



**Minutes of the University Park Board of Directors, REGULAR Meeting
Thursday, September 17th, 2020, 10:00am
ZOOM Meeting Video Conference**

Call to order: The meeting was called to order at 9:58am 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, September 14th, 2020.

Approval of previous Board Meeting Minutes (08.20.2020): Director Conway made a motion to approve the August 20th, 2020 Board Minutes which were previously distributed to the board members for review. The motion was seconded by Director Thompson and, with all in favor, the motion was approved.

Approval of committee appointments: Director Conway made a motion to appoint four volunteers to various committees as follows:

1. Kathy Bondur, Chair of the Architecture and Landscape Committee;
2. Charles Marzullo, committee member of the Infrastructure Committee;
3. Paul Gibson, committee member of the Safety & Access Control Committee; and
4. Andrea Anderson, committee member of the Outreach Committee.

The motion was seconded by Director Whyte and, with all in favor, the motion was approved.

Director and Management Reports:

Park Boulevard Management:

General Manager's Report - Laurie Evans highlighted items from the General Manager's Report, as attached hereto, and which was previously distributed to the board members for review.

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 appoint Menchinger & Tyack as the auditor for the community association for the 2020 tax year. The motion was seconded by Director Barry and, with all in favor, the motion was approved.

Director Lockhorn made a motion that the board approve the transactions that have occurred subsequent to the August board meeting, as detailed on the attached report, which was previously distributed to the board members for review. The motion was seconded by Director Thompson and, with all in favor, the motion was approved.

Director Whyte pointed out that, while in ZOOM meetings, if the meeting is being recorded, there will be a red light and the word “recording” at the top left-hand corner of the screen. Each person attending a ZOOM meeting will want to pay attention to this indicator light and understand why a meeting is being recorded, by whom, for what purposes and what will be done with the recording. To that end, it is not the intention of the association to video-record its meetings and make those recordings available to its members, as an official record of the association. The meeting is being recorded for the sole purposes of aiding the Board Secretary in generating the minutes. Upon the completion of the minutes, the recording will be deleted. While the recording exists, however, any member of the association can come to the offices to view that recording. The minutes stand as the official record of the meetings, not the recordings. Anyone in attendance who is a volunteer on a committee might want to suggest this same type of policy be designated for any existing recordings from those committee meetings, as well.

Election Committee:

Schedule - Director Conway made a motion to adopt the “Timeline for Election of UPCA Directors 2020”, as attached hereto, and which was previously distributed to the board members for review. The motion was seconded by Director Lockhorn and, with all in favor, the motion was approved.

Document changes - Director Conway indicated that, in order to accomplish the voting by all members rather than only by the voting members, there are three required document amendments. The first is an amendment to the Declaration of Covenants, Conditions and Restrictions (“CCRs”) which will be decided at a special meeting of the voting members, scheduled for September 30th, 2020 at 3:00pm. The Notice & Agenda for this meeting was emailed to all homeowners on September 16th, 2020.

The second and third are amendments to the Bylaws and the Articles of Incorporation which will be decided at a special meeting of the board members, scheduled for September 30th, 2020, immediately following the special voting member meeting. The Notice & Agenda for this meeting will be emailed to all homeowners in the next few days.

Vote-Now - Director Conway indicated that there were issues with the Vote-Now contract initially received by the association. Telese McKay submitted a list of those issues to the Vote-Now liaison and an updated contract is forthcoming.

Former Sales Office update: Director Barry stated that the team met with several engineers to discuss the best option for the building formerly known as the sales office, one of whom opined that the estimated cost to “retro-fit” this building to code would be between \$600,000 and \$800,000. Therefore, of the three options available as referenced in the August board meeting - remove, repair, or renovate – the best option would be to renovate the building. Because the association would like to have the presence of a real estate sales team within University Park, it would make the most sense to “repurpose” the building by adding two large conference rooms as well as office space for outside realtors.

Director Barry went on to state that the team also met with Todd Shely, from Grayhawk Remodeling, who was very enthusiastic about taking on this renovation. Mr. Shely

informed Director Barry that the cost should come in at or below \$450,000. To that end, Director Barry requested authorization from the board to provide Grayhawk Remodeling with a budget of \$450,000 to make all necessary repairs, plus the requested additions as referenced above, in order to renovate the building.

Directors Christopher and Whyte suggested a tighter figure of \$250,000 so that Grayhawk will repair only what is necessary first and then come back with an outline of additional upgrades and the costs involved. At that time, the board may authorize an additional budget of \$150,000 for further repairs or additions to the building renovation.

After much discussion, the board authorized Director Barry to provide a budget of \$250,000 to Mr. Shely to commence with the concept drawings for the renovation as well as an outline of the costs involved therewith. Director Barry will come back to the board to review and/or approve Grayhawk's concept drawings and proposal for the costs associated with this renovation.

Tract 7 update: Director Whyte stated that the University Park Recreation District ("UPRD") is still interested in assigning its option to purchase Tract 7 to the association, but the sticking point is the sharing of future proceeds. The UPRD believes that the association should be required to equally share the proceeds of any future sale of this tract with the UPRD.

The board discussed placing a limit of time after which the association will not be required to share proceeds of any future sale. Director Whyte suggested a 10-year time limit, to which the board members all agreed.

Steve Ludmerer, UPRD Treasurer, indicated that a 30-year time limit would probably be more agreeable to the district.

Director Whyte stated that the most practical option would be to take the 10-year time limit suggested by the association and the 30-year limit countered by the UPRD and go with the average of the two, or a 20-year time limit.

After polling the board members, it was determined that the majority would be amenable to increasing it to a 20-year time limit in which the association would agree to equally share the proceeds of any future sale. The board agreed that Director Whyte can now negotiate this part of the agreement with the UPRD, with the help of general counsel, Telese McKay.

After the above-referenced provision of the assignment between the UPRD and the community association is finalized, the delegated sub-committee members, John Whyte, Peter Conway and Bill Lockhorn will meet with John Neal and Charles Varah to discuss terms and conditions for the acquisition, which meeting will take place on ZOOM around the end of this month.

Communications/Marketing:

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

Violations Enforcement Task Force: Director Conway proposed that a 7-member team be formed, with at least one board member on the team, in order to report back to the board.

Director Whyte suggested Telese McKay provide input as to the regulations of Florida Statute 720 regarding fines and enforcement of rules by homeowners' associations.

Telese McKay indicated that it is common to prepare a Covenant Enforcement Policy, customizable for each individual homeowners' association which includes a cover letter providing the statutory fining and notice requirements, etc. This would be a guide to assist the new team in getting started.

Director Barry volunteered to head the team. Directors Thompson and Lowndes also volunteered to join the team. Director Whyte will work with the three team members to work out additional homeowner members who would be a good fit for the team. Director Lockhorn added that it would be beneficial to utilize volunteers with a diversity of views.

The main purpose of this team will be to identify violations of the rules of the Safety & Access Control Committee, the Architecture and Landscape Committee, as well as any that may be determined by the property manager, and to make a recommendation to the board as to what the enforcement of a particular violation should include, according to the above-referenced policy that will be created by the attorney and the team and approved by the board at an upcoming meeting.

Trademarks: Director Whyte provided an update as to the status of the three trademark applications, which were previously submitted through the intellectual property and patent attorneys in Manhattan. The association is still awaiting approval of these outstanding applications from the trademark office. Upon receipt of the approvals, the trademarks will be licensed for use and the association will send a simple letter to the UPRD, agreeing to grant a royalty-free license for the use of all three trademarks.

CCR update: Director Thompson indicated that the document review team has not yet begun reviewing the amendments to the CCR's with Telese McKay. However, the process for the homeowners to agree to "opt in" to electronic voting and to the electronic transmission of notices by the association is almost complete, as far as the preparation of the forms. This information will be forwarded to the homeowners immediately following the September 30th special meeting of the voting members, at which there will be a vote to approve the amendment to Article 4 to allow for the homeowners to vote in the election of board members rather than the voting members.

Infrastructure Committee: Director Christopher highlighted items from the "Infrastructure Committee Program Reports", as attached hereto, and which was previously distributed to the board members for review.

Director Christopher requested support from the board to proceed with the "Irrigation Improvement Program", which the board agreed to provide.

Sloane Gardens, lot 16 easement: Director Conway furnished an Easement Agreement which was received by the owner of Sloane Gardens, lot 16 ("SL16"), as attached hereto, and which was previously distributed to the board members for review.

Director Thompson made a motion for the board to accept the terms of the Easement Agreement. The motion was seconded by Director Barry and, with all in favor, the motion was approved.

Reserve spending authorizations: Director Lockhorn presented 10 reserve spending requests, as attached hereto (and summarized below), and which were previously distributed to the board members for review.

1.	Eaton fire hydrant	\$8,395
2.	SWFWMD drainage recertification	\$4,129
3.	Whitebridge spa heater	\$4,244
4.	Perimeter fence vegetation trimming	\$9,275
5.	Manhole research	\$1,195
6.	Irrigation pump maintenance	\$3,450
7.	Lift station hour meters	\$1,095
8.	Devonshire Place landscaping	\$5,503
9.	Regents Park landscaping	\$13,000 (est)
10.	Back gate barcode reader	\$9,750

Director Conway suggested the association look into submitting an insurance claim for the back gate barcode reader which was hit by lightning. Mr. Hatton agreed to look into submitting a claim.

Director Lockhorn made a motion to approve the 10 requests as set forth above to be paid from reserve funds. The motion was seconded by Director Whyte and, with all in favor, the motion was approved.

ALC change in requirements: Director Conway presented a request from the Architecture and Landscape Committee (“ALC”) to add the color bronze to the list of approved colors to paint pool cages within the community.

Director Whyte noted that the ALC made a critical approval last year of a bronze pool cage, at which time the preference was established to allow for pool cages to be painted bronze, in addition to the previously established white pool cage. This approval was made by the ALC due to its discovery that several homeowners already had pool cages painted bronze without having obtained prior approval by the committee. Further, the board, just as was done by the Chair Council, should simply acknowledge that the ALC has brought its guidance in line with previous approvals it made when the committee had an independent role.

Kathy Bondur, Chair of the ALC, requested the board acknowledge that the committee has modified its rules regarding the use of muntins in storm-rated windows. At one point, the use of muntins in windows was mandated by the ALC when approving homeowners’ applications for window replacement; however, the ALC relaxed that restriction and has approved homeowners’ applications for window replacement without the use of muntins. Therefore, the committee agrees that the use of muntins can now be optional rather than mandatory and would like the board to approve this change in the rules.

Director Whyte stated that the board also acknowledges the ALC has brought its guidance regarding the optional use of muntins in windows in line with previous approvals it has made.

The Park Boulevard/University Park Lane – “test area”: Director Conway indicated that, last year, a “test area” was established where the association was attempting to reduce water usage. It was determined, at that time, if the test failed, all sod would need to be replaced. Therefore, since the test has failed, a complete re-design of the area is necessary in order to bring this area back in line with the common area aesthetics of other areas of The Park.

Kathy Bondur added that more color and texture needs to be brought to that location and, possibly, a viburnum hedge and more native, drought-tolerant plants should be installed.

Director Whyte made a motion to authorize the ALC to develop a plan to re-design this area and work with a landscaper to determine the costs involved and to bring this plan to the board at a future meeting. The motion was seconded by Director Conway and, with all in favor, the motion was approved.

Gazebo and deck (at Hyde Park entrance): Director Conway presented another request by the ALC for the repair of the gazebo and deck located at the entrance to the Hyde Park neighborhood. Several improvements are required but, most urgently, there are three rotted boards on the west side.

Kathy Bondur indicated the ALC studied this area in great depth and created a detailed report. However, the main point was that more benefit would be incurred if there was a path created going up to the gazebo as more residents would utilize this area if it was more attractive and more easily accessible.

David Van Brunt pointed out that the columns which support this gazebo are hollow, creating a structural issue with visible rust in the area where the columns meet the floor.

Director Whyte indicated that the gazebo and deck must be further examined and suggested that Director Conway work with the ALC to develop ideas and suggestions to bring to the board for discussion at a future board meeting.

Other Business: N/A

Adjournment: There being no further business to come before the meeting, the meeting was adjourned at 12:21pm.

Dated in the State of Florida on the 17th day of September, 2020.

Peter Conway, Board Secretary

John Whyte, Board President

GENERAL MANAGER'S REPORT

August 2020

COVID-19 UPDATE

As the COVID-19 health crisis continues, we remain vigilant in our efforts to maintain the protocols and policies that have been so successful thus far. The Park Grille and Café reopened for indoor dining on September 1st and our popular carry out food options continue in addition to our dine in food service. Strict social distancing is in place inside the dining room and outside on the Café. We continue the use of disposable menus and the use of masks by all food preparation and service staff. Daily temperature checks and sanitation logs have become a daily part of doing business.

A new tool in our COVID-19 battle is the ability to contract with a local Urgent Care vendor for onsite 15-minute rapid testing. This proved very successful last month when one of our restaurant staff members was exposed. As previously reported, there were no positive cases and the individual never contracted the virus. This new testing capability allowed us to remain open and avoid shutting down any part of our operation.

The successful use of the Zoom virtual meeting platform for all Board and Committee meetings has allowed us to continue to meet during the COVID-19 crisis. There has been some discussion regarding the use of the Varsity Club and the HOA offices for meetings, but no decision has been made. Under consideration is the ongoing sanitation required and potential monitoring to protect the health and safety of our staff, residents and members.

PBM – STAFF & PROCESSES

John Fetsick, our new Director of Finance has settled into his new role and is taking on more and more responsibility. Ron Tobin, who has been responsible for overseeing the reserves and treasury functions for the HOA will be retiring in the coming weeks at which time John will assume those duties.

We have successfully negotiated the renewal of our employee benefits package with our longstanding vendor with no rate increase for 2021. This is a favorable outcome that will allow us to continue to provide this important benefit without a premium increase to our valued employees.

Performance management will be our focus in the coming months as we transition from the goals and expectations set by the previous owners to a new paradigm consistent with the vision and mission of the community, club and recreation district.

HURRICANE PREPARATIONS

We have been fortunate to have dodged a number of potentially dangerous hurricanes so far this season. The PBM team is prepared to work with the CERT and the Safety and Access Committee should the need arise.

STRATEGIC PLANNING

The Strategic/Master Planning Volunteer Group has concluded a full schedule of focus group meetings and will be reporting those findings in the coming weeks. The responses and opinions shared were consistent with those shared in the Member and Resident surveys conducted earlier this year.

A Request for Proposal for a Master Plan for the Recreation District was sent with proposals due by September 25th. A pre-submittal walk-through was conducted on September 15th for all interested parties. We look forward to this next step in this very important process.

**University Park Community
Association**

Finance Committee

Year to Date Actual Vs Budget

August 2020

This report will focus on the Consolidated Community year to date through August, 2020.

Net Income for the Consolidated Community in August was a positive \$67,000 variance to budget reflecting \$284,100 favorable YTD to budget.

Total YTD Income of \$ 13,900 favorable remains basically unchanged from July. Main contributors are interest earned not budgeted and Architectural review fees.

Community:

Community expenses are \$ 34,400 below budget. This is a decrease of \$14,500 from July.

Every category is favorable with the following exceptions:

Water Maintenance \$9,900 due to an expenditure of \$16,500 for skimming six ponds, one multiple times. The annual budget is \$20,000. Expenditures in the category are projected to increase.

Attorney fees for Turnover expenditures increased \$4,000. Projected year end transfer to reserves now stands at \$24,100.

Year to date, other Attorney expenditures are \$7,100 unfavorable.

Neighborhoods:

Neighborhood expenses through August are \$235,800 favorable to budget.

Major Contributors are:

- 1.**Vegetation Maintenance \$173,000. Richmond Park, \$30,000, Notting Hill \$27,000, Heathfield \$22,000. This is considered a timing issue.
- 2.**Lighting, Signs & Streets \$ 31,000
- 3.**Irrigation maintenance \$ 22,000

Neighborhood expenses are projected to be within budget at year end.

UPCAI Board Meeting

Finance Committee Report

Reserve Schedule

Through August 2020

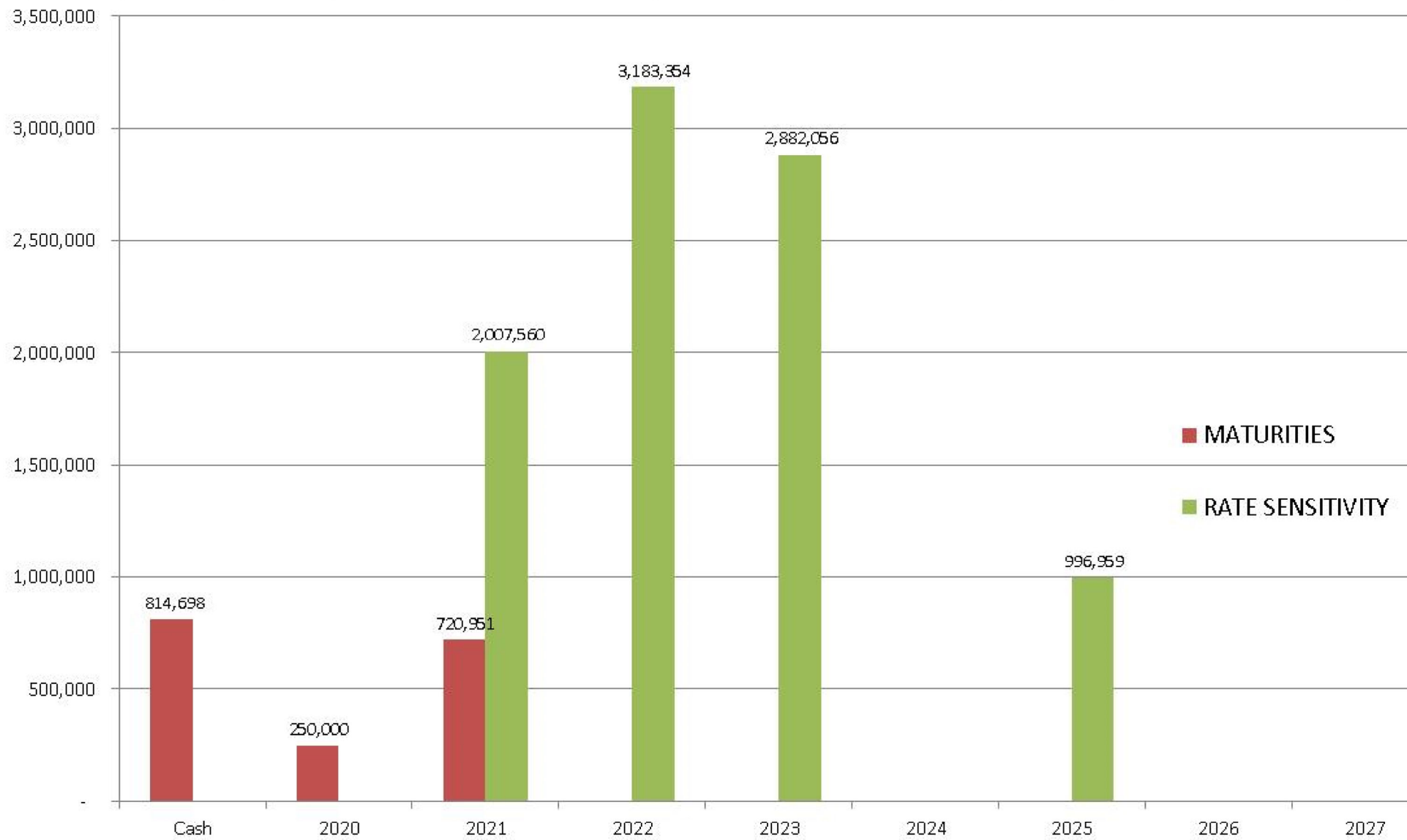
Expenses through August 2020 appear in line with expectations.

Detailed amounts and distributions follows:

<u>Category</u>	<u>Amount</u>	<u>Percentage</u>
Total Miscellaneous	\$96,325	19%
Total Pools & Spas	\$114,785	23%
Total Lift Stations	\$127,177	26%
Pump Stations	\$154,220	31%
Wells	\$2,086	0%
Total	\$494,592	100%

SUMMARY OF UPCAI PORTFOLIO (8/31/2020)								
		MATURITY(Days)	QUANTITY	MARKET PRICE	VALUE	YIELD	Tax Equiv. Yield	UNREALIZED GAIN/LOSS
OPERATING FUND								
JPM Dollar Sweep		1			145	0.05%		0
JPM Federal Money Market Fund	VFPXX	1	1,816,249	1	1,816,249	0.01%		0
JPM 100% US Treasury Fund	VPXX	1	264	1	264	0.01%		0
JPM US Govt. MM Fund	OSGXX	1	1,000,452	1	1,000,452	0.01%		0
TOTAL OPERATING FUNDS		1 days			2,817,109	0.01%		0
RESERVE FUND			QUANTITY	PRICE	VALUE	YIELD		
CASH		MATURITY(Days)						
Vanguard Federal Money Market Fund	VMFXX	1	814,698	1	814,698	0.07%		0
FIXED INCOME		MATURITY(Years)						
FHLB 2.4% 12/28/2021 (first call date 12/28/2018)		1.41	700,000	102.99	720,951	2.39%		20,844
MUTUAL FUNDS (tax exempt highlighted in yellow)		DURATION (YRS)						
Vanguard Ultra Short Term Bond Fund	VUSFX	0.9	49,898	20.15	1,005,452	0.92%		0
T Rowe Price Ultra Short Term Bond Fund	TRSTX	1.1	196,878	5.09	1,002,108	1.76%		0
PIMCO GNMA & Govt Secs. Fund	PDMIX	1.7	87,704	11.42	1,001,579	1.28%		0
Vanguard GNMA Fund	VFIJX	2	92,814	10.76	998,678	1.45%		0
Fidelity GNMA Fund	FGMNX	2	84,931	11.81	1,003,038	1.21%		0
Vanguard Short Term Treasury Fund	VFIRX	2.1	16,489	10.92	180,060	0.00%		0
Vanguard Limited Term Municipal Fund-VMLUX	VMLUX	2.5	89,132	11.23	1,000,957	0.71%	1.01%	0
Northern Trust Short/Intermed Tax Exempt	NSITX	2.7	47,081	10.62	500,000	0.92%	1.31%	0
Fidelity Limited Term Muni Income Fund	FSTFX	2.8	23,063	10.84	250,000	0.75%	1.07%	0
Fidelity Short Term Treasury Index Fund	FUMBX	2.8	103,961	10.88	1,131,099	0.04%		0
Vanguard Intmed.Term Tax Exempt Fund-VWIUX	VWIUX	4.6	67,682	14.73	996,959	1.01%	1.44%	0
TOTAL MUTUAL FUNDS		2.2 Years			9,069,929	1.11%		0
CHASE CD		9/8/2020			250,000	1.80%		
TOTAL RESERVE FUNDS		1.97			\$10,855,579	1.13%		\$20,844

RESERVE ACCOUNT MATURITY/RATE SENSITIVITY SCHEDULE



UPCAI Board Meeting

Finance Committee Report

Review of Balance Sheet

As of August 31, 2020

As of August 31, 2020, the UPCA
Consolidated Balance includes \$13.9 million of
Total Assets, of which \$10.6 million of
Reserve funds is included in our new
Vanguard Brokerage Account and \$.25 million
in a Chase CD. \$ 3.0 million (operating
funds) are still with Chase.

Operating Fund Balances are \$2.6 million and
Reserve Fund Balances are \$10.8 million,
both balances down slightly from July as our
3rd quarter expenses exceeded assessments
(all assessments for the 3d quarter were
included in July) in the Operating Fund and
Reserve Expenditures exceeded Reserve
assessments (also all 3rd quarter Reserve
assessments collected and recorded in July)
Balance Sheet remains strong.

Reported by
Dick Crouch

UPCAI Board Meeting

Finance Committee Report

October Meeting Dates

The Finance Committee regularly meets on the second Tuesday of the month, submits its report to the Board on the third Monday of the month, and then reports to the Board on the third Thursday of the month.

In October (quarter close month) the second Tuesday is as early as it could possibly be (10/8/20). This will not allow staff to prepare the month end (and quarter close) reports before the regularly scheduled Finance Committee meeting. The Finance Committee has delayed its October meeting until 10/13/20 to allow time for report preparation. The analysis will follow and hopefully will be in the Boards hands by end of day 10/14 in preparation for the 10/15 October Board meeting.

UPCAI Board Meeting

Finance Committee Report

Auditor Recommendation

The Finance Committee has reviewed the proposal from our 2019 auditor.

With that proposal and prior year's performance the Finance Committee will make a motion that we appoint Menchinger and Tyack as our 2020 auditors.

THOMAS A. MENCHINGER, CPA
2831 RINGLING BOULEVARD
BUILDING B, SUITE 203-D
SARASOTA, FL 34237



ANDREW P. TYACK, CPA
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SUITE 3
SARASOTA, FL 34231

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August 19, 2020

Board of Directors
University Park Community
Association, Inc.
7671 Park Boulevard
University Park, FL 34201

We are pleased to confirm our understanding of the service we are to provide for University Park Community Association, Inc. for the year ended December 31, 2020.

We will audit the financial statements of University Park Community Association, Inc., which comprise the balance sheet as of December 31, 2020, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended, and the related notes to the financial statements. The document we submit to you will include, if available, supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

1. Consolidating schedule – balance sheet
2. Consolidating schedule – revenues
3. Schedule of community expenses
4. Consolidating schedule – base neighborhood expenses
5. Consolidating schedule – supplemental neighborhood expenses
6. Consolidating schedule – statements of cash flows

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of University Park Community Association, Inc.'s financial statements.

Our report will be addressed to the Board of Directors of University Park Community Association, Inc. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We will also request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your

information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service providers. Furthermore, we will remain responsible for the work provided by such third-party service providers.

Other Services

We will prepare the Association's federal and state income tax returns for the year ended December 31, 2020 based on information provided by you. We will also prepare the financial statements of University Park Community Association, Inc. in conformity with U.S. generally accepted accounting principles based on the information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

You are responsible for designing, implementing, and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains,

and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees and Other

Thomas A. Menchinger is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will range from \$11,000 to \$12,000 for the audit and \$195 to \$295 for the tax returns plus any out of pocket expenses. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Thomas A. Menchinger, CPA
Menchinger & Tyack, CPAs, LLC

RESPONSE:

This letter correctly sets forth the understanding of University Park Community Association, Inc.

Officer Signature _____

Title: _____

Date: _____

UPCAI Board Meeting

Finance Committee Report

Investment Transactions

The Finance Committee will make a motion that all listed transactions (since the last Board meeting) be approved.

[illegible]

Timeline for Election of UPCAII Directors 2020

Date	Time Prior to Election	Process
10/26/20	7 ½ weeks	“Coming Soon” Broadcast Email
11/02/20 to	6 ½ weeks	Call for candidates
11/13/20	5 weeks latest	Gather Bio’s and publish online with question answers
11/13/20	5 weeks latest	Send information to Vote-Now
11/16/20	4 ½ weeks	Candidate forum
11/23/20	3 ½ weeks	Start Elections
12/02/20	2 weeks (at latest)	Official Notification of Annual Meeting
12/16/20	5:00 pm	Probable Electronic Voting cut-off
12/17/20	Day of Election	Election

UNIVERSITY PARK COMMUNITY ASSOCIATION INC (UPCAI)
Board of Director's Zoom Meeting
Thursday, September 17, 2020
Outreach and Communication Update

e-NEWSLETTER

- The 6th edition of our e-newsletter "Up to date" will be published on October 5th
- Introduced an online browser-based publishing tool "Flipsnack" to transform the e-newsletter into a flip book to increase resident ease of readership
- All 2020 e-newsletters appear on the UPCA website
- Continue to seek input from our committees and community for new content and columns

OUTREACH COMMITTEE—Includes Community Social Fabric Initiatives

- Another new Outreach volunteer will be proposed to the board for their approval
- *Hugss and Smiles* (Help Us Give School Supplies) *Drive* sponsored by Eternal Life Outreach, extended through August 18th generated just under \$5000 in cash gifts and gift cards, dozens of kid's masks made by a resident and over a dozen boxes of school supplies. Thanks to our Women's organizations for helping us to increase awareness of this charity event
- Work to begin in earnest to plan the final 2020 Outreach campaign in November: Mayors' Feed the Hungry Program
- University Park "Pooch Park"
 - Continued review of opportunity and possible locations including ruling to consider area under FPL lines
- Volunteer Wall of Fame
 - Class of 2020 Candidates will first be presented to Board Members and then to the community December 17th at the Annual General Meeting

COMMUNICATION/MARKETING INITIATIVES

- UPCA Website and Landing (Portal) Page for University Park and its three organizations
 - Potential web designers interviewed. Continue to expand search for additional candidates through Laurie Evans' contacts before compiling a short "hit" list of designers
 - Continued collaboration with Laurie on process and next steps for Portal Page and photography.

September 17, 2020

Infrastructure Committee Program Reports

Thursday 17 September 2020

Lift Stations:

- 1- Inspection of gravity flow piping and manholes by GML completed today. Reports and videos to be completed by 21 September. Repair costs times and cost estimates to be completed by first week of October
- 2- Final evaluations of replacement of Kenwood Phase Converter replacement and replacement of lift station pumps for the four smaller lift stations nearing completion. Formal review and approval process will commence the week of 21 September
- 3- Current planning for UP long term maintenance program is focused on detailed inspection and repairs/replacements as required of 7 lift stations starting in mid 2021 . This effort is consistent with a similar program performed on the UP lift stations in 2008 and 2009. The next major inspection of this type would be in 2032
- 4- Cost estimating continues in parallel with our long term maintenance planning. As part of the long term reserve plan we have developed a detailed worst case event scenario with associated costs to define the basis for this contingency reserve

Gas Lights:

- 1- Based on detailed feedback from neighborhood chairs we are suspending efforts for replacement with PV lighting. A brief evaluation of replacing the gas lights with electric lights is underway

Lift Gate evaluations:

- 1- A detailed evaluation of current repair costs trends as they could be reduced by equipment upgrades is underway. An overall evaluation of the systems will be prepared in October for review by Finance committee

Irrigation improvement program:

- 1- An accurate list of specific equipment associated with each of the 15 pumping stations has been completed. Cost analysis is underway and planning for the “ideal system of the future” has begun in PBM

Prepared by and return to:
Kyle D. Elliott, Esq.
Williams Parker Harrison Dietz & Getzen
200 South Orange Avenue
Sarasota, Florida 34236
(941) 329-6618

EASEMENT AGREEMENT

This Easement Agreement is made as of the ____ day of _____ 2020 ("Effective Date") by and between **UNIVERSITY PARK COMMUNITY ASSOCIATION, INC.**, a Florida corporation not for profit ("Grantor"), and **RICHARD TULEY** and **CONSTANCE TULEY**, husband and wife (collectively, "Grantee").

RECITALS:

A. Grantor is the owner of certain property located within the Sloane Gardens subdivision, which property is more particularly described as follows (the "Easement Property"):

Tract "SGB," SLOANE GARDENS, as per plat thereof recorded in Plat Book 36, page 120, Public Records of Manatee County, Florida

B. Grantee is the owner of certain property abutting the Easement Property, which property is more particularly described as follows ("Lot 16"):

Lot 16, SLOANE GARDENS, as per plat thereof recorded in Plat Book 36, page 120, Public Records of Manatee County, Florida

C. Grantee has installed an extension to Grantee's brick driveway (the "Driveway"), which encroaches approximately 8 feet onto the Easement Property, and desires to have access to a portion of the Easement Property for the purpose of using and maintaining the Driveway and keeping, trimming, and maintaining the grass area located between the east boundary of Lot 16 and the west boundary of a 15' wide Private Drainage Easement in favor of Grantor ("Landscaping"), all of which are generally shown on Exhibit A attached hereto.

D. Grantor is willing to grant Grantee an easement for such purpose on the terms hereinafter set forth.

Now, therefore, in consideration of the mutual covenants herein contained and other good and valuable consideration in hand paid by the parties to one another, the sufficiency and receipt of which are hereby expressly acknowledged, the parties hereby agree as follows:

1. Easement. Grantor grants to Grantee a nonexclusive and perpetual easement (the "Easement") over and across such portion of the Easement Property containing the

Driveway extension and Landscaping as of the Effective Date, as generally shown on Exhibit A attached hereto, for the purpose of using and maintaining the Driveway and keeping, trimming, and maintaining the Landscaping. Grantee may not modify the location, type, and appearance of the Driveway extension or Landscaping without the prior written approval of Grantor. Grantee's right to use and maintain the Driveway extension and keep, trim, and maintain the Landscaping on the Easement Property is subject to the terms and conditions of this Easement Agreement. The Easement is for the benefit of, and appurtenant to, Lot 16.

2. Maintenance Standards and Procedures. Grantee shall cause the Driveway extension and Landscaping to be maintained in good condition and appearance by contractors reasonably approved by Grantor. Such maintenance must be performed in accordance with such reasonable standards and guidelines as Grantor may establish from time to time. Grantee shall pay all costs associated with the maintenance of the Driveway extension and Landscaping, including any costs for repair of damage to other existing landscaping or improvements on the Easement Property resulting from such maintenance.

3. Grant of Easement Only. Grantor is not conveying any land or title thereto, but only granting the Easement. Grantor reserves all right, title, interest, and privilege in and to the Easement Property for all purposes not inconsistent with the Easement.

4. Binding Effect. As used herein, the terms "Grantor" and "Grantee" mean the owners, from time to time, of the Easement Property and Lot 16, respectively. Upon the conveyance by an owner of its fee simple interest in such property, the owner so conveying such interest will be relieved of all obligations and liabilities thereafter arising under this Easement Agreement.

5. Governing Law. This Easement Agreement will be governed by and construed under the law of the State of Florida.

In witness whereof, the parties have executed this Easement Agreement as of the date first above written.

[Signature pages follow.]

WITNESSES:

**UNIVERSITY PARK COMMUNITY
ASSOCIATION, INC.**

Signature of Witness

Print Name of Witness

Signature of Witness

Print Name of Witness

By: _____
John Whyte
As its President

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____ 2020 by John Whyte, as President of **UNIVERSITY PARK COMMUNITY ASSOCIATION, INC.**, a Florida corporation not for profit, on behalf of the corporation. The above-named person is personally known to me or who has produced _____ as identification. If no type of identification is indicated, the above-named person is personally known to me.

(Notary Seal)

Signature of Notary Public

Print Name of Notary Public

I am a Notary Public of the State of Florida,
and my commission expires on _____.

WITNESSES:

Signature of Witness

RICHARD TULEY

Print Name of Witness

CONSTANCE TULEY

Signature of Witness

Print Name of Witness

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____ 2020 by **RICHARD TULEY** and **CONSTANCE TULEY**, husband and wife, who are personally known to me or who have produced _____ as identification. If no type of identification is indicated, the above-named persons are personally known to me.

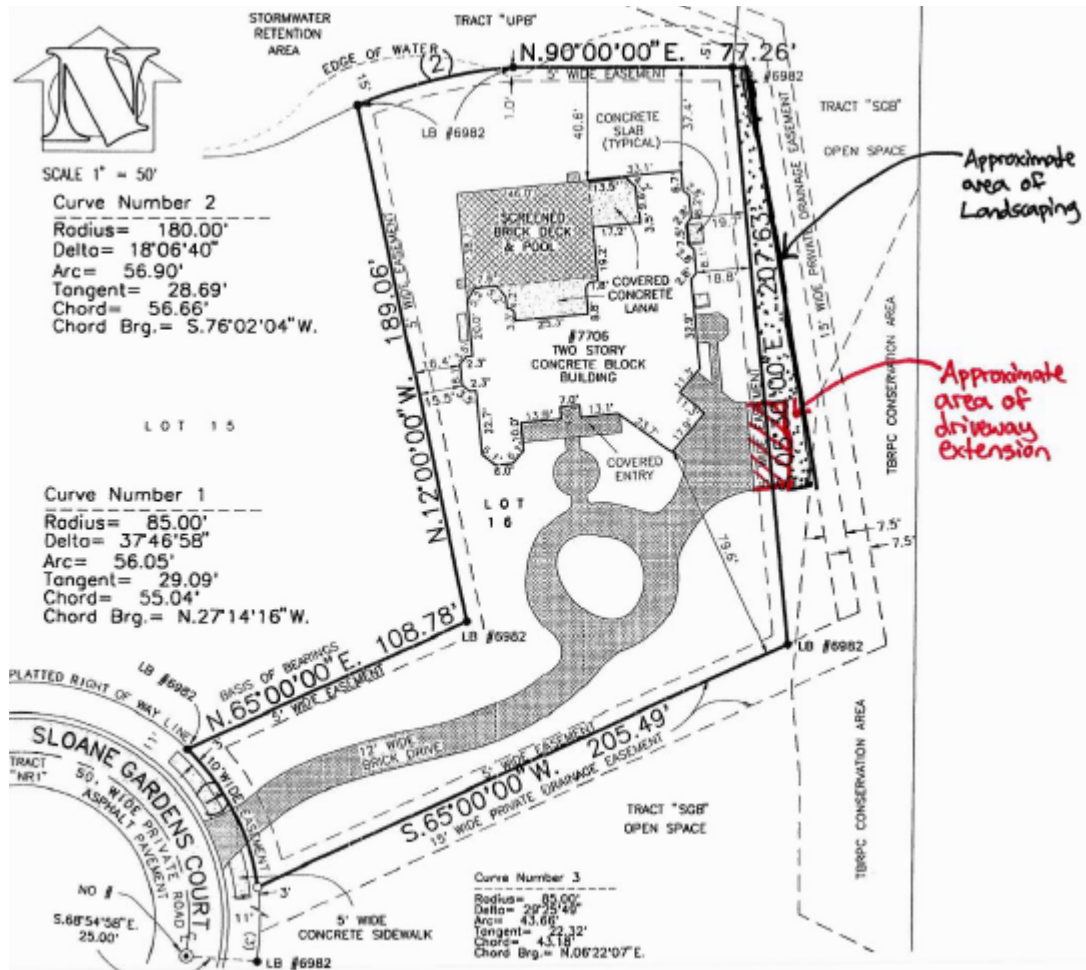
(Notary Seal)

Signature of Notary Public

Print Name of Notary Public

I am a Notary Public of the State of Florida,
and my commission expires on _____.

EXHIBIT A



5775454.v2

UPCAI Board Meeting

Finance Committee Report

Reserve Spend Requests

The following items are outstanding and Board approval has been requested. The Finance Committee will make a motion that all be approved.

Location	<u>Description</u>	Amount
Eaton	Fire hydrant	\$8,395
SWIFTMUD	Recertification	\$4,129
Whitebridge	Spa heater	\$4,244
Perimeter Fence	Low branch tree trimming	\$9,275
Assorted	Find manholes	\$1,195
Assorted	Irrigation Pump def maintenance	\$3,450
WC-VW-Henley	Lift station hour meters	\$1,095
Devonshire	Landscaping	\$5,503
Regents	Landscaping	\$13,000
Back Gate	Bar Code	\$9,750
Total		\$60,036

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Eaton Fire Hydrant & Valve Replacement

Committee/Department Submitting Request: PBM

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

Replace Fire Hydrant (bad stem) and isolation valve at EP/VW emergency access path

Total Estimated Cost (If multiple years of spending please denote spending by year): TBD est. \$8395.00 Done on T&M Basis

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

Fire Hydrant: \$7500 2020 adjusted Funded Balance

Water Valve: \$203,044 2020 adjusted Funded Balance

Bids and Contractor Selected, if applicable:

Frederick Derr & Company

Submitted by: PBM

Neighborhood Chair Approval (if applicable): N/A

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:



Title of Account to be Charged:

Fire Hydrant: amount TBD

Water Valve: amount TBD



FREDERICK DERR & COMPANY
I N C O R P O R A T E D

Frederick Derr & Company, Inc.
P.O. Box 2719
Sarasota, FL 34230-2719
(941)355-8575

University Park Country Club
7671 The Park Boulevard
University Park, FL 34201

INVOICE ID: 26067
DRAW ID: 1
DATE: September 16, 2020

SALESPERSON:

CONTRACT ID: 20-0300-010
UPCC Various Locations
LOCATION: University Park Country Club Various Locations

CUSTOMER ID: UPCC01
PO #:

INVOICE

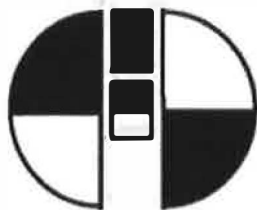
Item	Description	Units Contracted	Unit of measure	Unit Price	Total Units in Place	Units in Place this Period	Current Billing
09-03-020	7322 Eaton Court Fire Hydrant	1.00	LS	8,395.00	1.00	1.00	8,395.00
Total							8,395.00

Invoice Sub-total 8,395.00

Amount due this Invoice \$8,395.00

THANK YOU

UPCC 7322 Eaton Court



FREDERICK DERR AND COMPANY, INC.

P.O. Box 2719

Sarasota, Fl. 34230

Phone: 941-355-8575

Fax 941-351-8854

Email ray@frederickderrcompany.com

Quote To:

UPCC Community Association
Fidel Villegas, Assistant Property Mgr.
8301 The Park Blvd.
University Park, Fl. 34201
fvillegas@upcai-fl.com
941-232-8018

Job Name:

UPCC 7322 Eaton Court
200399

Date of Quote:

9/3/2020

Date of Plans:

N/A

Revision Date:

Contact:

Raymond Rogers

Phone:

Fax:

We are pleased to quote as follows:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10000	Remove and Replace Fire Hydrant & Valve	1.00	LS	8,395.00	8,395.00
GRAND TOTAL					\$8,395.00

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: SWFWMD Recertification

Committee/Department Submitting Request: PBM

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

SWFWMD Recertification Permits 48006731 & 40006322

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

~~\$8400~~

\$4,129

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

SWFWMD Recertification & Compliance: \$0 balance as of 12/31/2019

Bids and Contractor Selected, if applicable:

~~ZNS Engineering~~

Zoller Engineering

Submitted by: Steve Hatton - PBM

Neighborhood Chair Approval (if applicable):

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:



Title of Account to be Charged:

SWFWMD Recertification & Compliance unless otherwise directed

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Whitebridge Spa Heater Replacement

Committee/Department Submitting Request: PBM

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

Replace spa heater; internal fire brick insulation has deteriorated and broken into pieces. The pieces had fallen down onto the heater burners and are laying in the heater where the flame is at. This was causing unusual smell when the heater is running. The heater can no longer be turned on as it could turn into a major fire hazard. Heater for the spa is no longer manufactured and replacement parts are very difficult to get if you can even find them.

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

\$4244.13

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

\$4824 Funded Balance as of 12/31/2019- Spa Equipment, Gas Heater

Bids and Contractor Selected, if applicable:

Pools By Lowell (attached) soliciting other bids as well.

Submitted by: Steve Hatton - PBM

Neighborhood Chair Approval (if applicable):

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:

Title of Account to be Charged:

Spa Equipment, Gas Heater

Steve Hatton

From: wayne@pblfl.com
Sent: Thursday, September 3, 2020 9:29 AM
To: Park Boulevard Management
Cc: wayne@pblfl.com
Subject: Whitebridge: Proposal #2387 Replace Spa Heater
Attachments: 20209313292781314833.pdf

Hello, Steve;

Please review the attached proposal for the pool and let us know how you'd like to proceed.

Description:

After troubleshooting the smell found in the equipment area, we found that the fire brick had rusted out and was laying on the burners. The heater needs to be replaced.

The warranty on the RayPak Professional Series heater is 3-year full parts and labor and 5-year on the heat exchanger.

Estimated amount: \$4,244.13

Thank you,

Wayne Wolf
Pools By Lowell, Inc.
1101 9th St W
Bradenton, FL 34205
P: 941-727-1227
F: 941-747-6085



Proposal

Pools By Lowell, Inc.

1101 9th St W
 Bradenton, Florida 34205-7332
 P: 9417271227
 E: wayne@pblfl.com
 LIC NO: CPC046976

Proposal Submitted to: Whitebridge 7700 Whitebridge Glenn University Park, Florida 34201		Quote Date 03-Sep-2020 08:29 AM	Quote# 2387	Tech	Service
		Contact Steve			
		E: cms@upcai-fl.com			
We hereby submit specifications and estimates for: After troubleshooting the smell found in the equipment area, we found that the fire brick had rusted out and was laying on the burners. The heater needs to be replaced. The warranty on the RayPak Professional Series heater is 3-year full parts and labor and 5-year on the heat exchanger.					
Quantity	Description	Unit Price	Total Price		
1.00	RayPak Pro R268 NG Heater	\$3,966.63	\$3,966.63		
1.00	Misc PVC	\$40.00	\$40.00		
2.50	Estimated Labor 2 men	\$95.00	\$237.50		
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.  Authorized Signature:		Proposal Total: \$4,244.13 We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the above sum. Payment to be made as follows Due Upon Completion of Work			
NOTE: This proposal may be withdrawn by Pools by Lowell if it is not accepted within 30 days. Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.		Signature:			
		Date:			

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Tree Branches along Perimeter Fence

Committee/Department Submitting Request: PBM

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

- Clean up and trim all low branches along the perimeter fence

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

\$9275.00

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

Adjusted Fund Balance of \$396,609.00 per Replace Perimeter Fence line item

Bids and Contractor Selected, if applicable:

Guadarrama's Healthy Turf & Flowers (see attached).

Submitted by: Steve Hatton, PBM

Neighborhood Chair Approval (if applicable): N/A

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable: N/A

Finance Committee Approval:

A handwritten signature in black ink, appearing to read "W. H. Hatton", is written over the "Finance Committee Approval:" label.

Title of Account to be Charged:

Adjusted Fund Balance of \$396,609.00 per Replace Perimeter Fence line item



**Guadarrama's
Healthy Turf Flowers**

2205 Pleasant View Av. Ruskin FL 33570
Phone: (941) 322 4379 / Fax: (813) 938 5487

UNIVERSITY PARK

Invoice #:	1776
Date:	8/3/2020

	Job Description	Each Price	Amount
1	CLEAN UP AND TRIM ALL LOW TREE BRANCHES ALONG THE PERIMETER FENCE	\$9,275.00	\$9,275.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total			\$9,275.00
Tax :			
Total Net.:			\$9,275.00

--

WORK COMPLETED
F.V.
08-31-20

Please make checks payable to Guadarrama's Healthy Turf & Flowers Thank you for your business!
Additional services are provided which include: Irrigation maintenance (once a month, or every three months), landscape lighting and pressure washing, call me or e-mail for free estimate. also Emergency Call's available.

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Dig & Find Manholes for Multiple Neighborhoods

Committee/Department Submitting Request: PBM

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

All in conjunction with the sewer cleaning and inspection project:

- Manholes & expose covers in Highgate both islands
- Dig manhole in St. John's wood
- Dig manhole in Henley
- Find manholes by powerline road by Warwick Gardens
- Find manholes by Boltons
- Find manholes by Chelsea & Main Blvd.
- Find manholes by Whitebridge Court

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

\$1,195.00 TOTAL - \$170.71 each station

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

- Adjusted Fund Balance \$2821.00 per Lift Station, Deferred Maintenance Allowance- NO 1 (Wilton)
- Adjusted Fund Balance \$2821.00 per Lift Station, Deferred Maintenance Allowance- NO 2 (Eaton)
- Adjusted Fund Balance \$2821.00 per Lift Station, Deferred Maintenance Allowance- NO 3 (Kenwood)
- Adjusted Fund Balance \$2821.00 per Lift Station, Deferred Maintenance Allowance- NO 4 (Notting Hill)
- Adjusted Fund Balance \$2821.00 per Lift Station, Deferred Maintenance Allowance- NO 5 (Virginia Water)
- Adjusted Fund Balance \$2821.00 per Lift Station, Deferred Maintenance Allowance- NO 6 (Henley)
- Adjusted Fund Balance \$2820.00 per Lift Station, Deferred Maintenance Allowance- NO 7 (Heathfield)

Bids and Contractor Selected, if applicable:

Guadarrama's Healthy Turf & Flowers (see attached).

Submitted by: Steve Hatton, PBM

Neighborhood Chair Approval (if applicable): N/A

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable: N/A

Finance Committee Approval:



Title of Account to be Charged:

- Deferred Maintenance Allowance- NO 1 (Wilton) \$170.71
- Deferred Maintenance Allowance- NO 2 (Eaton) \$170.72
- Deferred Maintenance Allowance- NO 3 (Kenwood) \$170.71
- Deferred Maintenance Allowance- NO 4 (Notting Hill) \$170.72
- Deferred Maintenance Allowance- NO 5 (Virginia Water) \$170.71
- Deferred Maintenance Allowance- NO 6 (Henley) \$170.72
- Deferred Maintenance Allowance- NO 7 (Heathfield) \$170.71



**Guadarrama's
Healthy Turf Flowers**

2205 Pleasant View Av. Ruskin FL 33570
Phone: (941) 322 4379 / Fax: (813) 938 5487

UNIVERSITY PARK

Invoice #: **1784**

Date: **8/6/2020**

	Job Description	Each Price	Amount
1	FIND MANHOLES AND EXPOSE COVERS IN HIGHGATE BOTH ISLANDS	\$180.00	\$180.00
1	DIG MAN HOLE IN ST. JOHNS WOOD	\$85.00	\$85.00
1	DIG MAN HOLE IN HENLEY	\$85.00	\$85.00
1	FIND MANHOLES BY POWER LINE RD BY WARWICK	\$495.00	\$495.00
1	FIND MANHOLES BY BOLTONS	\$85.00	\$85.00
1	FIND MANHOLES BY CHELSEA & MAIN BLVD	\$180.00	\$180.00
1	FIND MANHOLE BY WHITE BRIDGE	\$85.00	\$85.00
			\$0.00
			\$0.00
			\$0.00

Total **\$1,195.00**

Tax :

Total Net.: **\$1,195.00**

WORK COMPLETED

F.V.

08-27-2020

Please make checks payable to Guadarrama's Healthy Turf & Flowers
Thank you for your business!

Additional services are provided which include: Irrigation maintenance (once a month, or every three months), landscape lighting and pressure washing, call me or e-mail for free estimate.
also **Emergency Call's** available.

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Irrigation Pump Meters Maintenance

Committee/Department Submitting Request: PBM

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

- Install an electric circuit breaker & run wire for new SWFWMD Flow meters for the following Irrigation Pumps: Albemarle, Eaton Place, Hampton Green, Heathfield, Henley, Langley Place, Notting Hill, Sloane Gardens, Warwick Gardens & Whitebridge Court

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

Irrigation Pump Station Def. Maint. Allow AL: \$103.50

Irrigation Pump Station Def. Maint. Allow DP: \$127.65

Irrigation Pump Station Def. Maint. Allow HF: \$144.90

Irrigation Pump Station Def. Maint. Allow AS: \$117.30

Irrigation Pump Station Def. Maint. Allow MA: \$75.90

Irrigation Pump Station Def. Maint. Allow HE: \$258.75

Irrigation Pump Station Def. Maint. Allow LP: \$86.25

Irrigation Pump Station Def. Maint. Allow SG: \$86.25

Irrigation Pump Station Def. Maint. Allow LG: \$86.25

Irrigation Pump Station Def. Maint. Allow NH: \$169.05

Irrigation Pump Station Def. Maint. Allow WE: \$162.15

Irrigation Pump Station Def. Maint. Allow SL: \$134.55

Irrigation Pump Station Def. Maint. Allow RI: \$203.55

Irrigation Pump Station Def. Maint. Allow EP: \$345.00

Irrigation Pump Station Def. Maint. Allow HG: \$345.00

Irrigation Pump Station Def. Maint. Allow WC: \$345.00

Irrigation Pump Station Def. Maint. Allow WG: \$345.00

Irrigation Pump Station Def. Maint. Allow Community (total): \$213.95

\$3450.00 TOTAL

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

- Community Adjusted Fund Balance of \$2239.00 Irrigation Pump Station Def. Maint. Allow- DP
- Community Adjusted Fund Balance of \$135.00 Irrigation Pump Station Def. Maint. Allow- HF
- Community Adjusted Fund Balance of \$-1742 Irrigation Pump Station Def. Maint. Allow- HE
- Community Adjusted Fund Balance of \$1696.00 per Irrigation Pump Station Def. Maint. Allow- LP
- Community Adjusted Fund Balance of \$272.00 per Irrigation Pump Station Def. Maint. Allow- NH
- Community Adjusted Fund Balance of \$136.00 per Irrigation Pump Station Def. Maint. Allow- SL
- Neighborhood Adjusted Fund Balance of \$2036.00 per Irrigation Pump Station Def. Maint. Allow- AL
- Neighborhood Adjusted Fund Balance of \$2307.00 per Irrigation Pump Station Def. Maint. Allow- AS
- Neighborhood Adjusted Fund Balance of \$1494.00 per Irrigation Pump Station Def. Maint. Allow- MA
- Neighborhood Adjusted Fund Balance of \$1695.00 per Irrigation Pump Station Def. Maint. Allow- SG
- Neighborhood Adjusted Fund Balance of \$1696.00 per Irrigation Pump Station Def. Maint. Allow- LG
- Neighborhood Adjusted Fund Balance of \$3189.00 per Irrigation Pump Station Def. Maint. Allow- WE
- Neighborhood Adjusted Fund Balance of \$3698.00 per Irrigation Pump Station Def. Maint. Allow- RI
- Neighborhood Adjusted Fund Balance of \$6787.00 per Irrigation Pump Station Def. Maint. Allow- EP
- Neighborhood Adjusted Fund Balance of \$5942.00 per Irrigation Pump Station Def. Maint. Allow- HG
- Neighborhood Adjusted Fund Balance of \$6787.00 per Irrigation Pump Station Def. Maint. Allow- WC
- Neighborhood Adjusted Fund Balance of \$6787.00 per Irrigation Pump Station Def. Maint. Allow- WG

Bids and Contractor Selected, if applicable:

Guadarrama's Healthy Turf & Flowers (see attached).

Submitted by: Steve Hatton, PBM

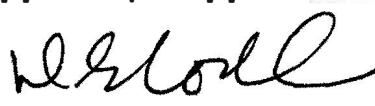
Neighborhood Chair Approval (if applicable): N/A

Park Boulevard Management Endorsement:



Submitting Committee Chair Approval, if applicable: N/A

Finance Committee Approval:



Title of Account to be Charged:

Irrigation Pump Station Def. Maint. Allow AL: \$103.50

Irrigation Pump Station Def. Maint. Allow DP: \$127.65

Irrigation Pump Station Def. Maint. Allow HF: \$144.90

Irrigation Pump Station Def. Maint. Allow AS: \$117.30

Irrigation Pump Station Def. Maint. Allow MA: \$75.90

Irrigation Pump Station Def. Maint. Allow HE: \$258.75

Irrigation Pump Station Def. Maint. Allow LP: \$86.25

Irrigation Pump Station Def. Maint. Allow SG: \$86.25

Irrigation Pump Station Def. Maint. Allow LG: \$86.25

Irrigation Pump Station Def. Maint. Allow NH: \$169.05

Irrigation Pump Station Def. Maint. Allow WE: \$162.15

Irrigation Pump Station Def. Maint. Allow SL: \$134.55

Irrigation Pump Station Def. Maint. Allow RI: \$203.55

Irrigation Pump Station Def. Maint. Allow EP: \$345.00

Irrigation Pump Station Def. Maint. Allow HG: \$345.00

Irrigation Pump Station Def. Maint. Allow WC: \$345.00

Irrigation Pump Station Def. Maint. Allow WG: \$345.00

Irrigation Pump Station Def. Maint. Allow Community (total): \$213.95



Guadarrama's Healthy Turf Flowers

2205 Pleasant View Av. Ruskin FL 33570
Phone: (941) 322 4379 / Fax: (813) 938 5487

UNIVERSITY PARK

Invoice #: 1777

Date: 7/31/2020

Flow on pumps

	Job Description	Each Price	Amount
1	INSTALL A ELECTRIC CIRCUIT BREAKER AND RUN WIRE FOR NEW METERS- HENLEY-LANGLEY	\$3,450.00	\$3,450.00
1	HEATHFIELD- NOTTING HILL- SLOANE GARDENS -HAMPTON GREEN- EATON PL.- WHITE BRIDGE- WARWICK- ALBEMARLE		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total			\$3,450.00
Tax :			
Total Net.:			\$3,450.00

*work completed
F.V.
08-31-20*

Please make checks payable to Guadarrama's Healthy Turf & Flowers

Thank you for your business!

Additional services are provided which include: Irrigation maintenance (once a month, or every three months), landscape lighting and pressure washing, call me or e-mail for free estimate.
also **Emergency Call's** available.

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Lift Station Hour Meter Replacement

Committee/Department Submitting Request: PBM

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

Replace hour meters in control panel at Wilton Crescent, Virginia Water and Henley

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

\$1095.00

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

Lift Station, Deferred Maintenance Allowance – NO 1 (Wilton) \$2821.00

Lift Station, Deferred Maintenance Allowance – NO 5 (Virginia Water) \$2821.00

Lift Station, Deferred Maintenance Allowance – NO 6 (Henley) \$2821.00

Bids and Contractor Selected, if applicable: A.J. Stewart, Jr., Inc. (see attached)

Submitted by: Steve Harkon PBM

Neighborhood Chair Approval (if applicable):

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:

Title of Account to be Charged: Lift Station, Deferred Maintenance Allowance – NO 1 (Wilton) \$2821.00 / Lift Station, Deferred Maintenance Allowance – NO 5 (Virginia Water) \$2821.00 / Lift Station, Deferred Maintenance Allowance – NO 6 (Henley) \$2821.00

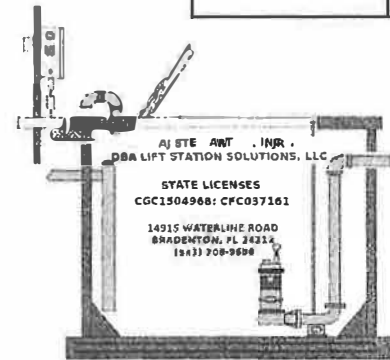
A. J. STEWART, JR., INC.

STATE LICENSES CGC1504968, CFC037161
14915 WATERLINE ROAD
BRADENTON, FL 34212
PHONE (941)708-9696, FAX (941)744-9566

Invoice

Date	Invoice #
9/1/2020	35085

Bill To
UNIVERSITY PARK COMMUNITY ASSOC., INC. 7671 PARK BLVD. UNIVERSITY PARK, FL 34201



P.O. No.	Terms	Project
	Due on Receipt/1.5% after 30	

Quantity	Description	Rate	Amount
	Re: Lift stations		
	8/28/2020 - Wilton Crescent - Replaced two (2) hour meters in control panel.		
	8/28/2020 - Virginia Waters - Replaced two (2) hour meters in control panel.		
	8/28/2020 - Henley - Replaced one (1) hour meter in control panel.		
5	Hour meter	107.00	535.00
4	Labor and equipment	140.00	560.00

THANK YOU!
PLEASE INCLUDE INVOICE NUMBER ON YOUR CHECK

Total \$1,095.00

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Devonshire Place Entry re-landscaping

Committee/Department Submitting Request:

Devonshire Neighborhood Committee

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

Take out 5 Washingtonians and multiple ancient philodendron. Grind roots, add above ground low volume misters and replant with a triple foxtail, and other plants as approved by the ALC.

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

\$5,503

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

\$4,568 in Devonshire Landscape reserves. This amount was requested to be used this year during the 2019 budget process. The remainder would come from Landscape Maintenance in the current Operating budget

Bids and Contractor Selected, if applicable:

\$1,850 Troyer Tree Service for removal

\$3,653 SRQ Lawn Service

Submitted by: Janette Gatesy

Neighborhood Chair Approval (if applicable): Janette Gatesy

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:

Title of Account to be Charged:

University Park Community Association

COMMON AREAS

Requests for changes to landscaping or architecture elements.

A REQUEST FOR BOARD APPROVAL

Date: August 19, 2020

Neighborhood : Devonshire Place

Neighborhood Chair (making request): Janette Gatesy

Description: Re-landscape current entry at the corner of Gleneagles and Wyndham Ct.

Total Cost requested: \$ 5,503

Proposed Funding (source of funds or in annual budget / planned capital expend.)
\$4,568 reserves (requested during budget planning 2019). Remainder \$935 from
landscape maintenance on Annual operating budget

B REVIEW AND APPROVAL

1 For general compliance - PBM LLC:

YES / NO

(Neighborhood support / several quotes received / compliance with CCR's)
Notes:

2 For design - Architecture & Landscape Committee

YES / NO

(Complies with published standards / meets guidance criteria / exceptions granted)
Notes:

3 For funding - Finance Committee, Treasurer or Finance Director

YES / NO

(From operating funds / operating surplus / reserve funds / new reserve item)
Notes:

C APPROVED BY BOARD

YES / NO

date



ARCHITECTURAL COMMITTEE
APPLICATION FOR EXTERIOR IMPROVEMENTS/CHANGES

Continued -- For office use only

NEIGHBORHOOD: Devonshire

LOT #: N/A

HOMEOWNER: Janette Gatesy

ADDRESS: Devonshire Common Area

SUBMITTAL SUBJECT: Landscape entry at corner of Glen Eagles Crossing & Wyndham Court per plan

AC COMMENTS:

Dear Janette Gatesy:

Your recent submittal to the Architectural Committee was reviewed on 8/21/2020. The application is Approved as submitted with the following stipulations:

None. This application will go before the Finance Committee at the next meeting for their review and approval before going to the Board of Directors for final approval.

AC Submissions to be delivered to:
The Architectural Committee

8301 The Park Boulevard
University Park, FL 34201
Or by email to ac@upcai-fl.com

For Official Use Only

UPCAI
Architectural Committee

Submission reviewed
on 8/21/2020

APPROVED

[Signature]



ARCHITECTURAL & LANDSCAPE COMMITTEE
APPLICATION FOR EXTERIOR IMPROVEMENTS/CHANGES
SINGLE FAMILY HOMES

In accordance with the Declaration of Covenants, Conditions and Restrictions for University Park, I hereby submit this request for consideration:

DATE: AUGUST 19, 2020 REVIEW FEE: \$
NEIGHBORHOOD: DEVONSHIRE PL LOT #: ENTRY
HOMEOWNER: JANETTE GATESY, CHAIR HOME BUILDER:
ADDRESS: ENTRY TO DEVONSHIRE
PHONE #: 941-993-1092 E-MAIL: JSGatesy@aol.com

Every submission MUST include the following: 3 PHOTOS taken from different angles showing existing areas where the work is proposed. These can be submitted as hard copies or emailed to ac@upcal-fl.com. REVIEW FEE (see below for details). For landscape changes a PLAN or SKETCH of the proposed work is required. For REPAINTING a full height sample of the body color must be applied to the front of the home together with trim colors and be visible from the street. Brochures or sample materials will facilitate approval. All Applicants should review the AC CRITERIA sheets on the website www.upcal-fl.com

Requested Work: ALREADY CONDITIONALLY APPROVED!

DEMOLISH CURRENT LANDSCAPING, ADD ABOVE GROUND
LOW VOLUME MISTERS, AND NEW PLANTINGS PER ATTACHED.

THIS AREA HAS A SLOPE. WE ARE REDUCING BED AT THE BACK
WHICH HAS THE MOST SLOPE AND WANT TO SOD THAT AREA
TO KEEP THE DIRT IN PLACE. THE SOD WOULD ENHANCE THE
OVERALL APPEARANCE VS MULCH WHICH IS THE ALTERNATIVE.

REMOVAL: TROYER = \$1,850 RE-PLANT: SRQ = \$3,653 = \$5,503

Schedule of Fees – January 1, 2018

Each application must include a check in the amount of the appropriate fee, made payable to UPICAL. If you are unsure as to the applicable amount, please contact the Committee at ac@upcal-fl.com for information. The following schedule of review fees is issued as a guide. Each submittal is reviewed and assessed independently (additional fees may apply). The review fee is subject to change and the schedule updated.

New Home Submittals (fee dependent on neighborhood)	\$750.00 - \$1,200.00
Application to Rebuild a Home in Entirety or Substantially (fee dependent on neighborhood)	\$750.00 - \$1,200.00
Application for Major Remodeling or Home Extensions (2 nd story bonus rooms or adding rooms)	\$300.00-\$500.00
Application for Structural Additions (extending garage, adding pool and deck changes)	\$150.00

Application to install following items: Satellite/Antenna/Dish, Invisible Dog Fence, Coach Lights, Geothermal or Heat Pump Installation; External Generator; Hurricane Shutters; Solar Panels for pool or home, Solar Film to Windows; Repaint House and/or Accent Colors (doors, shutters, etc); Screen, Enclose or Extend Lanai; Hardscape Additions (fountains, statuary, landscape lighting, dog runs, etc.); Changes to Landscape Plan or Lake Bank Retaining Walls or Stabilizing Treatment and all other applications

\$25.00



ARCHITECTURAL COMMITTEE
APPLICATION FOR EXTERIOR IMPROVEMENTS/CHANGES

Continued -- For office use only

NEIGHBORHOOD: Devonshire Place

LOT #: N/A

HOMEOWNER: Janette Gatesy, neighborhood chair

ADDRESS: Devonshire Common Area

SUBMITTAL SUBJECT: Re-landscape entry at corner of Glen Eagles Crossing & Wyndham Court per plan. Add drip irrigation.

AC COMMENTS:

Dear Janette Gatesy, neighborhood chair:

Your recent submittal to the Architectural Committee was reviewed on 7/31/2020. The application is **Conditional Approval** with the following stipulations:

Preliminary plan approved. Please submit to the A.I.C another application once the landscaper has been selected with a to scale drawing of the proposed plantings and the quantity.

AC Submissions to be delivered to:
The Architectural Committee

8301 The Park Boulevard
University Park, FL 34201
Or by email to ac@upcaj-fl.com

For Official Use Only

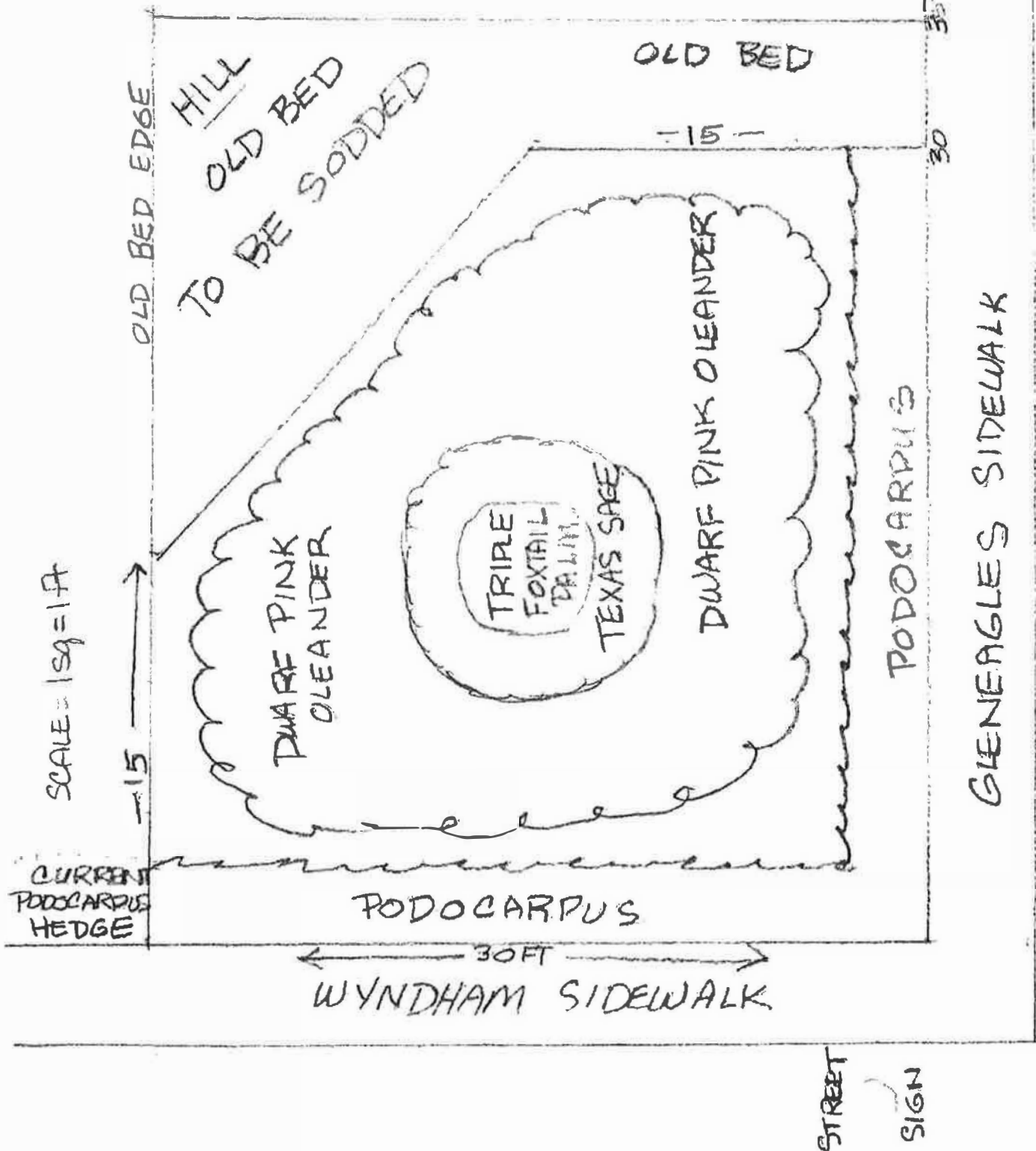
Conditionally
- Dec

1 TRIPLE FOXTAIL 12'

10 3gal TEXAS SAGE SURROUND FOXTAIL

32 3gal DWARF PINK OLEANDER PLANTED 3 1/2' ON CENTER

26 3gal PODOCARPUS PLANTED 2' ON CENTER



P.O. Box 17844, Sarasota, FL 34276
9413717452
troyertreeservice@gmail.com | <http://www.treeservicesarasota.com>



RECIPIENT:

Kitsy Scott

7909 Wyndham Court
Florida 34201

Estimate #3323

Sent on 08/14/2020

Total \$1,850.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
Tree Removal	Intersection Glen Eagles Court & Wyndham Court - Right side entrance. Remove 5 washingtonia and grind stumps. Remove all split leaf philodendron and grind all stumps & roots. ***Troyer Tree Service does NOT accept ANY liability for damage to irrigation, pipes wires due to stump grinding.	1	\$1,850.00	\$1,850.00

Total \$1,850.00

Residential & Commercial
Insured & Licensed

This quote is valid for the next 30 days, after which values may be subject to
change.

Signature: _____ Date: _____

Estimate

Name / Address

DEVONSHIRE
UNIVERSITY PARK COUNTRY CLUB
7671 THE PARK BLVD.
UNIVERSITY PARK FL. 34201

Date

8/17/2020

Estimate

1524

Description	Qty	Rate	Total
LANDSCAPING, SODDING AND MULCHING SERVICE PROPOSAL ***UPDATED ON 8/18 PER MRS. GATESY REQUEST, SMALLER PLANTS LESS QUANTITY***			
TRIPL.E FOXTAIL PALM (FIELD GROWN B&B-MINIMUM OF 12 FT.)	1	630.00	630.00
TEXAS SAGE (3 GALLON)	10	13.00	130.00
PODOCARPUS (MAKI-REGULAR) (3 GALLON)	26	12.00	312.00
(ORIGINALLY QUOTED 38- DWARF (7 GALLON)			
DWARF PINK OLEANDERS (PETITE PINK-PALE PINK)(3 GALLON)	32	13.00	416.00
(ORIGINALLY QUOTED 45 (7 GALLON)			
LABOR FOR PLANTING	1	525.00	525.00
TOP SOIL	2	45.00	90.00
ST. AUGUSTINE SOD FLORATAM	2	230.00	460.00
LABOR TO LEVEL THE GROUND AND PREPARE FOR NEW SOD	1	165.00	165.00
LABOR TO RE-SOD	1	150.00	150.00
UPGRADE IRRIGATION, XERISCAPE (PARTS AND LABOR INCLUDED)	1	325.00	325.00
GRADE B MULCH	75	4.50	337.50
LABOR TO SPREAD MULCH	75	1.50	112.50
IF YOU HAVE INSTALLED NEW LANDSCAPING OR NEW SOIL, IT IS IMPERATIVE TO WATER FOR 20 CONSECUTIVE DAYS. IT IS YOUR RESPONSABILITY TO MAKE SURE YOUR IRRIGATION IS WORKING PROPERLY AT TIME OF LANDSCAPING OR SODDING SERVICE. WE WILL NOT BE RESPONSIBLE FOR ANY DEAD LANDSCAPING OR SOD.			
PLEASE CONFIRM ESTIMATE BY FAX OR SIGN AND RETURN. JOBS OVER \$1,000.00 IS REQUIRE 50% DOWN PAYMENT.		Total	

Estimate

Name / Address
DEVONSHIRE UNIVERSITY PARK COUNTRY CLUB 7671 THE PARK BLVD. UNIVERSITY PARK FL. 34201

Date	Estimate #
8/17/2020	1524

Description	Qty	Rate	Total
<p>QUANTITY AND PRICE MAY VARY</p> <p>ACCEPTANCE OF PROPOSAL. THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS. AND WILL BECOME AN EXTRA CHARGE OVER THE ORDER ABOVE ESTIMATE.</p> <p>I AGREE TO ALL TERMS SET FORTH BY SRQ LAWN SERVICE ON ALL FINANCIAL & LEGAL CHARGES INCURRED AS A RESULT OF FAILURE TO PAY FOR THESE SERVICES.</p> <p>DATE OF ACCEPTANCE: _____</p> <p>SIGNATURE: _____</p>			
PLEASE, CONFIRM ESTIMATE BY FAX OR SIGN AND RETURN. JOBS OVER \$1,000.00 IS REQUIRE 50% DOWN PAYMENT.		Total	\$3,653.00











Along Wyndham looking towards Gleneagles. Note podocarpus hedge which we would like to continue to tie in with the hedges in the center island

Dwarf Oleander

Nerium oleander 'Petite Pink'

A beauty of a plant, dwarf oleander 'Petite Pink' is hardy, compact, and adds a splash of color to the landscape.



This smaller size makes oleanders available to homeowners who don't have the large space it takes to grow full-size varieties.

'Petite Pink' is the most commonly available dwarf variety, with pastel pink blossoms that can blanket the entire shrub.

If you ever wonder if a shrub is easy care, check to see how many commercial locations are using it. Dwarf oleander is often planted on the grounds of banks and other businesses. Care is minimal and the rewards are great.

Oleanders are **poisonous** if ingested, so keep this in mind if you have small children or pets that may munch their way around the garden.

Usually the only issue gardeners face - and not everyone is affected - is a skin irritation from the sap while trimming and handling cuttings.

The solution is to wear garden gloves when pruning the plant, as well as sunglasses (a plant's stem can squirt you in the eye when you cut it).

Certain caterpillars like oleander plants. They devour the leaves and cocoon nearby. The dwarf oleander doesn't seem to be as susceptible to these pests as full-size varieties but there's always that possibility.

To avoid attracting the nerium caterpillar, place your plants away from structures where the bugs can cocoon. Check your shrubs regularly - if you spot caterpillars, begin a regimen of spraying thuracide - a natural bacteria - immediately.

Plant specs

Oleander shrubs are evergreen, cold hardy plants, thriving in both Zone 9 and 10.

They're moderately salt-tolerant plants that prefer full to part sun areas and are moderately drought tolerant once established.

The Petite Pink dwarf variety grows to about 4 feet tall but can easily be kept at 3 feet.

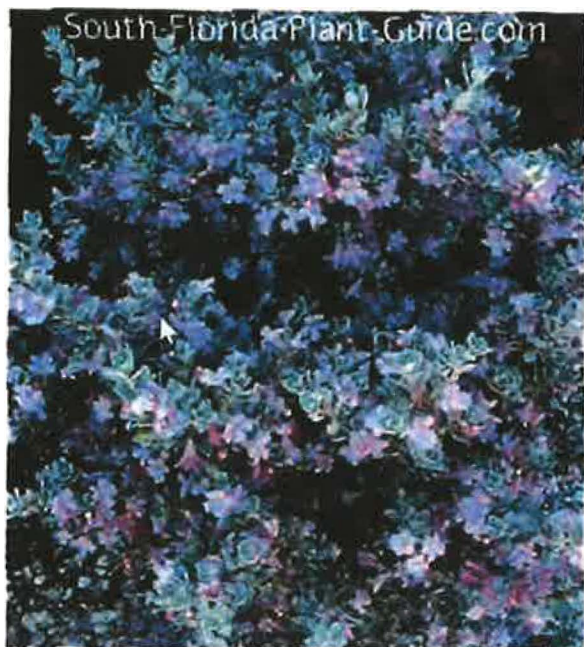
Bloom time is on and off all year, more in warmer months.

Oleanders are considered to be deer-resistant plants.

Texas Sage

Leucophyllum frutescens

Handsome and hardy, Texas sage is an outstanding South Florida landscape choice with its silvery foliage, purple flowers and drought-tolerant nature.



The lavender to purple blossoms appear on and off all year amidst small, soft, silver or gray-green leaves.

Though not a true sage, this shrub is easy care and doesn't like to be fussed over.

In fact, this is one plant where too much care - water, fertilizer, trimming - can actually be detrimental to its health.

A native of Texas and the arid southwest, Texas sage is called the Barometer Plant there, because as soon as the humidity begins to rise after very dry weather, this shrub bursts into bloom.

This is an excellent plant for those areas so dusty and dry nothing wants to grow there. The silver foliage - not to mention the pretty flowers - makes it stand out in a landscape of green-green-green.

Plant specs

This is a slow-growing shrub that prefers full sun, You can keep it 3 to 5 feet tall.

These plants are cold hardy, doing well in Zone 9B and southward.

They're evergreen, moderately salt-tolerant, and drought-tolerant once established.

Plant care

Choose a well-drained area or this plant won't survive. Plant it a little on the high side, mounding dirt up to it, to make sure there's good drainage even during our rainy season.

No soil amendments are necessary. Because it's a slow grower, trimming occasionally (do it after a bloom cycle has finished) should be all that's needed to keep this shrub the size and shape you want

CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: Regents Park Center Common Area Enhancement

Committee/Department Submitting Request: Regents Park Committee

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

Purpose: Aesthetic improvement of the neighborhood's large center common area by adding a variety of plants and benches for seating.

Benefit: Improving Regent's green space aesthetically and offering seating for individual or neighborhood group enjoyment. By expanding beds and establishing a new seating area, this is a first step in reducing turf and water usage.

Proposed start/ end dates: August – September 2020

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

Past year fund balance \$33,986.00 available for use as of 12/31/2019

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

No Reserve Funds used.

Bids and Contractor Selected, if applicable:

Alex Guadarrama's Turf & Flowers

Submitted by: Maria Meredith, Regents Park Cahir, 8/23/2020

Neighborhood Chair Approval (if applicable):

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable:

Finance Committee Approval:

Title of Account to be Charged: Prior Year's Surplus of \$13,000.00

University Park Community Association

COMMON AREAS

Requests for changes to landscaping or architecture elements.

A REQUEST FOR BOARD APPROVAL

Date: 8/18/2020

Neighborhood : Regents Park

Neighborhood Chair (making request): Maria Meredith Townsend 8/18/2020

Description: Enhancement of some areas in Regents Park Center Island. Adding plants and benches.

Total Cost requested: \$ 13 K

Proposed Funding (source of funds or in annual budget / planned capital expend.)

Annual funding, operating surplus.

B REVIEW AND APPROVAL

1 For general compliance - PBM LLC

YES / NO

(Neighborhood support / several quotes received / compliance with CCRs)
Notes:

2 For design - Architecture & Landscape Committee

YES / NO

(Complies with published standards / meets guidance criteria / exceptions granted)
Notes:

Kathy Bundeer

3 For funding - Finance Committee, Treasurer or Finance Director YES / NO

(From operating funds / operating surplus / reserve funds / new reserve item)
Notes:

W. Stoll

C APPROVED BY BOARD

YES / NO

date



ARCHITECTURAL COMMITTEE
APPLICATION FOR EXTERIOR IMPROVEMENTS/CHANGES

Continued -- For office use only

NEIGHBORHOOD: Regents Park

LOT #: N/A

HOMEOWNER: Maria Meredith, Neighborhood Chair

ADDRESS: Regents Park Common Area

SUBMITTAL SUBJECT: Center island landscaping per plan

AC COMMENTS:

Dear Maria Meredith, Neighborhood Chair:

Your recent submittal to the Architectural Committee was reviewed on 8/21/2020. The application is Approved as submitted with the following stipulations:

None. This application will go before the Finance Committee at the next meeting for their review and approval before going to the Board of Directors for final approval.

AC Submissions to be delivered to:
The Architectural Committee

8301 The Park Boulevard
University Park, FL 34201
Or by email to ac@upcai-fl.com

<p>For Official Use Only UPCAI Architectural Committee</p> <p>Submission reviewed on <u>8/21/2020</u></p> <p>APPROVED</p> <p><i>[Signature]</i></p>
--



ARCHITECTURAL COMMITTEE
APPLICATION FOR EXTERIOR IMPROVEMENTS/CHANGES
SINGLE FAMILY HOMES

In accordance with the Declaration of Covenants, Conditions and Restrictions for University Park, I hereby submit this request for consideration:

DATE: 8/18/2020 REVIEW FEES: N/A
NEIGHBORHOOD: Regents Park LOT #: Common area, center island
HOMEOWNER: Regents Chair Maria Meredith ^{Area} HOME BUILDER: Neal & Richard
ADDRESS: Regents Park Common Area - Center Island
PHONE #: _____ E-MAIL: mymeredith2000@aol.com

Every submission MUST include the following: 3 PHOTOS taken from different angles showing existing areas where the work is proposed. These can be submitted as hard copies or emailed to ac@upcai-fl.com. REVIEW FEE (see below for details). For landscape changes a PLAN or SKETCH of the proposed work is required. For REPAINTING a full height sample of the body color must be applied to the front of the home together with trim colors and be visible from the street. Brochures or sample materials will facilitate approval. All Applicants should review the AC CRITERIA sheets on the website www.upcai-fl.com

Requested Work:

Enhancing some areas of Regents Park center island area.
Please see attached information.

Schedule of Fees - January 1, 2018

Each application must include a check in the amount of the appropriate fee, made payable to UPCAI. If you are unsure as to the applicable amount, please contact the Committee at ac@upcai-fl.com for information. The following schedule of review fees is issued as a guide. Each submittal is reviewed and assessed independently (additional fees may apply). The review fee is subject to change and the schedule updated.

New Home Submittals (fee dependent on neighborhood)	\$750.00 - \$1,200.00
Application to Rebuild a Home in Entirety or Substantially (fee dependent on neighborhood)	\$750.00 - \$1,200.00
Application for Major Remodeling or Home Extensions (2 nd story houses, rooms or adding rooms)	\$300.00-\$500.00
Application for Structural Additions (extending garages, adding pool and deck changes)	\$150.00

Application to install following items: Satellite/Antenna/Dish, Invisible Dog Fence, Coach Lights, Geothermal or Heat Pump Installation; External Generator; Hurricane Shutters; Solar Panels for pool or home, Solar Film to Windows; Repaint House and/or Accent Colors (doors, shutters, etc.); Screen, Enclose or Extend Lanais; Hardscape Additions (fountains, statuary, landscape lighting, dog runs, etc.); Changes to Landscape Plan or Lake Bank Retaining Walls or Stabilizing Treatments and all other applications \$25.00

**Architectural and Landscape Committee
Application for exterior Improvements/Changes**

Date: 8/18/2020 **Location:** Regents Park center island common area

Purpose: To enhance areas within Regents Park's center island with plants and benches for seating. To offer a place for quiet and reflection, or socializing with neighbors. To create a green space that is aesthetically pleasing to neighbors, those driving through the community, and a 1st step in reducing turf.

Approach:

Right plant, right spot perennial plants no thorns non-toxic add color and textures
ideally drought resistant and non-invasive plant zone hardiness compliant
strive towards low maintenance ALC recommended opportunity for turf reduction

Landscape Plan: We are using established bedding areas that contain bromeliads on the west side of the bed. Refer to Attachment #1 Current photos of center island areas, Attachment #2a for Center Island diagram with project areas identified, and Attachment #2b for plant placement.

Area #1 – Location Northeast area – Shaded section

A collection of three mature Oak trees providing shade most of the day. Expand the mulch beds beneath the trees to create a large combined space that will accommodate three 6 ft. benches with backs and arms. The expanded area for seating will include 3 bench pads, and the removal of turf (estimate of 1,500 sq. ft.) to be replaced with mulch. Plants: Tristar Stromanthe and Anthurium

See Attachment #2b for plant type and placement

Area #2 – Location lower Southwest area – Part sun and part shade section

A collection of three pine trees with some palmetto bushes that have part shade and part sun during the day. Plants: TI plants and dwarf pandanus plants See Attachment #2b for plant type and placement

Area #3 – East area – full sun area Adding a crepe myrtle tree.

Bench description: 6 feet seating length bench with back and arms, commercial grade, heavy in weight with the ability to be secured [i.e. concrete pad]. Color: black See Attachment #4

Pathway to area with benches: Concrete or slate pavers will serve as a walkway to seating area. [recommending 18X18" paver size] See Attachment #5

Potential Area #4 FYI only, for future consideration – Location West and Southwest, Part sun and part shade section. Combine the single Oak tree bed with the lower two Oak tree bed to make a large section with one 6 foot bench between the two combined areas. Turf will be reduced. Plant selection: TBD using Attachment #3 as a reference and learning from the success of this year's project.

Attachments:

Attachment 1: Photos of center island areas currently

Attachment 2: a) Center Island Diagram b) Diagram of plant selection/placement Areas 1, 2, and 3

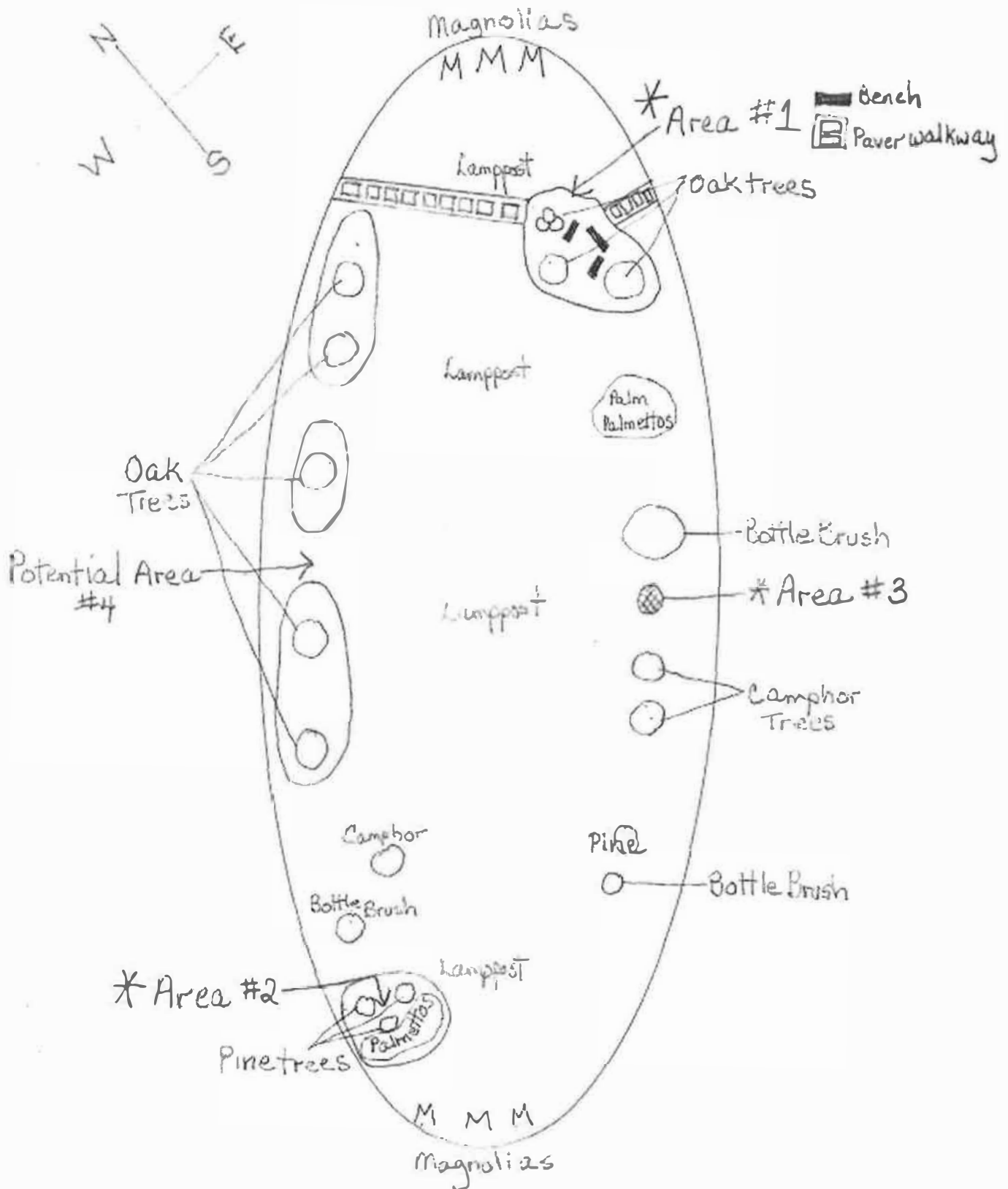
Attachment 3: Plants for this project categorized by the amount of sun and shade.

Attachment 4: Bench photograph

Attachment 5: Example of a paver walkway

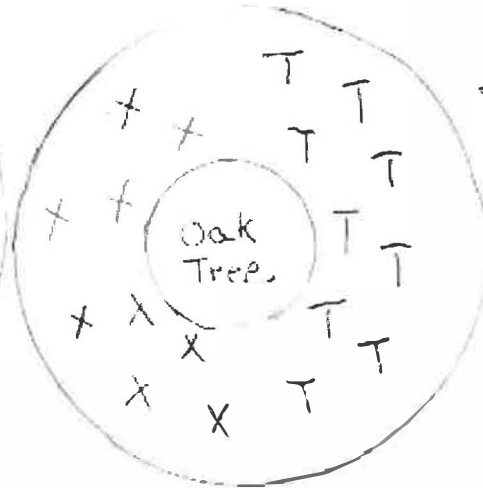
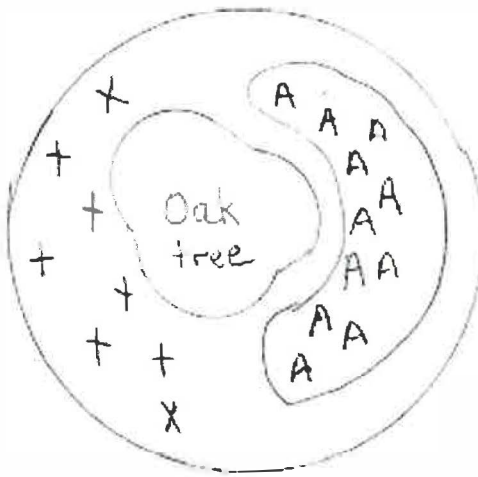
Attachment 2a

REGENTS PARK CENTER 'PARK' ISLAND



Area #1

X current bromeliad A Anthurium
T Tristar Stromanthe



Two Oak tree beds
with Tristar.....

Area #2



T Ti plants
DP Dwarf Pandanus
Current palmettos

Area #3

Crepe Myrtle



Attachment 3 POTENTIAL PERENNIAL PLANTS FOR REGENTS "PARK" ISLAND

Serious Contenders

Shade



Tristar Stromanthe
12-18", good drought tolerance



Cast Iron Plant, improves air quality, 1-2',
moderate drought tolerance



Persian Shield
3-4'



Anthurium
2-3', blooms continuously



Dwarf Wild Coffee, psycho nervosa
1-3', somewhat drought tolerant

Part Shade – Part Sun



Dwarf Pittosporum, Green Ball
2-3', moderately drought tolerant



Dwarf Podocarpus
3', moderately drought tolerant



Variegated Ti Maroon Ti
3-10'



Lorapetalum Purple Pixie
Dwarf, Groundcover, 2'
Moderate drought tolerant
Rounded canopy



African Iris, 2-3', drought
tolerant once established,



Blue Daze, 1/2-1",
groundcover, medium
drought tolerance



Dwarf Heliconia, 2-15', upright
fast growth, clumping,
Moderate drought tolerance

Attachment 1 Current photos of center island areas [Note: photos taken at 7:30 a.m.]

Area 1 location NE

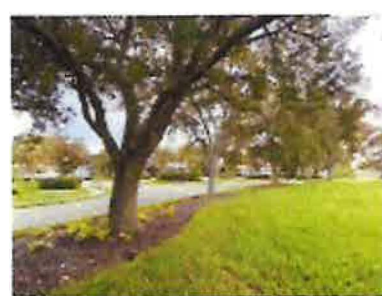


Area 2 Pine trees and palmetto bushes



Area 3. Bottle brush tree stump to be removed. Area will be for new Crepe Myrtle tree

FYI only Area 4 Future area to be landscaped with plants and a bench



Full sun to part shade



Bulbine, 1-2' clumping,
Low maintenance,
Drought tolerant, attracts
Butterflies

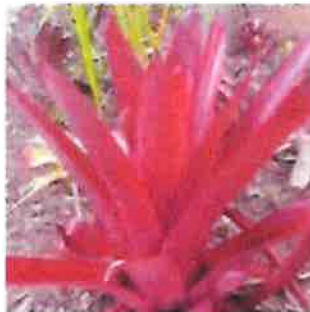


Firefly Firebush, 3-5',
OK for acidic or alkaline soil
can take heat or drought,
attract butterflies and hummingbirds.

Full Sun



Varigated dwarf pandanus



Bromiliad Aechmea
Pinot Noir



Dwarf Bordeaux Yapon Holly



Red green white hibiscus



Ixora



Crepe Myrtle

Attachment 4: Bench photograph, back with arms

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- Bench mounting hardware sold separately.

COURTYARD Furniture				
MODEL NO.	DESCRIPTION	SIZE (L x W x H)	WT (LBS.)	PRICE EACH
				1 3x

ADD TO CART

Attachment 5 Paver Walkway



CAPITAL ASSET ACQUISITION REQUEST FORM

Project Title: **Honore Entry Gate Barcode Reader Replacement**

Committee/Department Submitting Request: **PBM**

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

Replace Barcode Reader damaged by lightning

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

\$9750

Funded Reserve Balances and Current Budgeted Expenditures for these Assets:

Surveillance Cameras, Scanners and Components - \$53,534 Adjusted 2020 Funded balance.

Bids and Contractor Selected, if applicable: **Action Security**

Submitted by: **Steve Hatton - PBM**

Neighborhood Chair Approval (if applicable):

Park Boulevard Management Endorsement:

Submitting Committee Chair Approval, if applicable: **See attached**

Finance Committee Approval:

Title of Account to be Charged:

Surveillance Cameras, Scanners and Components - \$9,750.00

ACTION SECURITY, INC.
1505 MANOR RD
ENGLEWOOD, FL 34223 US
Sales@ActionSecurityFL.com

Estimate



ADDRESS

Laurie Evans
University Park
7671 The Park Blvd.
Florida
United States
University Park, FL 34201 USA

ESTIMATE #	DATE	
2403	08/21/2020	

ACTIVITY	QTY	RATE	AMOUNT
Service New option: Provide and install a NEW barcode reader to replace the existing defective reader located at the back gate resident entry lane. This reader includes a three-year limited manufacture warranty. We will install a BA-440 barcode reader. Please allow 2 to 3 days to get this reader in from the manufacture.	1	9,750.00	9,750.00

Estimate good for 30 days.

TOTAL

\$9,750.00

Actual labor required may vary depending on site conditions.

FL Contractor ES12001404

Accepted By

A handwritten signature in blue ink, appearing to be "L. Evans", written over a white background.

Accepted Date

A handwritten date in blue ink, "8/21/20", written over a white background.

Steve Hatton

From: Steve Hatton
Sent: Friday, August 21, 2020 5:08 PM
To: Tom Christopher
Cc: Laurie Evans; fairchild699@gmail.com; 'Bill Lockhorn'
Subject: RE: FW: Back Entry Gate Barcode Reader

OK, I'll order the new one and have them bring the refurbished one for a loaner until the new one comes in.

Thanks to the decision today.

Steve Hatton, LCAM

Community Association & Property Manager
Park Boulevard Management
University Park Community Association
8301 The Park Boulevard, University Park, FL 34201
Office: 941-355-3888 ext. 104
Fax: 941-355-6002

From: Tom Christopher <chris67ta@gmail.com>
Sent: Friday, August 21, 2020 5:06 PM
To: Steve Hatton <shatton@upcai-fl.com>
Cc: Laurie Evans <LEvans@universitypark-fl.com>; fairchild699@gmail.com; 'Bill Lockhorn' <Lockhorn1@comcast.net>
Subject: FW: FW: Back Entry Gate Barcode Reader

Steve,

Since they don't make the old unit any more, then repairing it and reinstalling it does not make sense. The repair would clearly have to be some some of a "jury rig" which would only cause future problems. We really don't have a choice here, we need to replace it with a new one.

Tom

From: OLAF MALY [<mailto:olafm248@comcast.net>]
Sent: Friday, August 21, 2020 4:06 PM
To: Tom Christopher <chris67ta@gmail.com>
Subject: Re: FW: Back Entry Gate Barcode Reader

Tom,

I talked to Randy and he told me, that the surge suppressor went out because of lightning, taking the reader with it. Since this is an old unit, which they don't even make anymore, I am all for a new one, but put the refurbished one in immateriality, just that the people have access.

He needs an official order for the new one a.s.a.p, that he can order it still today.

The Architecture and Landscape Committee is seeking your endorsement of a change in our criteria regarding the acceptable colors for lanai cages. In response to a strong demand, the ALC would like to add bronze to the existing color of white to the palette of lanai paint colors.

Kathy Bondur

Chair, Architecture and Landscape Committee