

**MINUTES OF MEETING  
HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Highland Meadows West Community Development District was held on Tuesday, **November 21, 2023** at 9:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present were:

Bobbie Henley  
Jessica Kowalski  
Lindsey Roden  
Jessica Petrucci

Vice Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Tricia Adams  
Monica Virgen  
Meredith Hammock *via Zoom*  
Marshall Tindall  
Rey Malave *via Zoom*  
Chace Arrington *via Zoom*

District Manager, GMS  
District Manager, GMS  
District Counsel, KVV Law  
Field Services Manager, GMS  
District Engineer  
District Engineer

*The following is a summary of the discussions and actions taken at the November 21, 2023 Highland Meadows West Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and stated that four Board members were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted that no members of the public were present nor were any members attending on Zoom to provide comments.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the October 17, 2023 Audit Committee Meeting**

Ms. Adams presented the meeting minutes from the October 17, 2023 Audit Committee Meeting and asked for any corrections, comments, or questions. She also noted that the minutes have been reviewed by District Counsel and District Management. Hearing no comments or corrections, Ms. Adams asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Minutes of the October 17, 2023 Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Review of Proposals and Tally of Audit Committee Members Rankings**

- A. Grau & Associates**
- B. DiBartolomeo, McBee, Hartley & Barnes**
- C. Carr, Riggs & Ingram**

Ms. Adams noted that the Board authorized staff to publish and release a request for auditing services at the last meeting and as a result Ms. Adams presented three audit proposal as listed above. The Board ranked the three firms with the Board approved criteria. Ms. Adams noted that the price criterion on the ranking sheet was already filled in with the five-year contracted amount with Gray & Associates at \$28,500, DiBartolomeo at \$15,300, and Carr, Riggs & Ingram at \$47,500. She then summarized the point calculation with the lowest bid receiving the full 20 points, the next lowest bid from Grau & Associates with 10.73 points, and Carr at 6.44 points and noted that price will most likely be the biggest differentiator. The Board and staff discussed their options and filled out the ranking sheet with 20-points across the board in all the categories besides price. As a result of the Board's ranking, DiBartolomeo was ranked #1, Grau & Associates ranked #2, and Carr, Riggs, & Ingram ranked #3.

On MOTION by Ms. Petrucci, seconded by Ms. Kowalski, with all in favor, Review of Proposal and Tally of Audit Committee Members Rankings with DiBartolomeo Ranked #1, was approved.

**FIFTH ORDER OF BUSINESS****Adjournment**

Ms. Adams asked for a motion to adjourn the Audit Committee meeting.

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On MOTION by Ms. Roden, seconded by Ms. Kowalski, with all in favor, the meeting was adjourned.

DocuSigned by:  
*Tricia Adams*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Bobbie Henley*  
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Chairman/Vice Chairman