

MINUTES OF MEETING  
SAMPSON CREEK COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Board of Supervisors of the Sampson Creek Community Development District was held on Wednesday, December 21, 2016 at 6:00 p.m. at the St. Johns Golf & Country Club, Swim Club Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

|                |            |
|----------------|------------|
| Tracy Hayes    | Chairman   |
| Paul Armstrong | Supervisor |
| Steve Sharpe   | Supervisor |
| Shawn Murray   | Supervisor |

Also present were:

|                 |                      |
|-----------------|----------------------|
| Jim Oliver      | District Manager     |
| Wes Haber       | District Counsel     |
| Louis Cowling   | Riverside Management |
| Leah Tincher    | Amenities Manager    |
| Rob Matthews    | District Engineer    |
| Daniel Laughlin | GMS                  |

*The following is a summary of the actions taken at the December 21, 2016 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Review and Selection of Audit RFP Criteria**

Mr. Oliver stated the Board of Supervisors selected itself to serve as the Audit Committee, and the Audit Committee is formed simply for the process of selecting an auditor so an annual audit can be done. This is in accordance with Chapter 218 of Florida statutes that you have to go through an RFP process to select an independent CPA firm to conduct the annual audit. Evaluation criteria are located in the agenda package in order to rank the proposals that

will be received. There are five criteria worth 20 points each. This is used by all the Districts and was developed by Hopping Green and Sams.

On MOTION by Mr. Sharpe seconded by Mr. Murray with all in favor to accept all five criteria equally weighted was approved.

**THIRD ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the Audit Committee meeting was Adjourned.