

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.

**STERLING HILL
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors' of the Sterling Hill Community Development District was held on **Tuesday, July 9, 2013 at 9:00 a.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present were:

Christina Miller
Sandra Manuele
Frances Krause
Jo-Anne Polletta
Scott Brizendine

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions**

Mr. Brizendine stated that the instructions are standard for the industry and include the guidelines for submitting a proposal as well as filing a bid protest should they object to the final decision on which firm is to be hired. He noted that he is recommending that the due date be set for July 26th as that provides the firms with sufficient time to submit their proposals and allows the Committee time to review them prior to the August meeting.

<p>On a Motion by Ms. Miller, seconded by Ms. Polletta, with all in favor, the Board of Supervisors approved the audit proposal instructions as written with a July 26, 2013 due date for proposals for Sterling Hill Community Development District.</p>

THIRD ORDER OF BUSINESS

Presentation of Evaluation Criteria

Mr. Brizendine presented the evaluation criteria included in the agenda book, which is the standard five category version that has been utilized in the past. He explained that while pricing can be one of the criteria used in the selection process it cannot be the only or predominant factor.

Following a brief discussion the Board decided to make pricing 15 points, experience 25 points and all other categories 20 points.

On a Motion by Ms. Miller, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the evaluation criteria utilizing 15 points for pricing, 25 points for experience, and all other categories at 20 points each for Sterling Hill Community Development District.

Mr. Brizendine stated that he would be asking the Board for authorization to submit the instructions and criteria to the four firms who handle the majority of Districts in the State to ensure that they receive at least four proposals. He explained that many times the firms will not see the ad in the paper.

FOURTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Miller, seconded by Ms. Krause, with all in favor, the Audit Committee adjourned the meeting at 9:06 a.m. for the Sterling Hill Community Development District.

Assistant Secretary

Chairman/Vice Chairman