

**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, **October 17, 2023** at 9:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Daniel Arnette
Bobbie Henley
Jessica Kowalski
Lindsey Roden
Jessica Petrucci

Also, present were:

Tricia Adams
Meredith Hammock
Marshall Tindall
Chance Arrington

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

The following is a summary of the discussions and actions taken at the October 17, 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 five 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

Audit Services

A. Approval of Request for Proposals and Selection Criteria

B. Approval of Notice of Request for Audit Services

Ms. Adams stated that the form of the documents can be found in the agenda package and that they were standard notices. She highlighted the evaluation criteria regarding the elements that the Board will evaluate from the proposals that are received. She asked for any questions and comments and added if there were no concerns and the Board was happy with the form of notice as well as the selection criteria, they can take all of the items as one slate. Hearing no questions or concerns, she asked for a motion to approve both items A and B.

On MOTION by Mr. Arnette, seconded by Ms. Kowalski, with all in favor, the Request for Proposals and Selection Criteria and Notice of Request for Audit Services, were approved.

C. Public Announcement of Opportunity to Provide Audit Services

Ms. Adams announced the opportunity to provide audit services to Highland Meadows West Community Development District.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Arnette, 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