

**MINUTES OF MEETING
REUNION WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Reunion West Community Development District was held on Thursday, **December 14, 2023** at 11:00 a.m. at the Heritage Crossing Community Center, 7715 Heritage Crossing Way, Reunion, Florida.

Present were:

Graham Staley	Chairman
Mark Greenstein	Assistant Secretary
William (Bill) Witcher	Assistant Secretary

Also present were:

Jill Burns	District Manager
Kristen Trucco	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the Audit Committee meeting to order at 12:45 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Audit Services

- A. Approval of Request for Proposals and Selection Criteria**
- B. Approval of Notice of Request for Proposals for Audit Services**
- C. Public Announcement of Opportunity to Provide Auditing Services**

Ms. Burns presented the standard Request for Proposals (RFP) and evaluation criteria, in order for the Board to seek proposals, which would be presented to the Audit Committee at the next meeting. The Audit Committee would then review the proposals, rank the firms and provide a recommendation to the Board. There was also a form of the notice that would run in the newspaper, informing any qualified audit firms that were interested in providing auditing

**Reunion West CDD
Audit Committee Meeting**

**December 14, 2023
Page 2 of 2**

services, to provide seven hard copies and one electronic copy of their proposal to GMS, Central Florida.

On MOTION by Mr. Staley seconded by Mr. Witcher with all in favor the Request for Proposals and Selection Criteria and authorization for staff to issue the same were approved.

Mr. Staley noted a typo on the advertisement, which should be changed from January 24, 2024 to January 4, 2024.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Greenstein seconded by Mr. Witcher with all in favor the Audit Committee meeting was adjourned at 12:48 p.m.

DocuSigned by:
Tricia Adams
3F3E6FA6C67E43B...

Secretary/Assistant Secretary

DocuSigned by:
Graham Staley
430F73A503AA4F2...

Chairman/Vice Chairman