

MINUTES OF MEETING  
HARTFORD TERRACE  
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Hartford Terrace Community Development District was held on Thursday, February 16, 2023 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida.

Present were:

Eric Baker  
Serena Turke  
Mary Burns  
George Flint  
Jason Alligood *by phone*  
Ryan Dugan *by phone*

*The following is a summary of the discussions and actions taken at the February 16, 2023 Hartford Terrace Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**

Mr. Flint stated that they had the request for proposal and selection criteria in the agenda package. He explained that this was the standard instructions that they would typically send out as part of the RFP process. He stated that they were asking for it to be returned by March 9<sup>th</sup>, 2023 at 5:00 p.m. in their office. He added that they were asking for one original copy and one electronic copy. He explained that they were asking them to provide pricing for five years; although they would ask the Board to enter into annual engagements. He explained the selection criteria proposed included ability of personnel, their experience, understanding of the scope, the ability to furnish the services, and price. He explained that those were each 20 points totaling 100.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the Request for Proposals and Selection Criteria, was approved.

**B. Approval of Notice of Request for Proposals for Audit Services**

Mr. Flint reviewed the proposed notice that would be run in the Orlando Sentinel. He stated that they would also mail out the RFP to five or six firms that primarily provide auditing services for CDDs.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.

**C. Public Announcement of Opportunity to Provide Audit Services**

Mr. Flint stated that they would publicly announce the opportunity for any qualified auditors to respond to the RFP for auditing services.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman