

**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 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.

**HIGHLANDS  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee Meeting of the Board of Supervisors' of the Highlands Community Development District was held on Wednesday, March 27, 2018 at 7:00 p.m. at the Ayersworth Glen Clubhouse located at 11102 Ayersworth Glen Blvd. Wimauma, Florida 33598

Present and constituting a quorum:

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|-----------------|-----------------------------------|
| Al Thomka       | Board Member, Chairman            |
| Jeff Jones      | Board Member, Vice Chairman       |
| Elizabeth Brown | Board Member, Assistant Secretary |
| Otis Franklin   | Board Member, Assistant Secretary |
| Kangelia Baxter | Board Member, Assistant Secretary |

Also present were:

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|----------------|---|
| Joseph Roethke | Regional District Manager, Rizzetta & Company, Inc. |
| Sarah Warren   | District Counsel, Hopping Green & Sams              |
| Ted Swanson    | Swanson & Sons                                      |
| Audience       |   |

**FIRST ORDER OF BUSINESS** **Call to Order**

Mr. Roethke called the meeting to order and performed roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS** **Presentation of Auditor Selection  
Evaluation Criteria**

Mr. Roethke presented the auditor Selection Evaluation Criteria to the Board.

On a Motion by Mr. Thomka, seconded by Ms. Brown, with all in favor, the Audit Committee approved the Selection Criteria with price for Highlands Community Development District.

**THIRD ORDER OF BUSINESS** **Presentation of Audit Proposal  
Instructions**

Mr. Roethke presented the audit proposal instructions to the Board

On a Motion by Mr. Jones, seconded by Ms. Baxter, with all in favor, the Audit Committee approved the Proposal Instructions with price for Highlands Community Development District.


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46 **FOURTH ORDER OF BUSINESS** **Presentation of Request for Proposals for**  
47 **Annual Audit Services**  
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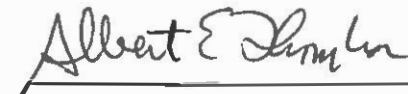
49 Mr. Roethke presented the request for proposals for annual audit services to the Board.  
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On a Motion by Mr. Franklin, seconded by Ms. Brown, with all in favor, the Audit Committee approved and authorized staff to advertise for an RFP for annual Audit Services with price for Highlands Community Development District.

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52 **FIFTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Mr. Thomka, seconded by Ms. Brown, with all in favor, the Audit Committee adjourned the meeting at 7:06 p.m. for the Highlands Community Development District.

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Assistant Secretary

  
Chairman/Vice Chairman