

**GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT  
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614**

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November 9, 2011

**Audit Committee  
GreyHawk Landing  
Community Development District**

**AGENDA**

Dear Board Members:

The continued meeting of the Audit Committee of GreyHawk Landing Community Development District will be held on **Thursday, November 17, 2011 at 6:00 p.m.**, at the GreyHawk Landing Clubhouse, located at 700 GreyHawk Boulevard, Bradenton, Florida 34212. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Audit Review Committee Meeting held October 27, 2011 .....Tab 1
  - B. Review and Ranking of Proposals  
(under separate cover)
- 3. COMMENTS/ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.

Sincerely,



Greg Cox  
District Manager

cc: Andrew Cohen, *Persson & Cohen P.A*

# Tab 1

**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.

**GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Audit Review Committee of the GreyHawk Landing Community Development District was held on **Thursday, October 27, 2011 at 6:03 p.m.** at 700 GreyHawk Boulevard, Bradenton, Florida 34212.

Present and constituting a quorum were:

Ollie Kyte	<b>Board Supervisor, Chairman</b>
Julie Mekhail	<b>Board Supervisor, Vice Chairman</b>
Sandy McDonald	<b>Board Supervisor, Assistant Secretary</b>
Michael Plaia	<b>Board Supervisor, Assistant Secretary</b>
Savvas Kesgiropoulos	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Andrew Cohen	<b>District Counsel; Persson &amp; Cohen, P.A.</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cox called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Consideration of the Minutes of the Audit Committee Meeting Held on August 25, 2011**

On a Motion by Ms. McDonald, seconded by Mr. Kyte, with all in favor, the Audit Review Committee approved the Minutes of the Audit Review Committee Meeting held on August 25, 2011 as presented for GreyHawk Landing Community Development District.

**THIRD ORDER OF BUSINESS**

**Review and Ranking of Proposals**

Mr. Cox stated that he understood that not everyone had had the chance to review and rank the proposals, and advised the meeting could be continued on the next regularly scheduled meeting date, November 17, 2011 at 6:00 p.m. at the GreyHawk Landing Clubhouse.

**FOURTH ORDER OF BUSINESS**

**Continuance**

On a Motion by Ms. Mekhail, seconded by Mr. Plaia, with all in favor, at 6:06 p.m. the Audit Review Committee approved to continue the meeting at 6:00 p.m. on November 17, 2011 for GreyHawk Landing Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**AUDIT PROPOSAL COMMITTEE EVALUATION SPREADSHEET**  
(with Price)

	1	2	3	4	5	6
	Ability of Personnel <i>20 Points</i>	Proposer's Experience <i>20 Points</i>	Understanding of Scope of Work <i>20 Points</i>	Ability to Furnish Required Services <i>20 Points</i>	Price <i>20 Points</i>	Total Points <i>100 Points</i>
A	Barzana & Associates					
B	Brimmer, Burek & Keelan					
C	Carr Riggs & Ingram					
D	Grau & Associates					
	McDermitt Davis					

Supervisor: \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Name Printed \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Greyhawk Landing Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2011, with an option for two additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Manatee County, Florida and has an annual operating budget of approximately \$ 1,633,060.00, including debt service. The final contract will require that, among other things, the audit for Fiscal Year 2011 be completed no later than June 30, 2012.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide nine (9) copies of their proposal to Greg Cox, District Manager, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, in an envelope marked on the outside "Auditing Services – Greyhawk Landing Community Development District." Proposals must be received by October 12, 2011, at 12:00 p.m., at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager, who can be reached at (813) 933-5571.

Greyhawk Landing Community Development District  
Greg Cox, District Manager

Run date: 09/11/11

**GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years Ending  
September 30, 2011, 2012 and 2013  
Manatee County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **October 12, 2011, at 12:00 p.m.**, at the office of District Manager, Rizzetta & Company, Inc., located at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit nine (9) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Greyhawk Landing Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal

**SECTION 13. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.