

**MINUTES OF MEETING  
ISLES OF BARTRAM PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Isles of Bartram Park Community Development District was held on Tuesday, **May 19, 2021** at 10:00 a.m. the offices of GMS at 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Joe Panchula	Supervisor
Mike Della Penta	Supervisor
Scott Forshey-Friedman	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>via phone</i>	District Counsel
Matt Maggiore <i>via phone</i>	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:00 a.m. Five Audit Committee members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Selection of Audit Evaluation Criteria**

Mr. Oliver noted that they are required by Florida Statutes Chapter 218 to go through the RFP process to select the audit firm to conduct the annual financial audits. He presented the recommended evaluation criteria that was prepared by Hopping Green & Sams. He noted that once they receive back audit proposals they will bring them back to the Audit Committee to rank them based on this criteria.

On MOTION by Ms. Rogers seconded by Mr. Forshey-Friedman, with all in favor, the Audit Evaluation Criteria, was approved.
---

**THIRD ORDER OF BUSINESS**

**Authorization to Issue Audit RFP**

Mr. Oliver noted that they need a motion to authorize staff to issue the RFP.

On MOTION by Ms. Rogers seconded by Mr. Mayo, with all in favor, Authorizing Staff to Issue Audit RFP, was approved.

**FOURTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Rogers seconded by Mr. Mayo, with all in favor the Meeting was adjourned.