

1 **MINUTES OF 12/21/23 AUDIT COMMITTEE MEETING**
2 **CORY LAKES COMMUNITY DEVELOPMENT DISTRICT**

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4 The Audit Committee Meeting of the Board of Supervisors of the Cory Lakes Community Development
5 District was held Thursday, December 21, 2023 at 6:00 p.m. at Cory Lakes Beach Club, 10441 Cory Lake Drive,
6 Tampa, Florida 33647. The public was able to listen and/or participate in person as well as via ZOOM, at
7 <https://us02web.zoom.us/j/83731431918?pwd=cIMzOTNheDErWDFaQU9QUFFXSjRZdz09>,

8 Meeting ID: 837 3143 1918, Passcode: 123456, or telephonically at +1-305-224-1968, Meeting ID: 837 3143
9 1918, Passcode: 123456.

10 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call/Pledge of Allegiance**

11 Chairman Castillo called the meeting to order at 6:01 p.m., discussed the proceedings for the evening,
12 and conducted roll call.

13 Present and constituting a quorum were:

14 Jorge Castillo	Board Supervisor, Chairman
15 Ann Belyea	Board Supervisor, Vice Chair
16 Ronald Acoff	Board Supervisor, Assistant Secretary
17 Rene Fontcha	Board Supervisor, Assistant Secretary
18 Cynthia McIntyre	Board Supervisor, Assistant Secretary

19 Also present were:

20 Larry Krause	District Manager, BREEZE
21 Patricia Thibault (<i>via Zoom</i>)	District Manager, BREEZE
22 Vivek Babbar	District Counsel, SRV
23 John Hall	Facilities Manager, CLI
24 Dominique Green	Office Administrator, CLI

25
26 *The following is a summary of the discussions and actions taken at the December 21, 2023 Cory Lakes CDD*
27 *Board of Supervisors Audit Committee Meeting.*

28 **SECOND ORDER OF BUSINESS – Audience Comments**

29 *There being none, the next item followed.*

30 **THIRD ORDER OF BUSINESS – Business Items**

31 **A. Review/Discussion of RFP Submissions**

32 Mr. Krause addressed the Chairman and explained the process and objectives of this item. He discussed
33 that each company would provide audit services for three (3) years. The two (2) companies that submitted their
34 proposals were DiBartolomeo, McBee, Hartley & Barnes, PA and Grau & Associates, which is the current
35 auditor. Mr. Krause said that each Supervisor would evaluate based on the criteria, which includes 30 points for
36 price and 10 points for the ability of personnel, as the latter also represents proposer experience. He added that
37 points would be summed up and given to him to determine a total, and the Audit Committee would make a
38 recommendation to the CDD Board on which company should be chosen as the auditor. Mr. Krause stated that
39 the Board will review the minutes of the previous meeting and make the motion to approve at the Regular
40 Meeting. He presented the qualifications, experience, and cost of each company as shown in the agenda. Ms.
41 Thibault informed the Committee that the audit years being considered were 2023, 2024, and 2025. Supervisor
42 Acoff asked when the payment would be made to the auditors. Chairman Castillo asked if the fee to be paid in
43 2024 would be for the audit of the previous fiscal year, and Ms. Thibault confirmed that was correct.

44 Supervisor Acoff asked about the unit costs, such as copying and shipping, and if these fees are separate.
45 He commented that it would make a significant difference on the costs. Mr. Krause noted that the fees are

46 inclusive and if there were changes, it would have to be discussed and approved by the firm and the Board. Mr.
47 Babbar explained that a potential increase could be made if financial statements were not seen and if there was
48 an additional scope of work wherein the vendor would send notice in advance. Supervisor Acoff clarified that
49 there are no additional costs from the mentioned units. Ms. Thibault added that, based on her experience in the
50 field, there would only be an increase if there was a new bond which was not disclosed.

51 Vice Chair Belyea asked if the current company had started its audit. Ms. Thibault said that Grau &
52 Associates had not started yet, and explained the first step of the audit, wherein a letter of confirmation should
53 have been submitted. Supervisor Acoff clarified that Grau & Associates was not under contract currently.
54 Chairman Castillo asked the difference in terms of service as compared with the previous year. Mr. Babbar
55 answered that the scope of service is the same, and mentioned that audits were submitted late last year.
56 Supervisor Acoff raised questions about the calendar month of the existing contract and the renewal date for
57 Grau & Associates. Mr. Babbar said that the current audit company should have sent a confirmation letter by
58 January or February. Supervisor McIntyre asked if Grau & Associates was late with the audit submission, and
59 Mr. Babbar said that he would confirm it. Supervisor Acoff noted that it was either June or July of last year.
60 Supervisor McIntyre asked if Breeze has worked with DiBartolomeo, McBee, Hartley & Barnes, PA and their
61 performance, and Mr. Krause verified that their team has experience working with them and, and that they are
62 satisfied with their service.

- 63 1. Exhibit 1: RFP
- 64 2. Exhibit 2: Vendor Comparison Sheet
- 65 3. Exhibit 3: Grau & Associates
- 66 4. Exhibit 4: DiBartolomeo, McBee, Hartley & Barnes, PA

67 **B. Exhibit 5: Ranking RFP Respondents**

68 Mr. Babbar recommended Committee Members fill out the evaluation forms and give those to Mr.
69 Krause to calculate the total. He noted that if all other items were equal, Committee Members could deliberate
70 more on price, and the Board agreed. Chairman Castillo clarified that the motion will be made at the Regular
71 Meeting.

72 **C. Auditor Committee's Recommendation for Auditor Services**

73 Mr. Krause summarized the results of the assessment, which recommended DiBartolomeo, McBee,
74 Hartley & Barnes, PA, as the new auditor for the District. Supervisor Acoff asked the effectivity of the service
75 and confirmed that the termination letter will be sent to Grau & Associates by this week or the following week.
76 Supervisor Fontcha asked staff to ask the new audit company for a discount.

77 **FOURTH ORDER OF BUSINESS – Administrative Items**

78 **A. Exhibit 6: Approval of November 2023 Audit Committee Meeting Minutes**

79 Supervisor Acoff corrected that on line 50, it was Supervisor Fontcha that recommended to change it to
80 30%, and mentioned that he agreed that time.

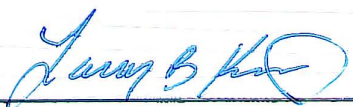
81 On a MOTION by Mr. Castillo, SECONDED by Mr. Acoff, WITH ALL IN FAVOR, the Committee approved
82 the **November 2023 Audit Committee Meeting Minutes with the Noted Correction**, for the Cory Lakes
83 Community Development District.

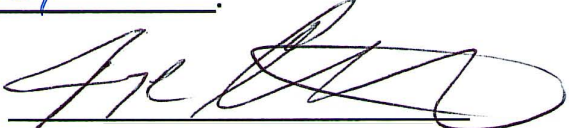
84 **FIFTH ORDER OF BUSINESS – Adjournment**

85 Chairman Castillo adjourned the meeting at 6:24 p.m.

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

89 Meeting minutes were approved at a meeting by vote of the Audit Committee Members at a publicly noticed
90 meeting held on January 18, 2024.

91 
Signature


Signature

92 Cory B. Krause Jr.
Printed Name

Jorge Castillo
Printed Name

93 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman