

**MINUTES OF MEETING
EAST 547
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the East 547 Community Development District was held Thursday, **September 9, 2021** at 1:42 p.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present were:

Brian Walsh	Chairman
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary
Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	Hopping Green & Sams

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that 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**
- B. Approval of Notice of Request for Proposals for Audit Services**
- C. Public Announcement of Opportunity to Provide Audit Services**

Ms. Burns stated that the advertisement and evaluation criteria were attached to the agenda package, and the due date was set for October 6, 2021. She asked if there were any questions, and hearing none, asked for a motion to approve the evaluation criteria and authorize staff to issue the RFQ.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Evaluation Criteria and Authorization of staff to approve the RFP for Audit Services, were approved.
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FOURTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman