

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

On November 12<sup>th</sup>, 2019 at 4:00pm, 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-seven (27) of the thirty-two (32) neighborhoods were present, in person or by proxy, representing nine hundred eighty-seven (987) of the twelve hundred two (1,202) owners. Also present were John Whyte, President of the board; Charles Varah, Secretary of the board; Laurie Evans, General Manager; Curtis Nickerson, Director of Property and Facilities; Steve Hatton, Community Association & Property Manager; Fidel Villegas, Assistant Property Manager; Beverly Latine, Accounting Manager; Jennifer Everingham, Accounting Assistant and Assistant Secretary of the board; and Kathy Allen, Gatehouse Manager. An attendance sheet is attached to these minutes.

Steve Hatton served as chairperson for the meeting, and Mr. Varah served as Secretary. A quorum being present and notice of the meeting having been given, Mr. Hatton called the meeting to order at 4:06pm.

A motion was made to waive the reading of the October 15<sup>th</sup>, 2018 Annual Meeting Minutes and ratify the approval of the minutes as written. Each Voting Member present at that meeting received a draft of the minutes which were subsequently approved and provided to all residents last year. The motion was seconded and, with all in favor, the motion was approved.

Mr. Varah 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, Mr. Varah welcomed Mr. Whyte as director for a fifteenth (15<sup>th</sup>) term on the Board of Directors and thanked Mr. Whyte for continuing to provide service to the community.

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

Mr. Whyte welcomed everyone and presented the **President's Report**, as outlined in the PowerPoint presented at the meeting and attached hereto.

With the conclusion of the President's Report, Mr. Whyte introduced Charles Varah who presented the Secretary's Report, as summarized below:

### **Secretary's Report:**

- Official association records are maintained in accordance with proper procedures;
- Official minutes of the association have been maintained since "year one" and, at the time of turnover, will all be compiled into one location for safekeeping;
- Mr. Hatton was asked if he would arrange to convert all past minutes to digital records and subsequently post them on the website;
- Other association records have been maintained for a period of seven (7) years as required under Florida Statute 720, which will apply to the association following turnover;
- Meeting minutes of the association and its committees are timely posted to the association's website, [www.upcai-fl.com](http://www.upcai-fl.com), and all members should be frequent visitors to this site for the wealth of information it contains;
- An acknowledgement goes out to Jennifer Everingham, Assistant Secretary of the board, for help in preparing meeting minutes and related matters.

With the conclusion of the Secretary's Report, Mr. Hatton introduced Laurie Evans who presented the **General Manager's Report**, as outlined in the PowerPoint presented at the meeting and attached hereto.

With the conclusion of the General Manager's Report, Ms. Evans introduced Curtis Nickerson who presented the **Director of Property and Facilities Report**, as outlined in the PowerPoint presented at the meeting and attached hereto.

With the conclusion of the Director of Property and Facilities Report, Mr. Nickerson handed it back to Mr. Hatton who presented the **Community Association & Property Manager's Report**, as outlined in the PowerPoint presented at the meeting and attached hereto.

With the conclusion of the Community Association & Property Manager's Report, Mr. Hatton introduced Bob Allen who presented the Treasurer & Finance Committee Report, as briefly summarized below:

**Treasurer & Finance Committee Report:**

- Bob Allen introduced himself as Finance Committee Chair for the past ten (10) years;
- Mr. Allen advised he was reporting on three areas: new accounting system, bad debts and budgets;
- As advised in a memo to all association members from Laurie Evans last week, the association has a new accounting system to manage the finances of the association;
- The new system enables various items to be input directly rather than to be calculated manually like before, with the number one item being the ability to contrast current year budget vs. actual income and expense;
- The system will provide a projected 12-month actual vs. budget and year-to-date actual vs. budget which will help monitor and keep expenses in line;
- Regarding bad debt, the association presently has only three (3) chronic late payers; however, they all have activity on their account because they are making agreed payments;
- There is one resident who passed away whose heirs are attempting to gain access to the property to give it back to the bank;
- There are liens on the properties which are past due;
- If this year continues down the same path, it will be the second year in a row that more funds are collected on previous bad debt than past due accounts are becoming bad debt;
- Regarding the budgets, there are two types – the operating and the reserve;
- At the Finance Committee meeting about two weeks ago, the initial proposed operating budget was reviewed; the committee's concern was that the list of special projects was so long that if all were added to the budget, the assessment would increase too high over last year;
- The committee recommended that the special projects be put on a priority list and ranked in order of importance to spread the costs out over a two to three (2-3) year time period;
- The reserve assessment calculation is very long and involved; this process is carried out by the Treasurer and will be completed shortly for review by the committee;
- Some of the special projects proposed in the 2020 draft budget included: painting the fire hydrants and the phone and electrical boxes, replacing trees, continuing to address the pepper tree problem and marketing & re-branding;
- The committee felt that some of the expenditures could be offset against current reserves and not created as new line items.

With the conclusion of the Treasurer & Finance Committee Report, Mr. Allen introduced Warren Cohen who presented the Infrastructure Committee Report, as briefly summarized below:

**Infrastructure Committee Report:**

- Committee members include Olaf Maly, David Van Brunt, Peter Conway and Tom Christopher; Steve Hatton and Fidel Villegas, representing CMS, attend each meeting;
- This year, the board approved a Pond Management Policy developed by the committee (posted on the association's website) which confirms that University Park Community Association (UPCAI) is responsible for the management of all surface water and sets forth approved pond plants, and the like, that homeowners may use;
- The association received a lift station evaluation to replace the current vendor but did agree to continue using the vendor for another year until Manatee County Utilities implements a new lift station turnover policy which should be very beneficial for University Park;
- The committee will continue to monitor the progress of the new Manatee County lift station turnover process and assist the management company in the integration of the ground water systems into the current operation

and processes since the association will be taking over the maintenance of the wells which has not been done before;

- The committee will continue developing the lift station reliability study and support management with the upcoming GPS survey that should go out soon;
- The goals for 2020 include the development of a ground water, surface water and irrigation system implementation strategy based upon the natural water system report that has been written in order to obtain funding in 2021;
- Some of the challenges for 2020 include the new property management organizational structure that must be worked in and a new Board of Directors.

With the conclusion of Infrastructure Committee Report, Mr. Hatton introduced David Cohen who presented the Safety & Access Control Committee Report, as attached hereto.

With the conclusion of the **Safety & Access Control Committee Report**, Mr. Hatton introduced Linda Versluis who presented the Community Outreach Committee Report, as briefly summarized below and attached hereto.

**Community Outreach Committee Report:**

- The committee is composed of five members: Dan Rex, Tom Knubel and Linda Versluis; Laurie Evans and Steve Hatton, representing CMS, attend each meeting;
- The Food Bank of Manatee, the local food bank for this community, is in dire need of food right now – the All Faith's Food Bank is NOT the local food bank for this area;
- The committee participates in the Mayors' Feed the Hungry (MFTH) campaign every November;
- MFTH is an umbrella organization, consisting of about thirty (30) small food pantries and charities, that collects money for food gift cards, allowing people in need to have the dignity of choice to go and purchase food; and
- MFTH also collects donations of food – last year, over 70 tons of food was collected and, overall, over 600 tons have been collected since the start in 1987 with over \$3.5 million in food gift cards having also been collected.

With the conclusion of the Community Outreach Committee Report, Mr. Hatton thanked the committees and the management team for the time and effort spent on these presentations.

There being no further business, the meeting was adjourned at 4:58pm.

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Charles Varah, Secretary of the Board



# University Park Community Association Inc.

**2019 Annual Meeting  
November 12, 2019**

"Purchase of the Club & Turnover of the Community are **THE MEGA EVENTS** in UP history!"

"What we have done together on this whole deal is **UNIQUE** in Florida."

"We have lots of **VERY POSITIVE NEWS** to tell the real estate market."

"We have **INCREDIBLE** residents and some very **TALENTED** volunteers."

**WE  
ARE  
NEARLY  
THERE !**



"2018/9 has been a **VERY CHALLENGING** and exhausting time for us all."

"Working through the process with John Neal & Charles Varah was so much better than fighting them."

"How many attorneys did you say we had? **OMG!**"

"Laurie Evans and her Club & CMS staff have been **OUTSTANDING** throughout."


For a bunch of retired folks – *"we did good"*.

# Process Accelerates... The last mile

## October 2019

- 25 – **UPCAI Board**: *tabled* Turnover Agreement to 10/31; *approved* changes to Director's terms; *fixed* date for 2019 Annual Meeting.
- 26 – Representatives of UPRD and UPCA *discussed* a draft of the Mutual Cooperation Agreement
- 29 – **UPRD Board**: *authorized* the sale of \$24M in District Bonds; *ratified* necessary Bond Issue actions & associated documents.
- 30 – **UPCAI/UPAC** (32 Neighborhood Chairs): *Presented* - Turnover Agreement, draft Mutual Cooperation Agreement, transfer of Park Boulevard Management LLC to the Association.
- 31 – **UPCAI Board**: *approved & signed* Turnover Agreement; *approved* transfer of Park Boulevard Management LLC; *approved* committee to supervise turnover election; *tabled* discussion of draft Mutual Cooperation Agreement.

## November 2019

- 
- 4 – **UPRD Board**: continued Oct 29 meeting to *finalize* Bond sale
  - 12 – **UPCAI, 2019 Annual Meeting**: Including *election* of residents' Board member. (Followed by a Board meeting to confirm officers)

13 – **UPRD**: 11am, scheduled competitive sale of the Bonds

15 – **UPCAI**: transfer of Park Boulevard Management LLC

22? – **UPRD**: Possible “closing” of sale & purchase of the Club

22? – **UPCAI**: Simultaneous start of Turnover process for Association

*Note*: Declarant nominees remain on the Board until successors elected on Dec 17.

22? – **UPCAI Board**: To *approve* process & dates for the election of a new Board; *approve* requested changes to Directors' terms.

25? – **UPCAI**: Call for nominations for UPCA Board

*Note*: Nominations close on **Dec 6** & publication of candidate resumes **Dec 10**.

25 – **UPCAI/UPAC**: delayed meeting; incl. 2020 budget presentation

xx – Submission of application to modify SWFWMD Water Use Permit

## December 2019

4 – **UPRD Board**: Workshop, followed by a celebration

13 – **UPCAI Board**: To *approve* 2020 budgets & assessments

16? – **UPCAI**: “Candidate's Forum”

17? – **UPCAI Special (Turnover) Meeting**: *voting & election* of new Board; *resignation* of Declarant's nominees; new Board *takes office*.

17? – **UPCAI Board**: first meeting of new Board; *election* of officers.

**All dates are subject to change**

# Election of a New Resident Board

At turnover, our governance documents call for a 7-person resident Board elected by the 32 Voting Members.

- **Note:** One resident member was elected, for a 1 year term, at the 2019 Annual Meeting.
- Self nomination for 6 additional Board members will be open to all members of the Association.
- This voting and election process will be supervised by a committee of 3 Neighborhood Chairs:
  - Janette Gatesy, Ken Burghy & Elaine Kulbako
  - With assistance from Association's Property Manager, Auditor and Attorney.

The main steps in the process and provisional dates:

- **November 25** – Call for nominations
- **December 6** – Close of nominations
- **December 10** – Publication of candidates' resumes (*to Voting Members & on a Web site*)
- **December 16** – Candidates' Forum (open to all residents)
- **December 17** – Special / Turnover Meeting for ballot voting and election.

## The New University Park . . . Two Inter-dependent Parts

### **University Park Community Association Inc.**

**(RESIDENTIAL)**

- All residential common land, including
  - Frontage & entry on University Pkwy.
  - Neighborhood common areas & pools
- Surface water system, including all ponds & main drainage system.
- Ground water (wells) & surface water facilities
- Gatehouse, access control & perimeter fence
- Infrastructure facilities:
  - Roads and sidewalks, including lighting
  - Sewer system and other utilities
  - Residential irrigation systems
- Water rights
- “University Park” registered trademark
- Park Boulevard Management LLC
- SWFWMD permits

### **University Park Recreation District**

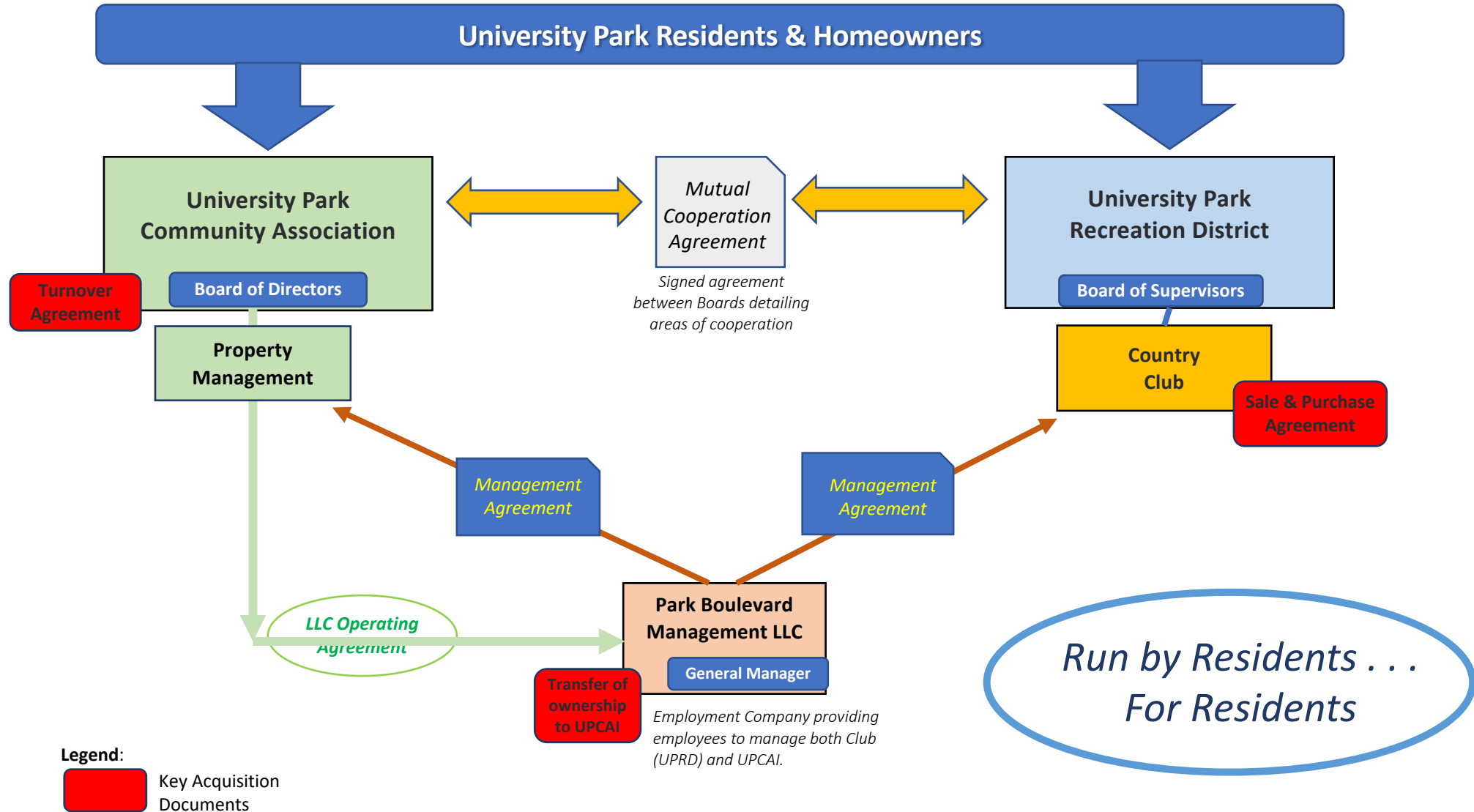
**(COUNTRY CLUB)**

- 27-hole golf course, including
  - Driving range, cart paths & putting facilities
  - Golf course irrigation system
  - Cart barn and maintenance facilities
- Tennis courts, croquet & bowling areas
- Fitness center
- Park Grill & Café, including Lakeside Room
- Varsity Club & Card Room
- Pro shop
- Administration offices
- Club parking lot & access road
- Parcel L-south
- Conservation & preservation areas
- FPL power-line easement
- Sales office & parking lot

**Separate Boards, with a Mutual Cooperation Agreement**



## How UP Will Work ... Organization & Agreements



# A BIG “thank you” to all the following:

## **Planning Group**

- Vin Beni
- Gio Cantarella
- Warren Cohen
- Joe Conroy
- Pete Conway
- Dick Crouch
- David Heagerty
- Norma Larkin
- Jim Long
- Peggy Lowndes
- Bruce Mantia
- John Mathis
- Mac McDevitt
- Jim Nellis
- Sue Neumann
- Peter Pizzi
- Jack Siegel
- Mike Sisti

- Pat Thompson
- Dick Tuley
- David Van Brunt
- Frank Walker
- John Whyte

## **UPRD Board**

- Beth Bertsch
- Steve Ludmerer
- Nancy Kopnisky
- Michael Smith
- Bob Wood

## **Neighborhood Chairs & Committee members**

## **Turnover preparation**

- Bob Allen
- John Barry
- John Bondur
- Ken Burghy
- Jim Case
- Janette Gatesy
- Steve Cerjan
- Paul Charlesworth
- Elaine Kulbako
- Lou Marquet
- Mike Moore
- Don Snedeker

## **Management**

- Laurie Evans
- Curtis Nickerson
- Steve Hatton

**AND,** of course

**All our supporters,** over 2+ long years – with advice & kind words by email, in meetings, by phone, in person, thank-you cards, and just coming-up quietly to say “thank you”.  
You all helped to drive this towards the finish line.

# What is being “*turned over*”?

## Turnover Agreement

The following assignments and transfers to UPCA by Neal/Pasold are included

### **Rights and obligations**

- All *rights and obligations* of the Declarant (Neal/Pasold) under the University Park Declaration of Covenants, Conditions and Restrictions, and the 32 Neighborhood Supplemental Declarations.
- Right to a majority on the UPCA Board
  - (Note: resignation of 2 present nominees at December Turnover meeting, when successors elected)

### **Tracts and facilities**

- All common area tracts, including Neighborhood common areas.
- Miscellaneous tracts, including all ponds.
- All surface and ground (well) water facilities, including the related easements.

### **Other**

- Water Rights and the related water license agreements.
- 100% of membership interest in Park Boulevard Management LLC.
- Registered trademark “University Park”.
- Water Use Permit (SWFWMD).

# Modification of the “Water Use Permit”

- One of the most important parts of our turnover is the application to South West Florida Water Management District to modify the present permit...
  - to include all surface and all ground (well) water use in University Park.
- Led by Jim Guida (Progressive Water Resource) a team of highly qualified experts, has been working on this since July.
  - The modification application is expected to be submitted during November
  - It is hoped that SWFWMD will give approval in early spring 2020.
  - This work is being funded by Neal /Pasold, and may include drilling certain replacement wells.
- The goal is to have an approved allocation of surface and ground water use that will provide adequate irrigation for the golf course and our residential Community for the years ahead.
- A detailed report on this and Natural Water Systems in University Park, prepared by our volunteer resident team, can be see at: [\(click here\)](#)

# Mutual Cooperation Agreement

The goal of this agreement is to set out in concise, straightforward language where and how UPRD and UPCA will work together in the best interests of all.

The agreement covers the following areas:

- ✓ Information sharing & meetings
- ✓ Cross-billing
- ✓ Major projects
- ✓ Consistent look and image
- ✓ Shared infrastructure, facilities & services
- ✓ Access control
- ✓ Ground and surface water systems
- ✓ District's property
- ✓ Resident membership
- ✓ Marketing of University Park

The present draft agreement can be seen at: ([click here](#)).

# **Laurie Evans**

General Manager

## Who Are We?

- **Laurie Evans**  
General Manager
- **Curtis Nickerson**  
Director of Property & Facilities
- **Steve Hatton**  
Community Association & Property Manager
- **Fidel Villegas**  
Assistant Property Manager
- **Beverly Latine**  
UPCAI Accounting Manager
- **Kathleen Allen**  
Gate Operations Manager/Admin Assistant
- **Jennifer Everingham**  
Accounting Admin Assistant/Assistant Secretary to Board
- **Nina Pomales**  
Gatehouse Supervisor

## Communication

- Phone system integrated in 2019 – All calls go through the main University Park main number **941-355-3888**
- Emergency Calls – Day or night - Always Call 911 in the case of a medical, fire or law enforcement emergency
- Major Water Leaks
- Water flooding roads or yards
- Lack of potable water in your home
- Lift Station Issues



# Communication

- Alarms ringing on the lift station
- Sewage back up into your home or into the street
- Broken Entry Gates
- Metal swing gates not opening or closing
- Lighted barrier arm broken off or malfunctioning
- Emergency access gate standing open

## **A New Name!**

- PBM Management LLC
- Park Boulevard Management
- Same mailing addresses, phone numbers and emails

## **Focus on the Future**

- Policies and Procedures consistent with CCR's
- Working with committees to work cooperatively with the Recreation District
- Managing the new mutual cooperation and management contracts

**Curtis Nickerson**  
Director of Property and Facilities

- Focus on improving our “Look and Image” working with contractors and vendors
- Finalizing efforts for GPS mapping of the community
- Working with the Property Manager and Assistant Property Manager to implement and improve community care protocols.
- Water Use Permit renewal and expansion. Understanding the restrictions and requirements regarding its usage.

**Steve Hatton**

Community Association/  
Property Manager

## **What do we do?**

- Manage all the contracts
- Landscaping
- Irrigation
- Lift Station
- Pond Maintenance
- Pool Maintenance
- Streetlight and yard light maintenance & Repair
- Gate house and Access Control

## **Committees - Longstanding & Knowledgeable**

- Florida Statute 720 requirements
- Finance
- Infrastructure
- Water Management
- Safety & Access
- Community Outreach
- Architectural



# 2019 Highlights

- Major Projects
  - Lennox Garden's Fitness Center New Flooring
  - Paving
    - Park Blvd. – Sections
    - Glen Eagles Crossing
    - Sloane Gardens Court
    - Kenwood Pool Parking Lot
- Notting Hill & Kenwood Pool Refurbishments

## **Coming in 2020**

- Entry balustrade will receive a facelift
- Website updating and redesign
- Standardization of Irrigation pump equipment
- Increased frequency of sidewalk & perimeter fencing inspections and repairs

## **Turnover & Beyond**

- Working with the new board
- New CCR's and potential changes for the management team
- Better & more frequent communication

## **Safety & Access Control Committee**

### **2019 Annual Review**

#### **2019 Highlights**

- Held 2 Community-wide Town Hall Meetings
  - Hurricane preparedness
  - MCSO- Personal Safety
- Continued Committee focus on on-road safety
  - Speed data collection via 'speed signs' at various locations in UPCC, although equipment was inoperative for long stretches, awaiting repairs
    - Recent data supports need for some method of speed control: peak speeds on Park Blvd. as high as 65 mph
  - Pending requests for new 'Stop' signs at Kenwood Park and at Richmond Park
- CERT continues to grow and evolve
  - CERT equipment and supplies inventories were improved and updated
  - Liaison with Manatee County Fire District very strong
    - Surplus radios donated to UP CERT
  - Focus continues on Information and Communication: evolving system to register residents who will remain in home during hurricane
    - Neighborhood Chairpersons need better means to communicate with CERT and neighbors/ Text groups for messaging
- Gate Access Control- Committee continues to assist CMS
  - Guest pass process
  - Vendor barcode
  - Post orders
- Drones
  - Presented Drone Policy to Board; Approved
    - Purpose is to notify affected neighbors in advance of scheduled commercial drone activity
- Committee Meetings

#### **2020 Focus**

- Conduct 2-3 Town Hall Meetings
  - Medical Myths & Tips tentatively planned for January 2020
- Continue to work closely with CMS and UPCC
  - Access Control procedures
  - Speed mitigation measures
    - Pursue planned procurement of speed sign cameras
    - Revised CC&R language re: violations enforcement
- UP-CERT continuous improvement/evolution

## University Park Community Association Outreach Committee 2019 Annual Report

The University Park Community Association's Outreach Committee was formed in the early 2000's, with the mission statement as follows: "To create awareness and encourage and offer opportunities for participation in outreach efforts to benefit those in need in our surrounding community."

The committee allows our residents the opportunity to support local charities in the Sarasota / Bradenton area, and demonstrates that we, as a community, have care and concern for our neighbors in need.

The University Park Community Outreach Committee has conducted two successful campaigns so far this year on behalf of our community, with great participation from UP residents. Our third campaign, The Mayors' Feed the Hungry Thanksgiving Food Drive, is ongoing, and will run from [November 4- 22](#).

In April, the committee sponsored a food drive for the Food Bank of Manatee, which encouraged residents to donate unopened and non-perishable food items. The current food insecurity rate in Manatee County is 13.2%, according to 2018 government statistics, meaning that approximately 1 out of every 7 people living in Manatee County lacks sufficient food. Our campaign resulted in a total contribution of 1028lbs of food, exceeding our donations by 369lbs from the previous year. Residents also donated \$800 to the food bank for this campaign.

Residents of University Park supported the Hugss and Smiles Campaign in August of 2019. This campaign, sponsored by Eternal Bread of Life Outreach, a 501(c)(3) not-for-profit organization, provides school uniforms and school supplies to children in need in

our community. Our residents donated \$6938 to this cause, which outfitted 120 at-risk children, ages 5 to 17, with needed items to begin a new school year.

The Mayors' Feed the Hungry Thanksgiving Food Drive is underway at this time. This is University Park's 14th year of participation in this food drive. The Mayors' Feed the Hungry Program is sponsored by local mayors and county commissioners in both Sarasota and Manatee Counties. The program collects food donations from over 300 sites, which are then distributed through local food pantries and charities.

Food gift cards are also purchased from donations and provided to families in need. Last year, University Park Outreach collected 29 boxes of food and \$4425 for the purchase of turkeys for Thanksgiving food baskets provided to the needy. Early numbers from this year suggest we will exceed last year's donations.

As we plan for 2020, we would like to offer more opportunities for resident participation in outreach activities. We would also like to continue our support for local charities that focus on childhood hunger.

Thank you to the generous residents of University Park, John Whyte, Mr. Varah, and the Neighborhood Chairs for supporting us and encouraging residents to donate to these worthwhile causes. We are truly making a difference in our larger community.

Respectfully submitted by:

Linda Versluis, Chair  
University Park Community Outreach Committee  
November 12, 2019