

**MINUTES OF MEETING
STONEBROOK WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Stoneybrook West Community Development District was held Wednesday, **November 29, 2023** at 6:30 p.m. at Towne Center, 1201 Black Lake Blvd., Winter Garden, Florida.

Present and constituting a quorum:

Tom Alexander	Chairman
Tiffany Acireale	Vice Chair
Jennifer Odom <i>by Zoom</i>	Assistant Secretary
Mathew Nicolas	Assistant Secretary
George Morgan	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Monica Virgen <i>by Zoom</i>	District Manager, GMS
Pete Glasscock	District Engineer
Clayton Smith	Field Manager
Andy Hatton	Field Manager
Scott Clark	District Counsel
Bert Smith	Sitex

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. Four Board members were present in person and one attended via Zoom constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated that there were no members of the public in attendance, so the next item followed.

November 29, 2023

Stoneybrook West CDD

THIRD ORDER OF BUSINESS

Audit Services for Fiscal Year 2024

Ms. Adams stated that Florida Statutes prescribe the evaluation criteria, form of notice, and other information that is required for this process. All materials were available in the agenda packet. Ms. Adams presented the evaluation criteria most often used to the Board and noted that the CDD would have the ability to change the weight of how the criteria is measured if that were something the Board would like to do. The evaluations will be judged on ability of personnel at 20 points, proposers experience at 20 points, understanding the scope of work at 20 points, ability to furnish the required services at 20 points, and price at 20 points. She then stated that they could approve all items (form of the notice, selection criteria, and the public announcement for opportunity to provide audit services) in one motion or they could talk about them all individually. For the record, staff is requesting for the audit proposals to come in on time for the May Board of Supervisors meeting.

- A. Approval of Request for Proposals and Selection Criteria**
- B. Approval of Notice of Request for Proposals for Audit Services**
- C. Public Announcement of Opportunity to Provide Audit Services**

On MOTION by Ms. Acireale, seconded by Mr. Morgan, with all in favor, the Request for Proposals and Selection Criteria, Notice of Request for Proposals for Audit Services, and Public Announcement of Opportunity to Provide Audit Services, were approved.

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Adams asked for a motion to adjourn the meeting,

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

DocuSigned by:


Secretary/Assistant Secretary

DocuSigned by:


Chairman/Vice Chairman