

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

The **Audit Committee** meeting of the Heritage Landing Community Development District was held on **Thursday, March 9, 2017 at 10:00 a.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Bret Sovine	Board Supervisor, Chair
Virginia Moore	Board Supervisor, Vice Chair
Dallas Dunn	Board Supervisor, Assistant Secretary
Timothy Fleming	Board Supervisor, Assistant Secretary
Johnny "John" Kuca	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	Hopping Green & Sams, P.A. (via speakerphone)

Audience Members	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 10:03 a.m. and read the roll call.

SECOND ORDER OF BUSINESS

**Review, Discuss and Evaluate the Proposals
Received in Response to the Requests for
Proposals for Audit Service**

The Audit Committee reviewed and discussed ranking of four proposals received (Exhibit A).


After review of each Committee Member's sheet, Berger, Toombs, Elam Gaines and Frank was ranked number one and is the recommendation of the Audit Committee.

<p>On a motion by Mr. Dunn, seconded by Ms. Moore, all in favor except for John Kuca who opposed, the Audit Committee recommends accepting the proposal from Berger, Toombs, Elam Gaines and Frank for auditing services for Heritage Landing Community Development District.</p>

THIRD ORDER OF BUSINESS

Adjournment

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Audit Committee adjourned the meeting at 10:14 a.m. for Heritage Landing Community Development District.



Secretary / Asst. Secretary



Chairman / Vice Chairman

Exhibit A

Audit Proposal Review Committee Evaluation Spread Sheet

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Furnish Required Services (20 Points)	Price (20 Points)	Total Points
Grau & Associates * current auditor	2017 - \$3,400 2018 - \$3,500 2019 - \$3,600	20	20	20	20	15	95
McDirmitt Davis	2017 - \$4,000 2018 - \$4,000 2019 - \$4,000	20	20	20	20	10	90
Berger, Toombs, Elam, Gaines & Frank	2017 - \$3,065 2018 - \$3,065 2019 - \$3,150	20	20	20	20	20	100
Carr, Riggs & Ingram	2017 - \$4,000 2018 - \$4,100 2019 - \$4,250	20	20	20	20	15	95
Board Members: Bret Sovine							

Audit Proposal Review Committee Evaluation Spread Sheet

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Furnish Required Services (20 Points)	Price (20 Points)	Total Points
Grau & Associates * current auditor	2017 - \$3,400 2018 - \$3,500 2019 - \$3,600	20	20	20	20	18	98
McDirmitt Davis	2017 - \$4,000 2018 - \$4,000 2019 - \$4,000	20	20	20	20	15	95
Berger, Toombs, Elam, Gaines & Frank	2017 - \$3,065 2018 - \$3,065 2019 - \$3,150	20	20	20	20	20	100
Carr, Riggs & Ingram	2017 - \$4,000 2018 - \$4,100 2019 - \$4,250	20	20	20	20	18	98

Board Members: Virginia Moore

Audit Proposal Review Committee Evaluation Spread Sheet

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Grau & Associates * current auditor	2017 - \$3,400 2018 - \$3,500 2019 - \$3,600	20	20	20	20	20	100
McDirmitt Davis	2017 - \$4,000 2018 - \$4,000 2019 - \$4,000	20	15	15	20	20	90
Berger, Toombs, Elam, Gaines & Frank	2017 - \$3,065 2018 - \$3,065 2019 - \$3,150	20	20	20	20	20	100
Carr, Riggs & Ingram	2017 - \$4,000 2018 - \$4,100 2019 - \$4,250	-	-	-	-	-	-
Board Members: Tim Fleming							

Audit Proposal Review Committee Evaluation Spread Sheet

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Furnish Required Services (20 Points)	Price (20 Points)	Total Points
Grau & Associates * current auditor	2017 - \$3,400 2018 - \$3,500 2019 - \$3,600	20	20	20	20	15	95
McDirmitt Davis	2017 - \$4,000 2018 - \$4,000 2019 - \$4,000	20	15	20	20	10	85
Berger, Toombs, Elam, Gaines & Frank	2017 - \$3,065 2018 - \$3,065 2019 - \$3,150	20	15	20	20	20	95
Carr, Riggs & Ingram	2017 - \$4,000 2018 - \$4,100 2019 - \$4,250	20	20	20	20	5	85

Board Members: Dallas Dunn

Audit Proposal Review Committee Evaluation Spread Sheet

Bidder's Name	Total Audit Price	Ability of Personnel (20 Points)	Proposer's Experience (20 Points)	Understanding Scope of Work (20 Points)	Furnish Required Services (20 Points)	Price (20 Points)	Total Points
Grau & Associates * current auditor	2017 - \$3,400 2018 - \$3,500 2019 - \$3,600						2
McDirmitt Davis	2017 - \$4,000 2018 - \$4,000 2019 - \$4,000						3
Berger, Toombs, Elam, Gaines & Frank	2017 - \$3,065 2018 - \$3,065 2019 - \$3,150						4
Carr, Riggs & Ingram	2017 - \$4,000 2018 - \$4,100 2019 - \$4,250						1

Board Members: John Kuca