



**Minutes of the University Park Board of Directors, REGULAR Meeting
Thursday, June 18th, 2020, 10:00am
ZOOM Meeting Video Conference**

Call to order: The meeting was called to order at 10:01am by Director Whyte.

Certify a Quorum: Director Conway took roll call and all seven board members were present for the ZOOM meeting video conference: John Barry, Tom Christopher, Peter Conway, Bill Lockhorn, Peggy Lowndes, Pat Thompson, and John Whyte. A quorum was certified, and proper notice of the meeting was provided to all members on Monday, June 15th, 2020.

Approval of previous Board Meeting Minutes (05.21.2020): Director Conway made a motion to approve the May 21st, 2020 Board Minutes which were previously distributed to the board members for review and corrected prior to the meeting. The motion was seconded by Director Whyte and, with all in favor, the motion was approved.

Director and Management Reports:

PBM and General Manager Report: Laurie Evans reported that the club and offices were deep cleaned due to the two employees who tested positive for COVID-19. It is anticipated that this will now take place once per month to sanitize the places unreachable by everyday cleaning. The building formerly known as the Sales Office will be reopened for individual meetings with Steve Hatton and Kathy Allen, but group and/or committee meetings are not able to resume in the conference rooms due to the inability to be “socially distant”. Lastly, the Strategic Planning Group does continue to meet.

Treasurer’s Report: Director Lockhorn highlighted items from the Treasurer’s Reports as attached hereto, and which were previously distributed to the board members for review.

Director Lockhorn made a motion to approve the acquisition of \$1,000,000 in GNMA funds through Vanguard. The motion was seconded by Director Whyte and, with all in favor, the motion was approved.

Director Lockhorn made a motion to approve the investment of \$1,000,000 in Vanguard’s Ultra-Short-Term Corporate Bond Fund (yield of 1.50% as of June 15th) which has a 0.9-year duration. The motion was seconded by Director Barry and, with all in favor, the motion was approved.

Communication/Marketing Initiatives and E-newsletter Report (combined): Director Lowndes highlighted items from the Outreach and Communication Update as attached hereto, and which was previously distributed to the board members for review.

Safety & Access Control Committee/CERT: David Cohen, Co-Chair, indicated that any evacuation caused from a potential hurricane this year will prove to be extra challenging due to the COVID-19 health crisis. The committee met with the Manatee County Emergency Management Chief, Steve Litschauer, as well as Operations Manager, Tom Kitchens, who relayed, to the CERT members, steps on how to overcome some of these new challenges. Please click this link for the 2020 Manatee County “[All-Hazards Disaster](#)

[Planning Guide](#)” which is also located in the administrative offices for anyone who would like a hard copy.

Lift Station and Sewer Update: Director Christopher provided an update on this project. It appears that the association will not be transferring the maintenance of the lift stations to Manatee County but will “go it alone”. However, the final decision on this will not be made until October. If the association does decide not to transfer the lift station maintenance to Manatee County, the goal will be to ensure the maintenance is handled better than it would be if it were transferred to the county. Because Manatee County will not take on the maintenance of the lift stations without also assuming control of the potable water lines, the cost to the association to update all components to be able to transfer the maintenance would cost in excess of \$6,000,000. It is anticipated that an information package will be sent to the homeowners next week.

Election Committee/Chair Council: Director Barry made a motion to approve the three instructions below which were presented at the meeting. The motion was seconded by Director Whyte and, by roll call vote of all board members, the motion was unanimously approved.

Elections – Motions

1. Instruct Director Pat Thompson, supported by the volunteer review team that he has formed, to draft appropriate revisions to the present CCR’s to provide for Board elections to be held by direct vote by Association members, on the basis of one-home-one-vote and with the minimum quorum as in statute 720, for due consideration by the Board at a subsequent meeting”.
2. Instruct Director Pat Thompson, supported by the volunteer review team that he has formed, to draft a specific amendment (No 23) to the present CCR's to provide for direct elections, as described above, for the 2020 Board election process for due consideration by the Board at or before its August meeting.”
3. Instruct the Elections Committee, led by Janette Gatesy to prepare plans for electric on-line voting by all Association members, with or without proxy, for the 2020 Board elections, as described above, for consideration by the Board at or before its August meeting”.

Director Conway added that online voting, when used as an extension of a ballot, has the requirement for the voting member to “opt in” to the use of online voting, in writing.

CCRs: Director Thompson indicated that the team continues to work on the updated CCRs for the community, as well as for the neighborhoods.

Parcel 7 Update: Director Whyte reviewed the Parcel 7 Update as attached hereto, and which was previously distributed to the board members for review. The underlying objective for this parcel is to control the future use of the land by holding onto it as an investment.

Director Whyte added that the three-member sub-committee has looked at this issue over the past month, have validated the legal status surrounding this acquisition and drafted a financial plan on how to fund this purchase.

Former Sales Office Update: Director Whyte also reviewed the Former Sales Office Update as attached hereto, and which was previously distributed to the board members for review.

Going forward, the sub-committee will communicate the intent of the association to acquire Parcel 7 as well as the former sales office. A communication to the residents will be prepared, explaining what the acquisitions means for the community and requesting feedback. A definitive proposal will be drafted and proposed at the July Board Meeting.

Committee appointments: Director Lowndes made a motion to approve the appointment of two additional volunteers to the Outreach Committee, Sandy McClure and Cathy Schaffer. The motion was seconded by Director Whyte and, with all in favor, the motion was approved.

Director Lockhorn did not have any volunteers to appoint to the Finance Committee at this time but was seeking the board's support to add an eighth member to the committee. No motion was proposed; however, the board members did support Director Lockhorn due to the amount of work performed by the Finance Committee and agreed that an eighth member would be warranted. Director Lockhorn will recommend a candidate to join the Finance Committee at the July board meeting.

Reserve Spending authorizations: Director Lockhorn presented two reserve spending requests as attached hereto (and summarized below), and which were previously distributed to the board members for review.

- | | |
|--|---------|
| 1. Knightsbridge entry monument (reclass as a reserve expense) | \$8,259 |
| 2. Kenwood Park pool furniture refurbishment (reserve expense) | \$2,620 |

Director Lockhorn made a motion to approve the two requests as set forth above to be paid from reserve funds. The motion was seconded by Director Conway and, with all in favor, the motion was approved.

Proposed Irrigation Rules: Director Christopher made a motion to ratify the approval of the Irrigation Rules as presented on the attached document, which was previously distributed to the board members for review. The motion was seconded by Director Whyte and, after discussion, the board approved tabling this motion until after the document has been corrected by Mac McDevitt on or before September 30th, 2020.

Discussion on the topic revealed by Mac McDevitt that there are currently multiple irrigation zones within University Park that run for 60 minutes and drip irrigation zones that exceed 20 minutes. The draft "Irrigation Rules" contradicts those run-times by stating that the zones are to run for 45 minutes and the drip irrigation for only 20 minutes. Because the flow meters have not yet been installed, Mr. McDevitt would recommend holding off on the approval of the Irrigation Rules so that the committees can review the data received after the flow meters are installed or, consequently, to correct the Irrigation Rules to spell out how the irrigation systems operate right now rather than how the systems will operate after the flow meters are installed. Director Whyte asked Mr. McDevitt to make the corrections by the end of September.

Other Business: Director Conway clarified a statement made at the May board meeting regarding the pollution liability insurance policy which was approved last month. Originally, it was stated that this policy included a limit of \$5,000,000 of insurance each year but Director Conway subsequently learned that the \$5,000,000 of insurance is actually a three-year limit.

Adjournment: There being no further business to come before the meeting, the meeting was adjourned at 11:36am.

Dated in the State of Florida on the 18th day of June, 2020.

Peter Conway, Board Secretary

John Whyte, Board President

UPCAI Board Meeting 6-18-20

Treasurer Report

May Portfolio Transactions

PORTFOLIO TRADES SINCE MAY 1, 2020

- 5/14: Pre-refunded Treasury Bill that matured 5/21/2020 to avoid violating the Investment policy by having too much money in JP Morgan Funds. Purchased a 3 month Treasury Note at a .15% annual yield while we waited for the Vanguard account to open.
- 5/19: Sold \$2 Million of JPMorgan US Government guaranteed money market funds and transferred the funds to Vanguard—at Vanguard they are in the Federal Money Market Fund which is their clearing fund. Yield improved by 22% vs. .01%
- 5/29: Purchased \$1 million Vanguard GNMA fund. Yield on GNMA is 1.98% - yield on Vanguard Federal Money Market is .22%.
- 6/10: Sold \$1,545,353 JPMorgan Government Money Market Fund and transferred to Vanguard's clearing fund (Federal Money Market). Yield improved by 22% vs. .01%

Bottom Line: We remain 100% invested in US Government or Federal Agency securities for both our Operating and Reserve accounts and think it is time to cautiously add risk to increase yield.

There is minimal benefit to extending maturities (3 mon. Govt=.16%, 3 yr Govt=.22%) but better returns by moving some funds from US Government guaranteed securities into Corporate Bond Mutual Funds. We are proposing that we invest \$1,000,000 in Vanguard's ultra short Corporate Bond Fund. Yield on 6/15 was 1.50% with a .9 year duration. This is consistent with stipulations in our Investment Policy.

As announced before we are now analyzing advantages in after tax yield through the acquisition of municipal bonds or bond funds.

UPCAI Board Meeting 6-18-20

Treasurer Report

May Operating Financials

We remain in deep appreciation to the Accounting staff for the thorough reports we receive and the timeliness of those reports. Last year reports were produced at 28 days after the close of the month. This year we have reports within 14 days from the close of the month and the reports are in one large workbook in Excel. A very good job indeed!

This report will focus on where the Consolidated Community results are year to date through May, 2020.

Net Income for the Consolidated Community is \$ 4400 favorable to budget.

Total Income is \$ 12,500 favorable reflecting interest earned not budgeted, Architectural review and late fees.

Community:

Community expenses are \$ 14,900 below budget. This is a decrease of \$36,100 from April where we were favorable \$ 51,000.

This decrease reflects Insurance charges which were a timing issue in April and the purchase of pollution insurance approved during the last meeting.

Palm tree trimming along Park Boulevard is \$7,900 over budget for the month and \$5300 unfavorable year to date. Checking with Steve Hatton we believe

this is also a timing issue and we will meet the annual \$20,000 budget.

Attorney charges for the month were \$2,900 for miscellaneous items. Turnover expenses remain at \$18,200 to be charged to reserves at year end.

Neighborhoods:

Neighborhood expenses were \$31,740 unfavorable to budget

Landscaping is \$85,000 unfavorable. Year to date the Neighborhoods have spent \$135,000 against an annual budget of \$600,000. This still appears to be a timing issue.

Major favorability is in Irrigation maintenance \$25,000 and Street maintenance \$10,000,

At this time, the UPCAII remains in a good position.

UPCAI Board Meeting 6-18-20

Treasurer Report

May Reserve Financials

Reserves appear to be in an acceptable position.

Year to date at 5/31/20 expenditures total \$237,000.

An expenditure break down follows:

- 1) Lift stations – 31%
- 2) Miscellaneous – 26%
- 3) Pools – 22%
- 4) Pumps – 21%
- 5) Wells - 1%.

The exhaustive review of projected cost and useful life in all categories continues.

We have completed paving and pavers/bulkheads and are currently reviewing (line by painful line) irrigation entries.

Lift stations remain the largest single issue.

The Finance Committee appreciates all the help from staff and the infrastructure committee.

UPCAI Board Meeting 6-18-20

Treasurer Report

PPP Loan

A careful accounting continues as we continue to review clarification of the stipulations governing the loan.

Emerging clarifications are favorable to us as relates to the potential for a grant.

Many thanks to Bruce Mantia, Dick Crouch and Ron Tobin for the countless hours they spend on this matter.

UNIVERSITY PARK COMMUNITY ASSOCIATION INC (UPCAI)

Board of Director's Zoom Meeting

Thursday, June 18, 2020

Outreach and Communication Update

e-NEWSLETTER

- The 3rd edition of our e-newsletter "Up to date" was published on schedule May 30th
- Articles from your Board of Directors, Chair Council, ALC, Infrastructure and Outreach committees were included for starters. Contributing editors and topics will be expanded.
- All e-newsletters now appear on the UPCA website
- 4th edition publishing early July

OUTREACH COMMITTEE

- Proposing two new members for board approval
- Meeting will take place this month to review original 2020 plans that might have to be revised because of post Covid-19 fallout
- University Park "Pooch Park"
 - Assessing opportunity and location

COMMUNICATION/MARKETING INITIATIVES

- Service Marks (Intellectual Property)—Work in progress that now includes marks requested by UPRD
- UPCA Website and Landing (Portal) Page for University Park
 - Web designer interviews continue
 - Collaboration with Laurie Evans on process and next steps for Portal Page and photography
- Realtor Packet
 - Fine-tuning all material.
 - Presentation to Board at July Meeting

June 18, 2020

TRACT/Parcel 7 – Notes on Potential Acquisition

Background Facts

1. 9.39 acres of vacant land, in a storm-water management area controlled by SWFWMD (see map attached). Note: This vacant land has probably never been “touched”.
 - 2.24 acres of FPL easement
 - 4.39 acres of wet detention area (SWFWMD permit)
 - 2.76 acres of net upland developable area (SWFWMD permit)
2. Highly-valuable commercial location on University Parkway.
 - Comparable land sales (University Parkway & SR70) from \$430-830K per acre
 - Appraised (Nov 2018) value of \$1,463,000 for the developable area of 2.76 acres.
 - There are relatively few similar sales locally and this valuation may still be right.
 - Impact of COVID-19 on local commercial real estate is not yet possible to determine.
3. Present zoning PDR – Planned Development Residential
 - Future land use designation is P/SP (public/semi-public use) or MU (mixed use)
 - Requires a County administrative PSP process to “swap” conservation designation of Tract 7 with other vacant land in University Park.
4. Tract 7 was/is not an integral part of the overall design of the UP residential development, nor of the Country Club & golf settings. See Google map attached
 - As such, it has always been managed separately by its owners
 - It was part of a separate parcel of land acquired by Neal/Pasold from Arvida in the 1980’s
5. Separated from Lennox & Stanhope Neighborhoods by berms, mature landscaping, perimeter fencing and (possibly) a “buffer area” in Tract 7. See Google map attached
 - Lennox pool facility and 4 homes in Stanhope are potentially the most impacted.
 - 15 other homes in Lennox & Stanhope might also be impacted to varying degrees.
6. UP storm water drainage (eastern line) to the Philippe Creek drains via Tract 7, from there it crosses underground to south side of University Parkway, into a drainage ditch by the TGM apartment complex, and onwards to the major drainage facility at the corner of Lockwood Ridge Road.

Possible future for this land (under Neal/Pasold ownership)

1. Acquired under “eminent domain” by Manatee County for water run-off, drainage and detention (P/SP), if/when University Parkway is widened.
 - In the present University Parkway development, dating from 1980’s, water drainage along the Parkway was not fully addressed. This would be a major part of any widening of this road and maybe upgrading to SR status.
 - However, Manatee County has not provided for this in their present 5-year plan
2. Commercial development of 2.76 acres permitted by SWFWMD, where the likely process could be:
 - Land re-designation (see above)
 - Ground preparation by Neal/Pasold.
 - Application to County for rezoning as P/SP & MU.
 - Followed by sale to a commercial developer.

UPRD option to purchase

The UPRD Purchase & Sale Agreement for the Club property includes (Article 8) a 2-year option to purchase Parcel 7 for an agreed price of \$1,000,000, with the possibility to assign this option to UPCA.

UPRD Board decided in May 2020 not to purchase this land and to offer the option to UPCA subject to certain requirements.

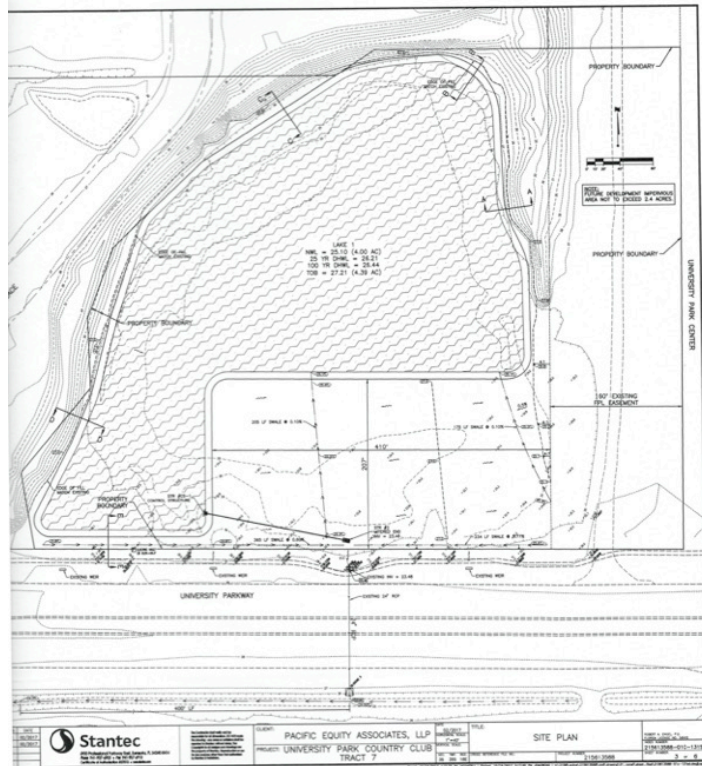
UPCAI acquisition considerations

1. UPCA has legitimate concerns, on behalf of homeowners, about any future commercial development of Parcel 7 so such an acquisition could fall within UPCA's General Purposes:
 - "To promote owner's health, safety and social welfare" (privacy & lifestyle) - through control of the long-term use of land abutting UPCA common land & residential property.
 - UPCA has resources to pay for the acquisition, without a Special Assessment.
2. Land could be held and developed at some point in the future for UPCA purposes, for Manatee County "eminent domain" acquisition, or leased for restricted commercial development.
 - Site could, if desired, be accessed directly from UPCA common land/road for, as yet unknown, UPCA purposes
 - There will be some minimal holding or maintenance costs and property taxes for this land.
3. This could be recorded by UPCA either as expenditure or as an investment
 - If acquired as Association land (asset), it should not be designated as "community common land", that would be subject to our landscape standards, maintenance and other requirements.
 - UPCA could modify its investment policy to permit allocation of presently invested funds to be reinvested in real property (land).
 - For long-term financial purposes, we might want to consider writing-down this investment over a number of years.
 - The financial down-side risks in such an acquisition appear to be low.
4. UPRD has requested that if there is any profit on a future sale of this land by UPCA, that that profit is shared equally with UPRD.
 - This needs further discussion and will probably require a contract or amendment to the MCA to set out such a provision very clearly
 - We should define up-front what costs (holding, maintenance, taxes, sales) would be deducted in defining "profit".
5. Suggested timing of acquisition
 - Possibly closure in fall 2020.

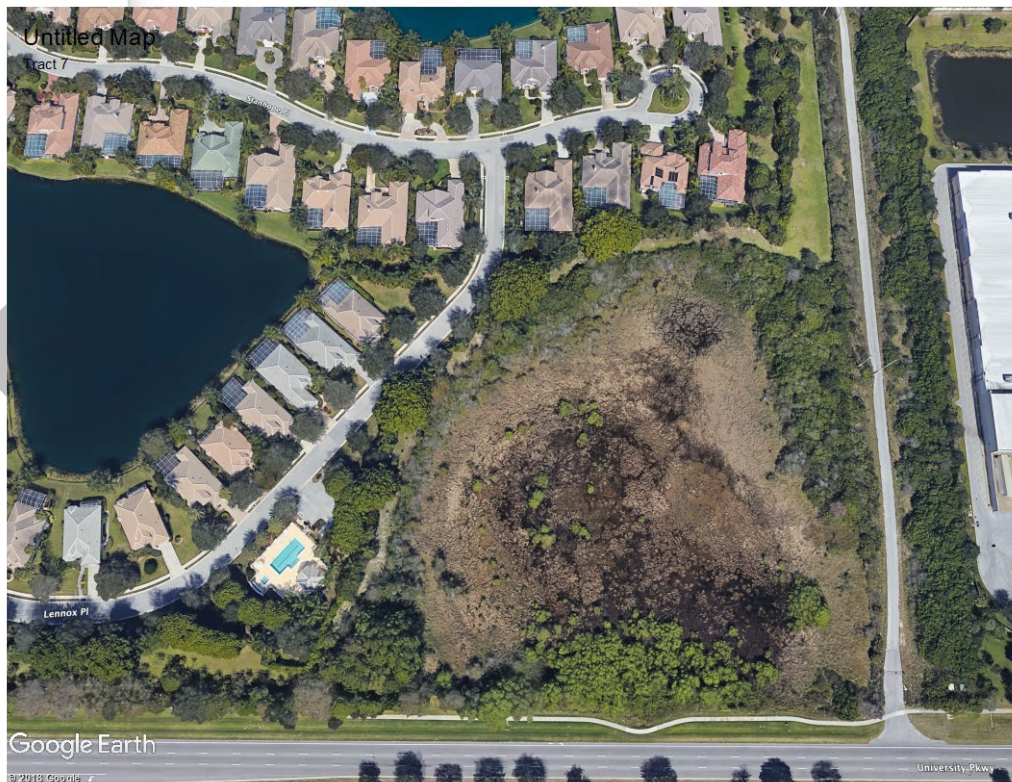
Maps

1. Engineering drawing showing SWFWMD "requirements".
2. Google map of actual area

1.



2.



A NOTES ON ex-SALES OFFICE



Sales Office/Land

- A prime location at the main entrance, on corner of Park Blvd & Hoylake, by the main gate.
- Owned by UPRD, since 2019 Club acquisition.
- Previously used by John Neal Realty & was the UP Sales Center for many years
- **Tract B** - 1.50 acres, including entry way, building, front parking area and wooded area.
- **Tract A** - 0.6 acres, rear parking area, access to Hoylake, abuts golf course (washroom, cart path).
- Also used for last 5 years by UPCA for 3/4 staff, conference rooms and certain services.



Building status

- 28 year-old building, set on concrete blocks without foundations – see photo opposite.
- Front parking asphalt needs removed & resurfaced – UPRD had ear-marked approx. \$80,000 in its reserves for this work.
- 2 of the 3 A/C air-handlers are over their useful life (2006 & 2003) and need replaced.
- Needs internal re-configuration & refitting for effective UPCA use
- Rear parking needs reorganization, possibly with low-cost natural ground cover
- In the much longer-term, it may be that this building should be replaced with a modern office building.



University Park Community Association

Mutual Cooperation Agreement (extracts)

- *“the Parties will seek to avoid charging one another for the usage of the other’s facilities and services in the normal course of business”*
- *“The District hereby grants to the Association the right of reasonable use of meeting rooms, parking, and other facilities located on District property, which may also serve and benefit the Association.”*
- *“The District hereby grants the right of reasonable use by Park Boulevard Management LLC, including the Association’s property management team of up to six (6) staff, of administration offices on the District’s property.”*

Offer from UPRD (May 19, 2020)

Offer from RD attorney to discuss a short-term lease, with extensions.

- Asks for our interest in using exclusively for offices and/or meeting rooms
- Suggests a short-term lease as a starting point in discussion
- Nominal rent, but UPCA responsible for utility & maintenance costs

UPCAI – Proposed response

- Since UPCA already has an agreement (MCA) with UPRD for office and meeting space, we have no interest in leasing this building from UPRD for those purposes and so taking on additional costs.
- However, given the spirit of the MCA and that both organizations represent essentially the same UP homeowners, UPCA could be interested in a transfer of title of the property to UPCA at no cost. This would then allow UPCA to develop and make the best use of this property for all concerned.
- Accordingly, we are willing to discuss terms for such a transaction.

UPCAI next steps

1. Be clear and gain agreement on what we want to use this property for and why.
2. Engage architect for a detailed plan with estimated refitting and other necessary costs.
3. Prepare a business plan for:
 - How we would operate and manage the property.
 - All needed operating and capital costs for 3-year period.
4. Negotiate reasonable terms with UPRD.
5. Gain homeowner, Chair Council and Board support
6. Board vote

B CONSIDERATIONS FOR POSSIBLE USE OF THIS PROPERTY

UNIVERSITY PARK
Welcome & Community
Center

Why a Welcome Center?

1. Property sales focus

- We no longer have a sales office nor on-site realtor to provide a real estate focus for University Park - as there has been for last 25+ years. Many homeowners and potential buyers benefit from having such an on-site property-focus.
- UPCA cannot and should not be in the real estate business. However, we could provide an on-site **Welcome Center** to add value for homeowners by providing positive first impressions, up-to-date information, and Community and Club credentials to these key constituents:
 - Homeowners, residents, friends & family
 - Realtors, with listings & potential buyers
 - Other potential buyers - local walk-ins, golf players, visitors etc

2. Welcome, for residents

- UPCA needs a better organized and more visible “up-front” welcoming process for new homeowners and present homeowners
 - To bring a sense of community and club to the fore
 - Consistent welcome approach at community & neighborhood level
 - Strong link to Ann Backus for Club membership
- We also need better contact with renters, who could be required to check-in here.

3. Support, for Realtors

- Realtors and how they present UP are critical to us. Our Welcome Center could seek to be of practical help where, for example, we could register a group of “preferred” realtors and give them certain privileges in exchange for a modest registration fee
 - These privileges could include, for example: access bar-code, ability to book an office in the Welcome center for meetings, use of parking lot, Club social membership, business cards & listings displayed in the Welcome Center.
- We will need a full-time “front desk” service 7 days a week. We could provide certain privileges to just one realtor/broker (preferably who is not seen as competition by the larger firms) in exchange for manning / managing the Welcome part of the facility.

4. Design

- Prominent Welcome signage outside
- Reception area, with display area for, for example:
 - UP map, Community & neighborhood marketing materials, club information & publications, selected realtor information
- (say) 2 offices for booking by registered realtors

Why a Community Center?

1. Present UPCA use

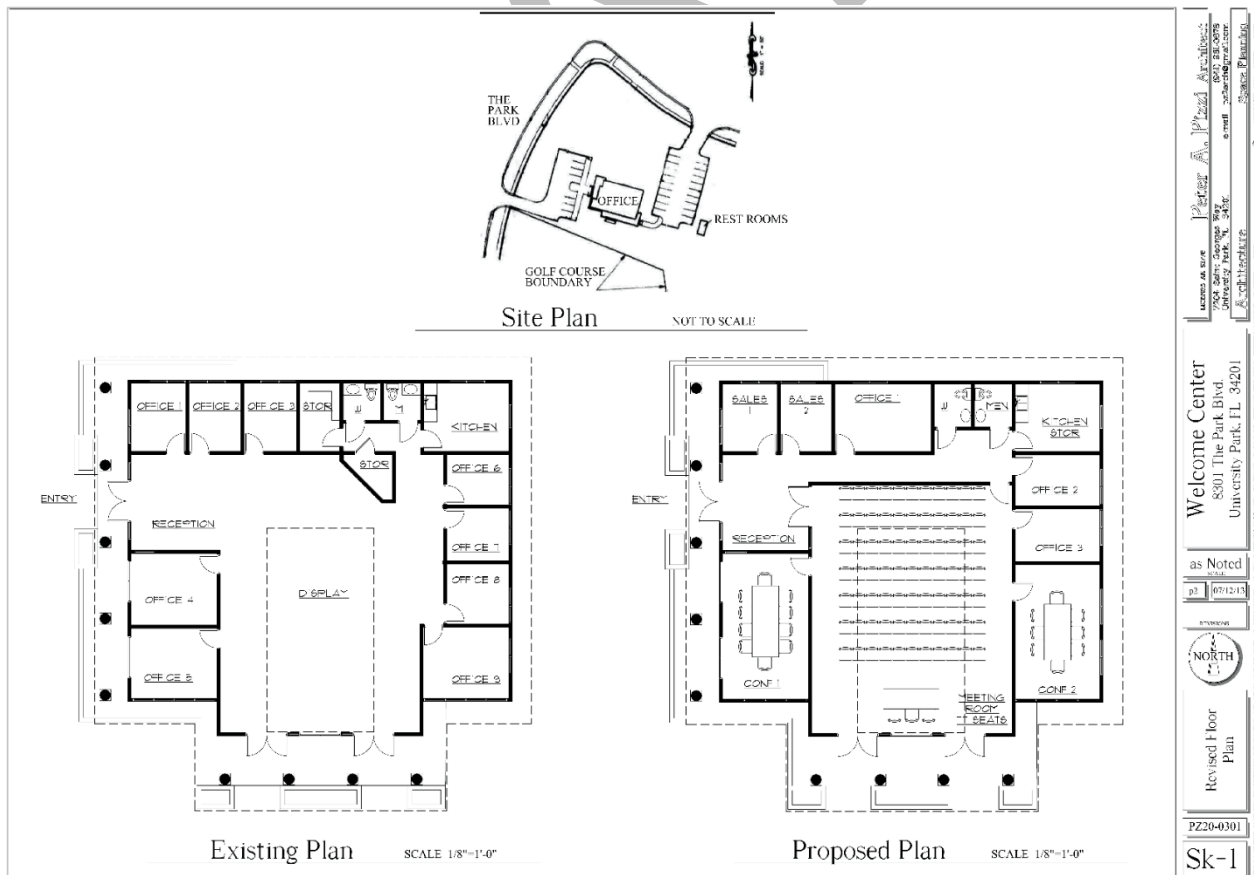
- UPCA has its Property Manager and two admin. staff based in this building. They provide certain services direct to homeowners, and supervision to the nearby main gate staff.
- The two small conference rooms are often used by UPCA committees
- With the present design, there is a very inefficient use and allocation of total space, with offices and conference rooms that are too small, and a large wasted central open space.

2. We need more facilities

- There is a serious lack of proper meeting room facilities in University Park.
- We have to rely on limited space in, what should be revenue generating, Club rooms for our many meetings, that require labor-intensive re-configuration for each meeting.
- With turnover and an RD there are now many more resident meetings.

Proposed reconfiguration – see rough layout below

- 3 (larger) UPCA offices
- 2 offices for possible realtor use
- 2 (larger) conference rooms (8/10 seats)
- Large central meeting room (60+ seats)
- Existing kitchen and bathrooms



CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Knightsbridge Entry Monument

Committee/Department Submitting Request: PBM

Brief Description, Scope and Benefits (Include start and end dates):

Project to enlarge Knightsbridge Entry Monument is completed and was approved to be funded with prior years surplus in 2/27/2020 Board Meeting. Neighborhood Committee wishes to reclassify this expense as reserve expense

Total Estimated Cost (If multiple years of spending please denote spending by year):

Greenscapes: \$2,160.51 landscape enhancement

Treasure Cove II: \$4,298.50 enlarge monument

Ultimate Services: \$1,800.00 repaint enlarged monument

Project total: \$8,259.01

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

Refurbish Allowance-Entry Monument: 12/31/2019 balance \$5,429.00

Bids and Contractor Selected, if applicable:

See attached

Submitted by: Steve Hatton, PBM

Neighborhood Chair Approval (if applicable): Connie Bennett

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:

Title of Account to be Charged:

Refurbish Allowance-Entry Monument & TBD

GREENSCAPES

A landscape maintenance & installation company - commercial and residential

Bill To
Knightsbridge University Park Community Association c/o CMS Management 7671 Park Blvd University Park, FL, 34201

ENTERED FEB 26 2020

Date: 2/11/2020

Invoice number: A007193

Approved - *Laure Evans*

INVOICE

Entry Island Description	Amount
Landscape enhancement completed on 2/6/2020. As per our proposal dated 1/28/2020 and including plant changes. <i>KB5530-16</i>	2,160.51
<i>At the 2-27-20 Board Mtg, the Board approved the use of prior years surplus to fund this expense.</i>	Total \$2,160.51

Questions to Tony Stevens, Finance Director
941 379 8440
tony@greenskapesrq.com

INVOICE PAYABLE WITHIN 30 DAYS

GREENSCAPES
3815 N Osprey Ave, Sarasota
Florida, 34234
(941) 379-8440
GreenskapesSRQ.com

**Treasure Cove II, Inc.**

Architectural Cast Stone
Design & Installation
Complete Line of
Architectural Products

ENTERED MAR 10 2020

65-0121550

Invoice

8165 25th COURT EAST
SARASOTA, FLORIDA 34243

(941) 556-0202
FAX (941) 556-0204

Bill To
Connie Bennett
Approved - Laurie Evans

Ship To
Knights Bridge Entry

Date	Invoice #	Rep	P.O. No.	Terms	Ship Via
2/3/2020	19-3485	Rico			Our Truck

Qty	Description	Rate	Amount
	RE: KNIGHTS BRIDGE ENTRY SIGN		
	Remove existing precast	500.00	500.00
	Add 2 course of block to sides and 4 course of block to middle and stucco (material and labor)	1,650.00	1,650.00T
	Supply and Install new precast at top	1,900.00	1,900.00T
	Renovate entry sign		
	Redress to KB 5550-12		
	KB-5530-16		
		Subtotal	\$4,050.00
		Sales Tax (7.0%)	\$248.50
		Total	\$4,298.50
		Payments/Credits	\$0.00
		Balance Due	\$4,298.50

2-27-20 Board Mtg - Board approved use of prior years surplus to fund this expense

Ultimate Services Co.
5438 Lockwood Ridge Rd #187
Bradenton, FL 34203 US
941-364-8822
info@ultimateservices.net

Invoice

ENTERED FEB 07 2020

BILL TO

Steve Hatton
University Park Community
Association
7671 Park Blvd
University Park, FL 34201

SHIP TO

Steve Hatton
University Park Community
Association
7671 Park Blvd
University Park, FL 34201

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
1381	01/30/2020	\$1,800.00	02/29/2020	

KB

DESCRIPTION	QTY	RATE	AMOUNT
Exterior Painting Sing wall and two lateral wall Remove sing paint walls and installed sing sign sign	1	1,800.00	1,800.00

BALANCE DUE

\$1,800.00

Renovate sign wall &
2 lateral walls

(Enlarged &
made taller)

KB2625

Reclass to KB5550-12 - Using prior year
surplus to fund this expense as approved
in the 2-27-20 Board Mtg.

Approved - Laurie Evans

Remove letting, paint after renovation
& reinstall lettering

Cash Acct = 1051

University Park Community Association, Inc. (UPCAI, Inc.)

Reserve/Capital Asset Authorization Form

SEE INSTRUCTIONS ON SHEET 2

Project Title: Kenwood Park Pool Furniture Refurbishment

Committee/Department Submitting Project: Kenwood Park Neighborhood Committee

Brief Description, Scope and Benefits (include start and end dates):

Replace deteriorated side tables

Replace broken and increase the number (by 3) of umbrellas

Acquire the 3 extra stands for the extra umbrellas.

Total Estimated Cost(If multiple years of spending, please denote year and amount for each year on schedule on IRR Analysis tab) :

\$2,620.43

Cost/Benefit Analyses (Show cash inflow/outflow on next tab by year, if applicable). Internal Rate of Return (IRR) on Investment will be calculated (on next tab - if applicable) Otherwise briefly describe the benefit of the expenditure:

umbrellas remain. Additional umbrellas are being bought to increase the shade opportunities.

Bids and Contractor Selected, if applicable :

Windward Design Group, 2160 Whitfield Ave., Sarasota, FL 34243

Prices quoted are less than 50% MSRP

Company is very local (Whitfield Rd.) and has provided UPCC in the past.

Company can match the design of the existing tables.

Submitted by: Joe Kulbako

Neighborhood Chairman Approval (if applicable): Approved by Elaine Kulbako

Park Boulevard Management Endorsement(applicable department):

Committee Chairman Approval:

Finance Committee Approval:

Account to be charged: Kenwood Pool Facility Reserve, Furniture, Outdoor strap-KP Pool /

UNIVERSITY PARK COMMUNITY ASSOCIATION

IRRIGATION RULES

SWFWMD & MANATEE COUNTY RESTRICTIONS

The Irrigation Watering Restrictions issued by Southwest Florida Water Management District (SWFWMD) and Manatee County have been adopted by the Association. These Governmental Watering Restrictions are restated below:

Hours and restrictions

Restrictions apply to all irrigation waters that come from ground water (wells), surface water (retention ponds) and all potable (drinking) water.

- Irrigation of existing lawns and landscaping is limited to once a day, **one** time per week **from Monday thru Saturday**.
- Irrigation is only allowed before 10 a.m. or after 4 p.m.

Hand watering and micro/drip irrigation

- Hand watering and micro-irrigation or drip-irrigation of plants, shrubs and trees can be done at any time. But lawns are excluded from this. **(micro/drip will require the pumps to be on for these homes/neighborhoods which could lead to others watering that do not have drip/low volume systems.)**
-

New lawns and plants

- New lawns and plants have a “60-day” establishment period. Beginning on the day of installation, new sod, grass seed and plant material may be **irrigation pump** watered any day of the week **(except Sunday)**, before 10 a.m. or after 4 p.m. **(please keep in mind the pumps would have to be on for this scenario and would allow anyone on that pump system to water during this time.)**
- Following this period, most smaller sized plant material has become established and must follow the **one** day per week restriction outlined above. Larger trees and shrubs will need a longer establishment period and micro-irrigation (using shrubber emitters) can be used to continue the establishment period.
- If the new planted areas cover less than 50% of a zone, the new plant material must be hand watered following the restrictions for new plant establishment. *(Example: If you purchased one flat of grass plugs to place throughout your front yard to fill in bare spots, this would not cover 50% or an irrigation zone. Hand watering would be required.)*
- Only those zones containing 50% new plant material may be watered, not the entire yard. *(Example: If you had your entire front yard re-sodded, but not your backyard, only those zones covering the front yard may run during the establishment period. The backyard zones would have to remain on the regular watering schedule. Most irrigation timers have an A & B program. Program A can be set for the regular watering. Program B can be programmed for multiple days to only water those zones containing the new plant material during the establishment period.)* **(homeowners’ system may not be split in a “Front/back yard” zones.)**
- Homeowners must contact the Property Managers regarding any new plantings, provided those new planted areas meet the over 50% coverage area.
- Landscape contractors or lawn service providers are also required to follow these new planting rules.

MASTER IRRIGATION SCHEDULE

- A Master Irrigation Schedule schedules for all Neighborhoods and individual lots is used to manage all residential irrigation in University Park. (Note: some neighborhoods have a central controller.)
- All irrigation zones are scheduled for maximum times of 45 minutes and 20 minutes for drip or micro irrigation zones. Homeowners may discontinue or lower the maximum zones times during the rainy season (June - September) but cannot increase the zone times. (we may want to consider that the micro/drip zones may require much longer run times. These style heads output is measured in gallons per hours when spray and rotor heads are measured in gallons per minute. Additionally, it will need to be confirmed that the drip zones are “stand alone” and not paired with other style heads.
- Drip or micro irrigation of plants, shrubs or trees may be operated any day of the week between 10am and 4pm (as mentioned above this will require pumps to be on for the neighborhoods where these systems are installed and may lead to others without drip taking advantage. We will have to police neighborhoods for this type of abuse)
- Homeowners are ultimately responsible to ensure that there or the Neighborhood lawn or irrigation service vendors comply with this schedule.
- The Association can enter each lot to inspect and set irrigation controllers. Homeowners cannot lock or otherwise impair the Association’s access to irrigation controllers.
- Homeowners in central controller Neighborhoods cannot manually operate or turn-on the irrigation system.

COMPLIANCE AND ENFORCEMENT

The established Master Irrigation Schedule is available from the Property Manager for Homeowners, by Neighborhood.

Violations of this irrigation schedule may result in fines, suspension of rights to use amenities and common areas, or loss of bar code access to University Park. In addition, Special Assessments may be imposed to re-program controllers in the individual controller neighborhoods and to monitor compliance.

Changes to the current SDWFWMD and Manatee County watering restrictions will be communicated by the Property Manager to the homeowners, Neighborhood Chairs and the lawn vendors.

UNIVERSITY PARK COMMUNITY ASSOCIATION

IRRIGATION RULES

June 18, 2020

A. SWFWMD & MANATEE COUNTY RESTRICTIONS

The Irrigation Watering Restrictions issued by Southwest Florida Water Management District (SWFWMD) and Manatee County apply to all residential irrigation in University Park. These Governmental Watering Restrictions are restated below, as adapted and adopted by the Association.

Hours and restrictions

1. Restrictions apply to all irrigation waters that come from ground water (wells), surface water (retention ponds) and all potable (drinking) water.
2. Irrigation of existing lawns and landscaping is limited to once a day, one time per week from Monday thru Saturday.
3. Irrigation is only allowed before 10 a.m. or after 4 p.m.
4. Hand watering of plants, shrubs and trees can be done at any time. But lawns are excluded from this.

New lawns and plants

5. New lawns and plants may have an up-to "60-day" establishment period. Beginning on the day of installation new sod, grass seed and plant material can be irrigated by the landscaper responsible, from potable (drinking) water or by hand any day of the week (except Sunday), before 10 a.m. or after 4 p.m.
6. Following this period, most smaller sized plant material has become established and must follow the one day per week restriction outlined above. Larger trees and shrubs may need a longer establishment period with hand watering.
7. If the new planted areas cover less than 50% of a zone, the new plant material must be hand watered following the restrictions for new plant establishment. *(Example: If you purchased one flat of grass plugs to place throughout your front yard to fill in bare spots, this would not cover 50% or an irrigation zone. Hand watering would be required.)*
8. Only those zones containing 50% new plant material may be watered, not the entire yard - where this is possible with the actual zone set-up. (Example: If you had your entire front yard re-sodded, but not your backyard, only those zones covering the front yard may run during the establishment period. The backyard zones would have to remain on the regular watering schedule. Many irrigation timers may have an A & B program. Where possible, program A can be set for the regular watering. Program B can be programmed for multiple days to only water those zones containing the new plant material during the establishment period.)
9. Homeowners must contact the Property Managers regarding any new plantings, provided those new planted areas meet the over 50% coverage area.
10. Landscape contractors or lawn service providers are also required to follow these new planting rules.

B. MASTER IRRIGATION SCHEDULE

1. A Master Irrigation Schedule schedules for all Neighborhoods and individual lots is used to manage all residential irrigation in University Park. (Note: some neighborhoods have a central controller.)
2. Irrigation zones are scheduled for maximum times of 45 minutes. Homeowners may discontinue or lower the maximum zones times during the rainy season (June - September) but cannot increase the zone times.
3. Homeowners are ultimately responsible to ensure that their (or the Neighborhood) lawn or

irrigation service vendors comply with this schedule.

4. The Association can enter each lot to inspect and set irrigation controllers. Homeowners cannot lock or otherwise impair the Association's access to irrigation controllers.
5. Homeowners in central controller Neighborhoods cannot manually operate or turn-on the irrigation system.
6. NOTE: Our present residential-lot irrigation systems are not designed to support low volume micro-irrigation or drip-irrigation. We are exploring a number of options here.

C. COMPLIANCE AND ENFORCEMENT

1. The established Master Irrigation Schedule is available from the Property Manager for Homeowners, by Neighborhood.
2. Changes to the current SDWFWMD and Manatee County watering restrictions adopted by UPCA will be communicated by the Property Manager to the homeowners, Neighborhood Chairs and the lawn vendors.
3. Violations of the irrigation schedule may result in fines, suspension of rights to use amenities and common areas, or loss of bar code access to University Park. In addition, Special Assessments may be imposed to re-program controllers in the individual controller neighborhoods and to monitor compliance.