

**MINUTES OF THE AUDIT SELECTION COMMITTEE MEETING
POINCIANA
COMMUNITY DEVELOPMENT DISTRICT**

The audit selection committee meeting of the Poinciana Community Development District was held on Wednesday, January 3, 2018 at 11:00 a.m. at the Starlite Ballroom, located at 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Robert Zimbardi	Chairman
LeRue Stellfox	Vice Chairman
Lita Epstein	Assistant Secretary
David Lane	Assistant Secretary

Also present were:

Bob Nanni	District Manager, Inframark
Lindsay Whelan	District Counsel (via telephone)
Residents	

The following is a summary of the discussions and actions taken at the January 3, 2018 Poinciana Community Development District's Audit Selection Committee Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Zimbardi called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

Hearing no comments from the audience, the next order of business followed.

FOURTH ORDER OF BUSINESS

Establishment of RFP Evaluation Criteria

- Discussion ensued and the following changes were requested to the Evaluation Criteria:
 - Ability of Personnel increased to 25 Points
 - Proposer's Experience increased to 25 Points

- Understanding of Scope of Work increased to 25 Points
- Ability to Furnish the Required Services reduced to 15 Points
- Price reduced to 10 Points

On MOTION by Mr. Lane seconded by Ms. Epstein with all in favor the evaluation criteria was accepted as amended.

FIFTH ORDER OF BUSINESS

Authorization to Proceed with RFP

Mr. Lane MOVED to proceed with the RFP process and Mr. Stellfox seconded the motion.

- Discussion ensued and the following changes were requested to the Instructions to Proposers:
 - Amend Section 4 to include a statement the proposer should provide *an affirmative statement that they have not defaulted on any previous contract.*
 - Response time was addressed and it was requested the potential list of auditors be notified regarding the quick turnaround date of January 12, 2018.
 - Amend verbiage in Section 12D from *lump sum* to *fixed fee.*

On VOICE vote with all in favor the prior motion was approved with the changes as discussed.

Hearing no comments from the audience, the next order of business followed.

SIXTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Zimbardi seconded by Ms. Epstein with all in favor the audit selection committee meeting was adjourned.

Secretary

Robert Zimbardi
Chairman