

**RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The Ridgewood Trails Community Development District audit committee met Wednesday, March 7, 2018 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida.

Present were:

Bob Porter  
Mark Dearing  
Jan Doan  
Tommy Taylor  
Jim Oliver  
Katie Buchanan (by telephone)

The following is a summary of the actions taken at the March 7, 2018 audit committee meeting and a copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Porter called the audit committee meeting to order at 1:30 p.m.

**SECOND ORDER OF BUSINESS**

**Review and Selection of Audit RFP Criteria**

Mr. Porter stated we have to have an audit each year and by law we have to have a set of criteria that we send out to use to evaluate firms so that when we advertise this the auditors know what we are looking at. Jim sent us five categories, ability of personnel, their experience, understanding the scope of work, ability to furnish the required services and price. We give 20 points for each of those if that suits everybody.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the evaluation criteria was approved.
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**THIRD ORDER OF BUSINESS**

**Other Business**

There being none,

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the audit committee adjourned at 1:32 p.m.
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