

**MINUTES OF MEETING
SHINGLE CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Board of Supervisors of the Shingle Creek Community Development District was held on Monday, **April 7, 2025** at 12:04 p.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, FL.

Present for the Audit Committee were:

Rob Bonin
Adam Morgan
Mark Ratcliff
Barry Bichard
Dan Navarra

Also present were:

Jeremy LeBrun
Kristen Trucco
Joey Duncan *by phone*
Alan Scheerer

District Manager, GMS
District Counsel, LLEB
District Engineer, Dewberry
Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order and called the roll at 12:04 p.m.

Mr. LeBrun: We have five Supervisors present, so we have a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun: Next we have the public comment period for the audit committee. Do any members of the public wish to comment? Hearing no comments, we will move on to the next item.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Mr. LeBrun: Each year the District has to undergo an independent third-party audit so this is the RFP that we will send out to those firms. There is only a very small number of firms that

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actually do this work but we send it out to all of them. What the committee will be doing today is approving three things. Item 3A is approval of the request for proposals and selection criteria. Towards the bottom of your agenda on page 126 you will see the request for proposal that will go out. It has the due date and other relevant information for the RFP. This will get sent out to firms that do this type of work. We also have an evaluation criterion that is on page 128. When we do receive the RFP submissions, the Board will create them and score them on a rubric which is detailed on page 128. Out of 100 points, there are five categories and those are listed there. I am happy to take any questions on that part. The Board would just be approving the request for the RFP and the selection criteria.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Request for Proposals and Selection Criteria, was approved.
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B. Approval of Notice of Request for Proposals for Audit Services

Mr. LeBrun: This will be advertised per statute. This will run in the various publications. It is on page 130 of the electronic agenda. You will see the information and time date so that is the official notice that will go out. Happy to take any changes, if not, just a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.
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C. Public Announcement of Opportunity to Provide Audit Services

Mr. LeBrun: We will provide public announcement that we are seeking RFPs for Fiscal Year 2024 audit services for Shingle Creek.

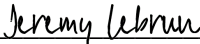
FOURTH ORDER OF BUSINESS**Adjournment**

Mr. LeBrun: If there are no further questions, we would just need a motion to adjourn.


On MOTION by Mr. Morgan, seconded by Mr. Bichard, with all in favor, the meeting was adjourned.

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Signed by:


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Secretary / Assistant Secretary

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Chairman / Vice Chairman