPC includes recruiting.

Ms. Powers noted that UPCAI may not be able to attend the June 30th meeting. However, the Board will still have a meeting regardless for agenda items and discussion.

There was brief discussion regarding attendance of the UPCAI Board at the workshop.

Consideration of Resolution 2026-16, Related to Committee Seats & Terms

Ms. Powers gave an overview of the resolution and noted it allows the Board to assign Seat numbers for the Finance and Strategic Planning Committees with terms. This has yet to be determined, but the first year term is approaching on July 31st. Once assigned, the Committee members can decide what member sits in what Seat.

There was brief discussion regarding the timing of the seats within the committees. It was noted that Mr. Freedman previously requested a one-year term.

Ms. Carvalho recommended approving the resolution today and confirming the timing of the seats at the next meeting.

Mr. Huebner recommended including the Governance Committee in the resolution. Ms. Carvalho noted that the Charter has not been created yet and the resolution language can be included upon creation.

ON MOTION by Mr. Huebner, second by Mr. Hetizner, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-16, Related to Committee Seats and Terms.

Assignment of Committee Members to Committee Seats

Mr. Swanson will follow up with the Finance Committee and Mr. Selep will follow up with the Strategic Planning Committee regarding the seat terms. Mr. Selep noted the Strategic Planning Committee requested that the Board make the decision.

Nominations/Appointment of Finance Committee Member

Ms. Carvalho noted there is an open Seat on the Finance Committee. It was noted there are five interested candidates.

The Board voted for the Finance Committee member. Mr. Selep voted via email.

It was noted that Mr. Crouch provided feedback with his recommendations to Mr. Selep and Mr. Swanson. Ms. Carvalho noted the Charter states that it is a Board decision.

Ms. Carvalho noted that Mr. Baran received the most votes. District Management will follow up.

Review and Consideration of District Treasurer Responsibilities

Mr. Swanson provided an overview and noted he has reviewed the responsibilities with Mr. Crouch. It was noted that the Treasurer has fiduciary responsibility and is a signatory on District financial items.

ON MOTION by Mr. Selep, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the District Treasurer Responsibilities.

Discussion of Responses to Public Comments/Questions

Mr. Swanson gave an overview and noted the Board has limited time when meeting.

There was discussion on the response process to public questions that are not addressed during a meeting. It was noted public comments are not intended to be a conversation.

Ms. Carvalho noted that Mr. Selep provides a summary of each meeting in the Club Weekly. She recommended having a section in the Club Weekly for questions with answers that were not previously addressed.

Ms. Carvalho noted that the Board can collaborate on answers to the questions.

Mr. Selep will draft the initial response to any questions.

Discussion of Board Meeting Executive Summary – Scott Huebner

Mr. Huebner gave an overview and noted this was completed with the help of a resident. This would give a recap of each meeting for residents, including any Committees.

Ms. Carvalho noted a resident cannot be the one producing the summary. This would not replace meeting minutes but would provide quicker access to a meeting summary.

Mr. Huebner recommended having the resident provide a presentation. This summary would be available to anyone.

Mr. Selep noted that Zoom has the capability of providing a transcript. It was noted that all transcripts have to be reviewed for accuracy.

Mr. Huebner will follow up.

FIFTH ORDER OF BUSINESS **<u>District Financial Matters</u>**

Ratification of Payment Authorization Nos. 162 & 163

Mr. Fetsick gave an overview and noted there are some details missing.

This item was deferred.

Supervisor Requests & Future Agenda Items

It was noted all items will be deferred to the next meeting until otherwise determined.

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
June 30, 2026	Board of Supervisors' Meeting	2:00PM	University Park Business Offices
July 8, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
July 15, 2026	Finance Committee Meeting	3:00 PM	University Park Business Offices
July 17, 2026	Board of Supervisors' Rescheduled Meeting	2:00 PM	University Park Business Offices
July 28, 2026	Board of Supervisors' Special Meeting	2:00 PM	University Park Business Offices

There were no Supervisor requests at this time.

Any public comments or questions can be sent to District Management.

SIXTH ORDER OF BUSINESS **Adjournment**

There was no further business to discuss.

> ON MOTION by Mr. Selep, second by Mr. Huebner, with all in favor, the June 23, 2026, Board of Supervisors Meeting for the University Park Recreation District was adjourned at 4:01 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson