

**MINUTES OF MEETING  
WOODLAND RANCH ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Woodland Ranch Estates Community Development District was held Wednesday, **April 12, 2023** at 2:10 p.m. at 4900 Dundee Road, Winter Haven, Florida.

Present for the Audit Committee were:

Brent Elliott  
Halsey Carson  
Dottie Mobley  
Karen Ritchie

Also present were:

Jill Burns  
Lauren Gentry

District Manager, GMS  
District Counsel, KVV Law

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that there were no members of the public present in person or attending via Zoom.

**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**

Ms. Burns stated that included in the agenda package is a request for proposals and selection criteria for the audit. She asked for any questions, otherwise looking for a motion to authorize staff to issue this RFP and then approve the selection criteria. She noted they will place the ad, get proposals, and then the intent is to bring them back in the July meeting for the Audit Committee to review those proposals, rank them, and select an auditor at that time.

April 12, 2023

Woodland Ranch Estates CDD

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

**C. Public Announcement of Opportunity to Provide Audit Services**

Ms. Burns announced publicly the opportunity to provide auditing services for the Woodland Ranch Estates CDD.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

*Brent Elliott*

Chairman/Vice Chairman