

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 the 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.

**HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of Highland Meadows Community Development District was held on **Tuesday, November 18, 2014 at 2:14 p.m.** at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

Present

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|--------------------|---|
| Joel Adams | Committee Member |
| John Blakley | Committee Member |
| Bob Bishop | Committee Member |
| Jeremy Needham | District Manager, Rizzetta & Company, Inc. |
| Michael Eckert | District Counsel, Hopping, Green & Sams (<i>via phone</i>) |
| Brian Walsh | Highland Homes Representative |
| Denise Abercrombie | Highland Homes Representative |
| Audience Members | Not Present |

FIRST ORDER OF BUSINESS

Call to Order

Mr. Needham called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

**Presentation of Auditor Selection
Evaluation Criteria**

The Audit Review Committee reviewed the auditor selection evaluation criteria. Mr. Needham discussed the items proposals were graded on and stated that the items were usually graded at 20 points each. He stated that they were: Ability of Personnel, Experience, Understanding of Scope of Work, Ability to Furnish the Services and Price. Brief discussion ensued regarding points. The Audit Review Committee suggested reviewing proposals with price.

THIRD ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions**

The Audit Review Committee reviewed the audit proposal instructions. There were no questions or concerns.

FOURTH ORDER OF BUSINESS

**Presentation of Advertisement for
Proposals for Annual Auditing
Services**

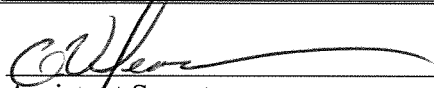
The Audit Review Committee reviewed the advertisement for proposals for annual auditing services and discussed a due date of Friday, February 20, 2015 by 12:00 p.m. The Committee Members stated that it would be okay for Rizzetta and Company, Inc to also solicit for proposals in addition to the advertisement in the newspaper for proposals.

The Audit Review Committee suggested setting the Audit Review Committee Meeting to rank proposals for Tuesday, April 21, 2015 at 2:00 p.m. at the Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803.

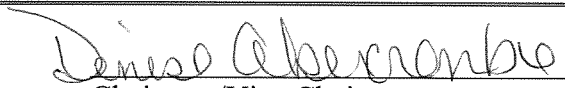
FIFTH ORDER OF BUSINESS

Comments/Adjournment

On a Motion by Mr. Blakley, seconded by Mr. Adams, with all in favor, the Board adjourned the meeting at 2:22 p.m. for Highland Meadows Community Development District.



Assistant Secretary



Chairman/Vice Chairman