



Minutes of the University Park Chair Council, Regular Meeting
Monday, March 9th, 2020 at 4:00pm (Scheduled)
The Card Room
7671 The Park Boulevard, University Park, FL 34201

Call to Order: The meeting was called to order at 4:01 PM by Dick Tuley, Chairman

Roll Call, Certifying a Quorum: The roll call was performed by the Secretary, and, with 32 neighborhoods present, a quorum was certified. The Notice & Agenda was emailed to all residents on Friday, March 9th, 2020.

Chairman's Comments:

1. Every effort will be made to limit these meetings to 1 hour or less
2. Since we presently have no bylaws and due to the fact that the election of the Chair and Vice Chair was at the direction of the HOA Board, no provision was made to elect a Secretary, therefore the position of Secretary will be appointed.
3. Dr. Richard Tennenbaum has volunteered for this position.
4. We will have a draft of the Chair Council bylaws by late this week or early next week for consideration at the April meeting. Any comments or suggestions should be directed to either the Chair, Vice Chair or Secretary.
5. Dick revealed three iterations of the Chair Persons Reference Manual. Kris Pizzi is going to consolidate these into a Best Practices' Manual for Neighborhood Chairs.

PBM Management Report -Steve Hatton: The report was emailed to the neighborhood chairs on March 6th, 2020. The Chairman asked if there were any additions, corrections or comments for this report. There being none, the report was accepted.

Architectural and Landscape Committee-Susan Gordon

1. The ALC presentation is scheduled for Monday, April 6th at 9:00 AM. For those who cannot attend, the ALC is hoping to schedule a second presentation. Robert Davey will be presenting landscape plans for the front entrance and gate house. The presentation will be 40 min. with Q&A to follow for 20 min. All the neighborhood chair committees are requested to attend.
2. The live Oaks have become a problem over the past 20 years. The ALC is allowing those trees to be removed where they disrupt water/sewer lines and driveways. Where there is no room to replace them, a fund is being set up for the homeowner to donate a specified amount of money for a tree replacement fund. No amount has been determined.

Finance Committee-Bill Lockhorn

1. University Park is a 7 million dollar operation with a 10million dollar reserve.
2. The Finance Committee is charged with the following responsibilities:
 - a. Review of all financially related reports.
 - b. Review of Contracts and bids.
 - c. Tax returns.
 - d. Insurance programs.

- e. Review of HOA financial policies and internal controls.
 - f. Authorize Treasurer to execute investments with Board approval.
 - g. Auditor selection.
 - h. Coordinate auditor meeting and report to the Board.
 - i. Support annual operating and reserve budget preparation.
3. Investment Policy priorities:
- a. Quality.**
 - b. Stability.**
 - c. Liquidity**
 - d. Income**
4. A discussion then ensued regarding the diversified investment vehicles being utilized. Our goal is to have a solid cashflow mode.
5. Finance Committee heavily involved with the Infrastructure Committee with current focus on paving, lift stations and, secondarily, street lamps.
6. Present portfolio is very liquid-there is uncertainty regarding lift stations (See Tom Christopher below) and Tract 7.
7. Finance Committee will be asking for a form to complete that details project and cash flow.

HOA President -John Whyte

1. Pre-presentation comments:
- a. Water use permits
 - I. SWFMD approved and issued our new modified water use permit. No challenges nor issues were put forth.
 - II. All of our residential and ground water systems will be permitted.
 - III. The total daily permit water use is 1 million gallons
 - IV. We've been approved for 7 additional wells for residential use, however a serious water conservation program must be implemented.
 - V. John publicly thanked Charles Varah and John Neal for their diligence in seeing through with their promise to SWFWMD. Additionally, Warren Cohen, Mac McDevitt and Curtis Nickerson were recognized for their efforts in this project.
 - VI. The next phase is implementation of the permit and drilling the 7 new wells likely in the same locations as the present wells.
2. **University Park™ is now a registered Trademark with a filing date of February 19, 2020.**
3. At this point John Whyte, with the assistance of Gio Cantarella, presented a very powerful power point presentation on "**STRATEGIC MISSION & PLANNING FRAMEWORK**" which included a discussion on branding strategy and identity. Please refer to the following link for the details:

<https://www.upcai-fl.com/key-documents>

4. This presentation is scheduled to be presented to the UPRD and it already has been presented to the HOA Board.

Infrastructure Committee-Tom Christopher

1. Tom proceeded to discuss the intricacies of the Infrastructure Committee. They are the engineering arm for the community. Tom's informative power point presentation can be found in the attachment titled UPCA I Infrastructure Committee.
2. During the presentation, questions were asked about the possibility of Manatee County taking over our lift stations and sewage lines. Manatee County has changed the rules and

has made it more difficult and more expensive to comply with their directives prior to their taking over our system. We must update our lifts, lines and manhole covers in order to be in compliance. A question was asked about AJ Stewart's company, who has previously assisted us in times of service interruption. Since he is getting older, we do not know how much longer we can depend on his services.

New Business:

1. It was requested that a 1 month notice be given in advance of these meetings.

Adjournment: The Meeting was adjourned at 5:29 PM upon a motion and seconding.

Dr. Richard Tennenbaum
Secretary, Chair Council

UPCAI Infrastructure Committee

- Serve as the “engineering advisory arm” of UPCA
- Conduct technical evaluations of proposed modifications/ repairs/ upgrades to systems and components on the “reserve list” utilizing PBM and residents inputs, outside vendor inputs and UPCA committee inputs
- Periodically review and revise recommended useful life and reserve adequacy calculations for all items in “reserve list”
- Provide formally documented technical risk and benefit analysis for recommended system or equipment changes and pass on to the finance committee
- Assist PBM management with engineering advisory services when requested
- Currently program lead on WUP and Lift Stations

Current Infrastructure Committee Members

- Werner Baumgartner
- David Van Brunt
- Warren Cohen
- Larry Fairchild
- Hanford Gross
- David Heagerty
- Olaf Maly

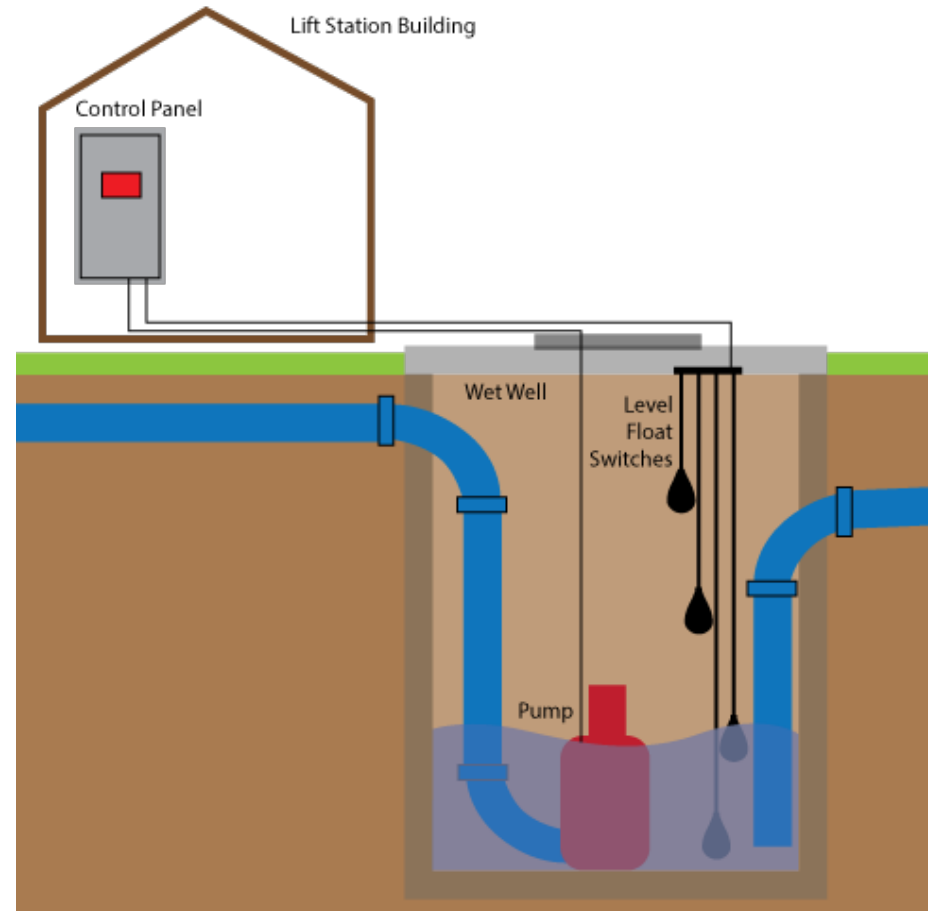
UP Lift Stations

2020 : Time for A Decision

UP sewage systems

- House sewer piping collects effluents from sinks, toilets, showers, bathtubs etc and drains by gravity to the sewer piping in the street
- The street sewer piping is at a vertical downward incline and joins other streets in a main line connecting to a lift station
- From the house to the lift station there are no pumps, everything flows by gravity only all the way to the lift station “wet well”
- Every 400 ft there is a manhole in each of the UP streets allowing access to the sewer piping for maintenance and repair
- The lift station contains submersible pumps which pump the fluid to the master community lift station which pumps to Manatee County waste processing facilities
- **If a lift station fails to operate for more than 2-3 days, effluents will back up into the homes and people will have to leave**

A Typical Lift Station – 18ft deep; 6ft diameter



UP sewage systems require considerable maintenance and repair

- Monthly lift stations inspections for valves, pumps, piping and sensors wear and corrosion
- Periodic inspection of manholes for concrete deterioration and manhole cover corrosion
- Every 10-15 years a complete overhaul of the lift station piping, pumps, control system , electrical power system and wet well liner is necessary
- Every 15-20 years a complete inspection of the sewer street piping and manholes is recommended to ensure no blockages are forming

Preliminary Estimate of UP Lift Station Expenses 2021-2031 (Verbal inputs: various consultants)

- Yearly operating budget for life stations inspection/chemicals -\$90,000 per year
- Purchase of 85kw mobile generator- \$73,600
- Storage and maintenance of mobile generator- \$5,100 per year
- Estimation of repair and replacement of failed lift station mechanical and electrical components - \$60,000 per year
- Minor lift station overhaul of electrical and pump components in 2021- \$300,000
- Five year program to clean, inspect , repair sewer lines and manholes \$600K
- Major Lift Station overhaul every ten years (\$1M)
- **Total 10 year Cash Outlay: \$3,524,600**

Manatee County Operates over 700 liftstations

- In 1999 Manatee County Commissioners passed a resolution to take over private sewer systems and lift stations
- Once a sewer system and lift station is turned over the Manatee County all future operating , maintenance and repair costs are the sole responsibility of Manatee County
- 2 Lakewood Ranch Community districts upgraded their lift stations to Manatee County specifications and turned them over in 2018
- Less than 9 % of all lift stations in Sarasota and Manatee County are still privately owned. UP is part of a diminishing minority of private lift station owners!

Manatee County “Official” Lift Station Requirements are rigorous prior to turnover

- 12 ft wide concrete road to each lift station wet well
- Square fence 6ft high 30 ft on each side around the wet well area with 15 ft easement beyond each side
- Total overhaul and replacement of the wet well piping, valves and pumps
- New electric power system and control system
- Cleaning and inspection of entire sewer and manhole system and repair as required. 14.4 Miles , 402 manholes.

First Estimate of costs to upgrade Lift Stations to Manatee County Specifications

- Inspection, repair as required , of UP Gravity flow sewer piping and manholes ~ \$500,000
- Reconstruction of UP lift stations to Manatee County Specs ~ \$2,275,000 . An estimated 30 to 60 days of work per lift station spread over 2021 – 2022. Two stations in 2020 and 5 stations in 2021.
- No mobile generator
- No increase in Manatee County sewage taxes to UP residents is anticipated.
- **Total cash outlay 2020- 2031 = \$2,775,000 . Cash outlay 2032 and all years beyond = 0**
- **(Note: All above estimates are preliminary based on verbal inputs detailed investigations are underway)**

Current UP Lift Station Action Plan

- Obtain from Manatee County representatives a written summary of included systems and required inspections and modifications
- Engage an engineering firm with background in lift station conversions
- Produce bid specifications for “landscaping”, sewer piping and manhole inspection and repair, lift station structure and equipment overhaul and send to recommended vendors
- Evaluate all bids and proposed commercial terms
- Present a summary of expected costs and risks to finance committee followed by a presentation to chairs and then to UP Board of Directors
- **Target date for final decision : late April or early May**