

**MINUTES OF MEETING
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, March 25, 2025** at 3:31 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present for the Audit Committee were:

Lori Campagna
Erica Miro Smith
Kelly Evans *by Zoom*
Abby Morrobel
Sean Finotti

Also present were:

Monica Virgen	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS

The following is a summary of the discussions and actions taken at the March 25, 2025 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 3:31 p.m. and called roll. Four Board members were present constituting a quorum. Ms. Evans participated by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen opened the public comment period. There were no public comments.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

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Saddle Creek Preserve of Polk County CDD

Ms. Virgen stated in the agenda package is the suggested evaluation criteria. Ms. Campagna stated the pricing should be included. She suggested changing the points to 30 points on price and adjust the others accordingly.

Ms. Virgen explained the purpose of the audit services and noted they are good for 5 years. Ms. Rinaldi added comments on the compensation and changing points.

Ms. Virgen explained how the 5-year agreement worked and the required notices and process, including potential increases without the 5-year contract. Ms. Virgen stated an audit must be completed each year. She added this is a Florida statute and they must follow the outlined process and re-bidding is allowed at any time. This helps in budgeting.

On MOTION by Ms. Miro Smith, seconded by Ms. Campagna, with all in favor, the Request for Proposals and Selection Criteria, was approved.

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

Ms. Virgen stated this notice will be posted on a newspaper of general circulation.

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

C. Public Announcement of Opportunity to Provide Audit Services

Ms. Virgen stated this is the required public announcement and anyone can submit a proposal.

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Miro Smith, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

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Lori Campagna

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Chairman/Vice Chairman