

MINUTES OF THE ANNUAL MEETING OF MEMBERS  
OF  
UNIVERSITY PARK COMMUNITY ASSOCIATION, INC.

On October 15, 2018 at 4:00 p.m., the Voting Members of University Park Community Association, Inc. convened in the Lakeside Room of The Park Grille at 7661 The Park Boulevard, University Park, FL 34201. Twenty-eight of the thirty-two Neighborhoods were present representing 1,110 of the 1,202 owners. Also present were Steve Hatton, Property Manager; Fidel Villegas, Assistant Property Manager; Beverly Latine, Accounting Manager; John Whyte, President of the Board; Enjoli Collins, Secretary of the Board; Jennifer Everingham, Administrative Assistant; and Bernadine Lock, Administrative Assistant. An attendance sheet is attached to these minutes.

John Whyte served as Chairperson for the meeting, and Ms. Collins served as Secretary. A quorum being present and notice of the meeting having been given, Mr. Whyte called the meeting to order at 4:02pm.

Reading of the October 12, 2017 Annual Meeting Minutes was waived as each Voting Member present at that meeting had previously received a draft of the Minutes which were subsequently approved and provided to all residents last year.

Ms. Collins stated John Whyte was the sole resident who had submitted an interest in candidacy as the Class A member of the Association Board; therefore, no election was necessary. Upon formal nomination, which was duly seconded, Ms. Collins welcomed Mr. Whyte as Director for his fourteenth term on the Board of Directors and thanked him for his continued service to the Community.

**RESOLVED**, by motion duly made and seconded, the Voting Members unanimously nominate John Whyte as the Class A Director on the Association's Board of Directors.

Mr. Whyte welcomed everyone and made his presentation as outlined in the PowerPoint presented at the meeting and attached hereto.

With the conclusion of his report, Mr. Whyte introduced Bob Allen who presented the Treasurer's Report as well as the report of the Finance Committee which are both outlined below:

**Treasurer's Report**

- The association's funds are invested with JP Morgan Chase, in compliance with the approved conservative investment policy. The funds are primarily invested in bonds but also in CDs and the amount earned through the end of September is \$103,000.00.
- There was a new software system implemented and, with that new system came a new chart of accounts.

**Finance Committee.** The Finance Committee has been involved in the following, in connection with the turnover:

- Creating a five-year projection of community and neighborhood expenses (community separate but with the neighborhoods combined).
- Preparing an analysis of placement reserves for the community and each neighborhood, individually.
- Reviewing the financial statements of the Country Club (historical income statements and current balance sheet).
- Reviewing the CCR's for updates to the community, individually, and the neighborhoods combined into one document.
- After budget season, doing a detailed review of reserve account calculations (anticipated to take place at the end of this year, first part of next year).

Enjoli Collins took the floor and presented the Secretary's Report, as attached hereto, and which highlighted the Community Outreach programs in which the community has participated this year.

Ms. Collins also reminded homeowners continue to utilize our community website, [www.upcai-fl.com](http://www.upcai-fl.com) that provides information to homeowners; the website is consistently updated and several enhancements have been made over the past year. To minimize the number of email blasts, most community information is hosted on the website; Ms. Collins encouraged homeowners to visit the website for their first source of information. Ms. Collins made point of a handout placed on each chair of the updated contact information for the CMS team that provided a general overview on the items each team member handles and this information may also be found on the community website under the "contact us" tab.

Ms. Collins advised that we have had 70 homes that have sold thus far this year, and each buyer has met with one of the administrative assistants to go over the new homeowner welcome packet and basic community information.

With the conclusion of her report, Steve Hatton assumed the floor and presented the Community Management Systems 2018 Property Manager's Annual Report as detailed in the PowerPoint presentation and attached hereto.

The Infrastructure Committee Report was presented by Warren Cohen, Committee Chair, and is outlined below:

- The additional committee members are Olaf Maly, David Van Brunt, Tom Christopher, Steve Hatton, property manager, and Fidel Villegas, assistant property manager.
- The committee manages the roads, the seven lift stations and all of the related piping, the electric street lights, the surface water management system (keeping retention ponds up to date with permitting so they can continue to be used for irrigation), the commercial electric (all wiring from the transformer to the meter, and not including residential which is homeowner responsibility), and all of the pavement.
- The committee has had a challenging year, especially after Hurricane Irma as they rely upon reports from the Declarant which were not very accurate. Fidel Villegas, assistant property manager, was able to figure out why the big lake, the "K" lake was not draining and it was only because it was over-full as all other systems were fine. Once "K" freed up, the remaining lakes all drained.
- With regard to the surface water management system, about 1½ years ago, grass carp were introduced into five ponds in lieu of using chemicals and shutting down the irrigation systems. This took the affected ponds from 8 (affecting 19 homes) down to 3 ponds (affecting 5 homes). This year, the committee will be restocking some of those ponds – they are just waiting on SWFWMD for the permitting.
- Committee Member, Tom Christopher, reviewed the electrical wiring from the last transformer to the electrical power meter. Between Mr. Christopher, FPL and two other electricians, it was determined that there is not much that can be done by the association since the wiring was previously placed inside of conduit by miscellaneous electricians and, therefore, they were not able to produce definitive results to this study.
- The committee has a good relationship with CMS as they are informed by CMS about what is going on. CMS makes a recommendation to them, they add value to the recommendation and then studies are generated.

Gio Cantarella provided the Safety & Access Control Committee Report which is attached hereto.

Mac McDevitt provided the Water Management Committee Report as attached hereto.

Mr. Whyte resumed the floor. He thanked the committees and CMS for their presentations, asked for more volunteers for our committees and then opened the floor to questions and answers, which are outlined below.

**Question:** Dr. Rich Tennenbaum asked about placing phosphorescent paint or reflectors on The Park Boulevard at the back entrance after coming off of Honore, as that area is very dark at night, even with your “brights” on.

**Answer:** Mr. Whyte indicated that this is the perfect recommendation to take to the Safety & Access Control Committee. Great ideas like this one, in this community, go first to the committees to be debated, with homeowners being able to participate. Then the committee moves forward with a proposal for the Board that is first discussed at UPAC. Once it is discussed at UPAC, it goes to the Board to approve or deny

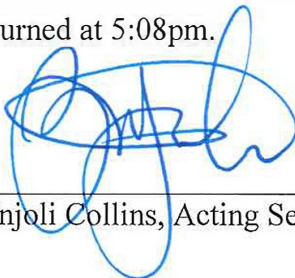
**Question:** Mr. Walt Shepherd asked about the new generator and wanted to know if once it comes onsite for the first test, can the people be notified so they may watch the lift stations being pumped out?

**Answer:** Steve Hatton or Warren Cohen can notify Mr. Shepherd so he may observe the first test of the new generator.

**Question:** Mr. Sinclair Brown asked about the signage at the back gate as the three signs coming up to the rear gate do not conform to the remaining signage within the community.

**Answer:** Ms. Collins indicated that the signs are only temporary and Mr. Whyte added that they will eventually be removed and made to conform to the UP-Teal colors.

There being no further business, the meeting was adjourned at 5:08pm.



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Enjoli Collins, Acting Secretary