

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**ENCORE  
COMMUNITY DEVELOPMENT DISTRICT**

The *first audit committee* meeting of the Board of Supervisors of Encore Community Development District was held on **Tuesday, March 1, 2018 at 4:00 p.m.** at the office of Tampa Housing Authority, located at 5301 West Cypress Street, Tampa, Florida 33607.

Present and constituting a quorum:

Dr. Hazel Harvey	<b>Committee Member</b>
David Iloanya	<b>Committee Member</b>
Billi Johnson-Griffin	<b>Committee Member</b>
Julia Jackson	<b>Committee Member</b>

Also present were:

Christine Perkins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Toborg	<b>Field Service Manager; Rizzetta &amp; Company, Inc.</b>
Jennifer Kilinski	<b>District Counsel, Hopping, Green &amp; Sams (via phone)</b>
Jozette Chack-On	<b>Developer Counsel, Saxon Gilmore</b>
Derek Carter	<b>Trane</b>
Brian Stortz	<b>Trane</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Perkins called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Presentation of Audit Proposal Instructions**

Ms. Perkins presented the audit proposal instructions to the audit committee for their consideration.

On a Motion by Dr. Harvey, seconded by Mr. Iloanya, with all in favor, the audit committee approved the Audit Proposal Instructions as presented for the Encore Community Development District.

**THIRD ORDER OF BUSINESS**

**Presentation of Audit Evaluation Criteria**

Ms. Perkins presented the audit evaluation criteria to the audit committee for their consideration.

On a Motion by Ms. Johnson-Griffin, seconded by Dr. Harvey, with all in favor, the audit committee approved the Audit Evaluation Criteria with price for the Encore Community Development District.

**FOURTH ORDER OF BUSINESS**

**Presentation of Request for Proposals for  
Annual Auditing Services**

Ms. Perkins presented the request for proposals for annual auditing services to the audit committee for their consideration. Discussion ensued regarding advertising in the Tampa Bay Times, La Gazzetta, and the Florida Sentinel Bulletin in an effort to recruit a diversified selection of audit firms.

Ms. Killinski additionally reviewed the audit firm requirements for the Board.

On a Motion by Mr. Iloanya, seconded by Dr. Harvey, with all in favor, the audit committee approved the Request for Proposals for Annual Auditing Services as presented for the Encore Community Development District.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Johnson-Griffin, seconded by Mr. Iloanya, with all in favor the audit committee adjourned the audit committee meeting at 4:09 p.m. for the Encore Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman