

**MINUTES OF MEETING  
CYPRESS PARK ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Board of Supervisors of the Cypress Park Estates Community Development District was held **Monday, May 12, 2025** at the Lake Eva Event Center (Conference Room), 799 Johns Avenue, Haines City, Florida.

Present for the Audit Committee were:

Steve Rosser  
Alan Metzger  
Kristina Bolen

Also present were:

Jill Burns  
Monica Virgen  
Grace Rinaldi  
Marshall Tindall

District Manager, GMS  
District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order and called the roll. Three Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen asked for any public comments on agenda items. There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**

Ms. Virgen noted the request for proposals is a general request advertisement for them to be back no later than Friday, June 13, 2025 no later than 5:00 p.m. at the GMS offices at 219 East Livingston Street, Orlando, FL 32801.

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Ms. Bolen had a question regarding the process and ask if they put out notices to see who responds or is the request sent to specific companies. It was noted they will do both. They were contracted with Grau and Associates and the cost will be determined after the requests are received.

On MOTION by Ms. Bolen, seconded by Mr. Rosser, with all in favor, the Proposal and Selection Criteria for Audit Services, was approved.

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

Ms. Virgen noted the proposal is contained within the package and notes the same proposal and June 13<sup>th</sup> deadline.

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

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

Ms. Virgen noted this is a part of the public record for the announcement of opportunity to provide audit services.

#### **FOURTH ORDER OF BUSINESS**

#### **Adjournment**

Ms. Burns asked for a motion to adjourn.

On MOTION by Mr. Bolen, seconded by Mr. Rosser, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Steve Rosser*

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Chairman/Vice Chairman