Minutes of the Audit Committee Meeting

The Audit Committee Meeting of the Board of Supervisors for Southern Hills Plantation II Community Development District was held on Wednesday, March 1, 2017 at 10:00 a.m. at the Southern Hills Clubhouse, located at 4200 Summit View Drive, Brooksville, FL 34601.

1. CALL TO ORDER/ROLL CALL

Mr. Lamb called the Audit Committee Meeting of the Board of Supervisors of the Southern Hills Plantation II Community Development District to order on Wednesday, March 1, 2017 at 10:00 a.m.

Board Members Present and Constituting a Quorum:
Devon Rushnell	Vice Chairman
Matt Pallardy	Supervisor
Jon Franz	Supervisor

Staff Members Present:
Brian Lamb	District Manager
Leigh Fletcher	District Counsel

There were a few audience members present.

2. APPOINT CHAIRMAN

Mr. Lamb was appointed the Chairman of the meeting.

3. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS

Mr. Lamb went over the criteria for evaluation of proposals. Mr. Lamb said there are four items the Board could use to evaluate proposals: ability of the personnel, ability to furnish the required services, experience, and an additional factor, which could be price. He recommended that the Board weigh them equally. Ms. Fletcher discussed the pros and cons of using price as the additional factor in the criteria. The Board discussed using price as another factor to evaluate the proposals and would like to factor price into their determination. Mr. Lamb stated that they could also use timeline and have five categories with equal balance, and the Board agreed.

MOTION TO:	Use the following five categories with equal weight as selection criteria to evaluate the proposals: ability of the personnel, ability to furnish the required services, experience, price, and timeline.
MADE BY:	Supervisor Franz
SECONDED BY:	Supervisor Rushnell
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

4. DETERMINE DATE, TIME AND LOCATION RFP REQUIRED CONSIDER NOTICE OF REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

Mr. Lamb stated that management will run an advertisement in the newspaper for RFP and will also reach out to four or five companies that do the work. He stated there will be a time frame of around three weeks to process this, and there will need to be a committee meeting and a Board of Supervisors meeting about it in mid-April. The Board had questions about the scope of the audit, and Mr. Lamb and Ms. Fletcher answered their questions.

MOTION TO:	Write in a specialty criteria for the company to do a review of the 2011 audit and that the audit that was used is in good standing and consistent with requirements.
MADE BY:	Supervisor Franz
SECONDED BY:	Supervisor Rushnell
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

6. DETERMINE DATE OF NEXT COMMITTEE MEETING

The Audit Committee agreed to meet on Wednesday, April 12, 2017 at 10:00 a.m. The CDD Board meeting will be scheduled for directly after the Audit Committee meeting.

5. CONSIDER SENDING RFP TO INTERESTED FIRMS

Mr. Lamb reiterated that management will reach out to some companies who do audits as well as advertise the RFP in the newspaper.

7. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Rushnell
SECONDED BY:	Supervisor Pallardy
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

*These minutes were done in summary format.

*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 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.

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on ___5-12-17___.

_____
Signature

_DEVON Rushnell_____
Printed Name

Title:
☑ **Chairman**
☐ **Vice Chairman**

Official District Seal

SEAL
August 2
2004
Southern Hills Plantation II Community Development District
Hernando County, Florida

_____
Signature

_Brian Lamb_____
Printed Name

Title:
☑ **Secretary**
☐ **Assistant Secretary**

Recorded by Records Administrator

_____
Signature

___5-19-17___
Date