University Town Center Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

https://universitytowncenterid.com/

The following is the proposed agenda for the upcoming Board of Supervisors Meeting for the University Town Center Improvement District (District"), scheduled to be held at 9:00 AM on Wednesday, November 4, 2026, at Benderson Development Office located at: 7978 Cooper Creek Blvd.; Suite 100 University Park, FL 34201. A physical quorum of the Board of Supervisors will be confirmed prior to the start of the meeting.

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/263777976418867?p=MplyZPjkrVdwYolPTZ
Meeting ID: 263 777 976 418 867
Passcode: Zq63kf6V
Dial in by phone
+1 872-242-9410,,737730341# United States, Chicago
Phone conference ID: 737 730 341#

BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

1. Roll Call to Confirm Quorum
2. Public Comment Period *[For any members of the public desiring to speak on any proposition before the Board]*
3. Proof of Publication
4. Consideration of Minutes of the 9/2/26 Board of Supervisors Meeting

Consent Agenda:

5. Ratification of the Egis Insurance Alliance Proposal for General Liability & Public Officials Coverage for October 1, 2026 through October 1, 2027

Business Matters

6. Consideration of the Property Appraiser Agreements (Manatee & Sarasota Counties)
7. Introduction of the Water Control Plan by the District Engineer
8. Consideration of **Resolution 2027-01, Adopting the Proposed Water Control Plan** & file with the District Secretary & Setting the Public Hearing on the Proposed Water Control Plan to December 2, 2026

Financial Matters

9. Consideration of Payment Authorizations 001-002
10. Review & Acceptance of the September 2026 Financial Statements
11. Consideration of the Revised Adopted FY 2026 Budget & **Resolution 2027-02**, **FY 2026 Revised Budget**

Other Business

A. Staff Reports
    1. District Manager
        a. Review & Acceptance of the Designations by Secretary Related to Public Records Document
    2. Interim District Engineer
    3. District Counsel
        a. September/October Activity Report
B. Supervisor Requests & Comments
C. Counsel's Ethics Training Session 2 (1-hour)

Adjournment

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Proof of Publication

Serial Number
26-02089M

Business Observer

Published Weekly
Manatee, Manatee County, Florida

COUNTY OF MANATEE

STATE OF FLORIDA

Before the undersigned authority personally appeared Cate Eschmann who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Manatee, Manatee County, Florida; that the attached copy of advertisement,

being a Notice of the Board of Public Meeting

in the matter of Meeting on November 4, 2026 at 9:00am

in the Court, was published in said newspaper by print in the

issues of 10/23/2026

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

Cate Eschmann

Sworn to and subscribed, and personally appeared by physical presence before me,

23rd day of October, 2026 A.D.

by Cate Eschmann who is personally known to me.

Notary Public, State of Florida
(SEAL)

Donna Condon
Comm.: HH 534210
Expires: Jun. 29, 2028
Notary Public - State of Florida

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT
NOTICE OF THE BOARD OF PUBLIC MEETING

Notice is hereby given that the Board of Supervisors ("Board") of the University Town Center Improvement District ("District") will hold a regular meeting of the Board of Supervisors on November 4, 2026, at 9:00 a.m., at Nathan Benderson Park Finishing Tower, Floor 2, 5851 Nathan Benderson Circle, Sarasota, FL 34235.

A copy of the agenda may be obtained at the offices of the District Manager, c/o PFM Management Services LLC, 3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817 Phone: (407) 723-5900 ("District Manager's Office") during normal business hours.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager
October 23, 2026

26-02089M

Serial Number
26-02450S

Business Observer

Published Weekly
Sarasota, Sarasota County, Florida

COUNTY OF SARASOTA

STATE OF FLORIDA

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*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

C. Eschmann

Cate Eschmann

Sworn to and subscribed, and personally appeared by physical presence before me,

23rd day of October, 2026 A.D.

by Cate Eschmann who is personally known to me.

Notary Public, State of Florida
(SEAL)

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Vivian Carvalho
District Manager
October 23, 2026

26-02450S

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of the September 2, 2026
Board of Supervisors' Meeting Minutes

MINUTES OF MEETING

University Town Center Improvement District
BOARD OF SUPERVISORS' MEETING MINUTES
Wednesday, September 2, 2026, at 9:00 a.m.
7978 Cooper Creek Boulevard, Suite 100
University Park, FL 34201

Board Members present at roll call in person or via speaker phone:

Cliff McHenry	Chairperson
Colin Pember	Vice Chairperson
Mark Farrell	Assistant Secretary
Ian Fitzgerald	Assistant Secretary

Also, present in person or via speaker phone:

Vivian Carvalho	District Manager - PFM Management Services LLC
Jennifer Glasgow	District Accountant - PFM Management Services LLC (via phone)
Kwame Jackson	Associate DM - PFM Management Services LLC (via phone)
Ashley Quiros	Assistant DM - PFM Management Services LLC (via phone)
Maggie Mooney	District Counsel - Persson, Cohen, Mooney, Fernandez, & Jackson, P.A.
Karla Armstrong	District Counsel - Persson, Cohen, Mooney, Fernandez, & Jackson, P.A.
Julie Daniel	Benderson Development
Todd Mathes	Benderson Development
Clint Cuffle, P.E.	WRA Engineering

FIRST ORDER OF BUSINESS **Administrative Matters**

Roll Call to Confirm Quorum

The meeting was called to order at 9:06 a.m. by Ms. Carvalho. Those in attendance are outlined above.

Public Comment Period

There were no public comments at this time.

Proof of Publication

The Board reviewed the publication. No action was required.

Consideration of the Minutes of the July 15, 2026, Organizational Board of Supervisors Meeting.

The Board reviewed the meeting minutes.

On Motion by Mr. McHenry, second by Mr. Farrell, with all in favor, the Board of Supervisors for the University Town Center Improvement District approved the Minutes of the July 15, 2026, Organizational Board of Supervisors Meeting.

SECOND ORDER OF BUSINESS **Consent Agenda:**

Ratification of the July 22, 2026, VGlobalTech Website Agreement

Ms. Carvalho reviewed the agreement with the Board. She noted that email addresses have been completed for use.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Board of Supervisors for the University Town Center Improvement District ratified the July 22, 2026, VGlobalTech Website Agreement.

THIRD ORDER OF BUSINESS **Business Matters**

Consideration of Resolution 2026-28, Adopting Goals, Objectives, and Performance Measures and Standards for Fiscal Year 2026-2027

Ms. Carvalho reviewed the requirements per the Florida Statutes with the Board requiring the adoption of goals, objectives, and performance measures.

Ms. Carvalho noted a correction to the exhibit was needed to amend wording.

On Motion by Mr. McHenry, second by Mr. Pember, with all in favor, the Board of Supervisors for the University Town Center Improvement District approved resolution 2026-28, Adopting Goals, Objectives, and Performance Measures and Standards for Fiscal Year 2026-2027.

Public Hearing on the Adoption of the District's Annual Budget Appropriating Funds

a. **Public Comments and Testimony**
b. **Board Comments**
c. **Consideration of Resolution 2026-29, Adopting the Fiscal Year 2025-2026 Budget and Appropriating Funds**
d. **Consideration of the Amended & Restate Fiscal Year 2026 Budget Funding Agreement**

Ms. Carvalho requested a motion to open the public hearing.

On Motion by Mr. Pember, second by Mr. Farrell, with all in favor, the Board of Supervisors for the University Town Center Improvement District opened the public hearing.

There were no public comments.

There were no Board comments.

On Motion by Mr. Farrell, second by Mr. McHenry, with all in favor, the Board of Supervisors for the University Town Center Improvement District closed the public hearing.

The Board reviewed the resolution.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Board of Supervisors for the University Town Center Improvement District approved Resolution 2026-29, Adopting the Fiscal Year 2025-2026 Budget and Appropriating Funds.

Ms. Mooney reviewed the budget funding agreement with the Board.

On Motion by Mr. Pember, second by Mr. Farrell, with all in favor, the Board of Supervisors for the University Town Center Improvement District adopted Amended and Restated Fiscal Year 2026 Budget Funding Agreement as presented.

Public Hearing on the Adoption of the District's Annual Budget Appropriating Funds

- **a. Public Comments and Testimony**
- **b. Board Comments**
- **c. Consideration of Resolution 2026-30, Adopting the Fiscal Year 2026-2027 Budget and Appropriating Funds**
- **d. Consideration of Fiscal Year 2026/2027 Funding Agreement**

Ms. Carvalho requested a motion to open the public hearing.

On Motion by Mr. Fitzgerald, second by Mr. McHenry, with all in favor, the Board of Supervisors for the University Town Center Improvement District opened the public hearing.

There were no public comments.

There were no Board comments.

On Motion by Mr. Farrell, second by Mr. Pember, with all in favor, the Board of Supervisors for the University Town Center Improvement District closed the public hearing.

The Board reviewed the resolution.

On Motion by Mr. McHenry, second by Mr. Pember, with all in favor, the Board of Supervisors for the University Town Center Improvement District adopted Resolution 2026-30, Adopting the Fiscal Year 2026-2027 Budget and Appropriating Funds.

The Board reviewed the funding agreement.

On Motion by Mr. Fitzgerald, second by Mr. Pember, with all in favor, the Board of Supervisors for the University Town Center Improvement District approved Fiscal Year 2026/2027 Funding Agreement.

Public Hearing on the Adoption of the Uniform Method of Collection

- **a. Public Comments and Testimony**
- **b. Board Comments**
- **c. Consideration of Resolution 2026-31, Adopting the Uniform Method of Collecting non-ad valorem Special Assessments**

Ms. Carvalho requested a motion to open the public hearing.

On Motion by Mr. McHenry, second by Mr. Farrell, with all in favor, the Board of Supervisors for the University Town Center Improvement District opened the public hearing.

There were no public comments.

There were no Board comments.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Board of Supervisors for the University Town Center Improvement District closed the public hearing.

Ms. Carvalho noted this resolution provides the ability for the District to levy and collect the assessments.

On Motion by Mr. Farrell, second by Mr. McHenry, with all in favor, the Board of Supervisors for the University Town Center Improvement District approved Resolution 2026-31, Adopting the Uniform Method of Collecting non-ad valorem Special Assessments.

FOURTH ORDER OF BUSINESS **Financial Matters**

Consideration of Bond Counsel Agreement

Ms. Mooney noted that she reached out to Bryant, Miller and Olive P.A. to retain their services for counsel regarding bonds. She noted that this agreement does not require a financial retainer. Christoper Roe is the principle located in Tallahassee.

On Motion by Mr. McHenry, second by Mr. Pember, with all in favor, the Board of Supervisors for the University Town Center Improvement District approved the Bond Counsel Agreement with Bryant, Miller and Olive P.A.

FIFTH ORDER OF BUSINESS **Staff Reports**

District Manager - Ms. Carvalho gave an update on website.

Interim District Engineer - Mr. Cuffle noted that the draft water control plan will be ready in two weeks. It will consist of a design including exhibits showing water flow and emergency components.

District Counsel - Ms. Mooney gave an overview of the monthly memo/report. She reviewed the requirements of the District to be legally operational and what a special District is. Ms. Mooney gave a brief overview of the requirements of a Special District Official.

Supervisor Requests

There were no Supervisor requests at this time.

SIXTH ORDER OF BUSINESS **Adjournment**

There was no further business to discuss.

Ms. Carvalho requested a motion to adjourn.

On Motion by Mr. Pember, second by Mr. McHenry, with all in favor, the September 2, 2026, Organizational Meeting of the Board of Supervisors for the University Town Center Improvement District was adjourned at 11:14 a.m.

_____ _____

Secretary/Assistant Secretary Chairman/Vice-Chairman

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Ratification of the Egis Insurance Alliance Proposal for General Liability and Public Officials Coverage for October 1, 2026 through October 1, 2027

FLORIDA INSURANCE ALLIANCE

Egis Insurance & Risk Advisors

Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

University Town Center Improvement District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance ("FIA"), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.
Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects over 1,000 public entity members.

Competitive Advantage
FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for "alleged" public official ethics violations
- Proactive in-house claims management and loss control department
- Risk management services including on-site loss control, property schedule verification and contract reviews
- Complimentary Property Appraisals
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?
FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA's primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of $2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers.

What Are Members Responsible For?
As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

University Town Center Improvement District
c/o PFM Group Consulting LLC
3501 Quadrangle Blvd, Ste 270
Orlando, FL 32817

Term: **October 1, 2026 to October 1, 2027**

Quote Number: 1001261320

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values –Building and Contents – Per Schedule on file totalling	Not Included
Loss of Business Income	Not Included
Additional Expense	Not Included
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	**Coinsurance**
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	Not Applicable	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	Not Applicable	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of Not Applicable per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine
	Not Applicable	Golf Course Tees and Greens Deductible on all covered Perils if scheduled.

Special Property Coverages		
Coverage	**Deductibles**	**Limit**
Earth Movement	Not Applicable	Not Included
Flood	Not Applicable	Not Included
Boiler & Machinery	Not Applicable	Not Included
TRIA		Not Included

*Except for Zones A & V (see Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM **Not Included**

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
	A	Accounts Receivable	$500,000 in any one occurrence
	B	Animals	$1,000 any one Animal $5,000 Annual Aggregate in any one agreement period
	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to $250,000 estimated final contract value any one construction project.
	D	Debris Removal Expense	$250,000 per insured or 25% of loss, whichever is greater
	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	$1,250,000 in any one occurrrence
	F	Duty to Defend	$100,000 any one occurrence
	G	Errors and Omissions	$250,000 in any one occurrence
	H	Expediting Expenses	$250,000 in any one occurrence
	I	Fire Department Charges	$50,000 in any one occurrence
	J	Fungus Cleanup Expense	$50,000 in the annual aggregate in any one occurrence
	K	Lawns, Plants, Trees and Shrubs	$50,000 in any one occurrence
	L	Leasehold Interest	Included
	M	Air Conditioning Systems	Included
	N	New locations of current Insureds	$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
	O	Personal property of Employees	$500,000 in any one occurrence
	P	Pollution Cleanup Expense	$50,000 in any one occurrence
	Q	Professional Fees	$50,000 in any one occurrence
	R	Recertification of Equipment	Included
	S	Service Interruption Coverage	$500,000 in any one occurrence
	T	Transit	$1,000,000 in any one occurrence
	U	Vehicles as Scheduled Property	Included
	V	Preservation of Property	$250,000 in any one occurrence
	W	Property at Miscellaneous Unnamed Locations	$250,000 in any one occurrence
	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

	Y	Glass and Sanitary Fittings Extension	$25,000 any one occurrence
	Z	Ingress / Egress	45 Consecutive Days
	AA	Glass and Sanitary Fittings Extension	$25,000 in any one occurrence
	BB	Awnings, Gutters and Downspouts	Included
	CC	Lock and Key Replacement	$2,500 any one occurrence
	DD	Tracks and fields (except Lawns, Plants, Trees and Srubs covered under code K)	$250,000 any one occurrence and $500,000 in the annual aggregate in any one coverage period. or Up to the declared value if it is specifically listed as "Tracks and Fields" in the schedule of values.
	EE	Awnings, Gutters and Downspouts	Included
	FF	Civil or Military Authority	45 consecutive days and one mile.

CRIME COVERAGE

Description	**Limit**	**Deductible**
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	**8,9**	**$1,000,000**	**Included**
Personal Injury Protection	**N/A**		**Not Included**
Auto Medical Payments	**N/A**		**Not Included**
Uninsured Motorists including Underinsured Motorists	**N/A**		**Not Included**
Physical Damage Comprehensive Coverage	**N/A**	**Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.** See item Four for Hired or Borrowed Autos.	**Not Included**
Physical Damage Specified Causes of Loss Coverage	**N/A**	**Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism** See item Four for Hired or Borrowed Autos.	**Not Included**
Physical Damage Collision Coverage	**N/A**	**Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto** See item Four for Hired or Borrowed Autos.	**Not Included**
Physical Damage Towing And Labor	**N/A**	**$0 For Each Disablement Of A Private Passenger Auto**	**Not Included**

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	$1,000,000
Abuse and Molestation Limit (Added by Claims Made Endorsement)	Not Included
Abuse and Molestation Aggregate Limit (Added by Claims Made Endorsement)	Not Included
Abuse and Molestation Retroactive Date	Not Included
Herbicide & Pesticide Aggregate Limit	$1,000,000
Medical Payments Limit	$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	$25,000/$250,000
General Liability Deductible	$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	$1,000,000
	Aggregate	$2,000,000
Public Officials and Employment Practices Liability Deductible		$0

Retroactive Date:

Supplemental Payments: Pre-termination $2,500 per employee - $5,000 annual aggregate.
Non-Monetary $100,000 aggregate.

<u>Cyber Liability sublimit included under POL/EPLI</u>

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: $100,000 each claim/annual aggregate
Fraudulent Instruction: $25,000

FLORIDA INSURANCE ALLIANCE

PREMIUM SUMMARY

University Town Center Improvement District
c/o PFM Group Consulting LLC
3501 Quadrangle Blvd, Ste 270
Orlando, FL 32817

Term: **October 1, 2026 to October 1, 2027**

Quote Number: 1001261320

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	Not Included
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	$2,750
Public Officials and Employment Practices Liability	$2,250
Deadly Weapon Protection Coverage	Not Included
TOTAL PREMIUM DUE	**$5,000**

IMPORTANT NOTE
Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)

FLORIDA INSURANCE ALLIANCE

PARTICIPATION AGREEMENT
Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2026, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

(a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;

(b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;

(c) To abide by the rules and regulations adopted by the Board of Directors;

(d) That should the Applicant desire to cancel coverage; it will give not less than ninety (90) days prior written notice of cancellation;

(e) That if the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;

(f) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

University Town Center Improvement District

(Name of Local Governmental Entity)

By: _____ Clifford W McHenry
Signature Print Name

Witness By: Julie Lapides Daniel Julie Lapides Daniel
Signature Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2026

By: _____
Administrator

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of the Property Appraiser Agreements
(Manatee & Sarasota Counties)

AGREEMENT

THIS AGREEMENT is made and entered into as of Oct 20, 2026, by and between the **UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT**, a separate legal entity and local government under Section 163.01(7), F.S. whose address is _____ hereinafter referred to as " the LOCAL GOVERNING BOARD" and BILL FURST, PROPERTY APPRAISER of Sarasota County, whose address is 2001 Adams Lane, Sarasota, FL 34237, hereinafter referred to as "PROPERTY APPRAISER.

WITNESSETH

WHEREAS, the LOCAL GOVERNING BOARD certifies that it has established a non-ad valorem, assessment district called **UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT,** and is authorized to impose Non-Ad Valorem assessments and by Resolution 2026-31 as expressed its intent to implement the UNIFORM METHOD FOR THE COLLECTION AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENTS, as authorized by §197.3632, F.S.

WHEREAS, Section 197.3632(2), F.S., provides that the LOCAL GOVERNING BOARD shall enter into a written agreement with the PROPERTY APPRAISER providing for the reimbursement of necessary administrative costs incurred by the PROPERTY APPRAISER.

NOW, THEREFORE, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

ARTICLE I
Purpose

The purpose of this agreement is to establish the terms and conditions under which the PROPERTY APPRAISER and the LOCAL GOVERNING BOARD shall comply with the provisions set forth in §197.3632, F.S.

ARTICLE II
Term

This Agreement shall become effective upon execution and shall run through the end of the calendar year and shall automatically be renewed thereafter, for successive periods, not to exceed one year each unless terminated by the LOCAL GOVERNING BOARD or the PROPERTY APPRAISER. A notice of cancellation shall be in writing and delivered to the other party by January 10 of the calendar year in which either party intends to cancel.

ARTICLE III
Compliance with Laws and Regulations

The parties shall abide by all Florida statutes, rules, and regulations pertaining to the levy and collection of non-ad valorem assessments and any ordinances or resolutions promulgated by the LOCAL GOVERNING BOARD not inconsistent with, nor contrary to, the provisions set forth in §197.3632, F.S., other applicable Florida laws, and any successor provision, and any applicable rules or successor rules promulgated by the Department of Revenue.

ARTICLE IV
Duties and Responsibilities of the LOCAL GOVERNING BOARD

The LOCAL GOVERNING BOARD agrees, covenants, and contracts to:

Provide notice to the PROPERTY APPRAISER of any Ordinance and Resolution creating a new Non-Ad Valorem District or amending an existing Non-Ad Valorem District.

Post the non-ad valorem assessment for each parcel on a non-ad valorem assessment roll in a manner that such a non-ad valorem assessment roll is free of errors and omissions.

Submit to the PROPERTY APPRAISER non-ad valorem assessment data in the format and by the date specified by the PROPERTY APPRAISER for inclusion in the annual Notice of Proposed Property Taxes and Proposed or Adopted Non-Ad Valorem Assessments ("TRIM Notice").

Reimburse the PROPERTY APPRAISER for Administrative costs. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, use of computer equipment, postage, and programming.

ARTICLE V
Duties and Responsibilities of the PROPERTY APPRAISER

The PROPERTY APPRAISER agrees, covenants, and contracts to:

By June 1 of each calendar year, provide the LOCAL GOVERNING BOARD, in a compatible electronic medium, the information required by §197.3632(3)(b) F.S. for each parcel within the boundaries of the district: 1) the names and addresses of the owners of such property and 2) the property identification number for each parcel in a manner that conforms to the format of the ad valorem assessment roll to the Department of Revenue.

Include non-ad valorem assessments in the annual Notice of Proposed Property Taxes and Proposed or Adopted Non-Ad Valorem Assessments ("TRIM Notice").

When Administrative costs apply, send the LOCAL GOVERNING BOARD an estimate of Administrative costs for budgeting purposes by June 1st of each year.

ARTICLE VI
Miscellaneous

This agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and may not be amended or modified, except in writing and signed by the parties hereto.

Should any provision of this agreement be declared to be invalid, the remaining provisions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused these presents to be signed by their duly authorized officers.

WITNESS

SARASOTA COUNTY PROPERTY APPRAISER

BY: _____
BILL FURST

DATE: October 20, 2026

WITNESS

LOCAL GOVERNING BOARD REPRESENTATIVE

_____

BY: _____

DATE: _____

Bill Furst
SARASOTA COUNTY PROPERTY APPRAISER
2001 Adams Lane, Sarasota, FL, 34237 | www.SarasotaPropertyAppraiser.gov | 941.861.8200

Employee Authorization for Access to Confidential Information
Local Governing Boards & Special Districts

This disclosure agreement applies to authorized employees and contractors of Local Governing Boards and Special Districts, including those entities utilizing the uniform method for the levy, collection, and enforcement of non–ad valorem assessments pursuant to section 197.3632, Florida Statutes.

As an authorized employee or contractor of the Special Taxing District, by my name and signature below, I hereby certify that I am familiar with, and agree to comply with, the confidentiality requirements set forth in sections 119.071, 192.105, 193.074, 193.114(5), 195.027(3) and (6), 196.101(4)(c), and 213.053, Florida Statutes.

I acknowledge that the unauthorized disclosure or use of any confidential information constitutes a misdemeanor of the first degree, punishable by the penalties described in sections 775.082 and 775.083, Florida Statutes. I further understand that any information received from the Property Appraiser may be used solely to fulfill the official duties and responsibilities of this office and must not be disclosed or used for any other purpose.

Signature:
_____

Name (print or type):
_____

Official Title:
_____

Date: _____

Representing (employee or contractor of):
_____

The Non–Ad Valorem District, also referred to as the Local Governing Board or Special District holding levying powers in Sarasota County.

NOTICE: This form shall be completed by ALL individuals of the Non-Ad Valorem District that will participate in the use of information provided by the Sarasota County Property Appraisers Office.

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Introduction of the Water Control Plan by the District Engineer

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of **Resolution 2027-01**, Adopting the Proposed Water Control Plan & file with the District Secretary & Setting the Public Hearing on the Proposed Water Control Plan to December 2, 2026

RESOLUTION 2027-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT DECLARING ITS INTENT TO CONSIDER ADOPTION OF A WATER CONTROL PLAN PURSUANT TO CHAPTER 298, FLORIDA STATUTES; AUTHORIZING THE INITIATION OF THE STATUTORY PROCEDURES REQUIRED FOR CONSIDERATION AND ADOPTION OF THE WATER CONTROL PLAN; PROVIDING FOR NOTICE, A PUBLIC HEARING, AND THE SUBMISSION OF WRITTEN OBJECTIONS; PROVIDING FOR FILING WITH THE DISTRICT SECRETARY; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the University Town Center Improvement District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 2026-222, Laws of Florida (the "Special Act"), that is located within both Manatee and Sarasota Counties; and

WHEREAS, the District, pursuant to the provisions of its Special Act, Chapters 189, 197, and 298, Florida Statutes, is authorized to impose and levy non-ad valorem assessments on properties located within its boundaries; and

WHEREAS, these non-ad valorem assessments are utilized to fund the construction, operation, and maintenance of certain public facilities and services within the District; and

WHEREAS, Chapter 298, Florida Statutes, provides that the Board of Supervisors must adopt a water control plan and an engineer's report prior to levying such non-ad valorem assessments within the District; and

WHEREAS, the water control plan is a comprehensive operational document that describes the activities, facilities, and improvements to be conducted by the District ("Water Control Plan"); and

WHEREAS, the engineer's report assesses the benefits and any potential damages that may arise to each subdivision of land from implementing the proposed plan ("Engineer Report"); and

WHEREAS, the Engineer's Report must also include recommendations for a maintenance assessment for existing facilities; and

WHEREAS, the process of adopting a Water Control Plan and an Engineer's Report involves procedural statutory requirements such as notices, public hearings, and reviews by the Southwest Florida Water Management District ("SWFWMD"); and

WHEREAS, Section 298.301, Florida Statutes, requires the Board of Supervisors to

adopt a resolution expressing its intent to consider adoption of a proposed water control plan before initiating the statutory procedures; and

WHEREAS, the Board of Supervisors finds that it is in the best interests of the District and the landowners within the District to initiate the process for consideration and potential adoption of a Water Control Plan to facilitate the District's provision, operation, and maintenance of its facilities and services and, as authorized by law, to levy of non-ad valorem assessments and the potential future issuance of bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT:

1. **RECITALS.** The Board of Supervisors of University Town Center Improvement District hereby finds that the recitals set forth above are true and correct and are hereby adopted fully by reference.

2. **WATER CONTROL PLAN.** The Board of Supervisors hereby expresses its intent to consider adoption of a Water Control Plan pursuant to Chapter 298, Florida Statutes. The proposed Water Control Plan shall be made available for public review at the District's office and on the District's website beginning November 9, 2026.

3. **FILING.** This Resolution will be filed with the District Secretary pursuant to Section 298.301, Florida Statutes.

4. **NOTICE.** Following the adoption of this Resolution, the Board of Supervisors shall provide notice of a public hearing to consider the proposed Water Control Plan in accordance with Chapter 298, Florida Statutes, by causing publication to be made once a week for 3 consecutive weeks in a newspaper of general circulation published in Manatee and Sarasota Counties, and in addition to the publication of notice, a copy of the notice shall be served on any owner of land within the District as shown on the current tax rolls, SWFWMD, and the Board of County Commissioners of the Sarasota and Manatee Counties.

5. **PUBLIC HEARING.** The Board of Supervisors shall conduct a public hearing on December 2, 2026, to consider the proposed Water Control Plan and receive public comment and any written objections

6. **WRITTEN OBJECTIONS.** Written objections to the proposed Water Control Plan may be submitted at the District's office located at c/o PFM Management Services LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817 on or before the public hearing scheduled for December 2, 2026, at 9 a.m. The Board of Supervisors will consider written objections to the Water Control Plan at the public hearing**.** At the conclusion of the hearing, the Board of Supervisors may determine to proceed with the process for approval of the proposed Water Control Plan and direct the District Engineer to prepare an Engineer's Report.

7. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 4th day of November 2026.

ATTEST:

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

_____
Secretary / Assistant Secretary

_____
Chair/Vice Chair, Board of Supervisors

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of Payment Authorizations
001-002

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Payment Authorization No. 001
10/2/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
34018	EGIS INSURANCE ADVISORS (UTCID)	09/14/2026	University Town Center ID (UTCID)	1,069.00
7277	PERSSON COHEN MOONEY FERNANDEZ (UTCID)	08/04/2026	University Town Center ID (UTCID)	12,551.12
7366	PERSSON COHEN MOONEY FERNANDEZ (UTCID)	09/09/2026	University Town Center ID (UTCID)	6,932.25
7451	PERSSON COHEN MOONEY FERNANDEZ (UTCID)	10/02/2026	University Town Center ID (UTCID)	8,245.25
144001	PFM MANAGEMENT SERVICES LLC (UTCID)	09/21/2026	University Town Center ID (UTCID)	4,166.66
144002	PFM MANAGEMENT SERVICES LLC (UTCID)	09/21/2026	University Town Center ID (UTCID)	4,166.66
144003	PFM MANAGEMENT SERVICES LLC (UTCID)	09/21/2026	University Town Center ID (UTCID)	4,166.66
OE-EXP-08-2026-47	PFM MANAGEMENT SERVICES LLC (UTCID)	08/07/2026	University Town Center ID (UTCID)	1.56
			Total:	**41,299.16**

Board Member

INVOICE

Customer	University Town Center Improvement District
Acct #	1801
Date	09/14/2026
Customer Service	Charisse Bitner
Page	1 of 1

RECEIVED
By Jennifer Glasgow at 10:43 am, Sep 15, 2026

University Town Center Improvement District
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd, Ste 270
Orlando, FL 32817

Payment Information	
Invoice Summary	$ 1,069.00
Payment Amount	
Payment for:	Invoice#34018
1001251320	

Thank You

Please detach and return with payment

Customer: University Town Center Improvement District

Invoice	Effective	Transaction	Description	Amount
34018	07/15/2026	New business	Policy #1001251320 07/15/2026-10/01/2026 Florida Insurance Alliance Package - New business Due Date: 9/14/2026	1,069.00

Please Remit Payment To:
Egis Insurance and Risk Advisors
P.O. Box 748555

Total
$ 1,069.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
TO PAY VIA ACH: [redacted]

Remit Payment To: Egis Insurance Advisors
P.O. Box 748555
Atlanta, GA 30374-8555

(321)233-9939
accounting@egisadvisors.com

Date
09/14/2026

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

INVOICE

Invoice # 7277
Date: 08/04/2026
Due On: 09/03/2026

University Town Center Improvement District
c/o PFM
3501 Quadrangle Boulevard
Suite 270
Orlando, Florida 32817

RECEIVED
By M. Magar at 9:04 am, Aug 24, 2026

Statement of Account

Outstanding Balance		New Charges		Payments Received		Total Amount Outstanding
($0.00	+	$12,551.12	) - (	$0.00	) =	**$12,551.12**

UTCID

General Legal Counsel

Type	Timekeeper	Date	Notes	Quantity	Rate	Discount	Total
Service	MDM	07/01/2026	Emails and phone calls re: landowner meeting, supervisor elections, proxies	1.40	$395.00	-	$553.00
Service	MDM	07/06/2026	Attendance at Landowners Meeting. Review Laws of Florida for codification of special act; confer before and after meeting with DIstrict Management group and J Daniels on next steps	1.00	$395.00	-	$395.00
Service	KA	07/06/2026	Prepare and attend landowners meeting w/ M Mooney [NO CHARGE]; Confer w/ M Mooney re: post meeting action items, prep of memo for Board of Supervisors for the July 15 meeting; prepare Ethics memo for Board and email ethics memo to Attorney Mooney for review.	2.10	$395.00	-	$829.50

Service	MDM	07/08/2026	Emails re: oath of office of new Board Member C McHenry and coordination for same.	0.20	$395.00	-	$79.00
Service	KA	07/08/2026	Prepare for oath of Supervisor McHenry; conduct oath for Supervisor McHenry; and respond to emails regarding procedure to notify governing bodies of District landowners meeting.	0.50	$395.00	-	$197.50
Service	MDM	07/09/2026	Review Resolutions 2026-1 through -13; provide edits and comments on same. Emails to PRM for updating and inclusion in the agenda. Review and provide comment on transmittal to County clerks offices relating to formation of the special districts.	2.40	$395.00	-	$948.00
Service	KA	07/09/2026	Finalize and transmit letter to the Counties to notify of UTCID establishment.	0.30	$395.00	-	$118.50
Service	MDM	07/10/2026	Review Resolutions 2026-14 through -23; provide edits and comments on same. Email to PRM for updating and inclusion in the agenda. Emails re: preparation of Reso. 2026-05 relating to seal adoption. Emails re: preparation of Memo to Board of Supervisors relating to training and Ethics requirements for public officials.	2.60	$395.00	-	$1,027.00
Service	KA	07/12/2026	Draft adoption of official seal resolution, review resolution, and send resolution to Attorney Mooney for review.	1.40	$395.00	-	$553.00
Service	MDM	07/13/2026	Review Resolution on District seal adoption and	0.20	$395.00	-	$79.00

			email K Armstrong recommendations on same.				
Service	KA	07/13/2026	Review comments from Attorney Mooney; email official seal resolution to PFM to include in package; finalize and email revised ethics memo to PFM for inclusion in agenda.	0.60	$395.00	-	$237.00
Service	KA	07/14/2026	Review agenda and back up material; review engineering contract drafted by Attorney Lewis for edit and email; discuss the agenda and items with PFM and Attorney Mooney.	3.10	$395.00	25.0%	$918.37
Service	MDM	07/14/2026	Review agenda, provide comments and revisions via email and in prepare for upcoming Supervisors meeting	1.50	$395.00	-	$592.50
Service	DPL	07/14/2026	ENGINEER CONTRACT: Review the District Enabling Act and draft a contract for the initial district engineer services; discuss the contract and the engineer's powers and term w/ DJ, KA, and MM; revise the contract; and transmit it for the board to review.	2.60	$395.00	-	$1,027.00
Service	RDJ	07/14/2026	Review and revise draft agreement for engineering services with Water Resource Associates; confer with co-counsel regarding issues related to same.	0.60	$395.00	-	$237.00
Service	MDM	07/15/2026	Attendance at Board of Supervisors meeting; pre and post meeting discussion with District Management on same	2.60	$395.00	-	$1,027.00
Service	KA	07/15/2026	Receive call from Manatee County regarding establishment	3.10	$395.00	-	$1,224.50

			letter; providing information regarding UTCID to County; Following up with an email; discuss call from Manatee County with Attorney Mooney; attend the UTCID with Attorney Mooney; discuss following steps with Attorney Mooney.				
Service	KA	07/16/2026	Start researching for water plan controls to provide to District Engineer.	1.30	$395.00	-	$513.50
Service	KA	07/17/2026	Sending emails to District Management to request signed resolutions to attached to the follow up letters to local governing authorities as required by statute.	0.20	$395.00	-	$79.00
Service	KA	07/20/2026	Start drafting transmittal letter to Florida Department of Commerce; review Florida Department of Commerce website; also request additional documents from District Manager to attach to transmittal letter; and email resolution designating agent to Manatee County to comply with Florida Law.	0.70	$395.00	-	$276.50
Service	AHC	07/21/2026	Review draft correspondence regarding official records and registered agent, as prepared by associate counsel. Provide revisions.	0.25	$395.00	-	$98.75
Service	KA	07/21/2026	Continue to research for water control plans for example to District Engineer; create list of District powers per Chapter 298.	1.60	$395.00	-	$632.00
Service	KA	07/22/2026	Review special district handbook to ensure compliance with the	1.50	$395.00	-	$592.50

			formation of the district; finalize and transmittal letter with all attachments to State; prepare notice of registered agent to Sarasota County.				
Service	KA	07/23/2026	Confer w/ Sarasota County Clerk's office regarding transmittal letter and address questions.	0.30	$395.00	-	$118.50
Service	KA	07/29/2026	Update Attorney Mooney on the letters sent out to local governing as required by statute. Discuss the next projects.	0.50	$395.00	-	$197.50
					Line Item Discount Subtotal		**-$306.13**
					Subtotal		**$12,551.12**
					Total		**$12,551.12**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7277	09/03/2026	$12,551.12	$0.00	$12,551.12
			Outstanding Balance	**$12,551.12**
			Total Amount Outstanding	**$12,551.12**

Please make all amounts payable to: Persson, Cohen, Mooney, Fernandez & Jackson, P.A. and remit to 6853 ENERGY COURT, LAKEWOOD RANCH, FL 34240.

For any inquiries, please contact us at 941-306-4730. Payment is due 30 days from receipt of this invoice. Thank you.

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

INVOICE

Invoice # 7366
Date: 09/09/2026
Due On: 10/09/2026

University Town Center Improvement District
c/o PFM
3501 Quadrangle Boulevard
Suite 270
Orlando, Florida 32817

RECEIVED
By Jennifer Glasgow at 9:35 am, Sep 14, 2026

Statement of Account

Outstanding Balance		New Charges		Payments Received		Total Amount Outstanding
($12,551.12	+	$6,932.25	) - (	$0.00	) =	**$19,483.37**

UTCID

General Legal Counsel

Type	Timekeeper	Date	Notes	Quantity	Rate	Discount	Total
Service	MDM	08/08/2026	Review and revise summary of applicable statutes and statutory powers of the District, email edits of same to K Armstrong. Review and provide examples of multiple water control plans from other districts for inclusion/reference to plans as examples for Board and District engineer.	1.30	$395.00	-	$513.50
Service	KA	08/10/2026	Review Attrorney Mooney's proposed changes and incorporate same. Research more water control plans.	0.80	$395.00	-	$316.00
Service	MDM	08/12/2026	Emails w/ V Carvahlo re: agenda deadlines. Emails w/ J Daniels re: water control plan and contact with district engineer. Emails and phone calls to	0.60	$395.00	-	$237.00

			C Cuffle office.				
Service	KA	08/13/2026	Contact improvement districts and request water control plans.	0.40	$395.00	-	$158.00
Service	KA	08/17/2026	Review, revise and finalize statutory powers document and August report for Board ; email draft & report to Attorney Mooney .	0.40	$395.00	-	$158.00
Service	MDM	08/17/2026	Review and revise Memo to Board on monthly report; prepare into to memo to Board on general special district powers pursuant to charter and general law, confer with K Armstrong on exhibits, transmittal to district manger for inclusion in agenda package. Emails re: executed engineer contract.	1.80	$395.00	-	$711.00
Service	KA	08/18/2026	Emailing District Management and Attorney Mooney regarding notice and District Engineer information; Discuss agenda with Attoney Mooney; respond to follow up email from District Management regarding agenda.	0.60	$395.00	-	$237.00
Service	MDM	08/18/2026	Emails re District seal, engineer and agenda ; confer w/ K Armstrong re: same	0.40	$395.00	-	$158.00
Service	MDM	08/19/2026	Emails re: follow up on bond counsel and district engineer appointment ; phone calls and emails relating to district engineer and water control plan preparation. Emails w/ District Manager re: bond counsel appointment and inclusion of proposal on next agenda. Phone calls with	1.60	$395.00	-	$632.00

			J. Daniels (Benderson rep).				
Service	AHC	08/20/2026	Review Developer Funding Agreement. Tele-conv. with law partner re: funding issues for District and reimbursement of issuance costs.	0.50	$395.00	-	$197.50
Service	MDM	08/20/2026	Emails from J Daniel's on developer funding agreement; confer with A Cohen on questions and approaches . Review existing draft format in preparation for drafting additional provisions relating to reimbursement.	1.10	$395.00	-	$434.50
Service	KA	08/21/2026	Email copy of the notice of establishment letters sent to local governing bodies to District Management company.	0.20	$395.00	-	$79.00
Service	MDM	08/24/2026	Emails re: funding agreement and revisions to provide specificity on reimbursement from district to developer; confer w/ K Armstrong and provide direction on preparation of same. Emails w/ C Cuffle re: meeting and preparation of a water control plan, examples and discussion on same.	1.20	$395.00	-	$474.00
Service	KA	08/25/2026	Discuss funding agreement with Attorney Mooney; Meet with District Engineer about water control plan; Discuss assessment timelines for 27-28 with Attorney Mooney.	0.90	$395.00	-	$355.50
Service	MDM	08/25/2026	Teams Meeting with C Cuffle and K Armstrong re: water control plan and preparation of same. Emails w/ C Cuffle on Memos and background information for future work on water control plan.	1.20	$395.00	-	$474.00

Service	MDM	08/27/2026	Emails and consultations re: funding agreement for developer and modified reimbursement provision and other edits ; phone call and emails re: bond counsel engagement , agenda , submittal to board ; review, revise and finalize sunshine law PowerPoint for upcoming Board presentation ; additional revisions to Developer Funding Agreement	1.75	$395.00	-	$691.25
Service	KA	08/27/2026	Revise funding agreement regarding reimbursement provisions; Discuss funding agreement with Attorney Mooney; review reimbursement language from other funding agreements and consult funding Agreement with Attorney Cohen.	2.20	$395.00	50.0%	$434.50
Service	MDM	08/27/2026	Emails with Bond Counsel re: engagement agreement; confer w/ potential bond counsel on developer funding agreement amendment; emails re: additional provisions to include in agreement. Emails with District Manager re: supplemental agenda materials and communications with Board members via email	1.00	$395.00	-	$395.00
Service	MDM	08/28/2026	Emails w/ Benderson reps re: funding agreement revisions, modifications and changes	0.50	$395.00	-	$197.50
Service	MDM	08/30/2026	Email District Manager Sunshine Law Powerpoint for Board Sunshine Law training at the 9/2 UTCID Meeting	0.20	$395.00	-	$79.00
					Line Item Discount Subtotal		**-$434.50**
					Subtotal		**$6,932.25**

Total	**$6,932.25**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7277	09/03/2026	$12,551.12	$0.00	$12,551.12

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7366	10/09/2026	$6,932.25	$0.00	$6,932.25

Outstanding Balance	**$19,483.37**
Total Amount Outstanding	**$19,483.37**

Please make all amounts payable to: Persson, Cohen, Mooney, Fernandez & Jackson, P.A. and remit to 6853 ENERGY COURT, LAKEWOOD RANCH, FL 34240.

For any inquiries, please contact us at 941-306-4730. Payment is due 30 days from receipt of this invoice. Thank you.

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

INVOICE

Invoice # 7451
Date: 10/02/2026
Due On: 11/01/2026

University Town Center Improvement District
c/o PFM
3501 Quadrangle Boulevard
Suite 270
Orlando, Florida 32817

RECEIVED
By M. Magar at 3:47 pm, Oct 02, 2026

Statement of Account

Outstanding Balance		New Charges		Payments Received		Total Amount Outstanding
($19,483.37	+	$8,245.25	) - (	$0.00	) =	**$27,728.62**

UTCID

General Legal Counsel

Services

Type	Timekeeper	Date	Notes	Quantity	Rate	Discount	Total
Service	MDM	09/01/2026	Review agenda in preparation for upcoming Supervisors meeting; email district manager re: supplemental documents for Board consideration and record keeping. Emails with Developer reps on Revised Funding agreement reimbursement provision approval; prepare exhibit for Funding Agreement. Multiple emails re: same .	1.80	$395.00	-	$711.00
Service	KA	09/01/2026	Discuss the funding agreement with Attorney Mooney and have it ready for the UTC Board of Supervisors meeting.	0.30	$395.00	-	$118.50
Service	MDM	09/02/2026	Emails w/ District Engineer re: maps of	0.30	$395.00	-	$118.50

			District Boundaries for water control plan preparation.				
Service	MDM	09/02/2026	Prepare for and attendance at Supervisors meeting	3.70	$395.00	-	$1,461.50
Service	KA	09/02/2026	Attend Board meeting with Attorney Mooney. Discuss meeting and follow up items with Attorney Mooney afterwards.	3.50	$395.00	50.0%	$691.25
Service	MDM	09/03/2026	Emails re: scheduling of conference call on assessment timing, next steps, bond counsel appointment, transmittal of summary of powers to developer representatives	0.40	$395.00	-	$158.00
Service	KA	09/03/2026	Email and provide the special district power memo to District staff.	0.20	$395.00	-	$79.00
Service	KA	09/15/2026	Create a notice of creation to be filed in Clerk of Courts Official records for Manatee and Sarasota County so that public is on notice of ability to levy assessment.	1.20	$395.00	-	$474.00
Service	MDM	09/16/2026	Email from District engineer re: boundaries	0.20	$395.00	-	$79.00
Service	MDM	09/22/2026	Multiple emails and follow up with District Engineer, Manager and Property Appraiser(Manatee Co) re: status of water control plan, upcoming meetings, agreement to Property Appraiser (Manatee) , next steps.	1.00	$395.00	-	$395.00
Service	MDM	09/23/2026	Emails w/ engineer re: boundaries; Teams meeting w/ District Manager re: next steps in assessment levy, timing, upcoming meeting(s). Emails re: same. Review and approve Notice of filing for Sarasota and	2.00	$395.00	-	$790.00

			Manatee Counties re: District assessment/tax authority. Emails with Property Appraiser offices on next steps for tax roll, timing. Emails re: district boundaries and upcoming meetings.				
Service	KA	09/23/2026	Review and respond to emails regarding notice of creation of the UTCID and the Consumer Certificate of Exemption Application. Email notice of formation for recording to Attorney Mooney; attend meeting with Attorney Mooney and District management staff to discuss the water control plan and the methodology. [No Charge for meeting attendance.]	1.60	$395.00	50.0%	$316.00
Service	MDM	09/24/2026	Emails re: District Engineer relating to water control plan and survey of boundaries, coordination with property appraiser (Manatee Co), future meeting coordination.	0.90	$395.00	-	$355.50
Service	MDM	09/25/2026	Phone call with J Daniels re: upcoming meeting, assessment imposition, water control plan; confer with K Armstrong on research and timeline development for assessment levy, direct billing and water control plan adoption; review statutory authority research on direct billing.	1.00	$395.00	-	$395.00
Service	KA	09/25/2026	Review Florida Statutes 189, 197, and 170 for statutory powers to direct bill assessments.	1.50	$395.00	-	$592.50
Service	KA	09/28/2026	Work on water control plan timeline and notices as required by statute; discuss mailing on notices of ability to levy to current owners.	2.30	$395.00	-	$908.50

Service	KA	09/29/2026	Discuss timeline, notices, and engineer report with Attorney Mooney.	0.40	$395.00	-	$158.00
Service	MDM	09/29/2026	Confer w/ K Armstrong on direct billing research, time line preparation.	0.30	$395.00	-	$118.50
Service	KA	09/30/2026	Review and comment on timeline provided by District Management regarding adoption of assessment and water control plan.	0.30	$395.00	-	$118.50
						Line Item Discount Subtotal	**-$1,007.25**
						Services Subtotal	**$8,038.25**

Expenses

Type	Date	Notes	Quantity	Rate	Total
Expense	09/25/2026	recording fees: Recording fee-Notice of Creation	2.00	$103.50	$207.00
				Expenses Subtotal	**$207.00**
				Subtotal	**$8,245.25**
				Total	**$8,245.25**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7277	09/03/2026	$12,551.12	$0.00	$12,551.12
7366	10/09/2026	$6,932.25	$0.00	$6,932.25

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7451	11/01/2026	$8,245.25	$0.00	$8,245.25
			Outstanding Balance	**$27,728.62**

Total Amount Outstanding $27,728.62

Please make all amounts payable to: Persson, Cohen, Mooney, Fernandez & Jackson, P.A. and remit to 6853 ENERGY COURT, LAKEWOOD RANCH, FL 34240.

For any inquiries, please contact us at 941-306-4730. Payment is due 30 days from receipt of this invoice. Thank you.

Date	Invoice Number
September 21, 2026	144001
Payment Terms	Due Date
Upon Receipt	September 21, 2026

RECEIVED
By M. Magar at 3:11 pm, Sep 25, 2026

Bill To:

University Town Center Improvement District
3501 Quadrangle Boulevard Suite 270
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: District Management Fee: July 2026

Professional Fees	$4,166.66
Total Amount Due	**$4,166.66**

Date	Invoice Number
September 21, 2026	144002
Payment Terms	Due Date
Upon Receipt	September 21, 2026

RECEIVED
By M. Magar at 4:00 pm, Sep 28, 2026

Bill To:

University Town Center Improvement District
3501 Quadrangle Boulevard Suite 270
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: District Management Fee: September 2026

Professional Fees	$4,166.66
Total Amount Due	**$4,166.66**

Date	Invoice Number
September 21, 2026	144003
Payment Terms	Due Date
Upon Receipt	September 21, 2026

RECEIVED
By M. Magar at 3:11 pm, Sep 25, 2026

Bill To:

University Town Center Improvement District
3501 Quadrangle Boulevard Suite 270
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: District Management Fee: Aug 2026

Professional Fees	$4,166.66
Total Amount Due	**$4,166.66**

Date	Invoice Number
August 7, 2026	OE-EXP-08-2026-47
Payment Terms	Due Date
Upon Receipt	August 7, 2026

RECEIVED
By M. Magar at 5:04 pm, Aug 17, 2026

Bill To:

University Town Center Improvement District
3501 Quadrangle Boulevard Suite 270
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: July 2026 Postage $1.56

Expenses	$1.56
Total Amount Due	**$1.56**

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Payment Authorization No. 002
10/9/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
144117	PFM MANAGEMENT SERVICES LLC (UTCID)	09/28/2026	University Town Center ID (UTCID)	2,748.03
			Total:	**2,748.03**

Board Member

Date	Invoice Number
September 28, 2026	144117
Payment Terms	Due Date
Upon Receipt	September 28, 2026

RECEIVED
By M. Magar at 4:32 pm, Oct 08, 2026

Bill To:

University Town Center Improvement District
c/o PFM Management Services District
Accounting Dept.
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: Billable Expenses

Expenses	$2,748.03
Total Amount Due	**$2,748.03**

Date	Invoice Number
September 28, 2026	144117
Payment Terms	Due Date
Upon Receipt	September 28, 2026

Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Miscellaneous Expense	Jennifer Walden	08/27/26	$42.49
			Miscellaneous Expense $42.49
Advertising	Vivian Carvalho	07/30/26	$393.76
Advertising	Vivian Carvalho	08/13/26	$1,200.99
Advertising	Vivian Carvalho	08/13/26	$72.19
Advertising	Vivian Carvalho	08/13/26	$1,038.60
			Advertising $2,705.54
			Total Expenses: $2,748.03

From: Auto-Receipt
To: Rachael Meade
Subject: Transaction Receipt from Observer Media Group for $393.76 (USD)
Date: Thursday, July 30, 2026 1:20:12 PM

ALERT: This message is from an external source.BE CAUTIOUS before clicking any link or attachment

Thank you for your order. This receipt is for a subscription or service purchased from the Observer Media Group and its publications: Business Observer - Jacksonville Daily Record - Longboat Observer - Sarasota/Siesta Key Observer - East County Observer - West Orange Times and Observer - Palm Coast/Ormond Beach Observer

Order Information

Description:	Observer Media Group
Invoice Number	2253000379
Customer ID	0

Billing Information
Vivian Carvalho
PFM
3501 Quadrangle BLVD Orlando, FL
ORLANDO, FL 32817
US
meader@pfm.com

Shipping Information
Vivian Carvalho
PFM
3501 Quadrangle BLVD Orlando, FL
ORLANDO, FL 32817
US

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01762S	1	N	$393.76 (USD)	$393.76 (USD)

Shipping:	$0.00 (USD)
Tax:	$0.00 (USD)
Total:	**$393.76 (USD)**

Payment Information

Date/Time:	30-Jul-2026 10:18:57 PDT
Transaction ID:	81721774268
Payment Method:	Visa xxxx8411
Transaction Type:	Purchase
Auth Code:	024424

Merchant Contact Information

Observer Media Group
Sarasota, FL 34236
US
authorizenet@yourobserver.com

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 26-01762S

Date 07/31/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01762S **Notice** **RE:** Notice of the District's Intent to Use the Uniform Method of Collection of Non-Ad Valorem Special Assessments **Published:** 7/31/2026, 8/7/2026, 8/14/2026, 8/21/2026	$393.76

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$393.76**

Payment is due within 30 days of the 1st publication date of your notice. if payment is not made, affidavits may be held

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

NOTICE OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS

Notice is hereby given that the University Town Center Improvement District (the "District") intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on September 2, 2026, at 9 AM at the offices of Benderson Development located at 7978 Cooper Creek Blvd.; Suite 100, University Park, FL 34201.

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem special assessments (the "Uniform Method") to be levied by the District on properties located on land included in, or to be added to, the District.

The District may levy non-ad valorem special assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, recreation facilities, earthwork, water, sewer, and stormwater management systems, roadway improvements, landscape, irrigation, signage and lighting improvements, amenity and preserve improvements, and any other lawful improvements or services of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time, and location to be specified on the record at the hearing. There may be occasions when Supervisors or District Staff may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager
July 31; August 7, 14, 21, 2026 26-01762S

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

From: paid-noreply@gannett.com
To: Racheal Meade
Subject: Credit Note for University Town Center Improvement District
Date: Thursday, August 13, 2026 1:19:54 PM

ALERT: This message is from an external source.BE CAUTIOUS before clicking any link or attachment

Payment Details:

Customer: University Town Center Improvement District - 1606031

Invoice #7780025: $629.00
Invoice #7822063: $369.75

Subtotal: $998.75

Service Fee (3.99%) $39.85

Cash/Check/ACH Discount: $0.00

Paid Amount: $1,038.60

Emailed to: jacksonk@pfm.com
Requested by: Kwame Jackson, jacksonk@pfm.com
Requested via: Phone credit_card

Card Details:

Card Ending In: 8411
Authorization Code: 005843

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
University Town Center Improvement District		1606031	07/31/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007822063	Jul 1- Jul 31, 2026	$369.75	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$998.75**	

BILLING ACCOUNT NAME AND ADDRESS

University Town Center Improvement District
KWAME JACKSON
3501 Quadrangle BLVD # 270
Orlando, FL 32817-8329

PAYMENT DUE DATE: AUGUST 31, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com

FEDERAL ID 47-2390983

Immediate Action Required: Enroll in E-Invoicing. USA TODAY Co. has discontinued mailed invoices as we move to paperless billing. If you received this by mail, enroll today to avoid invoice delivery interruption: https://gcil.my.site.com/financialservicesportal/s/e-invoicing.

Date	Description	Amount
7/1/26	Balance Forward	$629.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
7/6/26	12421746	SAR Herald-Tribune	07.14.26 Organizational Meeting		$186.25
7/9/26	12467963	SAR Herald-Tribune	Organ Mtg July 15	Organ Mtg July 15	$183.50

RECEIVED
By M. Magar at 1:31 pm, Aug 07, 2026

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$998.75
Service Fee 3.99%	$39.85
*Cash/Check/ACH Discount	-$39.85
*Payment Amount by Cash/Check/ACH	$998.75
Payment Amount by Credit Card	$1,038.60

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME	ACCOUNT NUMBER	INVOICE NUMBER	AMOUNT PAID
University Town Center Improvement District	1606031	0007822063	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
$369.75	$629.00	$0.00	$0.00	$0.00	$0.00	**$998.75**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

USA TODAY Media Corp.
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY BY PHONE PLEASE CALL: 1-877-736-7612

TOTAL CREDIT CARD AMT DUE $1,038.60

To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

0001606031000000000000078220630009987567175

USA TODAY CO.

LocaliQ

Order Confirmation

Not an Invoice

Account Number:	1606031
Customer Name:	University Town Center Improvement District
Customer Address:	University Town Center Improvement District 3501 Quadrangle BLVD # 270 KWAME JACKSON Orlando FL 32817-8329
Contact Name:	Kwame Jackson
Contact Phone:	
Contact Email:	jacksonk@pfm.com
PO Number:	

Date:	06/17/2026
Order Number:	12421612
Prepayment Amount:	$ 0.00

Column Count:	2.0000
Line Count:	57.0000
Height in Inches:	4.7400

Print

Product	#Insertions	Start - End	Category
SAR Herald-Tribune	2	06/22/2026 - 06/29/2026	Public Notices
SAR heraldtribune.com	2	06/22/2026 - 06/29/2026	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$629.00
Tax Amount	$0.00
Service Fee 3.99%	$25.10
Cash/Check/ACH Discount	-$25.10
Payment Amount by Cash/Check/ACH	$629.00
Payment Amount by Credit Card	$654.10

Order Confirmation Amount	**$629.00**

Ad Preview

NOTICE OF LANDOWNERS' MEETING AND ELECTION OF THE UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Notice is hereby given to the public and all landowners with taxable or assessable acreage in the University Town Center Improvement District (the "District"), that a landowners meeting will be held for the purposes of: (1) holding a vote of the landowners within the District to approve the creation of the University Town Center Improvement District as set forth in HB 4091 (passed during the 2026 Regular Legislative Session), (2) electing five (5) persons to serve as the Board of Supervisors of the University Town Center Improvement District. The landowners' meeting shall be held at the following date, time and location:

DATE: July 6, 2026
TIME: 9:30 AM
PLACE: Nathan Benderson Park Finishing Tower
Floor 2
5851 Nathan Benderson Circle
Sarasota, FL 34235.

The District's geographical area is generally described as the commercially zoned area consisting of approximately 1,469.651 acres located on the western side of the intersection of I-75 and University Parkway that extends into both Sarasota and Manatee counties, Florida.

The first matter the landowners of the District shall consider is a vote on the approval of the creation of the University Town Center Improvement District as set forth in HB 4091 (passed during the 2026 Regular Legislative Session). Only landowners with taxable acreage in the District who are not exempt or immune from taxes or assessments shall be entitled to vote at the landowners' meeting. Such landowners representing a majority of the taxable acreage who are present or are represented by proxy at the landowner meeting constitute a quorum of the landowners. Landowners may vote in person or by written proxy. Appointment of proxies shall be in accordance with Section 607.0722, Florida Statutes. Proxy forms may be obtained upon request at the office PFM Management Services LLC located at 3501 Quadrangle Blvd. Suite 270, Orlando, FL 32817.

At the election, every acre of assessable land in the District shall represent one share, and each landowner shall be entitled to one vote in person or by proxy in writing duly signed, for every acre of assessable land owned in the District. Landowners owning less than 1 assessable acre in the aggregate shall be entitled to one vote. Landowners with more than 1 assessable acre are entitled to one additional vote for any fraction of an acre greater than 1/2 acre, when all of the landowners' acreage has been aggregated for purposes of voting.

The landowners' meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for the meeting may be obtained from PFM Management Services LLC, 3501 Quadrangle, Blvd., Suite 270, Orlando, Florida 32817, Phone: (407) 723-5900 during normal business hours.

Any person requiring special accommodations to participate in the meeting is asked to contact the District Management office at 407-723-5900 at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8770 for aid in contacting the District Management Office.

A person who decides to appeal any decision made with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Kwame Jackson
University Town Center Improvement District
3501 Quadrangle BLVD # 270
Orlando FL 32817-8329

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Herald-Tribune, published in Sarasota County, Florida; with circulation in Sarasota, Manatee and Charlotte Counties; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Sarasota, Manatee and Charlotte Counties, Florida, or in a newspaper by print in the issues of, on:

SAR Herald-Tribune 07/06/2026
SAR heraldtribune.com 07/06/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 07/06/2026

Linda Tutt
Legal Clerk

Kongmeng Yang
Notary, State of WI, County of Brown

9.3.29
My commission expires

Publication Cost:	$186.25
Tax Amount:	$0.00
Payment Cost:	$186.25
Order No:	12421746
Customer No:	1606031
PO #:	
# of Copies:	1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

NOTICE OF ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

Notice is hereby given to the public of a public meeting of the Board of Supervisors of the University Town Center Improvement District to elect District officers, and conduct other such business which may properly come before the Board. The meeting shall be held at the following date, time and location:
DATE: July 15, 2026
TIME: 1:00 PM
PLACE: Nathan Benderson Park Finishing Tower
Floor 2
5851 Nathan Benderson Circle
Sarasota, FL 34235.
The Board of Supervisors shall convene the public meeting and organize to elect one of their members to serve as president of the Board of Supervisors, and shall elect a secretary, who may or may not be a member of the board. The Board of Supervisors may consider other organizational, administrative or other business of the District.
The Board of Supervisors meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for the meeting may be obtained from PFM Management Services LLC, 3501 Quadrangle, Blvd., Suite 270, Orlando, Florida 32817, Phone: (407) 723-5900 during normal business hours.
Any person requiring special accommodations to participate in these meetings is asked to contact the District Management office at 407-723-5900 at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8770 for aid in contacting the District Management Office.
A person who decides to appeal any decision made by the Board of Supervisors with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Kwame Jackson
University Town Center Improvement District
3501 Quadrangle BLVD # 270
Orlando FL 32817-8329

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Herald-Tribune, published in Sarasota County, Florida; with circulation in Sarasota, Manatee and Charlotte Counties; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Sarasota, Manatee and Charlotte Counties, Florida, or in a newspaper by print in the issues of, on:

SAR Herald-Tribune 07/09/2026
SAR heraldtribune.com 07/09/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 07/09/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires 9-3-29

Publication Cost:	$183.50	
Tax Amount:	$0.00	
Payment Cost:	$183.50	
Order No:	12467963	# of Copies:
Customer No:	1606031	1
PO #:	Organ Mtg July 15	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

NOTICE OF ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

Notice is hereby given to the public of a public meeting of the Board of Supervisors of the University Town Center Improvement District to elect District officers, and conduct other such business which may properly come before the Board. The meeting shall be held at the following date, time and location:
DATE: July 15, 2026
TIME: 1:00 PM
PLACE: Nathan Benderson Park Finishing Tower
Floor 2
5851 Nathan Benderson Circle
Sarasota, FL 34235.
The Board of Supervisors shall convene the public meeting and organize to elect one of their members to serve as president of the Board of Supervisors, and shall elect a secretary, who may or may not be a member of the board. The Board of Supervisors may consider other organizational, administrative or other business of the District.
The Board of Supervisors meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for the meeting may be obtained from PFM Management Services LLC, 3501 Quadrangle, Blvd., Suite 270, Orlando, Florida 32817, Phone: (407) 723-5900 during normal business hours.
Any person requiring special accommodations to participate in these meetings is asked to contact the District Management office at 407-723-5900 at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8770 for aid in contacting the District Management Office.
A person who decides to appeal any decision made by the Board of Supervisors with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.
Pub: 07/09/26 #12467963

From: Auto-Receipt
To: Racheal Meade
Subject: Transaction Receipt from Observer Media Group for $1200.99 (USD)
Date: Thursday, August 13, 2026 1:45:18 PM

ALERT: This message is from an external source.BE CAUTIOUS before clicking any link or attachment

Thank you for your order. This receipt is for a subscription or service purchased from the Observer Media Group and its publications: Business Observer - Jacksonville Daily Record - Longboat Observer - Sarasota/Siesta Key Observer - East County Observer - West Orange Times and Observer - Palm Coast/Ormond Beach Observer

Order Information

Description:	Observer Media Group
Invoice Number	2254826814
Customer ID	0

Billing Information
Vivian Carvalho
PFM
3501 Quadrangle BLVD Orlando, FL
ORLANDO, FL 32817
US
meader@pfm.com
689-377-3377

Shipping Information
Vivian Carvalho
PFM
3501 Quadrangle BLVD Orlando, FL
ORLANDO, FL 32817
US

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01843S	1	N	$183.76 (USD)	$183.76 (USD)
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01841S	1	N	$183.76 (USD)	$183.76 (USD)
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01497M	1	N	$183.76 (USD)	$183.76 (USD)
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01495M	1	N	$183.76 (USD)	$183.76 (USD)
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01494M	1	N	$72.19 (USD)	$72.19 (USD)
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01422M	1	N	$393.76 (USD)	$393.76 (USD)

Shipping:	$0.00 (USD)
Tax:	$0.00 (USD)
Total:	**$1200.99 (USD)**

Payment Information

Date/Time:	13-Aug-2026 10:45:03 PDT
Transaction ID:	81747177290
Payment Method:	Visa xxxx8411
Transaction Type:	Purchase

Auth Code: 070605

Merchant Contact Information

Observer Media Group
Sarasota, FL 34236
US
authorizenet@yourobserver.com

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 26-01843S

Date 08/14/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01843S **Notice of Public Hearing** **RE:** Meeting on September 2, 2026 at 9:00am **Published:** 8/14/2026, 8/21/2026	$183.76

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid ()

Total $183.76

Payment is due within 30 days of the 1st publication date of your notice. If payment is not made, affidavits may be held

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

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Legal Advertising

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2027 PROPOSED BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("**Board**") of the University Town Center Improvement District ("**District**") will hold a public hearing and regular meeting as follows:

DATE:	September 2, 2026
TIME:	9:00 AM
LOCATION:	Benderson Development 7978 Cooper Creek Blvd.; Suite 100 University Park, FL 34201

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**Proposed Budget**"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Vivian Carvalho, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, (407) 723-5900 ("**District Manager's Office**"), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearing and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager
August 14, 21, 2026

26-01843S

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INVOICE

Legal Advertising

Invoice # 26-01841S

Date 08/14/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01841S **Notice of Public Hearing** **RE:** Meeting on September 2, 2026 at 9:00am **Published:** 8/14/2026, 8/21/2026	$183.76

Important Message

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Paid	()
Total	**$183.76**

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UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2026 PROPOSED BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("**Board**") of the University Town Center Improvement District ("**District**") will hold a public hearing and regular meeting as follows:

DATE:	September 2, 2026
TIME:	9:00 AM
LOCATION:	Benderson Development 7978 Cooper Creek Blvd.; Suite 100 University Park, FL 34201

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**Proposed Budget**"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Vivian Carvalho, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, (407) 723-5900 ("**District Manager's Office**"), during normal business hours.

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District Manager
August 14, 21, 2026

26-01841S

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Invoice # 26-01497M **Date 08/14/2026**

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01497M **Notice of Public Hearing** **RE:** Meeting on September 2, 2026 at 9:00am **Published:** 8/14/2026, 8/21/2026	$183.76

Important Message

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Paid	()
Total	**$183.76**

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UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2027 PROPOSED BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("**Board**") of the University Town Center Improvement District ("**District**") will hold a public hearing and regular meeting as follows:

DATE:	September 2, 2026
TIME:	9:00 AM
LOCATION:	Benderson Development 7978 Cooper Creek Blvd.; Suite 100 University Park, FL 34201

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**Proposed Budget**"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Vivian Carvalho, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, (407) 723-5900 ("**District Manager's Office**"), during normal business hours.

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District Manager
August 14, 21, 2026 26-01497M

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INVOICE

Legal Advertising

Invoice # 26-01495M

Date 08/14/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01495M **Notice of Public Hearing** **RE:** Meeting on September 2, 2026 at 9:00am **Published:** 8/14/2026, 8/21/2026	$183.76

Important Message

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Paid	()
Total	**$183.76**

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UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2026 PROPOSED BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("**Board**") of the University Town Center Improvement District ("**District**") will hold a public hearing and regular meeting as follows:

DATE:	September 2, 2026
TIME:	9:00 AM
LOCATION:	Benderson Development 7978 Cooper Creek Blvd.; Suite 100 University Park, FL 34201

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**Proposed Budget**"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Vivian Carvalho, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, (407) 723-5900 ("**District Manager's Office**"), during normal business hours.

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District Manager
August 14, 21, 2026

26-01495M

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INVOICE

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Invoice # 26-01494M

Date 08/14/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
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Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01494M **Board of Supervisors Meeting Dates** **RE:** Meeting on September 2, 2026 at 9:00am **Published:** 8/14/2026	$72.19

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$72.19**

Payment is due within 30 days of the 1st publication date of your notice. if payment is not made, affidavits may be held

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BOARD OF SUPERVISORS
MEETING DATES
UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT
FISCAL YEAR 2025-2026

The Board of Supervisors of the University Town Center Improvement District will hold their regular monthly meetings for Fiscal Year 2026 at **Benderson Development 7978 Cooper Creek Blvd. Suite 100 University Park, FL 34201, on Wednesday, September 2, 2026, at 9:00 AM.**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from PFM Management Services LLC at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, or by calling (407) 723-5900 ("District Office").

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager
Vivian Carlvaho
August 14, 2026

26-01494M

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Invoice # 26-01422M

Date 07/31/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01422M **Notice** **RE:** Notice of the District's Intent to Use the Uniform Method of Collection of Non-Ad Valorem Special Assessments **Published:** 7/31/2026, 8/7/2026, 8/14/2026, 8/21/2026	$393.76

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid ()
Total $393.76

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UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

NOTICE OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS

Notice is hereby given that the University Town Center Improvement District (the "District") intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on September 2, 2026, at 9 AM at the offices of Benderson Development located at 7978 Cooper Creek Blvd.; Suite 100, University Park, FL 34201.

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem special assessments (the "Uniform Method") to be levied by the District on properties located on land included in, or to be added to, the District.

The District may levy non-ad valorem special assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, recreation facilities, earthwork, water, sewer, and stormwater management systems, roadway improvements, landscape, irrigation, signage and lighting improvements, amenity and preserve improvements, and any other lawful improvements or services of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time, and location to be specified on the record at the hearing. There may be occasions when Supervisors or District Staff may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager
July 31; August 7, 14, 21, 2026

26-01422M

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From: Auto-Receipt
To: Racheal Meade
Subject: Transaction Receipt from Observer Media Group for $72.19 (USD)
Date: Thursday, August 13, 2026 12:47:28 PM

ALERT: This message is from an external source.BE CAUTIOUS before clicking any link or attachment

Thank you for your order. This receipt is for a subscription or service purchased from the Observer Media Group and its publications: Business Observer - Jacksonville Daily Record - Longboat Observer - Sarasota/Siesta Key Observer - East County Observer - West Orange Times and Observer - Palm Coast/Ormond Beach Observer

Order Information

Description:	Observer Media Group
Invoice Number	2254823527
Customer ID	0

Billing Information
Vivian Carvalho
PFM
3501 Quadrangle BLVD Orlando, FL32819
ORLANDO, FL 32819
US
meader@pfm.com
689-377-3377

Shipping Information
Vivian Carvalho
PFM
3501 Quadrangle BLVD Orlando, FL32819
ORLANDO, FL 32819
US

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
invoice_payment_legals	Invoice Payment	Invoice Payment: Invoice Number:26-01840S Notes: Board of Supervisors Meeting Dates RE: Fiscal Year 2025-2026 Published: 8142026	1	N	$72.19 (USD)	$72.19 (USD)

Shipping: $0.00 (USD)
Tax: $0.00 (USD)
Total: $72.19 (USD)

Payment Information

Date/Time:	13-Aug-2026 9:47:14 PDT
Transaction ID:	81747057769
Payment Method:	Visa xxxx8411
Transaction Type:	Purchase
Auth Code:	080296

Merchant Contact Information

Observer Media Group
Sarasota, FL 34236
US
authorizenet@yourobserver.com

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 26-01840S

Date 08/14/2026

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01840S **Board of Supervisors Meeting Dates** **RE:** Fiscal Year 2025-2026 **Published:** 8/14/2026	$72.19

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$72.19**

Payment is due within 30 days of the 1st publication date of your notice. if payment is not made, affidavits may be held

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

BOARD OF SUPERVISORS
MEETING DATES
UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT
FISCAL YEAR 2025-2026

The Board of Supervisors of the University Town Center Improvement District will hold their regular monthly meetings for Fiscal Year 2026 at **Benderson Development 7978 Cooper Creek Blvd. Suite 100 University Park, FL 34201, on Wednesday, September 2, 2026, at 9:00 AM.**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from PFM Management Services LLC at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, or by calling (407) 723-5900 ("District Office").

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager
Vivian Carlvaho
August 14, 2026

26-01840S

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

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INVOICE

America's Office Source
706 Turnbull Avenue
Suite 305
Altamonte Springs, FL 32701-6476
Phone: 407-478-0637
Fax: 407-478-0645

Invoice: **OE-349859-1**
Date: **08/27/2026**

Sold To:
PFM GROUP CONSULTING
12051 CORPORATE BLVD
ORLANDO, FL 32817-1450

Ship To: ORLANDO
PFM GROUP CONSULTING
3501 QUADRANGLE BLVD
SUITE 270
ORLANDO, FL 32817
Attn: Racheal Meade

Customer ID	Customer PO	Payment Terms	Ship Date	Route Code
4001833	Custom stamp	CreditCard	08/27/2026	AOS4328

Salesperson	Order Number	Ordered By	Due Date
AOS Amanda Alley	OE-349859	Racheal Meade	08/27/2026

Product Number	Description	Unit	Qty Ord	Qty Ship	Qty B/O	Unit Price	Extension
CUSTOMSTAMP	#P16, Black ink, for University Town Center Improvement District	EA	1	1		39.90	39.90
FREIGHT	FREIGHT	EA	1	1		0.00	0.00

VS ending in 9887: $42.49

Subtotal:	**$39.90**
Total Sales Tax:	**$2.59**
Total Invoice Amount:	**$42.49**
Total Amount Due:	**$0.00**

Thank You!
Special/Custom products are ordered to your specifications and are only returnable if found to be defective upon receipt. Assembled furniture may not be returned.

4001833, PFM GROUP CONSULTING OE-349859-1

Please Remit Payment To:
America's Office Source
PO Box 632324
Cincinnati, OH 45263-2324

INVOICE: **OE-349859-1**
AMOUNT DUE: **$0.00**

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Review & Acceptance of the September 2026 Financial Statements

University Town Center ID

September 2026 Financial Package

September 30, 2026

PFM Management Services LLC
3501 Quadrangle Blvd Suite 270
Orlando, FL 32817
407-723-5900

University Town Center ID
Statement of Financial Position
As of 9/30/2026

	General Fund	Total
Assets		
Current Assets		
Accounts Receivable - Due from Developer	$115,045.00	$115,045.00
Total Current Assets	$115,045.00	$115,045.00
Total Assets	$115,045.00	$115,045.00
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable	$44,047.19	$44,047.19
Total Current Liabilities	$44,047.19	$44,047.19
Total Liabilities	$44,047.19	$44,047.19
Net Assets		
		0.00
Current Year Net Assets - General Government	70,997.81	70,997.81
Total Net Assets	$70,997.81	$70,997.81
Total Liabilities and Net Assets	$115,045.00	$115,045.00

University Town Center ID

Statement of Activities

As of 9/30/2026

	General Fund	Total
Revenues		
Developer Contributions	$115,045.00	$115,045.00
Total Revenues	$115,045.00	$115,045.00
Expenses		
Public Officials' Liability Insurance	$481.00	$481.00
Management	12,499.98	12,499.98
District Counsel	27,728.62	27,728.62
Legal Advertising	2,705.54	2,705.54
Miscellaneous	44.05	44.05
General Liability Insurance	588.00	588.00
Total Expenses	$44,047.19	$44,047.19
Other Revenues (Expenses) & Gains (Losses)		
Total Other Revenues (Expenses) & Gains (Losses)	$0.00	$0.00
Change In Net Assets	$70,997.81	$70,997.81
Net Assets At Beginning Of Year	$0.00	$0.00
Net Assets At End Of Year	$70,997.81	$70,997.81

University Town Center ID
Budget to Actual
For the period Through 9/30/2026

	Actual	Year To Date Budget	Variance	Adopted FY2026 Budget	Percentage Used
Revenues					
Developer Contributions	$115,045.00	$115,045.00	$0.00	$115,045.00	100%
Net Revenues	**$115,045.00**	**$115,045.00**	**$0.00**	**$115,045.00**	100%
General & Administrative Expenses					
Supervisor Fees	$0.00	$3,000.00	$3,000.00	$3,000.00	0%
Public Officials' Liability Insurance	481.00	875.00	394.00	875.00	55%
Management	12,499.98	12,500.00	0.02	12,500.00	100%
Engineering	0.00	71,880.00	71,880.00	71,880.00	0%
District Counsel	27,728.62	10,000.00	(17,728.62)	10,000.00	277%
Travel and Per Diem	0.00	1,500.00	1,500.00	1,500.00	0%
Legal Advertising	2,705.54	7,500.00	4,794.46	7,500.00	36%
Bank Fees	0.00	360.00	360.00	360.00	0%
Miscellaneous	44.05	405.00	360.95	405.00	11%
Meeting Room	0.00	250.00	250.00	250.00	0%
Dues, Licenses, and Fees	0.00	175.00	175.00	175.00	0%
General Liability Insurance	588.00	675.00	87.00	675.00	87%
Property & Casualty Insurance	0.00	1,300.00	1,300.00	1,300.00	0%
Other Insurance	0.00	125.00	125.00	125.00	0%
Contingency	0.00	4,500.00	4,500.00	4,500.00	0%
Total General & Administrative Expenses	**$44,047.19**	**$115,045.00**	**$70,997.81**	**$115,045.00**	38%
Total Expenses	**$44,047.19**	**$115,045.00**	**$70,997.81**	**$115,045.00**	
Net Income (Loss)	**$70,997.81**	**$0.00**	**$70,997.81**	**$0.00**	

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of the Revised Adopted FY 2026 Budget & **Resolution 2027-02**, FY 2026 Revised Budget

University Town Center ID

FY2026 Revised Adopted Budget

September 30 2026

PFM Management Services LLC
3501 Quadrangle Blvd. Suite 270
Orlando, FL 32817
407-723-5900

RESOLUTION 2027-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT ADOPTING AN AMENDED GENERAL FUND BUDGET FOR FISCAL YEAR 2025/2026, PROVIDING FOR APPROPRIATIONS; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 2, 2026 , the Board of Supervisors (the "**Board**") of the University Town Center Improvement District (the "**District**") adopted Resolution 2026-30 providing for the adoption of the District's fiscal year 2025/2026 annual budget (the "**Budget**"); and

WHEREAS, the District Manager, at the direction of the Board, has prepared an amended Budget, to reflect changes in the actual appropriations of the Budget; and

WHEREAS, the provisions of Chapter 2026-222, *Laws of Florida*, Chapter 189, *Florida Statute*s, and Section 3 of Resolution 2026-30 authorize the Board to amend the Budget; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Budget to reflect the actual appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT:

SECTION 1. BUDGET AMENDMENT.

a. The Board has reviewed the District Manager's proposed amended Budget, copies of which are on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

b. The amended Budget, attached hereto as **Exhibit A**, and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of section 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, the **"Adopted Annual Budget"**) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for fiscal year 2025/2026.

c. The Adopted Annual Budget, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Adopted Budget for the University Town Center Improvement District for the Fiscal Year

Ending September 30, 2026, as amended and adopted by the Board of Supervisors effective November 4, 2026."

SECTION 2. APPROPRIATIONS.

There is hereby appropriated out of the revenues of the District, for the fiscal year beginning October 1, 2025, and ending September 30, 2026, the sums set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2026-30, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2026-30 that are not amended by this Resolution apply to the Adopted Annual Budget as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon passage and adoption by the Board.

PASSED AND ADOPTED THIS 4TH DAY OF NOVEMBER 2026.

ATTEST:

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

_____
Secretary / Assistant Secretary

By:_____

It's Chairperson or Vice Chairperson

Exhibit A: Amended Fiscal Year 2025/2026 Budget

Exhibit A

Amended Fiscal Year 2025/2026 Budget

EXHIBIT A

University Town Center Improvement District

Revised Adopted Fiscal Year 2026 Annual Operations & Maintenance Budget

	Adopted FY 2026 Budget	Actual Through 9.2026	Revised Adopted FY 2026 Budget
Revenues			
Developer Contributions	$ 115,045.00	$ 115,045.00	$ 115,045.00
Net Revenues	**$ 115,045.00**	**$ 115,045.00**	**$ 115,045.00**
General & Administrative Expenses			
Supervisor Fees	$ 3,000.00	$ -	$ 3,000.00
Public Official Insurance	875.00	481.00	875.00
District Management	12,500.00	12,499.98	12,500.00
Engineering	71,880.00	-	54,151.38
District Counsel	10,000.00	27,728.62	27,728.62
Legal Advertising	7,500.00	2,705.54	7,500.00
Bank Fees	360.00	-	360.00
Travel and Per Diem	1,500.00	-	1,500.00
Miscellaneous Office & Admin	405.00	44.05	405.00
Meeting Room	250.00	-	250.00
Dues, Licenses, and Fees	175.00	-	175.00
O&M Contingency	4,500.00	-	4,500.00
General Insurance	675.00	588.00	675.00
Property Insurance	1,300.00	-	1,300.00
Crime Insurance	125.00	-	125.00
Total General & Administrative Expenses	**$ 115,045.00**	**$ 44,047.19**	**$ 115,045.00**

University Town Center Improvement District

Budget Item Description
FY 2026

Revenues:

Developer Contributions

Funding from the Developer.

General & Administrative Expenditures:

Supervisory Fees:

Compensation paid to District Board of Supervisors for attendance at meetings and performance of official duties, in accordance with Florida Statutes.

Public Officials' Liability Insurance

Supervisors' and Officers' liability insurance.

District Management

The District receives Management and Administrative services as part of a Management Agreement with PFM Management Services LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Engineering

The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the District throughout the year.

District Counsel

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to monthly meetings, special meetings, and public hearings for the District.

Bank Fees

Bank fees incurred by banking intuition.

Travel & Per Diem

Travel to and from meetings as related to the district meetings.

Miscellaneous Office & Admin

Postage, mail, overnight deliveries, correspondence, etc.

University Town Center Improvement District

Budget Item Description
FY 2026

Meeting Room

Expense incurred for meeting space

Dues, Licenses & Fees

The District is required to pay an annual fee to the Department of Economic Opportunity.

O&M Contingency

Other expenses incurred throughout the year that may not be part of the existing line items within the current budget.

General Insurance

General liability insurance.

Property Insurance

Insurance for property owned by the district.

Crime Insurance

Crime insurance protects the District from financial loss due to theft, fraud, or other dishonest acts involving district funds or assets

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Staff Reports

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

District Manager

Review & Acceptance of the Designations by Secretary Related to Public Records Document

DESIGNATIONS BY SECRETARY RELATED TO PUBLIC RECORDS

I, Vivian Carvalho, as Secretary of the University Town Center Improvement District ("District") Board of Supervisors, hereby make the following designation and/or appointment:

Vivian Carvalho is designated as a custodian of public records for the District under section 119.011(5), Florida Statutes. Any prior designation of a designee by a Secretary is hereby rescinded.

AND/OR

Vivian Carvalho is appointed as the District's Records Management Liaison Officer under section 257.36(5)(a), Florida Statutes. Any prior appointment of a Records Management Liaison Officer by a Secretary is hereby rescinded.

_____
Signature

Vivian Carvalho, Senior District Manager
Printed Name

Secretary, District Board of Supervisors

Date:_____

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Interim District Engineer

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

District Counsel
September/October Activity Report

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

David P. Persson**
Andrew H. Cohen
Kelly M. Fernandez*
Maggie D. Mooney*
R. David Jackson*
Daniel P. Lewis
Amy T. Farrington
Karla M. Armstrong
* Board Certified City, County and Local Government Law
** Retired

Telephone (941) 244-5351
Facsimile (941) 306-4832
Email: mmooney@flgovlaw.com
or karmstrong@flgovlaw.com

Reply to: Lakewood Ranch

MEMORANDUM

DATE: October 22, 2026

TO: Board of Supervisors – University Town Center Improvement District

FROM: Maggie D. Mooney, District Counsel
Karla M. Armstrong, District Counsel

CC: Vivian Carvalho, District Manager
PFM Management Services LLC

SUBJECT: September and October Report

The purpose of this Memorandum is to provide the Board with a brief update and summary of our firm's legal services to the University Town Center Improvement District ("District") during the month of September through the present. A list of the subject matters and a brief summary of the work performed is provided below:

1. Water Control Plan Adoption Schedule: Met with District staff and the District's engineer to discuss the Water Control Plan and assist in creating the Water Control Plan Adoption Schedule. Additionally, collaborated with District staff and their representatives to review and adjust the adoption schedule.

2. Required Education: Prepared a PowerPoint on Florida's Public Records Law (Chapter 119, Florida Statutes) for a 1-hour training to be held at the Board's November meeting, as required by Florida law and directed by the Board. Training on Florida's Ethics Laws will be held at subsequent Board meetings.

3. Resolution of District's Intent to Adopt Water Control Plan: drafted a resolution in accordance with Section 298.301 of Florida Statutes, expressing the District's intent to adopt the Water Control Plan.

4. Notices: Drafted the necessary notices required by Section 298.301 of the Florida Statutes for the adoption of the Water Control Plan. These notices will be published in newspapers and sent to all property owners within the District, the Southwest Florida Water Management District (SWFWMD), and the Boards of County Commissioners for both Manatee and Sarasota counties.

5. Guidance: Provided guidance to the District Engineer regarding the Engineer Report for developing the Operation and Maintenance Methodology.

We will continue to provide a short monthly written update in this format for inclusion in the Board's monthly agenda packets. We remain available to address questions and legal issues involving the above referenced matters or any other matters that may arise. Should you have any questions regarding this Memorandum, please do not hesitate to contact us.

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Supervisor Requests & Comments

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Counsel's Ethics Training Session 2
(1-hour)

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.

ATTORNEYS AND COUNSELORS AT LAW

Florida's Public Records Laws

University Town Center Improvement District
Supervisors Meeting
November 4, 2026



Presented By: Karla M. Armstrong, Esq.

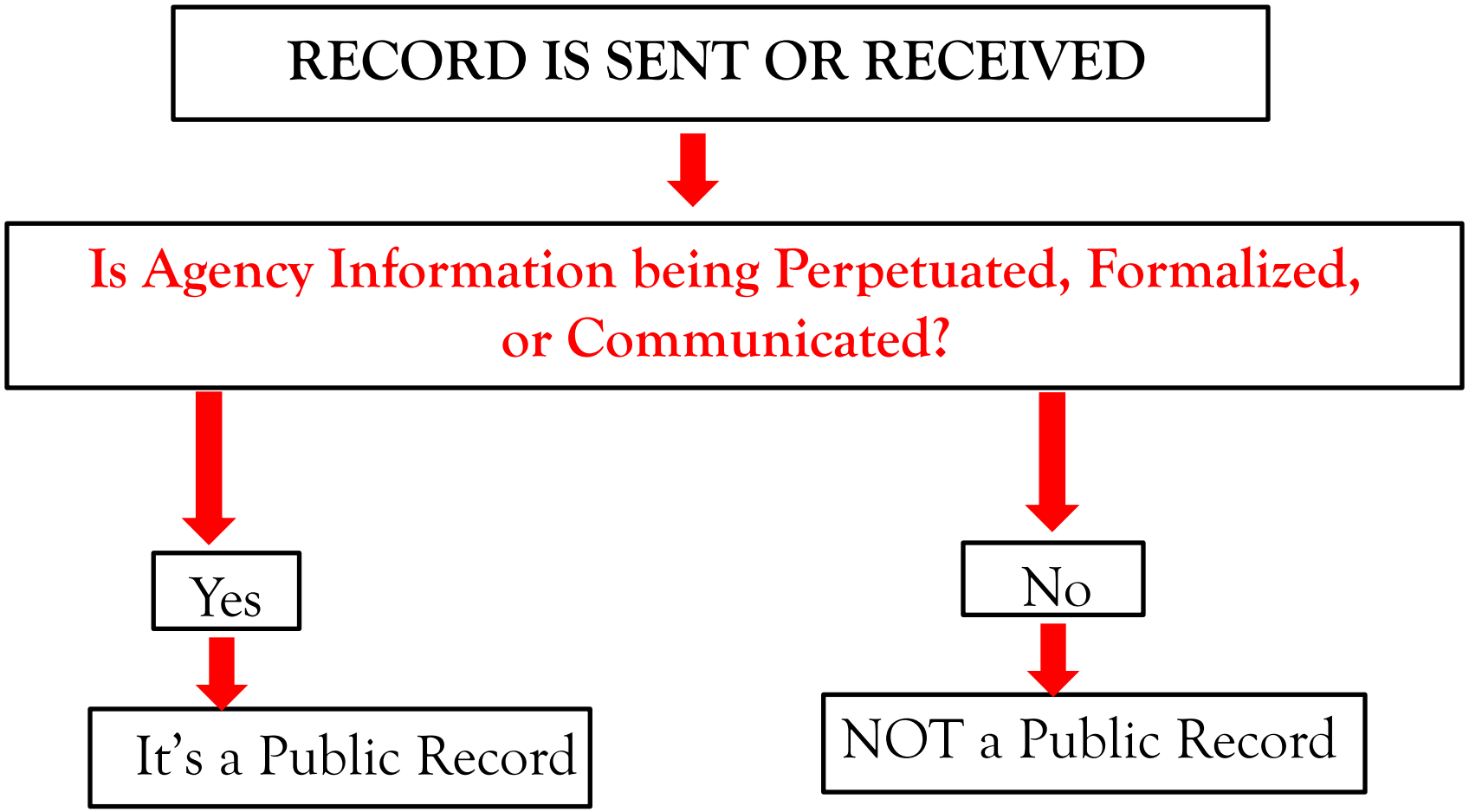
A Public Record is...

Any documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by an agency.

Art. I, s. 24, Fla. Const.; Ch. 119, Fla. Stat.

A Public Record is…

- Any material
- Prepared in connection with official agency business
- Intended to *perpetuate*, *communicate*, or *formalize* knowledge.


RECORD IS SENT OR RECEIVED
Is Agency Information being Perpetuated, Formalized, or Communicated?
Yes
It's a Public Record
No
NOT a Public Record

Who Can Request Public Records?

Art. I, Section 24, Florida Constitution --"Every person has the right to inspect or copy any public record..."

THE ANSWER IS ANYONE!

Why Do People Make Public Records Requests?

1. The Requestor legitimately needs the records (i.e., press for reporting purposes).
2. Conducting "audit" either personally or on behalf of some open government association/group.
3. Seeking Information to expose "corruption" or embarrass someone.
4. To set up the government and recover attorney's fees.

IT DOESN'T MATTER!

Factors You Cannot Consider

- A requester's motive for wanting the records.
- Whether they are a resident or property owner.
- How many times they make records requests.
- Whether the requestor will fill out a form.
- Whether or not the requester will identify him/herself.

Public Records are Determined By Content

- The means of record transmittal is immaterial.
- There is not an unfinished business exception.
- Non-final records that are shared are a public record.
  - Draft Meeting Minutes (even if not approved)
  - Interoffice Memos
  - Preliminary Studies/Analysis
  - Draft Reports
  - Legal Documents



Potential Public Records

- ✓ Letters
- ✓ Handwritten Notes (sometimes)
- ✓ Drafts (sometimes)
- ✓ Emails (on any email account)
- ✓ Memorandums
- ✓ Text messages
- ✓ Other digital messaging apps (i.e., Snapchat, etc.)
- ✓ Cell phone statements
- ✓ Social media messages





Public Records Laws Apply to Expanding Mediums

- A Board member posting comments relating to public business on a private website "would be responsible for ensuring that the information is maintained in accordance with the Public Records Law." *Op. Att'y Gen. Fla. 08-07 (2008)*
- A public employee's private cell phone text use can create an electronic public record if the message is prepared, owned, used, or retained in the scope of agency employment. *O'Boyle v. Town of Gulf Stream, 257 So.3d 1036, 1040-1041 (Fla. 4th DCA 2018)*

Public Records Law Applies to Virtual Content!

- *National Collegiate Athletic Association v. Associated Press*, 18 So. 3d 1201 (Fla. 1st DCA 2009)(NCAA was ordered to release records shared in an FSU academic cheating investigation that were viewed through a private, read-only system managed by the NCAA.)
- Virtual transmittals for preliminary review and comment **is** a public record.
- Implicates records shared via "Teams", Zoom, or other virtual platforms. platforms.



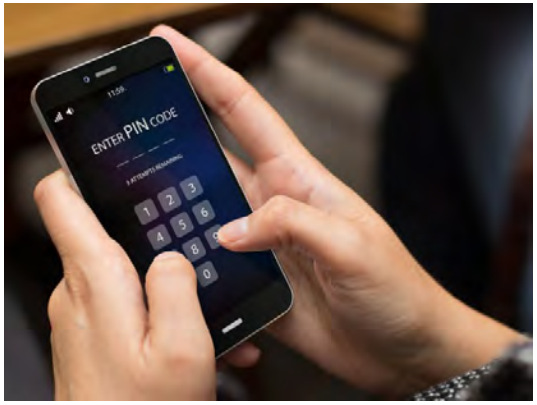
Social Media

- People can post on your page or in response to your post about public business without your knowledge or invitation.
- Users can delete and edit their posts.
- Unless the platform is supplied by your local government, the burden is on you to retain anything deemed a public record.



Device and Account Ownership is Immaterial

- Personal ownership of device or payment for services does not alter the analysis.
- Communications on private devices/accounts still creates public records when the record relates to public business.
- If the device/account is inaccessible to the agency, then the individual is responsible for the records created.



What Is NOT A Public Record?

- Personal records that do not relate to public business remain personal (even if on a government issued device).
- Personal notes that are not shared.
- Draft records that are not shared.
- Transitory messages are generally not considered a public record (i.e., "Come have birthday cake in lunchroom…").



Transitory Messages

- "Transitory messages" are those messages that do not communicate information or they have short-term value.
- Includes meeting and appointment reminders; most telephone messages (whether in paper, voice mail, or other electronic form); holiday parties or group lunches; event announcements; and news releases received by the agency.
- Retention until obsolete, superseded, or administrative value is lost. (See, Division of Library Services Schedule).

Information Requests ≠Public Records Request

- Florida's public records law requires an agency to provide access to existing public records.
- The agency **IS NOT** required to answer questions about those records.
- Agencies **ARE NOT** required to create new records to respond to public records requests.

Are Communications with the District's Attorney A Public Record?



General Rule: written communication with the District's Attorney is NOT protected or privileged. It is a public record!

Communicating with the District's Attorney

- Do not expect privilege when communicating in writing with your agency's Attorney(s)!
- This includes emails, handwritten materials, documents, and text messages.
- Limited exemptions for communications relating to active or imminent litigation or labor negotiations.
- Once litigation completed, the record is public!



Public Record Exemptions

- Legislature has established list of exemptions from public records throughout Florida Statutes.
- To withhold all or a portion of a record (through redaction), an agency must have a statutory reference.
- Must assert the statutory reference *in writing.*
- Advisable to have the agency's Records Custodian perform these functions.

Public Record Exemptions



Examples of Exemptions From Public Records Law

- Social Security numbers.
- Security or fire safety system plans (including evacuation plans and audio/video security footage).
- Emergency notification information.
- Bank account numbers, and debit, charge, and credit card numbers.
- Direct deposit information.
- Drug Testing pursuant to the Drug-Free Workplace Act.
- Patient medical records made by health care practitioners.
- Active discrimination investigations/complaints.
- Active litigation work product of attorney.
- Blueprints and structural layouts of buildings

Public Records Requests

- Request for public records can be verbal!
- Any withheld or redacted records must be based upon a statutory exemption that has to be cited in writing.
- Can charge copying costs pursuant to Florida Statutes.
- Can charge special service charges for "extensive" clerical, supervisory labor or IT services.
- Can request advance deposits for allowable charges.

Penalties for Violations of Public Records Law:

- A knowing violation constitutes a: 1st degree misdemeanor (up to 1 year in jail), and/or $1,000 fine, and/or potential suspension, removal or impeachment from office.
- Non-criminal infraction (committed without the requisite knowledge) is punishable by a not to exceed $500.00 fine
- The above may be pursued by the State Attorney's Office.
- Also, there is a civil action provided by statute that allows for the recovery of attorney's fees and costs for violations of this law.

Public Records Headlines & Liability



Public Records Headlines

MANATEE

Manatee Sheriff's Office recommends charges for former administrator Scott Hopes

Melissa Pérez-Carrillo and Gabriela Szymanowska Sarasota Herald-Tribune
Nov. 15, 2023 | Updated Nov. 16, 2023, 12:37 p.m. ET

SARASOTA

Text messages show Sarasota city manager discussed city business on personal cell phone

Nicole Rodriguez nrodriguez@heraldtribune.com
Updated Oct. 25, 2018, 8:08 p.m. ET

Manatee County settles public records lawsuit for $75,000

By Lesley Dwyer | 5:00 a.m. September 25, 2024

Source: 9/25/24; Manatee County settles public records lawsuit for $75,000 | Your Observer

SARASOTA

Sarasota County to provide more employee cell phones after public records lawsuit settled


Derek Gilliam
Sarasota Herald-Tribune
Jan. 30, 2025 | Updated Jan. 31, 2025, 4:16 p.m. ET

Lawsuit against New College of Florida over violation of public records law settled


Gabriela Szymanowska
Sarasota Herald-Tribune



SUNSHINE AND DARKNESS

Is Michael Barfield a Crusader or a Con Man?

The complicated case of our city's most controversial figure.

By Tony D'Souza • March 1, 2016 • Published in the March 2016 issue of *Sarasota Magazine*

Source: [Is Michael Barfield a Crusader or a Con Man? | Sarasota Magazine]

"Michael's amazingly brilliant and committed to open access to public records and good government," says Tampa-based First Amendment attorney Gregg Thomas. "The fact that he has a criminal conviction has no bearing on [the merits of his lawsuits]. That's ridiculous."

"Transparency is healthy for democracy," Barfield says. "I want citizens to be informed about what their government is up to. It's about justice."

Mogensen says that she and Barfield have "six to 12 [lawsuits] going at all times" and win or settle 90 percent of them. Since 2009, those suits have cost the region's taxpayers $4 million in fines, settlements, court costs and attorneys' fees.

As of 2016

Excerpt from: Is Michael Barfield a Crusader or a Con Man? | Sarasota Magazine

City of Venice (2018)

- Denovo Law Services (associated with Michael Barfield) sued the City of Venice alleging the Public Records Act violations due to failure to retain text messages related to City business on public and personal devices.
- City believed messaging function was "off" on City-issued devices.
- Third-party vendor retrieved all text messages relating to City business on City phones AND private phones.
- Case settled for ~$45,000, implementation of retention software for text messaging on City-issued phones, a policy prohibiting the conduct of public business on personal devices..

City of Sarasota (2018)

- Michael Barfield City Manager Tom Barwin for failing to produce city-related discussions from his private Gmail account.
- Hundreds of emails were later released from his personal email.
- Case settled for $30,000 with no admission of guilt.
- Barwin also agreed to:
  - not respond to emails from his personal Gmail account;
  - forward any emails received to the City server for preservation;
  - set up an automatic response on his personal account directing senders to send City business to his City email account.

Manatee County (2020-21)

- Michael Barfield sued three Manatee County Commissioners in December 2020 over a failure to timely respond to a public records request.
- Subsequent FDLE investigation found text message and phone communication between Commissioners, but none of those records confirmed anyone broke the law.
- County paid over $100,000 for settlement, private attorney fees, and court costs.



Manatee County Allegations and Violations

- **Scott Hopes (Former Administrator):** An investigation by the State Attorney's Office, following a sheriff's investigation, recommended charges against Hopes for criminal violations of public records laws, notary fraud, and grand theft, largely surrounding the alleged wiping of county-issued devices.
- **Text Message Failures (2022-2024):** The Florida Center for Government Accountability (FCGA) sued the county for failing to produce text messages from Hopes and other deputies. The county admitted to not being in compliance due to a lack of proper archiving technology and settled for $75,000 in 2024.
- **Other Lawsuits:** In 2021, the county spent over $124,000 on legal fees related to a suit filed by a local paralegal concerning records about the firing of a former county administrator. Sarasota Herald-Tribune +7

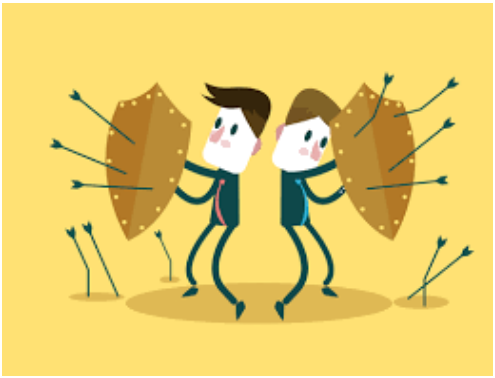
Oath of Office for Public Officials

'I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of Special District ***Board Member*** on which I am now about to enter. So help me God."

See, Sect. 5(b), Art. II, Fla. Const.

Public Service & Indemnification

- Right to indemnification based upon:
  - Common law.
  - Florida Statutes § 111.07.
  - District's Adopted Reimbursement Resolution (covers elected officials)
- Right to be defended when acting in the course and scope of the stated duties.
- Right extends to Public Records law claims.

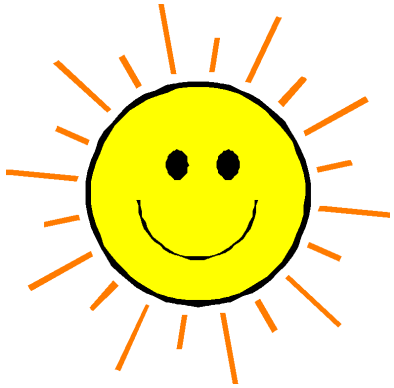


Public Records Law: Best Practices

1. If your government has a public records policy, you need to follow it .... All the time!
2. Avoid becoming a Records Custodian; let the government's Clerk perform this function on your behalf.
3. Minimize your exposure by using government issued devices and accounts to transact all government business. (ie, emails, cell phones, etc.)
4. Develop a practice to capture all records relating to government business that come to your personal accounts.

Public Records Law: Best Practices

5. Do not use social media for government business unless you (or your government) have a way to capture all records associated with the social media account!
6. Keep personal notes and drafts to yourself.
7. Know your government's indemnification policy and how to avail yourself of it.
8. Do not ignore records requests… including verbal ones!
9. If you have questions, ask your Special District attorney.
10. Follow the advice of your local government attorney .



QUESTIONS?

Maggie D. Mooney
mmooney@flgovlaw.com
or
Karla Armstrong
karmstrong@flgovlaw.com

Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
Offices Located in: Lakewood Ranch & Venice
www.flgovlaw.com