

MINUTES OF MEETING  
HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, May 29, 2025 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.

Present were:

Thomas Ferry	Chairman
Robert Curran	Vice Chairman
Joanne Wharton	Supervisor
Judith Kinnecom	Supervisor
Louis Pingotti	Supervisor

Also present were:

Jim Oliver	District Manager
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*The following is a summary of the actions taken at the May 29, 2025 Heritage Park Community Development District Audit Committee meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order at 1:00 p.m. and called the roll. All five audit committee members were present.

**SECOND ORDER OF BUSINESS**

**Review and Selection of Audit RFP  
Criteria**

Ms. Adams recalled that the Board appointed themselves as the Audit Committee. The purpose of this meeting was to approve the Audit Request for Proposals (RFP) criteria, which was required by Chapter 218 of the Florida Statutes and was included in the agenda package. The CDD goes through this process every three to five years. There were five categories: 1) Ability of personnel, 2) Proposers experience, 3) Understanding the scope of work, 4) Ability to

furnish the required services and 5) Price. Once the Board approved the criteria, it would be brought back to the Board of Supervisors, in order to issue the RFP for auditing services.

On MOTION by Ms. Wharton seconded by Mr. Pingotti with all in favor the selection criteria for auditing services was approved.
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**THIRD ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Ferry seconded by Mr. Curran with all in favor the Audit Committee meeting was adjourned.
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