

**MINUTES OF MEETING
WINDSOR CAY
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of the Windsor Cay Community Development District was held Wednesday, **December 13, 2023** at 10:00 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

Eric Baker	Vice Chairman
Jeff Farhood	Assistant Secretary
Bernard Sullivan	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Ryan Dugan <i>by phone</i>	District Counsel
Bill Whitegon <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. Three Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Mr. Flint stated the selection criterion are in the agenda and the standard RFP is used. They are asking that the proposals be submitted by January 10th and pricing for five years be provided and then enter into annual engagements based on that. The selection criterion is attached. He noted there is an option of including price or excluding price but to include price is always recommended

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however there is the option of basing the selection solely on qualifications. If you are comfortable with the RFP and the selection criteria, a motion to approve those will be in order.

On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, the Request for Proposals and Selection Criteria, was approved.

B. Approval of Notice of Request for Proposals for Audit Services

Mr. Flint stated this will be advertised in addition to the legal advertisement that is required to run. This is also sent out to five or so auditing firms that primarily provide this. He noted they do not solely rely on the legal ad. He asked for any questions on the notice, if not a motion to approve it.

On MOTION by Mr. Baker, seconded by Mr. Farhood, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.

C. Public Announcement of Opportunity to Provide Audit Services

Mr. Flint stated they will publicly announce the opportunity for any qualified auditors to respond to the RFP as specified in the agenda and the legal ad that will be advertised.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Baker, seconded by Mr. Farhood, with all in favor, the meeting was adjourned.

DocuSigned by:
George Flint
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Secretary/Assistant Secretary

DocuSigned by:
Daron Struckmeyer
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Chairman/Vice Chairman