

# ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT

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## AGENDA

FEBRUARY 1, 2024

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PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 33308

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# ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT

January 25, 2024

Board of Supervisors

Artisan Lakes East Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Artisan Lakes East Community Development District will be held on **Thursday, February 1, 2024 at 3:30 P.M.** at the **Eaves Bend at Artisan Lakes, 5967 Maidenstone Way, Palmetto, FL 34221.**

The following WebEx link and telephone number are provided to join/watch the meeting.

<https://districts.webex.com/districts/j.php?MTID=mf6e765ff66dd0f1dfc63a166f9444aa6>

Access Code: **2335 035 9993**, Event password: **Jpward**

Or phone: **408-418-9388** and enter the access code **2335 035 9993**, password: **Jpward (579274** from phones) to join the meeting.

## *Agenda*

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1. Call to order & roll call.
2. Acceptance of the Resignation of Mr. Robert Lee from Seat 1 effective December 15, 2023, whose term is set to expire November 2024.
  - a) Appointment of individual to fill Seat 1.
  - b) Oath of Office.
  - c) Guide to the Sunshine Law and Code of Ethics for Public Employees.
  - d) Sample of E-filed Form 1 – Statement of Financial Interests. (2024 Changes to the Law and filing requirements)
3. Consideration of **Resolution 2024-1**, a Resolution of the Board of Supervisors Re-designating the officers of the Artisan Lakes East Community Development District.
4. Consideration of Minutes:
  - I. September 7, 2023 – Regular Meeting Minutes.
5. Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2023.

6. Consideration of **Resolution 2024-2**, a Resolution of the Board of Supervisors Designating new location for the remaining regular meetings of the Board of Supervisors of the District; providing for conflict; providing for severability and providing an effective date.
7. Consideration of **Resolution 2024-3**, a Resolution of the Board of Supervisors Addressing Real Estate Conveyances and Permits; accepting a Certificate of the District Engineer and declaring the 2018 Project Complete; addressing contribution requirements; providing direction to the Trustee; finalizing the 2018 Assessments; authorizing conveyances; authorizing a mutual release; providing for a supplement to the improvement lien book; providing for severability, conflicts, and an effective date.
8. Consideration of **Resolution 2024-4**, a Resolution of the Board of Supervisors Addressing Real Estate Conveyances and Permits; accepting a Certificate of the District Engineer and declaring the 2021 Project Complete; addressing contribution requirements; providing direction to the Trustee; finalizing the 2021 Assessments; authorizing conveyances; authorizing a mutual release; providing for a supplement to the improvement lien book; providing for severability, conflicts, and an effective date.
9. Consideration of **Resolution 2024-5**, a Resolution of the Board of Supervisors Reaffirming, Restating and Re-Establishing the District's adoption of an Electronic Records Policy and a policy on the use of Electronic Signatures; addressing severability, conflicts, and an effective date.
10. Consideration of **Resolution 2024-6**, a Resolution of the Board of Supervisors Approving an Agreement with the Artisan Lakes Community Development District and the Master Association relative to the Maintenance of certain Infrastructure Improvements; Authorizing the Chairman and Vice Chairman to approve changes; providing a severability clause; and providing an effective date.
11. Consideration of **Resolution 2024-7**, a Resolution of the Board of Supervisors Approving an Agreement with the Artisan Lakes Community Development District relative to the Maintenance of certain Stormwater Improvements; Authorizing the Chairman and Vice Chairman to approve changes; providing a severability clause; and providing an effective date.
12. Staff Reports.
  - I. District Attorney.
  - II. District Engineer.
    - a) Update of SWFWMD Permits (Status of Statements of Completion).
  - III. District Manager.
    - a) Discussion of FY 2025 Budget to move the CDD's operations for the water management system to the CDD.
    - b) **Important Board Meeting Dates for Balance of Fiscal Year 2024:**
      1. April 4, 2024 – Present Proposed Fiscal Year 2025 Budget.
      2. Proposed - June 6, 2024, Public Hearings – Approval of Budget Fiscal Year 2025.
    - c) Financial Statement for period ending October 31, 2023 (unaudited).
    - d) Financial Statement for period ending November 30, 2023 (unaudited).
    - e) Financial Statement for period ending December 31, 2023 (unaudited).

13. Supervisor’s Requests and Audience Comments.

14. Adjournment.

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The first order of business is the call to order and roll call.

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The second order of business is administrative in nature and is to accept the resignation of Mr. Robert Lee from Seat 1, whose term expires November 2024. Mr. Lee’s resignation is effective as of the date of his resignation, which was December 15, 2023.

The next item deals with the replacement of Mr. Lee. The District’s Charter, Chapter 190 F.S. provides the mechanism for which to replace any members who have resigned. Essentially, the remaining members, by majority vote of the Board of Supervisors have the sole responsibility for filling the unexpired term of office of the resigning board member. Once the Board appoints an individual to fill the seat, I will take the opportunity to swear that individual into office.

The newly appointed Board Member must file a Form 1 – Statement of Financial Interests, which must be filed with the Florida State Commission on Ethics within thirty (30) days of being seated on this Board.

Additionally, if any of the newly appointed Board member currently sits as a member of any other Community Development District Board, they must amend their current Form 1 – Statement of Financial Interests to now include the Artisan Lakes East Community Development District. The amended form must be filed with the Florida State Commission on Ethics within thirty (30) days of being seated on this Board of Supervisors.

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The third order of business is consideration of **Resolution 2024-1**, a Resolution of the Board of Supervisors which re-designates the Officers of the District.

**The current Officers of the District are as follows:**

Chairperson	Travis Stagnitta
Vice Chairperson	VACANT
Secretary/Treasurer	James Ward
Assistant Secretary	Michael Piendel
Assistant Secretary	Craig Fisher
Assistant Secretary	Matt Sawyer

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The fourth order of business is the consideration of the Minutes from the Artisan Lakes East Board of Supervisors Regular Meeting held on September 7, 2023.

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The fifth order of business is the consideration and acceptance of the Audited Financial Statements for Fiscal Year 2023, covering the period October 1, 2022 through September 30, 2023. A representative of

the Audit Firm Grau & Associates, Ben Steets, Audit Partner, will join the meeting to fully review the audit with the Board.

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The sixth order of business is the consideration of **Resolution 2024-2**, a Resolution of the Board of Supervisors Designating new location for the remaining regular meetings of the Board of Supervisors of the District; providing for conflict; providing for severability and providing an effective date.

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The seventh order of business is the consideration of **Resolution 2024-3**, a Resolution of the Board of Supervisors addressing Real Estate Conveyances and Permits; accepting a Certificate of the District Engineer and declaring the 2018 Project Complete; addressing contribution requirements; providing direction to the Trustee; finalizing the 2018 Assessments; authorizing conveyances; authorizing a mutual release; providing for a supplement to the improvement lien book; providing for severability, conflicts, and an effective date.

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The eighth order of business is the consideration of **Resolution 2024-4**, a Resolution of the Board of Supervisors Addressing Real Estate Conveyances And Permits; accepting a Certificate of the District Engineer and declaring the 2021 Project Complete; addressing contribution requirements; providing direction to the Trustee; finalizing the 2021 Assessments; authorizing conveyances; authorizing a mutual release; providing for a supplement to the improvement lien book; providing for severability, conflicts, and an effective date.

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The ninth order of business is the consideration of **Resolution 2024-5**, a Resolution of the Board of Supervisors Reaffirming, Restating and Re-Establishing the District's adoption of an Electronic Records Policy and a policy on the use of Electronic Signatures; addressing severability, conflicts, and an effective date.

The District is required to adopt policies and procedures to ensure compliance with the Records Management laws for governmental agencies, including CDD's, and to designate a Records Management Liaison Officer (RMLO) that is responsible for the records management systems implemented by the District.

Florida's Records Management Program is a cooperative effort between the Division of Library and Information Services/Bureau of Archives and Records Management and State and Local Government Agencies throughout the State of Florida. The goal of Florida's Records Management Program is to provide professional assistance to State and Local Government Agencies in managing the records and information required to conduct the business of government. Our society generates and processes information on an unprecedented scale, intensified by rapidly advancing technology and complicated by quickly evolving principles of law governing the legality and admissibility of records created or maintained by this technology.

Local governmental agencies must adhere to mandatory standards. One such mandatory standard is Rule 1B-26.003, Florida Administrative Code, Electronic Recordkeeping. This Rule provides standards

for the creation, utilization, maintenance, retention, preservation, storage, and disposition of electronic records.

According to the Florida Department of State/Division of Library and Information Services, there are no current notices for Rules Changes for Records Management. However, past notices posted have been:

- June 28, 2023** - Records Retention Scheduling and Disposition, Rule 1B-24.003: Adopted Rule
- April 6, 2023** - Records Retention Scheduling and Disposition, Rule 1B-24.003: Notice of Proposed Rule
- December 27, 2022** - Records Retention Scheduling and Disposition: 1B-24.003: Notice of Development of Rulemaking

Additional records information, as well as the above references, can be found at the Florida Department of State/Division of Library and Information Services website using the following link:  
<https://dos.fl.gov/library-archives/records-management/general-records-schedules/>

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The tenth order of business is the consideration of **Resolution 2024-6**, a Resolution of the Board of Supervisors Approving an Agreement with the Artisan Lakes Community Development District and the Master Association relative to the Maintenance of certain Infrastructure Improvements; Authorizing the Chairman and Vice Chairman to approve changes; providing a severability clause; and providing an effective date.

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The eleventh order of business is the consideration **Resolution 2024-7**, a Resolution of the Board of Supervisors Approving an Agreement with the Artisan Lakes Community Development District relative to the Maintenance of certain Stormwater Improvements; Authorizing the Chairman and Vice Chairman to approve changes; providing a severability clause; and providing an effective date.

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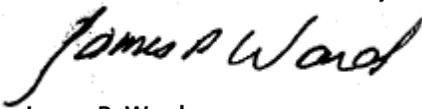
The twelfth order of business is staff reports by the District Attorney, District Engineer, and the District Manager. The District Manager will report on the Fiscal Year 2024 meeting schedule, in addition to the Financial Statements (unaudited) for the period(s) ending October 31, 2023, November 30, 2023, and December 31, 2023.

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The remainder of the agenda is standard in nature, and in the meantime, if you have any questions and/or comments before the meeting, please do not hesitate to contact me directly by phoning (954) 658-4900.

Yours sincerely,

**Artisan Lakes East Community Development District**



**James P. Ward**  
District Manager

## Cori Dissinger

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**From:** James Ward  
**Sent:** Friday, December 15, 2023 12:26 PM  
**To:** Cori Dissinger; Katherine Selchan  
**Subject:** Fwd: Artisan Lakes East CDD

James P. Ward  
JPWard & Associates, LLC  
2301 N.E. 37 Street  
Fort Lauderdale, Florida 33308

Cell - (954) 658.4900

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**From:** Robert Lee <robert.lee@taylormorrison.com>  
**Sent:** Friday, December 15, 2023 10:29:37 AM  
**To:** James Ward <JimWard@JPWardAssociates.com>  
**Cc:** Matt Sawyer <masawyer@taylormorrison.com>; Travis Stagnitta <tstagnitta@taylormorrison.com>; Michael Piendel <MPiendel@taylormorrison.com>; David Wilson <DWilson2@taylormorrison.com>; Drew Miller <AMiller@taylormorrison.com>  
**Subject:** Artisan Lakes East CDD

Jim:  
Please accept my resignation from the Artisan Lakes East Community Development District Board effective today 12/15/2023.

Thank you,

### Robert Lee

Land Development Manager | Tampa Division

T: [robert.lee@taylormorrison.com](mailto:robert.lee@taylormorrison.com)  
[www.taylormorrison.com](http://www.taylormorrison.com)

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**OATH OR AFFIRMATION OF OFFICE**

I, \_\_\_\_\_, a citizen of the State of Florida and of the United States of America, and being an officer of the **Artisan Lakes East Community Development District** and a recipient of public funds as such officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly and impartially discharge the duties devolving upon me as a member of the Board of Supervisors of the **Artisan Lakes East Community Development District**, Manatee County, Florida.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF MANATEE

Sworn to (or affirmed) before me by means of (  ) physical presence or (  ) online notarization this \_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, whose signature appears hereinabove, who is personally known to me or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF FLORIDA

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# FLORIDA COMMISSION ON ETHICS



GUIDE  
to the  
SUNSHINE AMENDMENT  
and  
CODE of ETHICS  
for Public Officers and Employees

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**2023**

State of Florida  
COMMISSION ON ETHICS

**John Grant, *Chair***  
Tampa

**Glenton “Glen” Gilzean, Jr., *Vice Chair***  
Orlando

**Michelle Anchors**  
Fort Walton Beach

**William P. Cervone**  
Gainesville

**Don Gaetz**  
Niceville

**William N. “Willie” Meggs**  
Tallahassee

**Ed H. Moore**  
Tallahassee

**Wengay M. Newton, Sr.**  
St. Petersburg

**Jim Waldman**  
Fort Lauderdale

**Kerrie Stillman**  
*Executive Director*  
P.O. Drawer 15709  
Tallahassee, FL 32317-5709  
[www.ethics.state.fl.us](http://www.ethics.state.fl.us)  
(850) 488-7864\*

\*Please direct all requests for information to this number.

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## I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida's Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves

or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the Constitution place restrictions on lobbying by certain officeholders and employees, and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

## **II. ROLE OF THE COMMISSION ON ETHICS**

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

## **III. THE ETHICS LAWS**

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

## **A. PROHIBITED ACTIONS OR CONDUCT**

### *1. Solicitation and Acceptance of Gifts*

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

**However**, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

## 2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

## 3. *Misuse of Public Position*

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

## 4. *Abuse of Public Position*

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. *Disclosure or Use of Certain Information*

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

**B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

1. *Doing Business With One's Agency*

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- (a) When the business is rotated among all qualified suppliers in a city or county.
- (b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract.  
NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.
- (c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- (d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- (e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- (f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- (g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- (h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- (i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the

anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

## **C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES**

### *1. Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

### *2. Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

**D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS**

*1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

*2. Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the

president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

**PENALTIES:** Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

### *3. 6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues

of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

## **E. VOTING CONFLICTS OF INTEREST**

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of

the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

## **F. DISCLOSURES**

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

### **1. FORM 1 - Limited Financial Disclosure**

#### **Who Must File:**

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

#### **STATE OFFICERS include:**

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

- 3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.
- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

Each LOCAL OFFICER files FORM 1 with the Commission on Ethics via they on-line site: Electronic Financial Disclosure Management System (“EFDMS”), <https://disclosure.floridaethics.gov/Account/Login>.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the

reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

**When to File:**

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

**Where To File:**

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

**4. FORM 6 - Full and Public Disclosure**

**Who Must File:**

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation

Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

#### What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

#### When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

CANDIDATES must register and use the electronic filing system to complete the Form 6, then file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

#### 5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. FORM 9 - Quarterly Gift Disclosure

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who

is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

#### *8. FORM 30 - Donor's Quarterly Gift Disclosure*

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

#### *9. FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

### **IV. AVAILABILITY OF FORMS**

LOCAL OFFICERS and EMPLOYEES who must file FORM 1 annually will be sent the form by email from the Commission on Ethics not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the heads of their agencies for copies of the form or download it from [www.ethics.state.fl.us](http://www.ethics.state.fl.us), as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment. The Form 1 will be filed electronically with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS), beginning in 2023.

Beginning January 1, 2023, ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the

annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file Form 1 annually will be sent the forms by mail from the Florida Commission on Ethics by June 1, 2023. Newly elected and appointed officers and employees should contact the head of their agencies for copies of the form or download the form from [www.ethics.state.fl.us](http://www.ethics.state.fl.us), as should those persons who are required to file their final financial disclosure statement within 60 days of leaving office or employment.

## **V. PENALTIES**

### *A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics*

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

### *B. Penalties for Candidates*

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000, and triple the value of a gift received from a political committee.

### *C. Penalties for Former Officers and Employees*

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's

leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

*D. Penalties for Lobbyists and Others*

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

*E. Felony Convictions: Forfeiture of Retirement Benefits*

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

*F. Automatic Penalties for Failure to File Annual Disclosure*

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

## **VI. ADVISORY OPINIONS**

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

*A. Who Can Request an Opinion*

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

*B. How to Request an Opinion*

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

*C. How to Obtain Published Opinions*

All of the Commission's opinions are available for viewing or download at its website:  
[www.ethics.state.fl.us](http://www.ethics.state.fl.us).

## VII. COMPLAINTS

### A. *Citizen Involvement*

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at [www.ethics.state.fl.us](http://www.ethics.state.fl.us). The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us), or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

### B. *Referrals*

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

### C. *Confidentiality*

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

*D. How the Complaint Process Works*

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

*E. Dismissal of Complaints At Any Stage of Disposition*

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

*F. Statute of Limitations*

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

## **VIII. EXECUTIVE BRANCH LOBBYING**

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at [www.floridalobbyist.gov](http://www.floridalobbyist.gov). Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration  
Room G-68, Claude Pepper Building  
111 W. Madison Street  
Tallahassee, FL 32399-1425  
Phone: 850/922-4987

## **IX. WHISTLE-BLOWER'S ACT**

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

## **X. ADDITIONAL INFORMATION**

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

## **XI. TRAINING**

Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies (CRAs) are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not

track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

2023 Form 1 - Statement of Financial Interests

**General Information**

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

**AGENCY INFORMATION**

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

**Disclosure Period**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

**Primary Sources of Income**

PRIMARY SOURCE OF INCOME (Over \$2,500). (Major sources of income to the reporting person)  
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

**Secondary Sources of Income**

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

**Real Property**

REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description

**Intangible Personal Property**

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates

2023 Form 1 - Statement of Financial Interests

**Liabilities**

LIABILITIES (Major debts valued over \$10,000):  
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

**Interests in Specified Businesses**

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)  
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

**Training**

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILED SAMPLE

**Signature of Filer**

Digitally signed:

**Filed with COE:**

**E-FILING SAMPLE**

# 2023 Form 1 Instructions

## Statement of Financial Interests

### Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

### When To File:

*Initially*, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

### Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk;

appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

**PUBLIC RECORD:** The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

**QUESTIONS** about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

## Instructions for Completing Form 1

### Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); *and*,
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

## Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership

interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## Interests in Specified Businesses

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

# MEMO

**To:** Board of Supervisors

**From:** James P. Ward

**Date:** January 9, 2023

**Re:** Commission on Ethics newly established Electronic Financial Disclosure Management System ("EFDMS") website registration, Financial Disclosure Forms, and Ethics Training.

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Beginning January 1, 2024, the Florida Commission on Ethics has enacted new procedures for electronic filing of Financial Disclosure forms for Public Officials, as a means of submitting Forms and updating your Filer contact information.

To access the newly established Electronic Financial Disclosure Management System ("EFDMS"), visit the login page (<https://disclosure.floridaethics.gov/Account/Login>) and watch the instructional video for directions on how to register/confirm registration.

If you have filed a Form 1 before, click "I am a Filer" and follow the prompts.

Instructions, FAQs, and tutorials are available from the dashboard within EFDMS. Additional assistance can be obtained Monday-Friday from 8:00 a.m. until 5:00 p.m. by contacting the Commission directly.

Financial disclosure forms are due on or before July 1, 2024 for the preceding calendar year. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue and will continue to build until the disclosure is filed, or the fine reaches \$1,500.

If you have an annual filing requirement AND will be running for office as a qualified elector in November, then you will need to complete your disclosure in EFDMS and submit your filing electronically to the Commission, then print a verification/receipt for e-filing your form or print a copy of your disclosure to file with your Qualifying Officer packet.

It is imperative that each filer take the time to confirm their registration on the EFDMS site, in order to ensure that the Florida Commission on Ethics has updated and correct contact information. All communication about filing requirements and due dates for filers will be provided via email only. Filers MUST maintain a current email address in EFDMS. By law, failure to maintain a current email address will not qualify as an "unusual circumstance" during an appeal of an automatic fine for failure to timely file a Form.

***If the annual form is not submitted via the electronic filing system created and maintained by the Florida Commission on Ethics by September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office [s. 112.3145, F.S.].***

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.].

Also beginning January 1, 2024, all elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31st of the year for which you are filing, are now required to complete four (4) hours of Ethics Training each calendar year which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the Public Records and Open Meetings laws of the State. You are required to certify on this form that you have taken such training.

There is a check box on the Form 1 for Constitutional officers, elected Municipal Officers, and others to certify that they completed the required training. The training is a calendar year requirement and corresponds to the form year.

Constitutional officers elected Municipal Officers, and others should keep track of all ethics training they complete. Please do not send Certificates of Completion or letters verifying that you have received such training; the Commission does not track officers' completed hours. Officials may take training from any source they choose. Options to complete this training are available on the Commissions website: <https://www.ethics.state.fl.us/Training/Training.aspx>.

As always, if you have any questions regarding this information, please feel free to contact me directly at 954-658-4900.

**RESOLUTION 2024-1**

**A RESOLUTION DESIGNATING CERTAIN OFFICERS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, the Artisan lakes East Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida, and:

**WHEREAS**, pursuant to Chapter 190, Florida Statutes, the Board of Supervisors (“Board”) shall organize by election of its members as Chairperson and by directing a Secretary, and such other officers as the Board may deem necessary; and

**WHEREAS**, the Board of Supervisors of the Artisan Lakes East Community Development District desire to appoint the below recited person(s) to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. DESIGNATION OF OFFICERS OF THE DISTRICT.** The following individuals are appointed to the offices shown.

OFFICE	NAME OF OFFICE HOLDER
CHAIRPERSON	
VICE-CHAIRPERSON	
ASSISTANT SECRETARY	
ASSISTANT SECRETARY	
ASSISTANT SECRETARY	
SECRETARY & TREASURER	JAMES P. WARD

**SECTION 2. SEVERABILITY AND INVALID PROVISIONS.** If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

**SECTION 3. CONFLICT.** That all Sections or parts of Sections of any Resolutions, Agreements or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

**RESOLUTION 2024-1**

**A RESOLUTION DESIGNATING CERTAIN OFFICERS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION 4. PROVIDING FOR AN EFFECTIVE DATE.** This Resolution shall become effective immediately upon passage.

**PASSED AND ADOPTED** by the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee County, Florida, this 1st day of February 2024.

**ATTEST**

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chairperson / Vice Chairperson

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**MINUTES OF MEETING  
ARTISAN LAKES EAST  
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of the Artisan Lakes East Community Development District was on Thursday, September 7, 2023, at 3:30 P.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

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**Present and constituting a quorum:**

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Travis Stagnitta	Chairperson
Robert Lee	Vice Chairperson
Michael Piendel	Assistant Secretary
Craig Fisher	Assistant Secretary

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40

**Absent**

41  
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48

Matthew Sawyer	Assistant Secretary
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**Also present were:**

James P. Ward	District Manager
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**Audience:**

All resident's names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

**PORTIONS OF THIS MEETING WERE TRANSCRIBED VERBATIM. ALL VERBATIM PORTIONS WERE TRANSCRIBED IN *ITALICS*.**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. James Ward called the meeting to order at approximately 3:30 p.m. He called roll and all Members of the Board were present, with the exception of Supervisor Sawyer, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Consideration of Resignation**

**Consideration of acceptance of a letter of resignation from Mr. Brandon Gallagher, whose term is set to expire November 2024, from Seat 3 of the Board of Supervisors of the Artisan Lakes East Community Development District effective August 31, 2023**

**I. Appointment of individual to fill Seat 3, whose term will expire November 2024**

**II. Oath of Office**

**III. Guide to the Sunshine Law and Code of Ethics for Public Employees**

**IV. Form 1 – Statement of Financial Interests**

49 **V. Form 8B – Conflict of Interest for Taylor Morrison Board Members**

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Mr. Ward called for a motion to accept Mr. Gallagher’s resignation for purposes of inclusion in the record.

**On MOTION made by Michael Piendel, seconded by Robert Lee, and with all in favor, Mr. Gallagher’s Letter of Resignation was accepted for purposes of inclusion in the record.**

Mr. Ward indicated statute allowed the remaining Board Members to appoint an individual to fill Mr. Gallagher’s unexpired term which expired November 2024 for Seat 3. He called for a motion.

**On MOTION made by Travis Stagnitta, seconded by Robert Lee, and with all in favor, Mr. Craig Fisher was appointed to fill the unexpired term for Seat 3.**

Mr. Ward verified Mr. Craig Fisher was a citizen of the United States, a resident of a State of Florida, and not a convicted felon. As a Notary Public, he administered the Oath of Office to Mr. Fisher. He advised Mr. Fisher to file his Form 1 with the Supervisor of Elections in the County where Mr. Fisher resided within 30 days. He discussed Form 1, the Code of Ethics, the Sunshine Laws, and public records. He told Mr. Fisher to contact himself (Mr. Ward) or Mr. Earlywine with any questions. He discussed Form 8B, the conflict form, which Mr. Fisher should fill out, sign and email to Mr. Ward’s office.

**THIRD ORDER OF BUSINESS** **Consideration of Resolution 2023-12**

**Consideration of Resolution 2023-12, a resolution of the Board of Supervisors of the Artisan Lakes East Community Development District re-designating the Officers of the Artisan Lakes East Community Development District**

Mr. Ward indicated currently, Travis Stagnitta served as Chair, Robert Lee served as Vice Chair, and the remaining Board Members served as Assistant Secretaries with himself (James Ward) as Secretary and Treasurer. He asked if the Board wished to add Craig Fisher as an Assistant Secretary.

The Board agreed to add Craig Fisher as an Assistant Secretary.

**On MOTION made by Michael Piendel, seconded by Robert Lee, and with all in favor, Resolution 2023-12 was adopted, and the Chair was authorized to sign.**

**FOURTH ORDER OF BUSINESS** **Consideration of Minutes**

**May 4, 2023 – Public Hearings and Regular Meeting**

95 Mr. Ward asked if there were any corrections or deletions to the Minutes; hearing none, he called for a  
96 motion.

97  
98 **On MOTION made by Travis Stagnitta, seconded by Michael Piendel,**  
99 **and with all in favor, the May 4, 2023 Public Hearings and Regular**  
100 **Meeting Minutes were approved.**

101  
102  
103 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-13**

104  
105 **Consideration of Resolution 2023-13, a Resolution of the Board of Supervisors of the Artisan Lakes**  
106 **East Community Development District, confirming and approving the actions of the Chairman and**  
107 **District Staff regarding the acquisition of certain Artisan Lakes East Roads and Roadway**  
108 **Improvements; and addressing severability and an effective date.**

109  
110 Mr. Ward stated Resolution 2023-13 confirmed and approved the actions of the Chairman and the  
111 District Staff regarding the acquisition of certain roadways in Artisan Lakes East. He noted the roadways  
112 were identified in the Resolution. He noted the roads would become public roadways after acquisition  
113 by the District.

114  
115 **On MOTION made by Travis Stagnitta, seconded by Michael Piendel,**  
116 **and with all in favor, Resolution 2023-13 was adopted, and the Chair**  
117 **was authorized to sign.**

118  
119  
120 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-14**

121  
122 **Consideration of Resolution 2023-14, a Resolution of the Board of Supervisors of the Artisan Lakes**  
123 **East Community Development District, rescinding the July meeting date for Fiscal Year 2024 adopted**  
124 **by Resolution 2023-11, as the date is a Federal Holiday; and providing for an effective date**

125  
126 Mr. Ward stated Resolution 2023-14 rescinded the July 4, 2024 meeting date for Fiscal Year 2024. The  
127 remaining meeting dates would remain the same.

128  
129 **On MOTION made by Robert Lee, seconded by Michael Piendel, and**  
130 **with all in favor, Resolution 2023-14 was adopted, and the Chair was**  
131 **authorized to sign.**

132  
133  
134 **SEVENTH ORDER OF BUSINESS**

**Staff Reports**

135  
136 **I. District Attorney**

137  
138 No report.

139  
140 **II. District Engineer**

141 **a) Update of SWFWMD Permits (Status of Statements of Completion)**

142 No report.

143

144 **III. District Manager**

145 **a) Update on Fiscal Year 2024 Meeting Schedule – removal of July 2024 meeting**

146 **b) Financial Statement for period ending May 31, 2023 (unaudited)**

147 **c) Financial Statement for period ending June 30, 2023 (unaudited)**

148 **d) Financial Statement for period ending July 31, 2023 (unaudited)**

149

150 No report.

151

152

153 **EIGHTH ORDER OF BUSINESS**

**Audience Comments and Supervisor’s Requests**

154

155 Mr. Ward asked if there were any Supervisor’s requests.

156

157 Mr. Piendel asked when the ethics training requirement would begin.

158

159 Mr. Ward responded the requirement would go into effect January 1, 2023. He said he expected to receive notification from the State in December or January regarding where and how the training could be completed. He noted he assumed it would be an online course. He stated when the Board received the Form 1 in July, when filling the Form 1 out, the Board Members would need to check the box indicating the ethics training requirement was completed.

164

165 Mr. Ward asked if there were any audience members present on audio/video or in person with any comments or questions; there were none.

166

167

168

169 **NINTH ORDER OF BUSINESS**

**Adjournment**

170

171 Mr. Ward adjourned the Meeting at approximately 3:41 p.m.

172

**On MOTION made by Michael Piendel, seconded by Robert Lee, and with all in favor, the meeting was adjourned.**

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\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Travis Stagnitta, Chairperson

Artisan Lakes East Community Development District

**ARTISAN LAKES EAST  
COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2023**

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
Artisan Lakes East Community Development District  
Manatee County, Florida

### Report on the Audit of the Financial Statements

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund of Artisan Lakes East Community Development District, Manatee County, Florida ("District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2023, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information Included in the Financial Report***

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c) but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



January 15, 2024

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Artisan Lakes East Community Development District, Manatee County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2023. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The liabilities of the District exceeded its assets at the close of the most recent fiscal year resulting in a net position deficit balance of (\$12,748,573) since the infrastructure was conveyed to the Manatee County for long term ownership, operations and maintenance in a prior fiscal year. The deficit is strictly a result of the conveyance of infrastructure to County and is not indicative of any adverse financial standing. The nature of the deficit is common in governmental accounting and is not intended to be funded by any increase in assessments. Further, financial condition assessment procedures have been applied and no deteriorating financial conditions were noted.
- The change in the District's total net position in comparison with the prior fiscal year was (\$9,336,749), a decrease. The majority of the decrease is due to the conveyance of infrastructure improvements to other governmental entities. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2023, the District's governmental funds reported combined ending fund balances of \$3,406,514, a decrease of (\$8,525,375) in comparison with the prior fiscal year. A portion of the fund balance is restricted for debt service and capital projects and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows and liabilities and deferred inflows with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance functions.

## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, liabilities exceeded assets at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

	NET POSITION	
	SEPTEMBER 30,	
	2023	2022
Current and other assets	\$ 3,413,371	\$ 11,936,936
Capital assets, net of depreciation	2,486,335	3,688,451
Total assets	5,899,706	15,625,387
Current liabilities	304,213	306,828
Long-term liabilities	18,344,066	18,730,383
Total liabilities	18,648,279	19,037,211
Net Position		
Net investment in capital assets	(13,404,824)	(4,065,899)
Restricted	624,241	628,032
Unrestricted	32,010	26,043
Total net position	\$ (12,748,573)	\$ (3,411,824)

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year.

Key elements of the change in net position are reflected in the following table:

	2023	2022
Revenues:		
Program revenues		
Charges for services	\$ 1,085,264	\$ 823,292
Operating grants and contributions	98,149	50
Capital grants and contributions	52,891	593
Total revenues	<u>1,236,304</u>	<u>823,935</u>
Expenses:		
General government	86,389	104,589
Maintenance and operations*	161,343	161,343
Interest	708,531	715,271
Conveyance of infrastructure	9,616,790	-
Total expenses	<u>10,573,053</u>	<u>981,203</u>
Change in net position	<u>(9,336,749)</u>	<u>(157,268)</u>
Net position - beginning	<u>(3,411,824)</u>	<u>(3,254,556)</u>
Net position - ending	<u>\$ (12,748,573)</u>	<u>\$ (3,411,824)</u>

\* Amount is comprised of depreciation expense

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2023 was \$10,573,053. The costs of the District's activities were primarily funded by program revenues. Program revenues of the District are comprised primarily of assessments for the current and prior fiscal year. In total, expenses, increased from the prior fiscal year as a result of the conveyance of infrastructure improvements to other governmental entities.

## GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2023.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At September 30, 2023, the District had \$3,217,656 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$731,321 has been taken, which resulted in a net book value of \$2,486,335. More detailed information about the District's capital assets is presented in the notes of the financial statements.

### Capital Debt

At September 30, 2023, the District had \$18,030,000 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes of the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Artisan Lakes East Community Development District at the office of the District Manager, James P. Ward at 2301 Northeast 37<sup>th</sup> Street, Fort Lauderdale, Florida 33308.

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2023**

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 33,115
Due from Developer	79,774
Restricted assets:	
Investments	3,300,482
Capital assets:	
Depreciable, net	2,486,335
Total assets	5,899,706
 <b>LIABILITIES</b>	
Accounts payable	6,857
Accrued interest payable	297,356
Non-current liabilities:	
Due within one year	390,000
Due in more than one year	17,954,066
Total liabilities	18,648,279
 <b>NET POSITION</b>	
Net investment in capital assets	(13,404,824)
Restricted for debt service	624,241
Unrestricted	32,010
Total net position	\$ (12,748,573)

See notes to the financial statements

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Primary government:					
Governmental activities:					
General government	\$ 86,389	\$ 92,356	\$ 79,774	\$ -	\$ 85,741
Maintenance and operations*	161,343	-	-	52,891	(108,452)
Interest on long-term debt	708,531	992,908	18,375	-	302,752
Conveyance of infrastructure	9,616,790	-	-	-	(9,616,790)
Total governmental activities	<u>10,573,053</u>	<u>1,085,264</u>	<u>98,149</u>	<u>52,891</u>	<u>(9,336,749)</u>
					Change in net position
					<u>(9,336,749)</u>
					Net position - beginning
					<u>(3,411,824)</u>
					Net position - ending
					<u>\$ (12,748,573)</u>

\*Amount is comprised of depreciation expense

See notes to the financial statements

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2023**

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
<b>ASSETS</b>				
Cash and cash equivalents	\$ 33,115	\$ -	\$ -	\$ 33,115
Investments	-	847,575	2,452,907	3,300,482
Due from Developer	-	79,774	-	79,774
Due from other funds	5,752	-	-	5,752
Total assets	<u>\$ 38,867</u>	<u>\$ 927,349</u>	<u>\$ 2,452,907</u>	<u>\$ 3,419,123</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 6,857	\$ -	\$ -	\$ 6,857
Due to other funds	-	5,752	-	5,752
Total liabilities	<u>6,857</u>	<u>5,752</u>	<u>-</u>	<u>12,609</u>
Fund balances:				
Restricted for:				
Debt service	-	921,597	-	921,597
Capital projects	-	-	2,452,907	2,452,907
Unassigned	32,010	-	-	32,010
Total fund balances	<u>32,010</u>	<u>921,597</u>	<u>2,452,907</u>	<u>3,406,514</u>
Total liabilities and fund balances	<u>\$ 38,867</u>	<u>\$ 927,349</u>	<u>\$ 2,452,907</u>	<u>\$ 3,419,123</u>

See notes to the financial statements

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2023**

Fund balance - governmental funds \$ 3,406,514

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	3,217,656	
Accumulated depreciation	<u>(731,321)</u>	2,486,335

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(297,356)	
Original issue premium	(314,066)	
Bonds payable	<u>(18,030,000)</u>	<u>(18,641,422)</u>
Net position of governmental activities		<u>\$ (12,748,573)</u>

See notes to the financial statements

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
<b>REVENUES</b>				
Special assessments	\$ 92,356	\$ 992,908	\$ -	\$ 1,085,264
Developer contributions	-	79,774	-	79,774
Interest earnings	-	18,375	52,891	71,266
Total revenues	<u>92,356</u>	<u>1,091,057</u>	<u>52,891</u>	<u>1,236,304</u>
<b>EXPENDITURES</b>				
Current:				
General government	86,389	-	-	86,389
Debt service:				
Principal	-	375,000	-	375,000
Interest	-	724,273	-	724,273
Capital outlay	-	-	8,576,017	8,576,017
Total expenditures	<u>86,389</u>	<u>1,099,273</u>	<u>8,576,017</u>	<u>9,761,679</u>
Excess (deficiency) of revenues over (under) expenditures	5,967	(8,216)	(8,523,126)	(8,525,375)
Fund balances - beginning	<u>26,043</u>	<u>929,813</u>	<u>10,976,033</u>	<u>11,931,889</u>
Fund balances - ending	<u>\$ 32,010</u>	<u>\$ 921,597</u>	<u>\$ 2,452,907</u>	<u>\$ 3,406,514</u>

See notes to the financial statements

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

Net change in fund balances - total governmental funds	\$ (8,525,375)
Amounts reported for governmental activities in the statement of activities are different because:	
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	375,000
Governmental funds report capital outlays as expenditures; however, the cost of capital assets is eliminated in the statement of activities and capitalized in the statement of net position.	8,576,017
Conveyances of infrastructure improvements to other governments is recorded as an expense in the statement of activities.	(9,616,790)
Depreciation of capital assets is not recognized in the governmental fund financial statements, but is reported as an expenses in the statement of activities.	(161,343)
Expenses reported in the statement of activities that do not require the use of current financial resources are not reported as expenditures in the funds. The details of the differences are as follows:	
Amortization of original issue discount/premium	11,317
Change in accrued interest	4,425
Change in net position of governmental activities	\$ (9,336,749)

See notes to the financial statements

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - NATURE OF ORGANIZATION AND REPORTING ENTITY**

Artisan Lakes East Community Development District (the "District") was created by Ordinance 2018-31 of Manatee County on August 21, 2018, effective on August 28, 2018, Florida pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes, amended by Ordinance 2022-15. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected by the owners of the property within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2023, all of the board members are affiliated with Taylor Woodrow Communities at Artisan Lakes, LLC (the "Developer").

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Approving the hiring and firing of key personnel.
4. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

## NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

### **Assessments**

The District's Assessments are included on the property tax bill that all landowner's receive. The Florida Statutes provide that special assessments may be collected by using the Uniform Method. Under the Uniform Method, the District's Assessments will be collected together with County and other taxes. These Assessments will appear on a single tax bill issued to each landowner subject to such. The statutes relating to enforcement of County taxes provide that County taxes become due and payable on November 1 of the year when assessed or soon thereafter as the certified tax roll is received by the Tax Collector and constitute a lien upon the land from January 1 of such year until paid or barred by operation of law. Such taxes (together with any assessments, being collected by the Uniform Method) are to be billed, and landowners in the District are required to pay all such taxes and assessments, without preference in payment of any particular increment of the tax bill, such as the increment owing for the District's Assessments. Upon any receipt of moneys by the Tax Collector from the Assessments, such moneys will be delivered to the District.

All city, county, school and special district ad valorem taxes, non-ad valorem special assessments and voter-approved ad valorem taxes levied to pay principal of and interest on bonds, including the District Assessments, that are collected by the Uniform Method are payable at one time. If a taxpayer does not make complete payment of the total amount, he or she cannot designate specific line items on his or her tax bill as deemed paid in full and such partial payment is not to be accepted and is to be returned to the taxpayer, provided, however that a taxpayer may contest a tax assessment pursuant to certain conditions in Florida Statutes and other applicable law.

Under the Uniform Method, if the Assessments are paid during November when due or at any time within thirty (30) days after the mailing of the original tax notice or during the following three months, the taxpayer is granted a variable discount equal to 4% in November and decreasing one percentage point per month to 1% in February. March payments are without discount. Pursuant to Section 197.222, Florida Statutes, taxpayers may elect to pay estimated taxes, which may include non-ad valorem special assessments such as the District's Assessments in quarterly installments with a variable discount equal to 6% on June 30 decreasing to 3% on December 31, with no discount on March 31. All unpaid taxes and assessments become delinquent on April 1 of the year following assessment, and the Tax Collector is required to collect taxes prior to April 1 and after that date to institute statutory procedures upon delinquency to collect assessed taxes. Delay in the mailing of tax notices to taxpayers may result in a delay throughout this process.

Certain taxpayers that are entitled to claim homestead tax exemption under Section 196.031(1), Florida Statutes may defer payment of a portion of the taxes and non-ad valorem assessments and interest accumulated on a tax certificate, which may include non-ad valorem special assessments. Deferred taxes and assessments bear interest at a variable rate not to exceed 7%. The amount that may be deferred varies based on whether the applicant is younger than age 65 or is 65 years old or older; provided that applicants with a household income for the previous calendar year of less than \$10,000 or applicants with less than the designated amount for the additional homestead exemption under Section 196.075, Florida Statutes that are 65 years old or older may defer taxes and assessments in their entirety.

## **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)**

#### Assessments (Continued)

Collection of Delinquent Assessments under the Uniform Method is, in essence, based upon the sale by the Tax Collector of "tax certificates" and remittance of the proceeds of such sale to the District for payment of the Assessments due.

The District reports the following major governmental funds:

#### General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

#### Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

#### Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

### **Assets, Liabilities and Net Position or Equity**

#### Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

#### Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

## NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Stormwater improvements	25
Road & street facilities - paving	20
Other physical environment - landscaping	15
Water utility services	15

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

#### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

## **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### Deferred Outflows/Inflows of Resources (Continued)

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

#### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

### **Other Disclosures**

#### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

### NOTE 3 - BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) A public hearing is conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board, and in certain instances the District Manager.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriations for annually budgeted funds lapse at the end of the year.

### NOTE 4 - DEPOSITS AND INVESTMENTS

#### Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

#### Investments

The District's investments were held as follows at September 30, 2023:

	<u>Amortized cost</u>	<u>Credit Risk</u>	<u>Maturities</u>
US Bank Gcts 0490	\$ 3,300,482	N/A	N/A
	<u>\$ 3,300,482</u>		

*Credit risk* – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

*Concentration risk* – The District places no limit on the amount the District may invest in any one issuer.

*Interest rate risk* – the Bond indenture determines the allowable investments and maturities, while any surplus funds are covered by the alternative investment guidelines and are generally of a short duration thus limiting the District's exposure to interest rate risk.

The Bond Indenture limits the type of investments held using unspent proceeds. The District's investments listed above meet these requirements under the indenture.

*Fair Value Measurement* – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

## NOTE 4 - DEPOSITS AND INVESTMENTS

### Investments (Continued)

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

## NOTE 5 - INTERFUND RECEIVABLES & PAYABLES

Interfund receivables and payables at September 30, 2023 were as follows:

Fund	Receivable	Payable
General	\$ 5,752	\$ -
Debt service	-	5,752
Total	\$ 5,752	\$ 5,752

The outstanding balances between funds result primarily from the time lag between the dates that transactions are recorded in the accounting system and payments between funds are made. In the case of the District, the balances between the general fund and the debt service fund relate to an over-transfer of assessments from the general fund to the debt service fund.

## NOTE 6 - CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2023 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Infrastructure under construction	\$ 1,040,773	\$ 8,576,017	\$ 9,616,790	\$ -
Total capital assets, not being depreciated	1,040,773	8,576,017	9,616,790	-
Capital assets, being depreciated				
Stormwater improvements	1,552,841	-	-	1,552,841
Road & street facilities - paving	705,555	-	-	705,555
Other physical environment - landscaping	859,800	-	-	859,800
Water utility services	99,460	-	-	99,460
Total capital assets, being depreciated	3,217,656	-	-	3,217,656
Less accumulated depreciation for:				
Stormwater improvements	223,705	62,114	-	285,819
Road & street facilities - paving	129,354	35,278	-	164,632
Other physical environment - landscaping	198,131	57,320	-	255,451
Water utility services	18,788	6,631	-	25,419
Total accumulated depreciation	569,978	161,343	-	731,321
Total capital assets, being depreciated, net	2,647,678	(161,343)	-	2,486,335
Governmental activities capital assets, net	\$ 3,688,451	\$ 8,414,674	\$ 9,616,790	\$ 2,486,335

## **NOTE 6 - CAPITAL ASSETS (Continued)**

All of the current year improvements were acquired from the Developer. The District conveyed \$9,616,790 of infrastructure improvements to other governmental entities in the current fiscal year. Depreciation was charged to the maintenance and operations function.

## **NOTE 7 - LONG TERM LIABILITIES**

### **Series 2018**

On December 12, 2018, the District issued \$6,060,000 of Capital Improvement Revenue Bonds, Series 2018, consisting of multiple term bonds with due dates ranging from May 1, 2024 to May 1, 2049 and fixed interest rates ranging from 4.2% to 5.2%. The Bonds were issued to finance a portion of the cost of acquiring, constructing and equipping the Series 2018 Project. Interest is paid semiannually on each May 1 and November 1, commencing May 1, 2019. Principal on the Series 2018 Bonds is paid serially commencing on May 1, 2020 through May 1, 2049.

The Series 2018 Bonds are subject to redemption at the option of the District prior to their maturity as set forth in the Bond Indenture. The Series 2018 Bonds are also subject to extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to bill special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2023.

### **Series 2021**

On June 17, 2021, the District issued \$6,015,000 of Capital Improvement Revenue Bonds, Series 2021-1 (Eave's Bend) and \$6,745,000 of Capital Improvement Revenue Bonds, Series 2021-2 (Heritage Park). Series 2021-1 Bonds consist of multiple term bonds with due dates ranging from May 1, 2026 to May 1, 2051 and Series 2021-2 Bonds consist of multiple term bonds with due dates ranging from May 1, 2026 to May 1, 2052 with both bonds having a fixed interest rates ranging from 2.30% to 4.00%. The Bonds were issued to finance a portion of the cost of acquiring, constructing and equipping the Series 2021 Project. Interest is paid semiannually on each May 1 and November 1, commencing November 1, 2021. Principal on the Series 2021-1 Bonds is paid serially commencing on May 1, 2022 through May 1, 2051, while principal on the Series 2021-2 Bonds is paid serially commencing on May 1, 2023 through May 1, 2052.

The Series 2021 Bonds are subject to redemption at the option of the District prior to their maturity as set forth in the Bond Indenture. The Series 2021 Bonds are also subject to extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to bill special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2023.

## NOTE 7 - LONG TERM LIABILITIES (Continued)

### Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2023 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2018	\$ 5,770,000	\$ -	\$ 105,000	\$ 5,665,000	\$ 110,000
Series 2021-1	5,890,000	-	130,000	5,760,000	135,000
Plus: original issue premium	146,574	-	5,098	141,476	-
Series 2021-2	6,745,000	-	140,000	6,605,000	145,000
Plus: original issue premium	178,809	-	6,219	172,590	-
Total	<u>\$ 18,730,383</u>	<u>\$ -</u>	<u>\$ 386,317</u>	<u>\$ 18,344,066</u>	<u>\$ 390,000</u>

At September 30, 2023, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2024	\$ 390,000	\$ 713,653	\$ 1,103,653
2025	395,000	702,593	1,097,593
2026	410,000	690,921	1,100,921
2027	420,000	678,791	1,098,791
2028	435,000	664,991	1,099,991
2029-2033	2,430,000	3,091,977	5,521,977
2034-2038	2,915,000	2,607,099	5,522,099
2039-2043	3,550,000	2,000,699	5,550,699
2044-2048	4,405,000	1,164,340	5,569,340
2049-2052	2,680,000	235,020	2,915,020
	<u>\$ 18,030,000</u>	<u>\$ 12,550,084</u>	<u>\$ 30,580,084</u>

## NOTE 8 – BOUNDARY AMENDMENT AND COST SHARE AGREEMENT

On August 21, 2018, the Board of County Commissioners adopted Ordinance 18-30 and 18-31, which became effective on August 28, 2018 and which simultaneously removed approx. 439 acres of land from Artisan Lakes Community District’s boundaries (“Boundary Amendment”), and established Artisan Lakes East Community Development District on those same removed lands.

Both of the Districts share a common public roadway known as “Artisan Lakes Parkway” (“Parkway”), a portion of which is complete and a portion of which remains to be constructed. The District Engineer for each District has determined that the construction, acquisition and maintenance of the Parkway by both Districts will enhance the value of, and benefit, properties within the Districts’ respective boundaries and as set forth in the Engineers Report has determined that the cost of the Parkway should be allocated 45% to Artisan Lakes CDD and 55% to Artisan Lakes East CDD for the reasons set forth in the Engineers Reports.

Pursuant to Credit Authorization #CA-15-04 (T)(A), the County has recognized that impact fee credit (“Credits”) are available to pay such transportation impact fees in the amount of \$621,574 for the construction of the Parkway from Moccasin Wallow Road to Cobble Park Place, and it is anticipated that Credits will be available from the construction of future phases of the Parkway.

The District’s Engineer has represented that the estimated cost of the Parkway Improvements is \$14,890,000 (“Estimated Parkway Improvements Cost”). Of the Estimated Parkway Improvements Costs, Artisan Lakes CDD is responsible for no more than \$6,700,500 (“Artisan Lakes CDD Maximum Parkway Obligation”). Accordingly, of the Estimated Parkway Improvements, Artisan Lakes East is responsible for no more than \$8,189,500 (“Artisan Lakes East CDD Maximum Parkway Obligation”).

## **NOTE 8 – BOUNDARY AMENDMENT AND COST SHARE AGREEMENT (Continued)**

The District has entered into the Developer Parkway Agreement establishing certain matters with respect to Credits previous arising and parameters on the use of any future Credits – which in each case evidence that any Credits have been and will be used to pay transportation impact fees within the two communities (and not for other project), except as provided in the Developer Parkway Agreement; the parties will work cooperatively to ensure that any Credits have been made and are made available to the Developer and homebuilders on a first-come, first-served basis for use within two Districts; and that the Developer has ensured and shall ensure that the cost of transportation impact fees is not passed on homebuilders or end users within the two District to the extent such costs would otherwise be offset by the Credits.

Under the Interlocal Agreement and the Developer Parkway Agreement, and as noted herein, the Districts agreed to share the costs of the Artisan Lakes Parkway Improvements (which include roadway improvements and hardscape/landscape/irrigation and other improvements within Artisan Lakes Parkway), with Artisan Lakes CDD responsible for 45% of those costs, and Artisan Lakes East CDD responsible for 55% of those costs. The Developer agreed to fund any costs of the Parkway Improvements above the estimated cost of \$14,890,000. As of the date of this Audit, the last phases of the Parkway Improvements are under construction. Upon completion, requisitions for any costs up to the respective maximum obligations as described in the Interlocal Agreement will be submitted for funding.

To fund the cost of maintaining the Parkway Improvements, during the current year the District entered into an agreement with the Artisan Lakes Master Association, Inc. (“Master HOA”) whereby the Master HOA shall be responsible at its own cost for the operation and maintenance of all Vertical Parkway Improvements pursuant to an applicable County right-of-way permit or other approval.

## **NOTE 9 – DEVELOPER TRANSACTIONS**

The Developer owns a portion of land within the District; therefore, assessment revenues in the general and debt service funds include the assessments levied on those lots owned by the Developer.

## **NOTE 10 – CONCENTRATION**

The District’s activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District’s operations.

## **NOTE 11 – MANAGEMENT COMPANY**

The District has contracted with a management company to perform management services, which include financial and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

## **NOTE 12 - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims over the past three years.

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
<b>REVENUES</b>			
Special assessments	\$ 102,790	\$ 92,356	\$ (10,434)
Total revenues	102,790	92,356	(10,434)
<b>EXPENDITURES</b>			
Current:			
General government	102,790	86,389	16,401
Total expenditures	102,790	86,389	16,401
Excess (deficiency) of revenues over (under) expenditures	\$ -	5,967	\$ 5,967
Fund balance - beginning		26,043	
Fund balance - ending		\$ 32,010	

See notes to required supplementary information

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2023.

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT  
MANATEE COUNTY, FLORIDA  
OTHER INFORMATION – DATA ELEMENTS  
REQUIRED BY FL STATUTE 218.39(3)(C)  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023  
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of District employees compensated in the last pay period of the District's fiscal year being reported.	0
Number of independent contractors compensated to whom nonemployee compensation was paid in the last month of the District's fiscal year being reported.	12
Employee compensation	\$0
Independent contractor compensation	\$82,144
Construction projects to begin on or after October 1; (>\$65K)	Not applicable
Budget variance report	See the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
Ad Valorem taxes;	Not applicable
Non ad valorem special assessments;	
Special assessment rate	Operations and maintenance - \$97.43 Debt service - \$794.63 - \$1,273.46
Special assessments collected	\$1,085,264
Outstanding Bonds:	see Note 7 for details



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Artisan Lakes East Community Development District  
Manatee County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Artisan Lakes East Community Development District, Manatee County, Florida ("District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated January 15, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Bhav & Associates*

January 15, 2024



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Artisan Lakes East Community Development District  
Manatee County, Florida

We have examined Artisan Lakes East Community Development District, Manatee County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2023. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2023.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Artisan Lakes East Community Development District, Manatee County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

*Grau & Associates*

January 15, 2024



**MANAGEMENT LETTER PURSUANT TO THE RULES OF  
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors  
Artisan Lakes East Community Development District  
Manatee County, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of Artisan Lakes East Community Development District, Manatee County, Florida ("District") as of and for the fiscal year ended September 30, 2023 and have issued our report thereon dated January 15, 2024.

**Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated January 15, 2024, should be considered in conjunction with this management letter.

**Purpose of this Letter**

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Artisan Lakes East Community Development District, Manatee County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Artisan Lakes East Community Development District, Manatee County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

*Grau & Associates*

January 15, 2024

## REPORT TO MANAGEMENT

### I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

### II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

### III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2022.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2023.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2023.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 25.

**RESOLUTION 2024-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING NEW LOCATION FOR THE REMAINING REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Artisan Lakes East Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing operating and maintaining infrastructure improvements, facilities, and services to the lands within the District; and

**WHEREAS**, in accordance with the provisions of Chapter 189.415, Florida Statutes, the District is required to file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities; and

**WHEREAS**, in accordance with the above referenced Statute, the District shall also publish quarterly, semiannually, or annually its regular meeting schedule in a newspaper of general paid circulation in the County in which the District is located and shall appear in the legal notices section of the classified advertisements.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. DESIGNATION OF DATES, TIME, AND LOCATION OF REGULAR MEETINGS.**

- a. **Date:** The first Thursday of each month for the remainder of Fiscal Year 2024, which ends September 30, 2024.

**The Fiscal Year 2024 schedule is as follows:**

February 1, 2024	March 7, 2024
April 4, 2024	May 2, 2024
June 6, 2024	<del>July 4, 2024</del> -No Meeting
August 1, 2024	September 5, 2024

- b. **Time:** 3:30 P.M. (Eastern Standard Time)
- c. **Location:** Eaves Bend at Artisan Lakes, 5967 Maidenstone Way, Palmetto, FL 34221.

**SECTION 2. SUNSHINE LAW AND MEETING CANCELATIONS AND CONTINUATIONS.** The meetings of the Board of Supervisors are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The District by and through its District Manager may cancel any meeting of the Board of Supervisors and all meetings may be continued to a date, time, and place to be specified on the record at the hearings or meeting.

**RESOLUTION 2024-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING NEW LOCATION FOR THE REMAINING REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

**SECTION 3. SEVERABILITY AND INVALID PROVISIONS.** If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

**SECTION 4. CONFLICT.** That all Sections or parts of Sections of any Resolutions, Agreements, or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

**SECTION 5. PROVIDING FOR AN EFFECTIVE DATE.** This Resolution shall become effective immediately upon passage.

**PASSED AND ADOPTED** by the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee County, Florida, this 1st day of February 2024.

**ATTEST:**

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Travis Stagnitta, Chairman

**RESOLUTION 2024-3**

**[PROJECT COMPLETION RESOLUTION  
FOR 2018 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2018 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2018 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

*Background*

**WHEREAS**, the Artisan Lakes East Community Development District ("**District**") was established for the purpose of providing infrastructure improvements, facilities, and services to the lands within the District as provided in Chapter 190, *Florida Statutes*; and

**WHEREAS**, on December 20, 2018, the District issued its \$6,060,000 Capital Improvement Revenue Bonds, Series 2018 ("**2018 Bonds**"), to finance a portion of its "**2018 Project**;" and

**WHEREAS**, the 2018 Bonds were issued pursuant to that certain *Master Trust Indenture*, as supplemented by the *First Supplemental Trust Indenture*, each between the District and U.S. Bank National Association ("**Trustee**") both dated December 1, 2018 ("**Indenture**"); and

**WHEREAS**, the 2018 Project originally was estimated to cost approximately \$24,893,535.00 and is described in the *Master Engineer's Report*, dated September 6, 2018, as supplemented by the *Supplemental Report of District Engineer*, dated November 9, 2018 ("**Engineer's Report**"); and

**WHEREAS**, the 2018 Project includes, among other things, roadways, stormwater management, utilities (water & sewer), offsite improvements, landscaping/lighting, and other infrastructure; and

**WHEREAS**, in order to secure repayment of the 2018 Bonds, and pursuant to Resolutions 2018-18, 2019-01, and 2019-8 (together, and among other assessment resolutions, "**2018 Assessment Resolution**"), the District levied and imposed special assessment lien(s) (together, "**2018 Assessments**"), which are levied and imposed on certain benefitted lands (i.e., the "**2018 Assessment Area**") within the District; and

**WHEREAS**, the 2018 Assessments are further described in the *Special Assessment Methodology*, dated December 12, 2018 ("**2018 Assessment Report**"); and

RESOLUTION 2024-3

[PROJECT COMPLETION RESOLUTION  
FOR 2018 PROJECT]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2018 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2018 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

**WHEREAS**, generally stated, the 2018 Project specially benefits the assessable lands in the 2018 Assessment Area, as set forth in the 2018 Assessment Resolution, and it is reasonable, proper, just and right to assess the costs of the 2018 Project financed with the 2018 Bonds to the specially benefited properties within the District as set forth in the 2018 Assessment Resolution and this Resolution; and

***Completion of Project***

**WHEREAS**, the 2018 Project, and all components thereof, have been completed; and

**WHEREAS**, pursuant to Chapter 170, *Florida Statutes*, and the Indenture, the District Engineer has executed and delivered an Engineer's Certificate ("**Engineer's Certificate**"), attached hereto as **Exhibit A**, wherein the District Engineer certifies the 2018 Project complete; and

**WHEREAS**, the District also hereby makes the following determinations in connection with the completion of the 2018 Project:

- a. The District has spent all monies from the applicable construction account for the 2018 Project, with the exception of certain nominal amounts;
- b. The Developer has satisfied any and all requirements, if any, to make contributions of infrastructure in connection with the reduction of 2018 Assessments to meet target levels, and/or to account for impact fee credits (together, "**Contribution Requirements**");
- c. As of the date hereof, no rebate amount is due and owing to the federal government with respect to the 2018 Bonds;
- d. The benefit to the lands subject to the 2018 Assessments from the completed 2018 Project respectively is sufficient to support the 2018 Assessments, and the 2018 Assessments are fairly and reasonably allocated consistent with the 2018 Assessment Report;
- e. Further, the 2018 Assessments are sufficient to pay the remaining debt service on the 2018 Bonds; and
- f. Based on a review of the applicable plats for all lands within the District, no true-up is presently due and owing at this time under the 2018 Assessment Resolution; and

**RESOLUTION 2024-3**

**[PROJECT COMPLETION RESOLUTION  
FOR 2018 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2018 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2018 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, upon receipt of and in reliance upon the Engineer's Certificate, the District's Board desires to certify the 2018 Project complete in accordance with the Indenture and pursuant to Chapter 170, *Florida Statutes*; and

**WHEREAS**, based on the Engineer's Certificate, the Board desires to declare the 2018 Project complete for purposes of the Indenture and Chapter 170, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**1. RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**2. AUTHORITY.** This Resolution is adopted pursuant the Indenture and provisions of Florida law, including Chapters 170 and 190, *Florida Statutes*.

**3. ACCEPTANCE OF ENGINEER'S CERTIFICATE.** The Board hereby accepts the Engineer's Certificate, attached hereto as **Exhibit A**, and certifies the 2018 Project complete in accordance with the 2018 Assessment Resolution, the Indenture and Chapter 170 of the *Florida Statutes*. The Completion Date, as that term is defined in the Master Trust Indenture, shall be the date of this Resolution.

**4. SATISFACTION OF CONTRIBUTION REQUIREMENTS.** As noted herein, the Developer has satisfied any and all Contribution Requirements, and the District hereby formally recognizes the satisfaction of all Contribution Requirements relating to the 2018 Assessments.

**5. DIRECTION TO TRUSTEE.** District Staff is directed to notify the Trustee for the 2018 Bonds of the completion of the 2018 Project, effect any final transfers of funds from the Series 2018 Acquisition and Construction Account, and close the accounts.

**6. FINALIZATION OF 2018 ASSESSMENTS.** Pursuant to Section 170.08, *Florida Statutes*, and the 2018 Assessment Resolution, and because the 2018 Project is complete, the 2018 Assessments are to be credited the difference in the assessment as originally made, approved, and confirmed and a proportionate part of the actual project costs of the 2018 Project. Because all of the original construction proceeds from the 2018 Bonds were used to construct the 2018 Project, and all Contribution Requirements were satisfied, no such credit is due. Accordingly, and pursuant to Section 170.08, *Florida Statutes*, and the 2018 Assessment Resolution, the 2018 Assessments are hereby finalized in the amount

**RESOLUTION 2024-3**

**[PROJECT COMPLETION RESOLUTION  
FOR 2018 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2018 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2018 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

of the outstanding debt due on the 2018 Bonds in accordance with **Exhibit B** herein, and are hereby apportioned in accordance with the 2018 Assessment Report and the Final Assessment Lien Roll on file with the District Manager.

**7. REAL ESTATE CONVEYANCES; PERMITS.** In connection with the District's 2018 Project, the District: (i) has accepted permits, approvals, right-of-way agreements and other similar documents from governmental entities for the construction and/or operation of the 2018 Project, and (ii) has accepted, conveyed and/or dedicated certain interests in real and personal property (e.g., roads, utilities, stormwater improvements, and other systems), and, for those purposes, has executed plats, deeds, easements, bills of sale, permit transfer documents, agreements, and other documents necessary for the conveyance and/or operation of 2018 Project ((i) and (ii) together, the "**Conveyances**"). All such Conveyances are hereby ratified, if not previously approved, and any remaining Conveyances are expressly authorized.

**8. MUTUAL RELEASE.** Because the 2018 Project are complete, the District hereby authorizes execution of the Mutual Release of Obligations, attached hereto as **Exhibit B**.

**9. IMPROVEMENT LIEN BOOK.** Immediately following the adoption of this Resolution, the special assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District's "Improvement Lien Book." The special assessment or assessments against each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

**10. TRUE-UP PAYMENTS.** Pursuant to the 2018 Assessment Resolution, among other documents, there may be required from time to time certain true-up payments. Nothing herein shall be deemed to amend or alter the requirement to make true-up payments as and when due.

**11. GENERAL AUTHORIZATION.** The Chairman, members of the Board of Supervisors and District staff are hereby generally authorized, upon the adoption of this Resolution, to do all acts and things required of them by this Resolution or desirable or consistent with the requirements or intent hereof.

**12. CONFLICTS.** All District resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed. This Resolution is intended to supplement the 2018 Assessment Resolution which remains in full force and effect. This Resolution and the 2018 Assessment

**RESOLUTION 2024-3**

**[PROJECT COMPLETION RESOLUTION  
FOR 2018 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2018 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2018 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

Resolution shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**13. SEVERABILITY.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

**14. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

[CONTINUED ON NEXT PAGE]

**RESOLUTION 2024-3**

**[PROJECT COMPLETION RESOLUTION  
FOR 2018 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2018 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2018 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**PASSED AND ADOPTED** by the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee Count, Florida, this 1st day of February 2024.

**ATTEST:**

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** District Engineer's Certificate  
**Exhibit B:** Mutual Release of Obligations

**EXHIBIT A**

ENGINEER'S CERTIFICATE  
COMPLETION OF 2018 PROJECT

Board of Supervisors  
Artisan Lakes East Community Development District

U.S. Bank National Association, as Trustee

RE: Certificate of Completion for 2018 Project

This Certificate is furnished in accordance Chapter 170, *Florida Statutes*, and regarding the District's "**2018 Project**" as described in the *Master Engineer's Report*, dated September 6, 2018, as supplemented by the *Supplemental Report of District Engineer*, dated November 9, 2018. It is also furnished pursuant to the *First Supplemental Trust Indenture*, dated September 6, 2018 and relating to the \$6,060,000 Capital Improvement Revenue Bonds, Series 2018 ("**2018 Bonds**"). This Certificate is intended to evidence the completion of the 2018 Project undertaken by the District. The undersigned, as an authorized representative of District Engineer, hereby makes the following certifications:

1. I have reviewed certain available documentation, including, but not limited to, agreements, invoices, plans, plats, deeds, bills of sale, and other documentation relating to the District's 2018 Project and have had an opportunity to inspect the improvements and work product comprising the 2018 Project.
2. It is my professional opinion that:
  - a. The 2018 Project, and all components thereof, have been acquired, constructed and installed in accordance with their specifications, and are capable of performing the functions for which they were intended.
  - b. To the best of my knowledge and belief, and after reasonable inquiry, all labor, services, materials, and supplies used in the 2018 Project have been paid for and, where practicable, acknowledgment of such payments has been obtained from all contractors and suppliers.
  - c. The purchase price paid by the District for the 2018 Project was no more than the lesser of: (1) the fair market value of such improvements and work product at the time of construction, and (2) the actual cost of construction of such improvements and creation of the work product.
  - d. The 2018 Project cost at least the amount of the acquisition and construction proceeds available from the 2018 Bonds respectively.
  - e. The 2018 Project, as completed, continues to provide sufficient benefit to support the 2018 Assessments on the 2018 Assessment Area.
3. As part of the 2018 Project, the District did not fund any improvements that generated impact fee credits or similar credits, or, if it did, any such costs were offset by a corresponding amount of value provided to the District and its landowners.

4. All plans, permits and specifications necessary for the operation and maintenance of the improvements made for the 2018 Project are complete, in good standing, and on file with the District Engineer, or are reasonably expected to be transferred to the District in the ordinary course.

WHEREFORE, the undersigned authorized representative of the District Engineer executes this Engineer's Certificate.

**ATWELL, LLC**

\_\_\_\_\_  
Kyle Clawson, P.E.  
Florida Registration No. \_\_\_\_\_  
District Engineer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 2023, by Kyle Clawson, P.E., District Engineer of the Artisan Lakes East Community Development District, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## EXHIBIT B

### MUTUAL RELEASE

This Mutual Release ("**Release**") is made and entered into by and between:

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in Manatee County, Florida ("**District**"), and

**TAYLOR WOODROW COMMUNITIES AT ARTISAN LAKES, LLC**, a Florida limited liability company, with a mailing address of 4900 North Scottsdale Road, Suite 200, Scottsdale, Arizona 85251 ("**Developer**").

### RECITALS

**WHEREAS**, the District was established by ordinance adopted by the Board of County Commissioners in and for Manatee County, Florida, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"), and is validly existing under the Constitution and laws of the State of Florida; and

**WHEREAS**, the Act authorizes the District to issue bonds for the purpose, among others, of planning, financing, constructing, operating and/or maintaining certain infrastructure, roadways, stormwater management, utilities (water & sewer), offsite improvements, landscaping/lighting, and other infrastructure within or without the boundaries of the District; and

**WHEREAS**, the Developer is the primary developer of certain lands within the boundaries of the District; and

**WHEREAS**, on December 20, 2018, the District issued its \$6,060,000 Capital Improvement Revenue Bonds, Series 2018 ("**2018 Bonds**"), to finance a portion of its "**2018 Project**"; and

**WHEREAS**, the 2018 Project is described in the *Master Engineer's Report*, dated September 6, 2018, as supplemented by the *Supplemental Report of District Engineer*, dated November 9, 2018 ("**Engineer's Report**"); and

**WHEREAS**, in connection with the 2018 Bonds, the District entered into certain agreements with the Developer, including the *Completion Agreement (2018 Bonds)*, dated December 20, 2018 ("**Completion Agreement**"), and the *Acquisition Agreement*, dated September 6, 2018 ("**Acquisition Agreement**"); and

**WHEREAS**, with respect to any impact fee creditable improvements, the Developer has complied with the *Developer Parkway Agreement*, and any such credits have been offset by additional infrastructure provided to the District at no cost ("**Contribution Requirements**"); and

**WHEREAS**, the Developer has satisfied the Contribution Requirements, and the District desires to formally recognize the satisfaction of such Contribution Requirements; and

**WHEREAS**, the District is in the process of declaring the 2018 Project complete, and the parties desire to provide mutual releases relating thereto.

**NOW, THEREFORE**, for and in consideration of mutual promises and obligations, the receipt and sufficiency of which are hereby acknowledged, the District and the Developer agree as follows:

**1. RECITALS.** The recitals so stated above are true and correct and by this reference are incorporated as a material part of this Release.

**2. MUTUAL RELEASES.**

- a. The Developer and District hereby agree that the Developer has been paid in full for any amounts owed in connection with the 2018 Project, and that there are no amounts of any kind due now or in the future, whether as construction proceeds, deferred costs, or otherwise, and whether pursuant to the Completion Agreement, the Acquisition Agreement, applicable Trust Indentures or any other agreement, to the Developer and relating in any way to the 2018 Project or the 2018 Bonds. Accordingly, the Developer hereby acknowledges receipt of all payments due and owing for work product, infrastructure, or land conveyance, or any other amount owed relating in any way to the 2018 Project or 2018 Bonds; certifies that there are no outstanding requests for payment and that there is no disagreement as to the appropriateness of any such payments; and further waives and releases any claim, entitlement, or right it presently has or may have in the future to any additional payment of amounts due and owing related to the 2018 Project or 2018 Bonds.
- b. In consideration therefor, and with the exception that the Developer shall reasonably cooperate to transfer to the District any remaining permits necessary for the operation of the 2018 Project, the District does hereby release, release, remit, acquit, and forever discharge from any and all claims, demands, damages, attorney's fees (including appellate attorney's fees), costs, debts, actions, causes of action, and suits of any kind or nature whatsoever all claims it presently has or may have in the future against the Developer and its assigns, successors, predecessor and successor corporations, parent corporations, subsidiaries, affiliates, officers (past and present), employees (past and present), independent agents (past and present), agents (past and present, attorneys (past and present, partners (past and present), members (past and present), insurers (past and present), and any and all sureties and other insurers, on account of all damages, including compensatory, economic, non-economic, punitive, and all other damages, known and unknown, foreseen and unforeseen, and any and all rights, claims and demands of whatsoever kind or nature, in law or in equity, which it ever had, now have or may hereafter acquire against such parties arising out of or with respect to the construction, implementation, equipping, ownership and operation of the 2018 Project, or any portions thereof, and the Completion Agreement and/or the Acquisition Agreement. The District further agrees that the Developer has satisfied any and all Contribution Requirements.

**3. ASSESSMENTS AND TRUE-UP PAYMENTS.** Nothing in this Mutual Release shall be construed to waive or otherwise apply to the Developer's obligation to pay assessments owed to the District and levied on lands owned by the Developer, or to waive or otherwise apply to any true-up obligations.

4. **EFFECTIVE DATE.** The releases contained herein shall take effect upon execution of this Release.

[THIS SPACE INTENTIONALLY LEFT BLANK]

**WHEREFORE,** the parties below execute this Release to be effective as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**TAYLOR WOODROW COMMUNITIES AT ARTISAN  
LAKES, LLC**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

RESOLUTION 2024-4

[PROJECT COMPLETION RESOLUTION  
FOR 2021 PROJECT]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2021 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2021 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

*Background*

**WHEREAS**, the Artisan Lakes East Community Development District (“**District**”) was established for the purpose of providing infrastructure improvements, facilities, and services to the lands within the District as provided in Chapter 190, *Florida Statutes*; and

**WHEREAS**, on July 7, 2021, the District issued its \$6,015,000 Capital Improvement Revenue Bonds, Series 2021-1 and its \$6,745,000 Capital Improvement Revenue Bonds, Series 2021-2 (collectively the “**2021 Bonds**”), to finance a portion of its “**2021 Project**,” and

**WHEREAS**, the 2021 Bonds were issued pursuant to that certain *Master Trust Indenture*, dated December 1, 2019, as supplemented by the *Second Supplemental Trust Indenture*, each between the District and U.S. Bank National Association (“**Trustee**”) dated July 1, 2021 (the **Indenture**); and

**WHEREAS**, the 2021 Project originally was estimated to cost approximately \$24,893,535.00 and is described in the *Master Engineer’s Report*, dated September 6, 2018 (“**Engineer’s Report**”); and

**WHEREAS**, the 2021 Project includes, among other things, roadways, stormwater management, utilities (water & sewer), offsite improvements, landscaping/lighting, and other infrastructure; and

**WHEREAS**, in order to secure repayment of the 2021 Bonds, and pursuant to Resolutions 2018-18, 2019-01, and 2021-9 (together, and among other assessment resolutions, “**2021 Assessment Resolution**”), the District levied and imposed special assessment lien(s) (together, “**2021 Assessments**”), which are levied and imposed on certain benefitted lands (i.e., the “**2021 Assessment Areas**”) within Phase 1 of the District; and

**WHEREAS**, the 2021 Assessments are further described in the *Master Assessment Methodology Report*, dated September 6, 2018 (together, “**2021 Assessment Report**”); and

**WHEREAS**, generally stated, the 2021 Project specially benefits the assessable lands in the 2021 Assessment Areas, as set forth in the 2021 Assessment Resolution, and it is reasonable, proper, just and right to assess the costs of the 2021 Project financed with the 2021 Bonds to the specially benefited properties within the District as set forth in the 2021 Assessment Resolution and this Resolution; and

RESOLUTION 2024-4

[PROJECT COMPLETION RESOLUTION  
FOR 2021 PROJECT]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2021 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2021 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

*Completion of Project*

**WHEREAS**, the 2021 Project, and all components thereof, have been completed; and

**WHEREAS**, pursuant to Chapter 170, *Florida Statutes*, and the Indenture, the District Engineer has executed and delivered an Engineer's Certificate ("**Engineer's Certificate**"), attached hereto as **Exhibit A**, wherein the District Engineer certified the 2021 Project complete; and

**WHEREAS**, the District has also made certain determinations in connection with the completion of the 2021 Project, as set forth in **Exhibit B** ("**District Certificate**"); and

**WHEREAS**, upon receipt of and in reliance upon the Engineer's Certificate, the District's Board desires to certify the 2021 Project complete in accordance with the Indenture and pursuant to Chapter 170, *Florida Statutes*; and

**WHEREAS**, based on the Engineer's Certificate, the Board desires to declare the 2021 Project complete for purposes of the Indenture and Chapter 170, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**1. RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**2. AUTHORITY.** This Resolution is adopted pursuant the Indenture and provisions of Florida law, including Chapters 170 and 190, *Florida Statutes*.

**3. ACCEPTANCE OF ENGINEER'S CERTIFICATE.** The Board hereby accepts the Engineer's Certificate, attached hereto as **Exhibit A**, and certifies the 2021 Project complete in accordance with the Assessment Resolution, the Indenture and Chapter 170 of the *Florida Statutes*. The Completion Date, as that term is defined in the Master Trust Indenture, shall be the date of the Engineer's Certificate.

**4. SATISFACTION OF CONTRIBUTION REQUIREMENTS.** As noted in **Exhibit B**, the Developer has satisfied any and all Contribution Requirements (as defined in **Exhibit B**), and the District hereby formally recognizes the satisfaction of all Contribution Requirements relating to the 2021 Assessments.

RESOLUTION 2024-4

[PROJECT COMPLETION RESOLUTION  
FOR 2021 PROJECT]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2021 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2021 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

5. **DIRECTION TO TRUSTEE.** District Staff is directed to notify the Trustee for the 2021 Bonds of the completion of the 2021 Project, effect any final transfers of funds from the Series 2021 Acquisition and Construction Account and Series 2021 Acquisition and Construction Account, and close the accounts.

6. **FINALIZATION OF 2021 Assessments.** Pursuant to Section 170.08, *Florida Statutes*, and the 2021 Assessment Resolution, and because the 2021 Project is complete, the 2021 Assessments are to be credited the difference in the assessment as originally made, approved, and confirmed and a proportionate part of the actual project costs of the 2021 Project. Because all of the original construction proceeds from the 2021 Bonds were used to construct the 2021 Project, and all Contribution Requirements were satisfied, no such credit is due. Accordingly, and pursuant to Section 170.08, *Florida Statutes*, and the 2021 Assessment Resolution, the 2021 Assessments are hereby finalized in the amount of the outstanding debt due on the 2021 Bonds in accordance with **Exhibit B** herein, and are hereby apportioned in accordance with the 2021 Assessment Report and the Final Assessment Lien Roll on file with the District Manager.

7. **REAL ESTATE CONVEYANCES; PERMITS.** In connection with the District's 2021 Project, the District: (i) has accepted permits, approvals, right-of-way agreements and other similar documents from governmental entities for the construction and/or operation of the Improvements, and (ii) has accepted, conveyed and/or dedicated certain interests in real and personal property (e.g., roads, utilities, stormwater improvements, and other systems), and, for those purposes, has executed plats, deeds, easements, bills of sale, permit transfer documents, agreements, and other documents necessary for the conveyance and/or operation of Improvements, work product and land ((i) and (ii) together, the "**Conveyances**"). All such Conveyances are hereby ratified, if not previously approved, and any remaining Conveyances, as identified in **Exhibit A**, are expressly authorized.

8. **MUTUAL RELEASE.** Because the 2021 Project are complete, the District hereby authorizes execution of the Mutual Release of Obligations, attached hereto as **Exhibit C**.

9. **IMPROVEMENT LIEN BOOK.** Immediately following the adoption of this Resolution, the special assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District's "Improvement Lien Book." The special assessment or assessments against each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

**RESOLUTION 2024-4**

**[PROJECT COMPLETION RESOLUTION  
FOR 2021 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2021 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2021 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**10. TRUE-UP PAYMENTS.** Pursuant to the 2021 Assessment Resolutions, among other documents, there may be required from time to time certain true-up payments. Nothing herein shall be deemed to amend or alter the requirement to make true-up payments as and when due.

**11. GENERAL AUTHORIZATION.** The Chairman, members of the Board of Supervisors and District staff are hereby generally authorized, upon the adoption of this Resolution, to do all acts and things required of them by this Resolution or desirable or consistent with the requirements or intent hereof.

**12. CONFLICTS.** All District resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed. This Resolution is intended to supplement the 2021 Assessment Resolutions which remains in full force and effect. This Resolution and the 2021 Assessment Resolutions shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**13. SEVERABILITY.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

**14. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

[THIS SPACE INTENTIONALLY LEFT BLANK]

**RESOLUTION 2024-4**

**[PROJECT COMPLETION RESOLUTION  
FOR 2021 PROJECT]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT ADDRESSING REAL ESTATE CONVEYANCES AND PERMITS; ACCEPTING A CERTIFICATE OF THE DISTRICT ENGINEER AND DECLARING THE 2021 PROJECT COMPLETE; ADDRESSING CONTRIBUTION REQUIREMENTS; PROVIDING DIRECTION TO THE TRUSTEE; FINALIZING THE 2021 ASSESSMENTS; AUTHORIZING CONVEYANCES; AUTHORIZING A MUTUAL RELEASE; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**PASSED AND ADOPTED** by the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee County, Florida, this 1st day of February 2024.

ATTEST:

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** District Engineer's Certificate  
**Exhibit B:** District Certificate  
**Exhibit C:** Mutual Release of Obligations

**EXHIBIT A**

ENGINEER'S CERTIFICATE  
COMPLETION OF 2021 PROJECT

\_\_\_\_\_, 2024

Board of Supervisors  
Artisan Lakes East Community Development District

U.S. Bank National Association, as Trustee

RE: Certificate of Completion for 2021 Project

This Certificate is furnished in accordance Chapter 170, *Florida Statutes*, and regarding the District's "**2021 Project**" as described in the *Master Engineer's Report*, dated September 6, 2018. It is also furnished pursuant to **Section 403(b)** of the *Second Supplemental Trust Indenture*, dated July 1, 2021 and relating to the \$6,015,000 Capital Improvement Revenue Bonds, Series 2021-1 and its \$6,745,000 Capital Improvement Revenue Bonds, Series 2021-2 (collectively the "**2021 Bonds**") This Certificate is intended to evidence the completion of the 2021 Project undertaken by the District. The undersigned, as an authorized representative of District Engineer, hereby makes the following certifications upon which the District may rely:

1. I have reviewed certain available documentation, including, but not limited to, agreements, invoices, plans, plats, deeds, bills of sale, and other documentation relating to the District's 2021 Project and have had an opportunity to inspect the improvements and work product comprising the 2021 Project.

2. It is my professional opinion that:

- a. The 2021 Project, and all components thereof, have been acquired, constructed and installed in accordance with their specifications, and are capable of performing the functions for which they were intended.
- b. To the best of my knowledge and belief, and after reasonable inquiry, all labor, services, materials, and supplies used in the 2021 Project have been paid for and, where practicable, acknowledgment of such payments has been obtained from all contractors and suppliers.
- c. The purchase price paid by the District for the 2021 Project are no more than the lesser of: (1) the fair market value of such improvements and work product at the time of construction, and (2) the actual cost of construction of such improvements and creation of the work product.
- d. The 2021 Project cost at least the amount of (i) the acquisition and construction proceeds available from the 2021 Bonds respectively, plus (ii) applicable assessment contributions as set forth in the District's assessment methodologies.
- e. The 2021 Project, as completed, continue to provide sufficient benefit to support the 2021 Assessments on the 2021 Assessment Areas.

3. As part of the 2021 Project, the District did not fund any improvements that generated impact fee credits or similar credits.

4. All plans, permits and specifications necessary for the operation and maintenance of the improvements made for the 2021 Project are complete, in good standing, and on file with the District Engineer or have been transferred to the appropriate governmental entity having charge of such operation and maintenance. The following permits are the only permits necessary for the District's operation of the 2021 Project, and they have been transferred, or are being transferred, into the District's name at least with respect to the 2021 Project:

**[To be provided by District Engineer]**

5. The Date of Completion of the 2021 Project shall be the date of this certificate stated above.

[CONTINUED ON NEXT PAGE]

WHEREFORE, the undersigned authorized representative of the District Engineer executes this Engineer's Certificate.

**WALDROP ENGINEERING, LLC**

\_\_\_\_\_  
Jeremy L. Fireline, P.E.  
Florida Registration No. \_\_\_\_\_  
District Engineer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 2024, by Jeremy L. Fireline, P.E., District Engineer of the Artisan Lakes East Community Development District, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**EXHIBIT B**

**DISTRICT CERTIFICATE  
REGARDING PROJECT COMPLETION**

\_\_\_\_\_, 2024

Board of Supervisors  
Artisan Lakes East Community Development District

U.S. Bank National Association, as Trustee

RE: Completion of 2021 Project

This Certificate is furnished in accordance with Chapter 170, *Florida Statutes*, and pursuant to Section 401(a) of the *Second Supplemental Trust Indenture*, dated July 1, and relating to the \$6,015,000 Capital Improvement Revenue Bonds, Series 2021-1 and its \$6,745,000 Capital Improvement Revenue Bonds, Series 2021-2 ("**2021 Bonds**"). This Certificate is intended to address certain matters in connection with the completion of the 2021 Project, as defined in the trust indenture for the 2021 Bonds.

The District Manager, JPWard & Associates, LLC has made the following certifications:

1. ***Finalization of Assessments***

- a. The District has spent all monies from the applicable construction account for the 2021 Project, with the exception of certain nominal amounts.
- b. The Developer has satisfied any and all requirements, if any, to make contributions of infrastructure in connection with the reduction of 2021 Assessments to meet target levels, and/or to repay any impact fee credits.
- c. As of the date hereof, no rebate amount is due and owing to the federal government with respect to the 2021 Bonds.
- d. The benefit to the lands subject to the 2021 Assessments from the completed 2021 Project respectively is sufficient to support the 2021 Assessments, and the 2021 Assessments are fairly and reasonably allocated consistent with the Assessment Report.
- e. Further, the 2021 Assessments are sufficient to pay the remaining debt service on the 2021 Bonds.
- f. Based on a review of the applicable plats for all lands within the District, no true-up is presently due and owing at this time under the Assessment Resolutions.

2. ***Direction to Trustee*** – Because the 2021 Project are complete, it is appropriate at this time to release any remaining monies in the Series 2018 Acquisition and Construction Account pursuant to the terms of the applicable trust indenture, and close the accounts.

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**WHEREFORE**, the undersigned authorized representative has executed the foregoing District Certificate regarding Project Completion.

**JPWARD & ASSOCIATES, LLC**

\_\_\_\_\_  
By: \_\_\_\_\_

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, on behalf of JPward & Associates, LLC, as Assessment Consultant for the Artisan Lakes East Community Development District, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## EXHIBIT C

### MUTUAL RELEASE

This Mutual Release (“**Release**”) is made and entered into by and between:

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in Manatee County, Florida (“**District**”), and

**TAYLOR WOODROW COMMUNITIES AT ARTISAN LAKES, LLC**, a Florida limited liability company, with a mailing address of 4900 North Scottsdale Road, Suite 200, Scottsdale, Arizona 85251 (“**Developer**”).

### RECITALS

**WHEREAS**, the District was established by ordinance adopted by the Board of County Commissioners in and for Manatee County, Florida, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended (“**Act**”), and is validly existing under the Constitution and laws of the State of Florida; and

**WHEREAS**, the Act authorizes the District to issue bonds for the purpose, among others, of planning, financing, constructing, operating and/or maintaining certain infrastructure, roadways, stormwater management, utilities (water & sewer), offsite improvements, landscaping/lighting, and other infrastructure within or without the boundaries of the District; and

**WHEREAS**, the Developer is the primary developer of certain lands within the boundaries of the District; and

**WHEREAS**, on July 7, 2021, the District issued \$6,015,000 Capital Improvement Revenue Bonds, Series 2021-1 and its \$6,745,000 Capital Improvement Revenue Bonds, Series 2021-2 (“**2021 Bonds**”), to finance a portion of its “**2021 Project**,” and

**WHEREAS**, the 2021 Project is described in the *Master Engineer’s Report*, September 6, 2018, (“**Engineer’s Report**”); and

**WHEREAS**, in connection with the 2021 Bonds, the District entered into certain agreements with the Developer, including the *Completion Agreement (2021 Bonds)*, dated July 7, 2021 (“**2020 Completion Agreement**”), the and the *Acquisition Agreement, dated September 27, 2020*; and

**WHEREAS**, in order to ensure that certain target assessment levels were achieved at the Developer’s request and for the debt assessments securing the 2021 Bonds, the Developer was required to *make contributions to the District in the amounts of \$525,370.42* (“**2022 Contribution Requirements**”) for each series of bonds, respectively, and in infrastructure and/or work product; and

**WHEREAS**, the Developer has satisfied the Contribution Requirements, and the District desires to formally recognize the satisfaction of such Contribution Requirements; and

**WHEREAS**, the District is in the process of declaring the 2021 Project complete, and the parties desire to provide mutual releases relating thereto.

**NOW, THEREFORE**, for and in consideration of mutual promises and obligations, the receipt and sufficiency of which are hereby acknowledged, the District and the Developer agree as follows:

**1. RECITALS.** The recitals so stated above are true and correct and by this reference are incorporated as a material part of this Release.

**2. MUTUAL RELEASES.**

- a. The Developer and District hereby agree that the Developer has been paid in full for any amounts owed in connection with the Project, and that there are no amounts of any kind due now or in the future, whether as construction proceeds, deferred costs, or otherwise, and whether pursuant to the Acquisition Agreements, Completion Agreements, applicable Trust Indentures or any other agreement, to the Developer and relating in any way to the Project or the Bonds. Accordingly, the Developer hereby acknowledges receipt of all payments due and owing for work product, infrastructure, or land conveyance, or any other amount owed relating in any way to the Project or Bonds; certifies that there are no outstanding requests for payment and that there is no disagreement as to the appropriateness of any such payments; and further waives and releases any claim, entitlement, or right it presently has or may have in the future to any additional payment of amounts due and owing related to the Project or Bonds.
- b. In consideration therefor, and with the exception that the Developer shall reasonably cooperate to transfer to the District the remaining permits identified in the Project Completion Resolution, the District does hereby release, release, remit, acquit, and forever discharge from any and all claims, demands, damages, attorney's fees (including appellate attorney's fees), costs, debts, actions, causes of action, and suits of any kind or nature whatsoever all claims it presently has or may have in the future against the Developer and its assigns, successors, predecessor and successor corporations, parent corporations, subsidiaries, affiliates, officers (past and present), employees (past and present), independent agents (past and present), agents (past and present, attorneys (past and present, partners (past and present), members (past and present), insurers (past and present), and any and all sureties and other insurers, on account of all damages, including compensatory, economic, non-economic, punitive, and all other damages, known and unknown, foreseen and unforeseen, and any and all rights, claims and demands of whatsoever kind or nature, in law or in equity, which it ever had, now have or may hereafter acquire against such parties arising out of or with respect to the construction, implementation, equipping, ownership and operation of the Project, or any portions thereof, and any of the Acquisition Agreements or Completion Agreements. The District further agrees that the Developer has satisfied any and all Contribution Requirements.

**3. ASSESSMENTS AND TRUE-UP PAYMENTS.** Nothing in this Mutual Release shall be construed to waive or otherwise apply to the Developer's obligation to pay assessments owed to the

District and levied on lands owned by the Developer, or to waive or otherwise apply to any true-up obligations.

**4. EFFECTIVE DATE.** The releases contained herein shall take effect upon execution of this Release.

[THIS SPACE INTENTIONALLY LEFT BLANK]

**WHEREFORE**, the parties below execute this Release to be effective as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**TAYLOR WOODROW COMMUNITIES AT ARTISAN  
LAKES, LLC**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

## RESOLUTION 2024-5

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT REAFFIRMING, RESTATING AND RE-ESTABLISHING THE DISTRICT'S ADOPTION OF AN ELECTRONIC RECORDS POLICY AND A POLICY ON THE USE OF ELECTRONIC SIGNATURES; ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

#### **RECITALS**

**WHEREAS**, the Artisan Lakes East Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Manatee County, Florida; and

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, on September 6, 2018, the District adopted Resolution 2018-10 adopting an Electronic Records Policy and a Policy on the use of Electronic Signatures; and

**WHEREAS**, the District has appointed the District Manager of the District as the District's records custodian; and

**WHEREAS**, the District Manager deems it necessary to reaffirm, restate and re-establish the District's use of an electronic records policy and the use of electronic signatures in connection with the conduct of the District's business.

**WHEREAS**, the District maintains an active and continuing program for the economical and efficient management of records and provides for the designation of a Records Management Liaison Officer ("**RMLO**") as required by Section 257.36(5)(a), Florida Statutes; and

**WHEREAS**, Rule 1B-26.003, Florida Administrative Code, allows the District's records custodian to designate an electronic copy of an original paper record as the record (master) copy and designate the original paper copy as a duplicate; and

**WHEREAS**, the District desires to authorize the District's records custodian to adopt an electronic records policy as described more fully in **Exhibit A** (the "**Electronic Records Policy**"), as such policy may be amended from time to time, for creating electronic copies of original paper records, designating such electronic copies as the record (master) copy, designating such original paper copies as duplicates and destroying, or otherwise disposing of, such originals in accordance with the applicable general schedule once such originals are obsolete, superseded or the administrative value is lost; and

**WHEREAS**, consistent with Rule 1B-26.003, Florida Administrative Code, the District has undertaken a cost-benefit analysis to determine that the adoption of the Electronic Records Policy would be cost-effective by, among other things, the need to store paper records; and

**RESOLUTION 2024-5**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT REAFFIRMING, RESTATING AND RE-ESTABLISHING THE DISTRICT'S ADOPTION OF AN ELECTRONIC RECORDS POLICY AND A POLICY ON THE USE OF ELECTRONIC SIGNATURES; ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, the District's Board of Supervisors ("**Board**") finds that it is in the best interests of the District, and most cost-effective, to adopt by resolution the Electronic Records Policy for immediate use and application; and

**WHEREAS**, in connection with the adoption of the Electronic Records Policy, the District finds that is important to simultaneously adopt a policy regarding the District's use of electronic signatures in connection with the conduct of the District's business.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. RECITALS.** The foregoing recitals are true and correct and incorporated herein as findings of the District's Board of Supervisors.

**SECTION 2. ADOPTION OF ELECTRONIC RECORDS POLICY.** The District hereby authorizes the District's records custodian to implement the Electronic Records Policy substantially in the form of **Exhibit "A"** attached hereto and by reference incorporated herein.

**SECTION 3. ADOPTION OF ELECTRONIC SIGNATURES POLICY.** The District hereby authorizes the use of electronic signatures in connection with the conduct of the District's business and the execution of writings by the District consistent with, and to the extent permitted under, Chapter 668, Florida Statutes, as may be amended from time to time (the "**Electronic Signatures Act**"). All use of electronic signatures shall be in compliance with the Electronic Signatures Act. Pursuant to Section 668.004 of the Electronic Signatures Act, unless otherwise provided by law, an electronic signature may be used by the District to sign a writing and shall have the same force and effect as a written signature. The District Manager is authorized to implement control processes and procedures pursuant to the Electronic Signatures Act including, without limitation, Section 668.006, relating to the District's use of electronic signatures to ensure adequate integrity, security, and auditability.

**SECTION 4. SEVERABILITY.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 5. CONFLICTS.** That all Sections or parts of Sections of any Resolutions, Agreements, or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

**SECTION 6. EFFECTIVE DATE.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**SECTION 7.**

*{Remainder of page intentionally left blank. Signatures commence on next page.}*

**RESOLUTION 2024-5**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT REAFFIRMING, RESTATING AND RE-ESTABLISHING THE DISTRICT'S ADOPTION OF AN ELECTRONIC RECORDS POLICY AND A POLICY ON THE USE OF ELECTRONIC SIGNATURES; ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**PASSED AND ADOPTED** by the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee County, Florida, this 1st day of February 2024.

**ATTEST:**

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Travis Stagnitta, Chairman

**Exhibit A:** Electronic Records Policy

## EXHIBIT A

### ELECTRONIC RECORDS POLICY FOR THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT

**1. PURPOSE OF ELECTRONIC RECORDS POLICY.** The purpose of this Electronic Records Policy (“Policy”) is to create a more efficient and cost-effective means for retaining and managing District records by authorizing the District to designate electronic copies of original paper records as record, “master” copies, and to dispose of the duplicate original paper records.

**2. DESIGNATION OF ELECTRONIC COPIES AS MASTER COPIES.** It is the policy of the District to retain and manage records in accordance with, and pursuant to, Rule 1B-26.003, Florida Administrative Code, and, more specifically, to: (i) create electronic copies of original paper records, (ii) designate all such electronic copies as the record (master) copies; and (iii) destroy, or otherwise dispose of, such originals in accordance with the applicable general schedule once such originals are obsolete, superseded or the administrative value is lost. The District records custodian in his or her sole discretion may select which original paper records, if any, shall be subject to the implementation of this Policy.

All District Supervisors, officers, managers, staff, employees, and other personnel and contractors (where applicable) shall manage, protect, and maintain all records in accordance with the applicable retention schedule approved by the Division of Library and Information Services, the District’s applicable records retention rules and policies, Rule 1B-26.003, Florida Administrative Code, a copy of which is attached hereto, and this Policy.

**3. DISTRICT DUTIES AND RESPONSIBILITIES.** The District and the District’s record custodian shall develop and implement this Policy, all in compliance with Rule 1B-26.003(6), Florida Administrative Code, the terms of which are incorporated herein. Among other things, the District shall ensure that all records are included within records retention schedules, integrate the management of electronic records with other records and information resources management programs, incorporate electronic records management objectives, responsibilities, and authorities in pertinent District directives, establish procedures for addressing records management requirements, provide training as appropriate, etc.

**4. PUBLIC RECORDS.** The District shall ensure that the electronic recordkeeping systems meet all requirements for public access to records in accordance with Chapter 119, Florida Statutes. Toward that end, the District shall provide copies of electronic records to any person making a public records request, shall ensure that all District contracts do not impair the right of the public to access District records, shall maintain the confidentiality of records exempt from disclosure, and otherwise shall satisfy the requirements of Chapter 119, Florida Statutes, and Rule 1B-26.003(6)(g), Florida Administrative Code, the terms of which are incorporated herein.

**5. DOCUMENTATION STANDARDS.** The District shall develop and maintain adequate and up-to-date technical and descriptive documentation for each electronic recordkeeping system in compliance with Rule 1B-26.003(7), Florida Administrative Code, the terms of which are incorporated herein. Among other things, and without intending to limit the requirements of Rule 1B-26.003(7), Florida Administrative Code, the documentation shall include a narrative description of the system, the physical and technical characteristics of the system, and any other technical information needed to read or process the records.

**6. CREATION AND USE OF ELECTRONIC RECORDS.** The District shall comply with Rule 1B-26.003(8), Florida Administrative Code, the terms of which are incorporated herein, with respect to the creation and use of electronic records. Among other things, the District shall provide a method for authorized users to retrieve desired records, shall provide an appropriate level of security in order to maintain the integrity of the records, shall identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media, and shall provide for the disposition of the records, including, when appropriate, transfer to the Florida State Archives. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system.

**7. LEGAL AUTHENTICATION.** Pursuant to Rule 1B-26.003(9), Florida Administrative Code, the terms of which are incorporated herein, the District shall implement the following procedures to enhance the legal admissibility of electronic records:

- a. Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.
- b. Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems are protected against such problems as power interruptions.
- c. Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of Library and Information Services.

**8. SELECTION OF ELECTRONIC RECORDS STORAGE MEDIA.** The District shall select appropriate media and systems for the storage of electronic records throughout their life cycle pursuant to Rule 1B-26.003(10), Florida Administrative Code, the terms of which are incorporated herein. Among other things, such media and systems shall permit easy and accurate retrieval, shall retain the records in a usable format, and shall meet the standards, and be selected based on the factors, set forth in Rule 1B-26.003(10), Florida Administrative Code.

**9. MAINTENANCE OF ELECTRONIC RECORDS.** The District shall maintain electronic records in a manner consistent with the standards set forth in Rule 1B-26.003(11), Florida Administrative Code, the terms of which are incorporated herein.

**10. RETENTION OF ELECTRONIC RECORDS.** The District shall ensure that all electronic records are retained and accessible for as long as required by law and pursuant to Rule 1B-26.003(12), Florida Administrative Code, the terms of which are incorporated herein. Specifically, the District records custodian shall schedule the retention and disposition of all electronic documents, shall establish a process for recopying, reformatting and other necessary maintenance to ensure the retention and usability of electronic records throughout their authorized life cycle, and shall transfer a copy of the electronic records to the Florida State Archives at the time specified in the record retention schedule, if applicable.

**11. DESTRUCTION OF ELECTRONIC RECORDS.** The District shall destroy electronic records only in a manner consistent with the standards set forth in Rule 1B-26.003(13), Florida Administrative Code, the terms of which are incorporated herein. At a minimum, the District shall destroy electronic records in a manner such that any confidential or exempt information cannot practicably be read or reconstructed, and shall ensure that recording media previously used for electronic records containing confidential or exempt information are not reused if the previously recorded information can be comprised in any way by reuse.

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**Rule 1B-26.003, Florida Administrative Code**

**1B-26.003 Electronic Recordkeeping.**

(1) These rules provide standards for record copies of public records which reside in electronic form. These requirements must be incorporated in the system design and implementation of new systems and enhancements to existing systems in which electronic records reside. Public records are those as defined by Section 119.011(12), F.S.

(2) These rules are applicable to all agencies as defined by Section 119.011(2), F.S., and establish minimum requirements for the creation, utilization, maintenance, retention, preservation, storage and disposition of electronic record copies, regardless of the media.

(3) Electronic recordkeeping systems and practices in use at the effective date of this rule that are not in compliance with the requirements of this rule may be used until the systems or practices are replaced or upgraded. New and upgraded electronic recordkeeping systems and practices created or implemented after the effective date of this rule shall comply with the requirements contained herein. If an agency cannot practicably achieve compliance with this section in relation to an upgraded system, the agency shall document the reason why it cannot do so.

(4) For the purpose of these rules:

(a) "Checksum" means a hashing algorithm or procedure for checking that electronic records have not been altered by transforming a string of characters into a usually shorter fixed-length "hash value" or key that represents the original string.

(b) "Database" means an organized collection of automated information.

(c) "Database management system" means a set of software programs that controls the organization, storage and retrieval of data (fields, records and files) in a database. It also controls the security and integrity of the database.

(d) "Digital signature" means a type of electronic signature (any letters, characters, or symbols executed with an intent to authenticate) that can be used to authenticate the identity of the sender of a message or the signer of a document and to ensure that the original content of the message or document that has been sent is unchanged. Digital signatures can be created through checksums.

(e) "Electronic record" means any information that is recorded in machine readable form.

(f) "Electronic recordkeeping system" means an automated information system for the organized collection, processing, transmission and dissemination of information in accordance with defined procedures.

(g) "Logical access controls" means those administrative controls and permissions allowing or limiting user access to a system's records and resources.

(h) "Metadata" means structured or semi-structured data about records that enables identification, access, use, understanding and preservation of those records over time.

(i) "System design" means the design of the nature and content of input, files, procedures and output, and their interrelationships.

(j) "Permanent or long-term records" means any public records as defined by Section 119.011(12), F.S., which have an established retention period of more than 10 years.

(k) "PPI" means pixels per inch and is the measurement of digital pixels on a screen or file.

(l) "Record copy" means public records specifically designated by the custodian as the official record.

(m) "Geographic information system" means a computer system for capturing, storing, checking, integrating, manipulating, analyzing and displaying data related to positions on the Earth's surface.

(n) "Open format" means a data format that is defined in complete detail, allows transformation of the data to other formats without loss of information, and is open and available to the public free of legal restrictions on use.

(o) "Unicode" means the universal character encoding standard maintained by the Unicode Consortium, providing the basis for processing, storage, and interchange of text data in any language in all modern software and information technology protocols.

(5) Agencies shall develop and maintain adequate and up-to-date technical and descriptive documentation for each electronic recordkeeping system to specify characteristics necessary for reading or processing the records. Documentation for electronic records systems shall be maintained in electronic or printed form as necessary to

ensure access to the records. The minimum documentation required is:

(a) A narrative description of the system, including all inputs and outputs of the system; the organization and contents of the files and records; policies on access and use; security controls; purpose and function of the system; update cycles or conditions and rules for adding information to the system, changing information in it, or deleting information; and the location and media in which electronic records are maintained and their retention requirements to ensure appropriate disposition of records in accordance with Chapter 1B-24, F.A.C.

(b) The physical and technical characteristics of the records, including:

1. A record layout or markup language that describes each file or field including its name, size, starting or relative position, and description of the form of the data (such as alphabetic, decimal or numeric), or

2. A data dictionary or the equivalent information associated with a database management system including a description of the relationship between data elements in databases;

(c) For information coming from geographic information systems, the physical and technical characteristics of the records must be described including a data dictionary, a quality and accuracy report and a description of the graphic data structure, such as recommended by the federal Spatial Data Transfer Standards; and,

(d) Any other technical information needed to read or process the records.

(6) Electronic recordkeeping systems that maintain record copies of public records on electronic media shall meet the following minimum requirements:

(a)1. Provide a method for all authorized users of the system to retrieve desired records;

2. Provide an appropriate level of security to ensure the integrity of the records in accordance with the requirements of Chapter 282, F.S. Security controls should include, at a minimum, physical and logical access controls, backup and recovery procedures, and training for custodians and users. Automated methods for integrity checking should be incorporated in all systems that generate and use official file copies of records. Checksums and digital signatures should be considered for all official file copies of electronic records. The use of automated integrity controls, such as checksums and digital signatures, can reduce the need for other security controls. Checksums used to protect the integrity of official file copies of records should meet the requirements of U.S. Federal Information Processing Standards Publication 180-4 (FIPS-PUB 180-4) (August 4, 2015) entitled "Secure Hash Standard (SHS)," <https://www.flrules.org/Gateway/reference.asp?No=Ref-13888> which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Institute of Standards and Technology, U.S. Department of Commerce, 100 Bureau Drive, Gaithersburg, MD 20899, and at the Internet Uniform Resource Locator: <https://csrc.nist.gov/publications/detail/fips/180-4/final>.

3. Identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media between agency electronic recordkeeping systems using different software/operating systems and the conversion or migration of records on electronic media from one system to another.

4. Provide for the disposition of the records including, when appropriate, transfer to the Florida State Archives.

(b) Before a record copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system. Agencies shall ensure that records maintained in such systems can be correlated with any existing related records on paper, microfilm or other media.

(c) Systems or programs used to create, store or access record copies of electronic records must capture structural, descriptive, administrative and technical metadata standard to the system or program employed and must generate additional metadata whenever a record is moved within the system or migrated to another format or storage medium.

(7) Agencies shall implement the following procedures to enhance the legal admissibility of electronic records:

(a) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(b) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems are protected against such problems as power interruptions.

(c) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of

Library and Information Services.

(d) Professional engineer drawings and documents: Maintain in unaltered form a record copy of any and all documents signed, dated and sealed by a professional engineer prior to or upon submission to the agency. The record copy of signed, dated and sealed documents must be retained in unaltered form for the duration of the record's retention period. This provision does not prohibit agencies from scanning the unaltered document and maintaining the scanned copy as the record copy.

(e) State agencies shall, and other agencies are encouraged to, establish and maintain integrity controls for record copies of electronic records in accordance with the requirements of Chapter 282, F.S.

(8) For storing record copies of electronic public records throughout their life cycle, agencies shall select appropriate media and systems which meet the following requirements:

(a) Permit easy and accurate retrieval in a timely fashion;

(b) Retain the records in a usable format until their authorized disposition and, when appropriate, meet the requirements necessary for transfer to the Florida State Archives.

(c) Agencies shall not use the following for the storage of record copies of permanent or long-term records:

1. Flash memory media (such as thumb drives, SD cards, CF cards, micro-SD cards);
2. Audio cassette tape;
3. VHS video cassette tape;
4. Floppy disks.

(d) Permanent or long-term records may be stored using one or more of the following methods:

1. Hard drive, preferably high-reliability, solid-state drive (SSD); spinning hard disk drive (HDD) is also acceptable;
2. Optical disc, preferably write-once discs with an inert dye layer;
3. Polyester-based magnetic data tape;
4. Cloud storage, preferably high-reliability, web-based storage services.

(e) Standard. A scanning density with a minimum of 300 PPI is required for scanned images created by the agency from hard copy permanent or long-term records.

(f) Record copies of scanned images created by the agency from hard copy permanent or long-term records must be stored in accordance with a published International Organization for Standardization (ISO) open standard image format.

(g) The following factors are to be considered before selecting a storage media or converting from one media to another:

1. The authorized retention of the records as determined during the scheduling process;
2. The maintenance necessary to retain the records;
3. The cost of storing and retrieving the records;
4. The access time to retrieve stored records;
5. The portability of the medium (that is, selecting a medium that can be read by equipment offered by multiple manufacturers); and,
6. The ability to transfer the information from one medium to another, such as from optical disk to magnetic tape.

(9)(a) Agencies shall back up electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions, human error or other disaster. Additional backups are strongly recommended for permanent and long-term records. Backups created for disaster recovery purposes, and all preservation duplicates of permanent or long-term records, shall be maintained in an off-site storage facility, which may include cloud storage, geographically separated from the risks associated with the agency's location. The storage environment must be maintained at constant temperature (below 68 degrees Fahrenheit) and relative humidity (30 to 45 percent) levels. Storage and handling of permanent or long-term records on magnetic tape shall conform to the standards contained in Standard AES22-1997 (r2008) "AES recommended practice for audio preservation and restoration – Storage and handling – Storage of polyester-base magnetic tape" <https://www.flrules.org/Gateway/reference.asp?No=Ref-13889> (published 1997, reaffirmed 2003 and 2008, stabilized 2012) which is hereby incorporated by reference and made a part of this rule. This publication is available

from the Audio Engineering Society, Incorporated at the Internet Uniform Resource Locator: <https://www.aes.org/publications/standards/search.cfm?docID=25>. If an agency cannot practicably maintain backups and preservation duplicates as required in this section, the agency shall document the reasons why it cannot do so. Other electronic records media should be stored in a cool, dry, dark environment when possible (maximum temperature 73 degrees Fahrenheit, relative humidity 20-50 percent).

(b) Agencies shall annually read a statistical sample of all electronic media containing permanent or long-term records to identify any loss of information and to discover and correct the cause of data loss.

(c) Agencies shall conduct data integrity testing on all media containing permanent or long-term electronic records at least every 10 years and verify that the media are free of permanent errors. More frequent testing (e.g. at least every 5 years) is highly recommended. If a checksum was previously run on the digital media, testing can be conducted by running the same checksum.

(d) Agencies shall rewind tape reels immediately before use to restore proper tension, or at a minimum every three years. When tapes with extreme cases of degradation are discovered, they should be rewound to avoid more permanent damage and copied to new media as soon as possible. Tapes shall be played continuously from end to end to ensure even packing. Tapes shall be stored so that the tape is all on one reel or hub. The requirement for rewinding does not apply to tape cartridges.

(e) External labels (or the equivalent automated management system) for electronic recording media used to store permanent or long-term records shall provide unique identification for each storage media, including:

1. The name of the organizational unit responsible for the data;
2. System title, including the version number of the application;
3. Special security requirements or restrictions on access, if any; and,
4. Software in use at the time of creation.

(f) Standard. For all media used to store permanent or long-term electronic records, agencies shall maintain human readable information specifying recording methods, formats, languages, dependencies and schema sufficient to ensure continued access to, and intellectual control over, the records. Additionally, the following information shall be maintained for each media used to store permanent or long-term electronic records:

1. File title;
2. Dates of creation;
3. Dates of coverage; and,
4. Character code/software dependency.

(g) Electronic records storage media shall not be stored closer than 6 feet to sources of magnetic fields, including generators, elevators, transformers, loudspeakers, microphones, headphones, magnetic cabinet latches and magnetized tools.

(h) Electronic records on magnetic tape or disk shall not be stored in metal containers unless the metal is non-magnetic. Storage containers shall be resistant to impact, dust intrusion and moisture. Compact disks shall be stored in hard cases, and not in cardboard, paper or flimsy sleeves.

(i) Agencies shall ensure that record copies of electronic records are maintained by personnel properly trained in the use and handling of the records and associated equipment.

(j) Agencies shall establish and adopt procedures for external labeling of physical storage media and for descriptive file naming and/or labeling of electronic files and directories so that all authorized users can identify and retrieve the stored information.

(k) Agencies shall convert storage media to provide compatibility with the agency's current hardware and software to ensure that information is not lost due to changing technology or deterioration of storage media. Before conversion of information to different media, agencies must determine that authorized disposition of the electronic records can be implemented after conversion. Permanent or long-term electronic records shall be transferred to new media compliant with this rule as needed to prevent loss of information due to changing technology or deterioration of storage media.

(10) Each agency is responsible for ensuring the continued accessibility and readability of public records throughout the entire life cycle regardless of the format or media in which the records are maintained.

Agencies shall establish policies and procedures to ensure that electronic records and their documentation are retained and accessible as long as needed. These procedures shall include provisions for:

(a) Scheduling the retention and disposition of all electronic records, as well as related access documentation and indexes, in accordance with the provisions of Chapter 1B-24, F.A.C.

(b) Establishing procedures for regular recopying, reformatting and other necessary maintenance to ensure the retention and usability of the electronic records throughout their authorized life cycle.

(c) Transferring a copy of the electronic records and any related documentation and indexes to the Florida State Archives at the time specified in the records retention schedule, if applicable. Transfer may take place at an earlier date if convenient for both the agency and the Archives.

(11) Electronic records may be destroyed only in accordance with the provisions of Chapter 1B-24, F.A.C.

*Rulemaking Authority 257.14, 257.36(1), 257.36(6) FS. Law Implemented 257.36(1)(a) FS. History—New 8-16-92, Amended 5-13-03, 5-21-08, 12-6-21.*

**RESOLUTION 2024-6**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING AN AGREEMENT WITH THE ARTISAN LAKES COMMUNITY DEVELOPMENT DISTRICT AND THE MASTER ASSOCIATION RELATIVE TO THE MAINTENANCE OF CERTAIN INFRASTRUCTURE IMPROVEMENTS; AUTHORIZING THE CHAIRMAN AND VICE CHAIRMAN TO APPROVE CHANGES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Artisan Lakes East Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, as amended; and

**WHEREAS**, the District own various systems, facilities and infrastructure including, but not limited to, stormwater ponds, roadway improvements, and other improvements; and

**WHEREAS**, the District is located adjacent to the Artisan Lakes Community Development District (“**ALCDD**”), a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, as amended; and

**WHEREAS**, for ease of administration and potential cost savings to residents and property owners, the District desires to provide for maintenance of the District’s improvements in coordination with the Artisan Lakes Community Development District (“**ALCDD**”) and the Artisan Lakes Master Association, Inc. (“**Association**”); and

**WHEREAS**, the District desires to enter into an agreement with ALCDD and the Association as a means to jointly and expeditiously address issues relating to maintenance of the improvements; and

**WHEREAS**, the District’s Board of Supervisors (“**Board**”) accordingly desires to approve that certain *Third Amended and Restated Maintenance Agreement* by and between the District, ALCDD and Association in substantial form, which is attached hereto as **Exhibit A (“Agreement”)**; and

**WHEREAS**, the Board finds that it is in the interests of the District to authorize the District’s Chairman and/or Vice Chairman and District Counsel to approve any subsequent changes and execute the Agreement, as well as any other documents that are related to the Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The Board hereby approves the Agreement in substantial form attached hereto as **Exhibit A**. The District’s Chairman and/or Vice Chairman are hereby authorized to approve any changes in the Agreement in consultation with District’s Counsel. The District’s Chairman and Vice Chairman are authorized to execute such Agreement.

**RESOLUTION 2024-6**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING AN AGREEMENT WITH THE ARTISAN LAKES COMMUNITY DEVELOPMENT DISTRICT AND THE MASTER ASSOCIATION RELATIVE TO THE MAINTENANCE OF CERTAIN INFRASTRUCTURE IMPROVEMENTS; AUTHORIZING THE CHAIRMAN AND VICE CHAIRMAN TO APPROVE CHANGES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** by the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee County, Florida, this 1st day of February 2024.

**ATTEST:**

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Travis Stagnitta, Chairperson  
Board of Supervisors

**Exhibit A:** Form of the Agreement

**EXHIBIT A**

### THIRD AMENDED AND RESTATED MAINTENANCE AGREEMENT

THIS AGREEMENT is made and entered into to be effective as of **February 1, 2024**, and is by and between:

**Artisan Lakes Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Manatee County, Florida, and with offices at c/o JPWard & Associates LLC, 2301 Northeast 37<sup>th</sup> Street, Florida, Florida 33308 ("**ALCDD**"),

**Artisan Lakes East Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Manatee County, Florida, and with offices at c/o JPWard & Associates LLC, 2301 Northeast 37<sup>th</sup> Street, Florida, Florida 33308 ("**ALECDD**", and together with ALCDD, "**Districts**"), and

**Artisan Lakes Master Association, Inc.**, a Florida not-for-profit corporation, whose address is 3922 Coconut Palm Drive, Suite 108, Tampa, Florida 33619 ("**Association**").

#### RECITALS

**WHEREAS**, the ALCDD was originally established pursuant to Chapter 190, *Florida Statutes* ("**Act**") and by Ordinance No. 07-64, adopted by the Board of County Commissioners for Manatee County, Florida, for the purposes of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, the Districts presently own various systems, facilities and infrastructure including, but not limited to, stormwater ponds, roadway improvements, and other improvements; and

**WHEREAS**, the Districts desire to provide for the operation, maintenance and repair of the improvements described in **Exhibit A** attached hereto ("**Work**"), across the lands owned by the Districts from time to time ("**Property**"); and

**WHEREAS**, the Association is a Florida not-for-profit corporation owning, operating and maintaining various improvements and facilities for the community that the Districts serve; and

**WHEREAS**, the residents within the community that are served by both the Association and the Districts benefit from the improvements and may be required to pay for the cost of the Work, regardless whether such Work is conducted by the Association or the Districts; and

**WHEREAS**, for ease of administration, potential cost savings to property owners and residents and the benefits of full time on-site operation and maintenance personnel, the Districts desire to contract with the Association to provide the Work, and to release the Prior Association from any further obligation to provide any Work; and

**WHEREAS**, the Association represents that it is qualified, either in its own right or through its officers, employees, contractors and/or affiliates, to provide the Work and desires to contract with the Districts to do so in accordance with the terms of this Agreement.

**NOW, THEREFORE,** in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

**SECTION 1. RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**SECTION 2. SCOPE OF WORK.**

- A. **Work.** Association shall be responsible for providing, or causing to be provided, the Work in an efficient, lawful and satisfactory manner. All Work shall be performed in a neat and professional manner reasonably acceptable to the Districts and shall be in accordance with industry standards.
- B. **Inspection.** Association shall conduct regular inspections of all Property and report any irregularities to the District Manager, or his designated representative, and shall correct any irregularities in accordance with the terms of this Agreement.
- C. **Repair and Maintenance.** Association shall make, or cause to be made, such routine repair work or normal maintenance to the Property as may be required for the operation or physical protection of the Property. Association shall promptly cause emergency repairs to be made when such repairs are necessary for the preservation and safety of persons and/or property, or when the repairs are required to be made to avoid the suspension of any Work. Association shall immediately notify the District Manager, or a designated representative, concerning the need for emergency repairs.
- D. **Investigation and Report of Accidents/Claims.** Association shall promptly investigate and provide a full written report to the District Manager as to all accidents or claims for damage relating to the improvements or the Work. Such report shall at a minimum include a description of any damage or destruction of property and the estimated cost of repair. Association shall cooperate and make any and all reports required by any insurance company or the Districts in connection with any accident or claim. Association shall not file any claims with the Districts' insurance company without the prior consent of the Districts' Board of Supervisors.
- E. **Adherence to Districts' Rules, Regulations and Policies.** Association shall ensure that Association's officers, employees, contractors and affiliates are familiar with all Districts' policies and procedures and are informed with respect to the rules, regulations and notices as may be promulgated by the Districts from time to time and Association shall ensure that said persons conform therewith. Association assures the Districts that all third parties will be dealt with at arm's length, and that the Districts' interest will be best served at all times.
- F. **Care of the Districts' Improvements.** Association shall use all due care to protect the property of the Districts, its residents and landowners from damage by Association or its officers, employees, contractors and affiliates. Association agrees to repair any damage resulting from the activities and work of the Association or its officers, employees, contractors and affiliates. The Districts are not responsible for the cost of repairs from damage resulting from the acts or omissions of the Association or its officers, employees, contractors and affiliates.
- G. **Staffing and Billing.** Association shall be solely responsible for the staffing, budgeting, financing, billing and collection of fees, assessments, service charges, etc., necessary to perform the Work.

- H. **Designation of Districts' Representative.** The Districts shall designate in writing a person to act as the Districts' representative with respect to the Work. The Districts' representative shall have complete authority to transmit instructions, receive information, interpret and define the Districts' policies and decisions with respect to materials, equipment, elements and systems pertinent to the Work. The Districts hereby designate the Districts' Manager to act as its representative.
- I. **Weekly Reports.** The Association agrees to meet with the Districts' representative no less than one time per month to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

**SECTION 3. COMPENSATION.** The Association shall provide the Work at no cost to the Districts. The Association shall not be entitled, for any reason, to reimbursement or refund of any funds expended in the performance of its obligations under this Agreement. The Association agrees that there is sufficient consideration for this Agreement because, among other reasons, the Association benefits from the contracting efficiencies in having all of the public and community infrastructure maintained by a single entity.

**SECTION 4. TERM.** Unless terminated pursuant to the terms of this Agreement, this Agreement commences on the date first written above and continues through September 30, 2025, and shall automatically renew for one year periods thereafter.

**SECTION 5. INSURANCE.** The Association shall maintain or cause to be maintained, at its own expense throughout the term of this Agreement, the following insurance:

- A. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- B. Commercial General Liability Insurance covering the Association's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability.
- C. Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
- D. Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Association of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

The Association and the Districts, and their respective staff, consultants, agents and supervisors, shall be named as additional insureds on each of the above policies (except with respect to the Worker's Compensation Insurance policy). No certificate shall be acceptable to the Districts unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the Districts. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII. If the Association fails to have secured and maintained the required insurance, the Districts have the right (without any obligation to do so, however) to secure such required insurance in which event, the Association shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the Districts' obtaining the required insurance.

In the event that the Association does not directly provide the insurance required by this section by obtaining a policy in the Association's name but instead causes another entity ("**Third Party Insurer**") to provide such insurance through a policy issued to the Third Party Insurer that additionally affords the coverage required herein, the Association shall require by written agreement with the Third Party Insurer that the Third Party Insurer shall comply with the terms of this section; that the Districts shall have third party rights to pursue all available legal remedies against the Third Party Insurer in the event the Third Party Insurer fails to provide such insurance without first complying with the notice provisions stated in this Agreement; and that the Third Party Insurer, as a contractor, shall indemnify the Districts pursuant to Section 6. The Association shall provide proof of insurance upon request by the Districts.

**SECTION 6. INDEMNIFICATION.** Association agrees to indemnify, defend and hold harmless the Districts and their officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or harm of any nature, arising out of, or in connection with, the acts or omissions of the Association, or its officers, employees, and representatives, including litigation or any appellate proceedings with respect thereto. Association agrees to require by written contract any contractor and subcontractors hired in connection with this Agreement to indemnify, defend and hold harmless the Districts and their officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or harm of any nature, arising out of, or in connection with, the acts or omissions of such contractors and subcontractors, including litigation or any appellate proceedings with respect thereto. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

**SECTION 7. LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the Districts beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**SECTION 8. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Association shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances relating to the Property, including but not limited to any applicable permits or other regulatory approvals. Among other things, the Association shall ensure that all work within the Artisan Lakes Parkway is conducted in a manner consistent with that Maintenance Agreement for Right-of-Way Island, as recorded at Book 2535, Page 5405 in the Official Records of Manatee County, Florida, and/or any amendments thereto.

**SECTION 9. LIENS AND CLAIMS.** The Association shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Association shall keep the Districts' property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Association's performance under this Agreement, and the Association shall immediately discharge any such claim or lien.

**SECTION 10. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either Party under this Agreement shall entitle the other to all remedies available at law or in equity, which

may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. Without intending to limit the foregoing, the Districts shall have a “self-help” remedy whereby, in the event of a default by the Association, the Districts may singly or jointly provide the Work and charge the cost of the Work to the Association, provided that the District(s) conducting such Work first provide the Association with a reasonable opportunity to cure any default. Nothing contained in this Agreement shall limit or impair the Districts’ right to protect its rights from interference by a third party to this Agreement.

**SECTION 11. CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that each party shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the party seeking to enforce the conditions and agreements in refraining from so doing; and further, that the failure of a party at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

**SECTION 12. SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the parties to this Agreement, except as expressly limited in this Agreement.

**SECTION 13. TERMINATION.**

a. ***Termination Rights***

- i. The District(s) shall have the right to terminate this Agreement effective immediately at any time due to Association’s failure to perform in accordance with the terms of this Agreement. In the event of termination by the District(s) for cause, the Association shall be required to provide the District(s) with sufficient funds to provide for the Work contemplated by this Agreement through the end of the District(s)’ fiscal year which ends on September 30.
- ii. The District(s) shall have the right to terminate this Agreement upon sixty (60) days written notice without a showing of cause. In the event of termination without cause, the Association shall have no further financial obligation to the District(s).
- iii. The Association shall have the right to terminate this Agreement upon sixty (60) days written notice without a showing of cause. In the event of termination by the Association, the Association shall be required to provide the District(s) with sufficient funds to provide for the Work contemplated by this Agreement through the end of the District(s)’ fiscal year which ends on September 30.

b. ***Cooperation upon Termination.*** Regardless of which party terminates this Agreement and for what purpose, the Association and the terminating District(s) shall cooperate in effectuating – to the extent the terminating District(s) so elect in its sole discretion – a transfer of the obligations under this Agreement including the assignment of maintenance contracts and the transfer of all documentation associated with the provision of Work hereunder including warranty documentation.

c. ***Unilateral Termination*** – As a matter of clarification and for purposes of subsection 13.A. and subsection 13.B., each District has the right to terminate this Agreement unilaterally with respect to the Work being provided by the Association for the terminating District,

without impacting this Agreement as it relates to the Association and the non-terminating District.

**SECTION 14. PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the Districts shall be obtained and paid for by the Districts. All other permits or licenses necessary for the Association to perform under this Agreement shall be obtained and paid for by the Association.

**SECTION 15. ASSIGNMENT.** No party may assign this Agreement without the prior written approval of the other. Any purported assignment without such written consent shall be void.

**SECTION 16. INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Association shall be acting as an independent contractor. Neither the Association nor employees of the Association, if there are any, are employees of the Districts under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Association agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Association, if there are any, in the performance of this Agreement. The Association shall not have any authority to assume or create any obligation, express or implied, on behalf of the Districts and the Association shall have no authority to represent the Districts as an agent, employee, or in any other capacity.

**SECTION 17. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**SECTION 18. ENFORCEMENT OF AGREEMENT.** In the event that either the Districts or the Association is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**SECTION 19. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the Districts and Association relating to the subject matter of this Agreement.

**SECTION 20. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the Districts and the Association.

**SECTION 21. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the Districts and the Association, both the Districts and the Association have complied with all the requirements of law, and both the Districts and the Association have full power and authority to comply with the terms and provisions of this instrument.

**SECTION 22. NOTICES.** All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, certified/registered mail, or overnight delivery service, to the parties, at the addresses first set forth above. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place

of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the Districts and counsel for the Association may deliver Notice on behalf of the Districts and the Association, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**SECTION 23. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the Districts and the Association and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Districts and the Association any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Districts and the Association and their respective representatives, successors and assigns.

**SECTION 24. APPLICABLE LAW AND VENUE.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue for any dispute shall be in a court of appropriate jurisdiction in Manatee County, Florida.

**SECTION 25. PUBLIC RECORDS.** The Association understands and agrees that all documents of any kind provided to the Districts in connection with this Agreement may be public records and shall be treated as such in accordance with Florida law. As such, the parties shall comply with any applicable laws regarding public records, including but not limited to the provisions of Section 119.0701, Florida Statutes, the terms of which are incorporated herein.

**SECTION 26. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**SECTION 27. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the Districts and the Association as an arm's length transaction. The Districts and the Association participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**SECTION 28. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

**[SIGNATURES ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, the parties execute this Agreement to be effective the day and year first written above.

**ARTISAN LAKES COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**ARTISAN LAKES MASTER ASSOCIATION, INC.**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A:**     Scope of Work

**EXHIBIT A  
SCOPE OF WORK**

**DISTRICT IMPROVEMENTS**

The Association shall operate, maintain and repair the following improvements, to the extent owned by the Districts from time to time:

- ***Artisan Lakes Parkway*** – Landscaping, hardscaping (including the decorative wall), irrigation, and street light improvements within Artisan Lakes Parkway.
- ***Subdivision Improvements*** – N/A

**MAINTENANCE PROGRAM**

**Weekly:**

- Common lawn mowing of the District properties (every other week from March 1 through November 1), weeding, edging and tree trimming will be done on an as needed basis.
- Inspect and maintain irrigation system as needed.

**Monthly:**

- Common lawn mowing of the District properties (once per month from November 1 through March 1) weeding, edging and tree trimming will be done on an as needed basis.
- Inspection and maintenance of streetlights (e.g., replacement of bulbs, etc.).

**Yearly:**

- Mulch application to all common area flower/tree beds.
- Power washing of entry monuments and decorative walls.
- Annual removal of nuisance and exotic plant species that become reestablished for the life of the project.
- Visual inspection of landscaping and other improvements to ensure that no dangerous conditions exist.

**RESOLUTION 2024-7**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING AN AGREEMENT WITH THE ARTISAN LAKES COMMUNITY DEVELOPMENT DISTRICT RELATIVE TO THE MAINTENANCE OF CERTAIN STORMWATER IMPROVEMENTS; AUTHORIZING THE CHAIRMAN AND VICE CHAIRMAN TO APPROVE CHANGES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Artisan Lakes East Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, as amended; and

**WHEREAS**, the District maintains certain stormwater improvements that are interconnected with stormwater improvements maintained by the Artisan Lakes Community Development District (“**ALCDD**”); and

**WHEREAS**, the District desires to enter into an agreement with ALCDD as a means to jointly and expeditiously address issues relating to the stormwater improvements on an annual basis when they arise; and

**WHEREAS**, the District’s Board of Supervisors (“**Board**”) accordingly desires to approve that certain *Interlocal Agreement Regarding Shared Stormwater System* by and between the District and the Artisan Lakes Community Development District in substantial form, which is attached hereto as **Exhibit A** (“**Agreement**”); and

**WHEREAS**, the Board finds that it is in the interests of the District to authorize the District’s Chairman and/or Vice Chairman and District Counsel to approve any subsequent changes and execute the Agreement, as well as any other documents that are related to the Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The Board hereby approves the Agreement in substantial form attached hereto as **Exhibit A**. The District’s Chairman and/or Vice Chairman are hereby authorized to approve any changes in the Agreement in consultation with District’s Counsel. The District’s Chairman and Vice Chairman are authorized to execute such Agreement.

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**RESOLUTION 2024-7**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING AN AGREEMENT WITH THE ARTISAN LAKES COMMUNITY DEVELOPMENT DISTRICT RELATIVE TO THE MAINTENANCE OF CERTAIN STORMWATER IMPROVEMENTS; AUTHORIZING THE CHAIRMAN AND VICE CHAIRMAN TO APPROVE CHANGES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** the Board of Supervisors of the Artisan Lakes East Community Development District, Manatee County, Florida, this 1st day of February 2024.

**ATTEST:**

**ARTISAN LAKES EAST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Travis Stagnitta, Chairman  
Board of Supervisors

**Exhibit A:** Form of the Agreement

**EXHIBIT A**

**INTERLOCAL AGREEMENT REGARDING  
SHARED STORMWATER SYSTEM**

**THIS AGREEMENT** is made and entered into this **1st day of February 2024**, by and between:

**Artisan Lakes Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Manatee County, Florida, and with offices at c/o JPWard & Associates LLC, 2301 Northeast 37<sup>th</sup> Street, Florida, Florida 33308 ("**ALCDD**"), and

**Artisan Lakes East Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Manatee County, Florida, and with offices at c/o JPWard & Associates LLC, 2301 Northeast 37<sup>th</sup> Street, Florida, Florida 33308 ("**ALECDD**", and together with ALCDD, "**Districts**").

**RECITALS**

**WHEREAS**, the Districts presently own various systems, facilities and infrastructure including, but not limited to, stormwater ponds and related improvements ("**Stormwater System**"); and

**WHEREAS**, the Districts' Stormwater System is subject to certain operations and other requirements as part of Southwest Florida Water Management District Permit #43030240.001 ("**Permit**"), to which both Districts are parties; and

**WHEREAS**, the Districts desire to make it clear that each District is individually responsible under the Permit only for the operation and maintenance of the portion of the Stormwater System within its own boundary;

**NOW, THEREFORE**, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. **RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

2. **SCOPE OF RESPONSIBILITY.** The Districts agree that each District shall only be responsible for the requirements of the Permit to the extent that such requirements relate to the portion of the Stormwater System within that District's boundary. The Districts further agree to reasonably cooperate in order to submit any joint reports or otherwise undertake any other joint activities that are required under the Permit.

3. **INDEMNIFICATION.** Each District agrees to indemnify, defend and hold harmless the other District and their officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or harm of any nature, arising out of, or in connection with, the acts or omissions of the indemnifying District related to the Permit, or its officers, employees, contractors, and representatives, including litigation or any appellate proceedings with respect thereto. Obligations under this section shall include the payment of all fines, penalties, settlements, judgments, damages, liquidated damages, penalties, forfeitures, back

pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

4. **LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the Districts beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

5. **COMPLIANCE WITH GOVERNMENTAL REGULATION.** Each District shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances relating to the Stormwater System, including but not limited to any applicable permits or other regulatory approvals.

6. **DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. Without intending to limit the foregoing, each District shall have a “self-help” remedy whereby, in the event of a default by one District, the other District may conduct operation/maintenance service for the Stormwater System and charge the cost of the work to the other District, provided that the District conducting such work first provides the other District with a reasonable opportunity to cure any default. Nothing contained in this Agreement shall limit or impair a District’s right to protect its rights from interference by a third party to this Agreement.

7. **CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that each party shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the party seeking to enforce the conditions and agreements in refraining from so doing; and further, that the failure of a party at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

8. **ASSIGNMENT.** No party may assign this Agreement without the prior written approval of the other. Any purported assignment without such written consent shall be void.

9. **HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

10. **ENFORCEMENT OF AGREEMENT.** In the event that either District is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

11. **AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the Districts relating to the subject matter of this Agreement.

12. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Districts.

13. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of each District, both Districts have complied with all the requirements of law, and both Districts have full power and authority to comply with the terms and provisions of this instrument.

14. **NOTICES.** All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, certified/registered mail, or overnight delivery service, to the parties, at the addresses first set forth above. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the Districts may deliver Notice on behalf of his/her client. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

15. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the Districts and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Districts any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Districts and their respective representatives, successors and assigns.

16. **APPLICABLE LAW AND VENUE.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue for any dispute shall be in a court of appropriate jurisdiction in Manatee County, Florida.

17. **PUBLIC RECORDS.** All documents of any kind provided to the Districts in connection with this Agreement may be public records and shall be treated as such in accordance with Florida law. As such, the parties shall comply with any applicable laws regarding public records, including but not limited to the provisions of Section 119.0701, Florida Statutes, the terms of which are incorporated herein.

18. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

19. **ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the Districts as an arm's length transaction. The Districts participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

20. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

**[SIGNATURES ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, the parties execute this Agreement to be effective the day and year first written above.

**ARTISAN LAKES COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

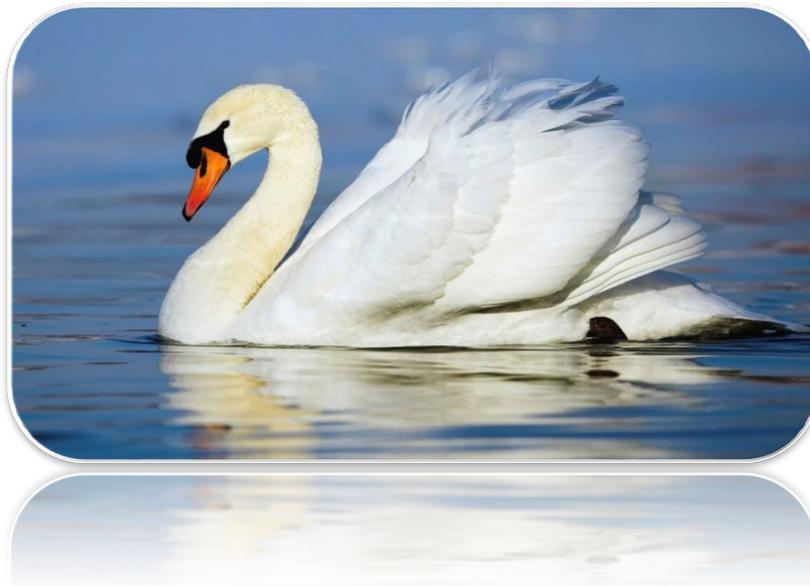
**ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

# ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT

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## FINANCIAL STATEMENTS - OCTOBER 2023

FISCAL YEAR 2024

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PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 333308

T: 954-658-4900 E: [JimWard@JPWardAssociates.com](mailto:JimWard@JPWardAssociates.com)

*Artisan Lakes East Community Development District*

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*JPWard & Associates, LLC*

2301 NORTHEAST 37 STREET  
FORT LAUDERDALE,  
FLORIDA 33308

**Artisan Lakes East Community Development District  
Balance Sheet  
for the Period Ending October 31, 2023**

	Governmental Funds						Account Groups General Long Term Debt	Totals (Memorandum Only)
	Debt Service Funds			Capital Project Fund				
	General Fund	Series 2018	Series 2021	Series 2018	Series 2021			
<b>Assets</b>								
<b>Cash and Investments</b>								
General Fund - Invested Cash	\$ 24,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,537
Debt Service Fund								
Interest Account								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	0	-	-	-	-	0
Sinking Account								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	-	-	-	-	-	-
Reserve Account								
Series 2018	-	198,954	-	-	-	-	-	198,954
Series 2021-1	-	-	165,483	-	-	-	-	165,483
Series 2021-2	-	-	186,469	-	-	-	-	186,469
Revenue								
Series 2018	-	159,096	-	-	-	-	-	159,096
Series 2021-1	-	-	221,072	-	-	-	-	221,072
Prepayment Account								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	-	-	-	-	-	-
Capitalized Interest Account								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	-	-	-	0	-	0
Construction Account	-	-	-	1	2,463,685	-	-	2,463,686
Cost of Issuance Account	-	-	-	-	-	-	-	-
<b>Due from Other Funds</b>								
General Fund	-	-	-	-	-	-	-	-
Debt Service Fund(s)	5,752	-	-	-	-	-	-	5,752

**Artisan Lakes East Community Development District  
Balance Sheet  
for the Period Ending October 31, 2023**

	Governmental Funds						Account Groups General Long Term Debt	Totals (Memorandum Only)
	Debt Service Funds			Capital Project Fund				
	General Fund	Series 2018	Series 2021	Series 2018	Series 2021			
Accounts Receivable	-	-	-	-	-	-	-	
Assessments Receivable	-	-	-	-	-	-	-	
Amount Available in Debt Service Funds	-	-	-	-	-	358,049	358,049	
Amount to be Provided by Debt Service Funds	-	-	-	-	-	17,671,951	17,671,951	
Total Assets	<u>\$ 30,289</u>	<u>\$ 358,049</u>	<u>\$ 573,023</u>	<u>\$ 1</u>	<u>\$ 2,463,685</u>	<u>\$ 18,030,000</u>	<u>\$ 21,455,047</u>	

**Artisan Lakes East Community Development District  
Balance Sheet  
for the Period Ending October 31, 2023**

	Governmental Funds						Account Groups General Long Term Debt	Totals (Memorandum Only)
	Debt Service Funds			Capital Project Fund				
	General Fund	Series 2018	Series 2021	Series 2018	Series 2021			
<b>Liabilities</b>								
<b>Accounts Payable &amp; Payroll Liabilities</b>	\$ 2,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,611
<b>Due to Other Funds</b>	-							-
General Fund	-	-	5,752	-	-	-	-	5,752
Debt Service Fund(s)		-	-	-	-	-	-	-
<b>Due to Developer</b>	-	-	-					-
<b>Unamortized Prem/Discount on Bonds</b>	-	-	-		339,530			339,530
<b>Bonds Payable</b>								
Current Portion								
Series 2018						\$0		-
Series 2021						\$0		-
Long Term								
Series 2018						\$5,665,000		5,665,000
Series 2021						\$12,365,000		12,365,000
<b>Total Liabilities</b>	<u>\$ 2,611</u>	<u>\$ -</u>	<u>\$ 5,752</u>	<u>\$ -</u>	<u>\$ 339,530</u>	<u>\$ 18,030,000</u>		<u>\$ 18,377,893</u>
<b>Fund Equity and Other Credits</b>								
<b>Investment in General Fixed Assets</b>	-	-	-	-	-	-	-	-
<b>Fund Balance</b>								
<b>Restricted</b>								
Beginning: October 1, 2022 (Audited)	-	356,588	565,008	1	2,113,375	-		3,034,972
Results from Current Operations	-	1,461	2,264	-	10,780	-		14,504
<b>Unassigned</b>								
Beginning: October 1, 2022 (Audited)	36,255	-	-	-	-	-		36,255
Results from Current Operations	(8,578)	-	-	-	-	-		(8,578)
<b>Total Fund Equity and Other Credits</b>	<u>\$ 27,678</u>	<u>\$ 358,049</u>	<u>\$ 567,271</u>	<u>\$ 1</u>	<u>\$ 2,124,155</u>	<u>\$ -</u>		<u>\$ 3,077,154</u>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<u>\$ 30,289</u>	<u>\$ 358,049</u>	<u>\$ 573,023</u>	<u>\$ 1</u>	<u>\$ 2,463,685</u>	<u>\$ 18,030,000</u>		<u>\$ 21,455,047</u>

**Artisan Lakes East Community Development District  
General Fund  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Through October 31, 2023**

Description	October	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>				
<b>Carryforward</b>	\$ -	\$ -	\$ -	N/A
<b>Interest</b>				
Interest - General Checking	-	-	-	N/A
<b>Special Assessment Revenue</b>				
Special Assessments - On-Roll	-	-	136,204	0%
Special Assessments - Off-Roll	-	-	-	N/A
<b>Miscellaneous Revenue</b>		-	-	N/A
<b>Developer Contribution</b>		-	-	N/A
<b>Intragovernmental Transfer In</b>	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,204</b>	<b>0%</b>
<b>Expenditures and Other Uses</b>				
<b>Executive</b>				
Professional Management	2,250	2,250	27,000	8%
<b>Financial and Administrative</b>				
Audit Services	-	-	4,400	0%
Accounting Services	-	-	-	N/A
Assessment Roll Services	-	-	-	N/A
Arbitrage Rebate Services	-	-	1,000	0%
<b>Other Contractual Services</b>				
Legal Advertising	-	-	2,000	0%
Trustee Services	-	-	8,170	0%
Dissemination Agent Services	-	-	6,000	0%
Property Appraiser Fees	-	-	-	N/A
Bank Service Fees	100	100	250	40%
<b>Communications &amp; Freight Services</b>				

**Artisan Lakes East Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through October 31, 2023**

Description	October	Year to Date	Total Annual Budget	% of Budget
Postage, Freight & Messenger	-	-	25	0%
<b>Computer Services - Website Development</b>	-	-	1,200	0%
<b>Insurance</b>	6,228	6,228	6,100	102%
<b>Printing &amp; Binding</b>	-	-	50	0%
<b>Subscription &amp; Memberships</b>	-	-	175	0%
<b>Legal Services</b>				
Legal - General Counsel	-	-	12,800	0%
Legal - Series 2021 Bonds	-	-	-	N/A
Legal - Boundary Amendment	-	-	-	N/A
<b>Other General Government Services</b>				
Stormwater Needs Analysis	-	-	-	N/A
Engineering Services	-	-	7,500	0%
Contingencies	-	-	-	N/A
Capital Outlay	-	-	-	N/A
<b>Reserves</b>				
Operational Reserves (Future Years)	-	-	50,000	0%
<b>Extraordinary Items</b>	-	-	-	N/A
<b>Other Fees and Charges</b>	-	-	-	N/A
Discounts/Collection Fees	-	-	-	
<b>Sub-Total:</b>	<b>8,578</b>	<b>8,578</b>	<b>126,670</b>	<b>7%</b>
<b>Total Expenditures and Other Uses:</b>	<b>\$ 8,578</b>	<b>\$ 8,578</b>	<b>\$ 126,670</b>	<b>7%</b>
Net Increase/ (Decrease) in Fund Balance	(8,578)	(8,578)	9,534	
Fund Balance - Beginning	36,255	36,255	-	
<b>Fund Balance - Ending</b>	<b>\$ 27,678</b>	<b>27,678</b>	<b>\$ 9,534</b>	

**Artisan Lakes East Community Development District**  
**Debt Service Fund - Series 2018**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through October 31, 2023**

Description	October	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>				
<b>Carryforward</b>	\$ -	-	-	N/A
<b>Interest Income</b>				
Interest Account	-	-	-	N/A
Sinking Fund Account	-	-	-	N/A
Reserve Account	875	875	-	N/A
Prepayment Account	-	-	-	N/A
Revenue Account	586	586	-	N/A
Capitalized Interest Account	-	-	-	N/A
<b>Special Assessments - Prepayments</b>				
Special Assessments - On Roll	-	-	\$ 425,762	0%
Special Assessments - Off Roll	-	-	-	N/A
Special Assessments - Prepayments	-	-	-	N/A
<b>Debt Proceeds</b>	-	-	-	N/A
<b>Intragovernmental Transfer In</b>	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 1,461</b>	<b>\$ 1,461</b>	<b>\$ 425,762</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>				
<b>Debt Service</b>				
<b>Principal Debt Service - Mandatory</b>				
Series 2018	-	-	\$ 110,000	0%
<b>Principal Debt Service - Early Redemptions</b>				
Series 2018	-	-	-	N/A
<b>Interest Expense</b>				
Series 2018	-	-	\$ 287,540	0%
<b>Due to Developer</b>	-	-	-	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 397,540</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	1,461	1,461	28,222	
Fund Balance - Beginning	356,588	356,588	-	
<b>Fund Balance - Ending</b>	<b>\$ 358,049</b>	<b>358,049</b>	<b>\$ 28,222</b>	

**Artisan Lakes East Community Development District**  
**Debt Service Fund - Series 2021**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through October 31, 2023**

Description	October	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>				
<b>Carryforward</b>	\$ -	-	\$ -	N/A
<b>Interest Income</b>				
Interest Account	-	-	-	N/A
Sinking Fund Account	-	-	-	N/A
Reserve Account - Series 2021-1	728	728	-	N/A
Reserve Account - Series 2021-2	820	820	-	N/A
Prepayment Account	-	-	-	N/A
Revenue Account	716	716	-	N/A
Capitalized Interest Account - Series 2021-1	-	-	-	N/A
Capitalized Interest Account - Series 2021-2	-	-	-	N/A
<b>Special Assessments - Prepayments</b>				
Special Assessments - On Roll	-	-	\$ 753,176	0%
Special Assessments - Off Roll	-	-	-	N/A
Special Assessments - Prepayments	-	-	-	N/A
<b>Developer Contributions - Taylor Morrison</b>	-	-	-	N/A
<b>Debt Proceeds</b>	-	-	-	N/A
<b>Intragovernmental Transfer In</b>	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 2,264</b>	<b>\$ 2,264</b>	<b>\$ 753,176</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>				
<b>Debt Service</b>				
<b>Principal Debt Service - Mandatory</b>				
Series 2021-1 - Eaves Bend	-	-	\$ 135,000	0%
Series 2021-2 - Heritage Park	-	-	\$ 145,000	0%
<b>Principal Debt Service - Early Redemptions</b>				
Series 2021-1 - Eaves Bend	-	-	-	N/A
Series 2021-2 - Heritage Park	-	-	-	N/A
<b>Interest Expense</b>				
Series 2021-1 - Eaves Bend	-	-	\$ 197,518	0%
Series 2021-2 - Heritage Park	-	-	\$ 228,595	0%
<b>Due to Developer</b>	-	-	-	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 706,113</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	2,264	2,264	47,063	
Fund Balance - Beginning	565,008	565,008	-	
<b>Fund Balance - Ending</b>	<b>\$ 567,271</b>	<b>567,271</b>	<b>\$ 47,063</b>	

Prepared by:

**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District  
Capital Projects Fund - Series 2018  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Through October 31, 2023**

Description	October	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>				
<b>Carryforward</b>	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>				
Construction Account	-	-	\$ -	N/A
Cost of Issuance	-	-	\$ -	N/A
<b>Debt Proceeds</b>	-	-	\$ -	N/A
<b>Operating Transfers In (From Other Funds)</b>	-	-	\$ -	N/A
<b>Total Revenue and Other Sources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
<b>Expenditures and Other Uses</b>				
<b>Executive</b>				
Professional Management	\$ -	\$ -	\$ -	N/A
<b>Other Contractual Services</b>				
Trustee Services	-	\$ -	\$ -	N/A
<b>Printing &amp; Binding</b>	-	\$ -	\$ -	N/A
<b>Legal Services</b>				
Legal - Series 2018 Bonds	-	\$ -	\$ -	N/A
<b>Other General Government Services</b>				
Stormwater Mgmt-Construction	-	\$ -	\$ -	N/A
<b>Capital Outlay</b>				
<b>Construction - Capital Outlay</b>	-	\$ -	\$ -	N/A
<b>Cost of Issuance</b>				
Legal - Series 2018 Bonds	-	\$ -	\$ -	N/A
<b>Underwriter's Discount</b>	-	\$ -	\$ -	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	\$ -	\$ -	N/A
<b>Total Expenditures and Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Net Increase/ (Decrease) in Fund Balance	\$ -	\$ -	-	
Fund Balance - Beginning	<u>\$ 1</u>	<u>\$ 1</u>	<u>\$ -</u>	
<b>Fund Balance - Ending</b>	<u><u>\$ 1</u></u>	<u><u>\$ 1</u></u>	<u><u>\$ -</u></u>	

Prepared by:

**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Capital Projects Fund - Series 2021**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through October 31, 2023**

Description	October	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>				
<b>Carryforward</b>	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>				
Construction Account	10,780	10,780	\$ -	N/A
Cost of Issuance	-	-	\$ -	N/A
Capitilized - Series 2021-2	-	-	\$ -	N/A
<b>Debt Proceeds</b>	-	-	\$ -	N/A
<b>Operating Transfers In (From Other Funds)</b>	-	-	\$ -	N/A
<b>Total Revenue and Other Sources:</b>	<u>\$ 10,780</u>	<u>\$ 10,780</u>	<u>\$ -</u>	<u>N/A</u>
<b>Expenditures and Other Uses</b>				
<b>Executive</b>				
Professional Management	\$ -	\$ -	\$ -	N/A
<b>Other Contractual Services</b>				
Trustee Services	-	\$ -	\$ -	N/A
<b>Printing &amp; Binding</b>	-	\$ -	\$ -	N/A
<b>Legal Services</b>				
Legal - Series 2021 Bonds	-	\$ -	\$ -	N/A
<b>Other General Government Services</b>				
Engineering Services	-	\$ -	\$ -	N/A
<b>Capital Outlay</b>				
<b>Construction - Capital Outlay</b>				
Water-Sewer Combination	-	\$ -	\$ -	N/A
<b>Cost of Issuance</b>				
Legal - Series 2021 Bonds	-	\$ -	\$ -	N/A
<b>Underwriter's Discount</b>	-	\$ -	\$ -	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	\$ -	\$ -	N/A
<b>Total Expenditures and Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Net Increase/ (Decrease) in Fund Balance	\$ 10,780	\$ 10,780	-	
Fund Balance - Beginning	<u>\$ 2,113,375</u>	<u>\$ 2,113,375</u>	<u>\$ -</u>	
<b>Fund Balance - Ending</b>	<u><u>\$ 2,124,155</u></u>	<u><u>\$ 2,124,155</u></u>	<u><u>\$ -</u></u>	

Prepared by:

**JPWARD and Associates, LLC**

# ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT

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## FINANCIAL STATEMENTS - NOVEMBER 2023

FISCAL YEAR 2024

---

PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 333308

T: 954-658-4900 E: [JimWard@JPWardAssociates.com](mailto:JimWard@JPWardAssociates.com)

*Artisan Lakes East Community Development District*

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*JPWard & Associates, LLC*

2301 NORTHEAST 37 STREET  
FORT LAUDERDALE,  
FLORIDA 33308

**Artisan Lakes East Community Development District  
Balance Sheet  
for the Period Ending November 30, 2023**

	Governmental Funds					Account Groups General Long Term Debt	Totals (Memorandum Only)
	General Fund	Debt Service Funds		Capital Project Fund			
		Series 2018	Series 2021	Series 2018	Series 2021		
<b>Assets</b>							
<b>Cash and Investments</b>							
General Fund - Invested Cash	\$	22,903	\$ -	\$ -	\$ -	\$ -	\$ 22,903
Debt Service Fund							
Interest Account							
Series 2018		-	-	-	-	-	-
Series 2021-1		-	-	-	-	-	-
Series 2021-2		-	0	-	-	-	0
Sinking Account							
Series 2018		-	-	-	-	-	-
Series 2021-1		-	-	-	-	-	-
Series 2021-2		-	-	-	-	-	-
Reserve Account							
Series 2018		-	198,954	-	-	-	198,954
Series 2021-1		-	-	165,483	-	-	165,483
Series 2021-2		-	-	186,469	-	-	186,469
Revenue							
Series 2018		-	16,875	-	-	-	16,875
Series 2021-1		-	-	10,486	-	-	10,486
Prepayment Account							
Series 2018		-	-	-	-	-	-
Series 2021-1		-	-	-	-	-	-
Series 2021-2		-	-	-	-	-	-
Capitalized Interest Account							
Series 2018		-	-	-	-	-	-
Series 2021-1		-	-	-	-	-	-
Series 2021-2		-	-	-	0	-	0
Construction Account		-	-	-	1	2,474,878	2,474,879
Cost of Issuance Account		-	-	-	-	-	-
<b>Due from Other Funds</b>							
General Fund		-	2,785	4,928	-	-	7,714
Debt Service Fund(s)		5,752	-	-	-	-	5,752

Unaudited

Prepared by:  
**JPWARD and Associates, LLC**

Artisan Lakes East Community Development District  
 Balance Sheet  
 for the Period Ending November 30, 2023

	Governmental Funds					Account Groups General Long Term Debt	Totals (Memorandum Only)
	General Fund	Debt Service Funds		Capital Project Fund			
		Series 2018	Series 2021	Series 2018	Series 2021		
Accounts Receivable	-	-	-	-	-	-	-
Assessments Receivable	-	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	-	-	218,614	218,614
Amount to be Provided by Debt Service Funds	-	-	-	-	-	17,811,386	17,811,386
<b>Total Assets</b>	<b>\$ 28,655</b>	<b>\$ 218,614</b>	<b>\$ 367,366</b>	<b>\$ 1</b>	<b>\$ 2,474,878</b>	<b>\$ 18,030,000</b>	<b>\$ 21,119,513</b>

**Artisan Lakes East Community Development District**  
**Balance Sheet**  
**for the Period Ending November 30, 2023**

	Governmental Funds					Account Groups General Long Term Debt	Totals (Memorandum Only)
	General Fund	Debt Service Funds		Capital Project Fund			
		Series 2018	Series 2021	Series 2018	Series 2021		
<b>Liabilities</b>							
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Due to Other Funds</b>	-						-
General Fund	-	-	5,752	-	-	-	5,752
Debt Service Fund(s)	7,714	-	-	-	-	-	7,714
<b>Due to Developer</b>	-	-	-	-	-	-	-
<b>Unamortized Prem/Discount on Bonds</b>	-	-	-	-	339,530	-	339,530
<b>Bonds Payable</b>							
Current Portion							
Series 2018						\$0	-
Series 2021						\$0	-
Long Term							
Series 2018						\$5,665,000	5,665,000
Series 2021						\$12,365,000	12,365,000
<b>Total Liabilities</b>	<u>\$ 7,714</u>	<u>\$ -</u>	<u>\$ 5,752</u>	<u>\$ -</u>	<u>\$ 339,530</u>	<u>\$ 18,030,000</u>	<u>\$ 18,382,996</u>
<b>Fund Equity and Other Credits</b>							
<b>Investment in General Fixed Assets</b>	-	-	-	-	-	-	-
<b>Fund Balance</b>							
<b>Restricted</b>							
Beginning: October 1, 2022 (Audited)	-	356,588	565,008	1	2,113,375	-	3,034,972
Results from Current Operations	-	(137,975)	(203,394)	-	21,973	-	(319,396)
<b>Unassigned</b>							
Beginning: October 1, 2022 (Audited)	36,255	-	-	-	-	-	36,255
Results from Current Operations	(15,314)	-	-	-	-	-	(15,314)
<b>Total Fund Equity and Other Credits</b>	<u>\$ 20,941</u>	<u>\$ 218,614</u>	<u>\$ 361,614</u>	<u>\$ 1</u>	<u>\$ 2,135,348</u>	<u>\$ -</u>	<u>\$ 2,736,517</u>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<u>\$ 28,655</u>	<u>\$ 218,614</u>	<u>\$ 367,366</u>	<u>\$ 1</u>	<u>\$ 2,474,878</u>	<u>\$ 18,030,000</u>	<u>\$ 21,119,513</u>

Unaudited

Prepared by:  
**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District  
General Fund  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Through November 30, 2023**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest</b>					
Interest - General Checking	-	-	-	-	N/A
<b>Special Assessment Revenue</b>					
Special Assessments - On-Roll	-	886	886	136,204	1%
Special Assessments - Off-Roll	-	-	-	-	N/A
<b>Miscellaneous Revenue</b>					
Developer Contribution	-	-	-	-	N/A
Intragovernmental Transfer In	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ -</b>	<b>\$ 886</b>	<b>\$ 886</b>	<b>\$ 136,204</b>	<b>1%</b>
<b>Expenditures and Other Uses</b>					
<b>Executive</b>					
Professional Management	2,250	2,250	4,500	27,000	17%
<b>Financial and Administrative</b>					
Audit Services	-	-	-	4,400	0%
Accounting Services	-	-	-	-	N/A
Assessment Roll Services	-	-	-	-	N/A
Arbitrage Rebate Services	-	-	-	1,000	0%
<b>Other Contractual Services</b>					
Legal Advertising	-	-	-	2,000	0%
Trustee Services	-	-	-	8,170	0%
Dissemination Agent Services	-	-	-	6,000	0%
Property Appraiser Fees	-	-	-	-	N/A
Bank Service Fees	100	129	228	250	91%
<b>Communications &amp; Freight Services</b>					

Unaudited

Prepared by:  
**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2023**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
Postage, Freight & Messenger	-	-	-	25	0%
<b>Computer Services - Website Development</b>	-	-	-	1,200	0%
<b>Insurance</b>	6,228	-	6,228	6,100	102%
<b>Printing &amp; Binding</b>	-	-	-	50	0%
<b>Subscription &amp; Memberships</b>	-	175	175	175	100%
<b>Legal Services</b>					
Legal - General Counsel	-	2,880	2,880	12,800	23%
Legal - Series 2021 Bonds	-	-	-	-	N/A
Legal - Boundary Amendment	-	-	-	-	N/A
<b>Other General Government Services</b>					
Stormwater Needs Analysis	-	-	-	-	N/A
Engineering Services	-	2,189	2,189	7,500	29%
Contingencies	-	-	-	-	N/A
Capital Outlay	-	-	-	-	N/A
<b>Reserves</b>					
Operational Reserves (Future Years)			-	50,000	0%
<b>Extraordinary Items</b>	-	-	-	-	N/A
<b>Other Fees and Charges</b>	-	-	-	-	N/A
Discounts/Collection Fees			-	-	
<b>Sub-Total:</b>	<b>8,578</b>	<b>7,623</b>	<b>16,200</b>	<b>126,670</b>	<b>13%</b>
<b>Total Expenditures and Other Uses:</b>	<b>\$ 8,578</b>	<b>\$ 7,623</b>	<b>\$ 16,200</b>	<b>\$ 126,670</b>	<b>13%</b>
Net Increase/ (Decrease) in Fund Balance	(8,578)	(6,737)	(15,314)	9,534	
Fund Balance - Beginning	36,255	27,678	36,255	-	
<b>Fund Balance - Ending</b>	<b>\$ 27,678</b>	<b>\$ 20,941</b>	<b>20,941</b>	<b>\$ 9,534</b>	

Unaudited

Prepared by:  
**JWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Debt Service Fund - Series 2018**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2023**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward	\$ -	\$ -	-	-	N/A
<b>Interest Income</b>					
Interest Account	-	-	-	-	N/A
Sinking Fund Account	-	-	-	-	N/A
Reserve Account	875	904	1,779	-	N/A
Prepayment Account	-	-	-	-	N/A
Revenue Account	586	645	1,231	-	N/A
Capitalized Interest Account	-	-	-	-	N/A
<b>Special Assessments - Prepayments</b>					
Special Assessments - On Roll	-	2,785	2,785	\$ 425,762	1%
Special Assessments - Off Roll	-	-	-	-	N/A
Special Assessments - Prepayments	-	-	-	-	N/A
<b>Debt Proceeds</b>					
Intragovernmental Transfer In	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 1,461</b>	<b>\$ 4,334</b>	<b>\$ 5,796</b>	<b>\$ 425,762</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>					
<b>Debt Service</b>					
<b>Principal Debt Service - Mandatory</b>					
Series 2018	-	-	-	\$ 110,000	0%
<b>Principal Debt Service - Early Redemptions</b>					
Series 2018	-	-	-	-	N/A
<b>Interest Expense</b>					
Series 2018	-	143,770	143,770	\$ 287,540	50%
<b>Due to Developer</b>					
Operating Transfers Out (To Other Funds)	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 143,770</b>	<b>143,770</b>	<b>\$ 397,540</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	1,461	(139,436)	(137,975)	28,222	
Fund Balance - Beginning	356,588	358,049	356,588	-	
<b>Fund Balance - Ending</b>	<b>\$ 358,049</b>	<b>\$ 218,614</b>	<b>218,614</b>	<b>\$ 28,222</b>	

Unaudited

Prepared by:  
**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Debt Service Fund - Series 2021**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2023**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward	\$ -	\$ -	-	\$ -	N/A
<b>Interest Income</b>					
Interest Account	-	-	-	-	N/A
Sinking Fund Account	-	-	-	-	N/A
Reserve Account - Series 2021-1	728	752	1,480	-	N/A
Reserve Account - Series 2021-2	820	847	1,667	-	N/A
Prepayment Account	-	-	-	-	N/A
Revenue Account	716	871	1,587	-	N/A
Capitalized Interest Account - Series 2021-1	-	-	-	-	N/A
Capitalized Interest Account - Series 2021-2	-	-	-	-	N/A
<b>Special Assessments - Prepayments</b>					
Special Assessments - On Roll	-	4,928	4,928	\$ 753,176	1%
Special Assessments - Off Roll	-	-	-	-	N/A
Special Assessments - Prepayments	-	-	-	-	N/A
<b>Developer Contributions - Taylor Morrison</b>					
Developer Contributions	-	-	-	-	N/A
<b>Debt Proceeds</b>					
Debt Proceeds	-	-	-	-	N/A
<b>Intragovernmental Transfer In</b>					
Intragovernmental Transfer In	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 2,264</b>	<b>\$ 7,399</b>	<b>\$ 9,662</b>	<b>\$ 753,176</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>					
<b>Debt Service</b>					
<b>Principal Debt Service - Mandatory</b>					
Series 2021-1 - Eaves Bend	-	-	-	\$ 135,000	0%
Series 2021-2 - Heritage Park	-	-	-	\$ 145,000	0%
<b>Principal Debt Service - Early Redemptions</b>					
Series 2021-1 - Eaves Bend	-	-	-	-	N/A
Series 2021-2 - Heritage Park	-	-	-	-	N/A
<b>Interest Expense</b>					
Series 2021-1 - Eaves Bend	-	98,759	98,759	\$ 197,518	50%
Series 2021-2 - Heritage Park	-	114,298	114,298	\$ 228,595	50%
<b>Due to Developer</b>					
Due to Developer	-	-	-	-	N/A
<b>Operating Transfers Out (To Other Funds)</b>					
Operating Transfers Out	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 213,056</b>	<b>213,056</b>	<b>\$ 706,113</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	2,264	(205,657)	(203,394)	47,063	
Fund Balance - Beginning	565,008	567,271	565,008	-	
<b>Fund Balance - Ending</b>	<b>\$ 567,271</b>	<b>\$ 361,614</b>	<b>361,614</b>	<b>\$ 47,063</b>	

Prepared by:

**JWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Capital Projects Fund - Series 2018**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2023**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>					
Construction Account	-	-	-	\$ -	N/A
Cost of Issuance	-	-	-	\$ -	N/A
Debt Proceeds	-	-	-	\$ -	N/A
Operating Transfers In (From Other Funds)	-	-	-	\$ -	N/A
<b>Total Revenue and Other Sources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
<b>Expenditures and Other Uses</b>					
<b>Executive</b>					
Professional Management	\$ -	\$ -	\$ -	\$ -	N/A
<b>Other Contractual Services</b>					
Trustee Services	-	-	\$ -	\$ -	N/A
Printing & Binding	-	-	\$ -	\$ -	N/A
<b>Legal Services</b>					
Legal - Series 2018 Bonds	-	-	\$ -	\$ -	N/A
<b>Other General Government Services</b>					
Stormwater Mgmt-Construction	-	-	\$ -	\$ -	N/A
<b>Capital Outlay</b>					
Construction - Capital Outlay	-	-	\$ -	\$ -	N/A
<b>Cost of Issuance</b>					
Legal - Series 2018 Bonds	-	-	\$ -	\$ -	N/A
Underwriter's Discount	-	-	\$ -	\$ -	N/A
Operating Transfers Out (To Other Funds)	-	-	\$ -	\$ -	N/A
<b>Total Expenditures and Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Net Increase/ (Decrease) in Fund Balance	\$ -	\$ -	\$ -	-	-
Fund Balance - Beginning	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>-</u>
<b>Fund Balance - Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>-</u>

Prepared by:

**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Capital Projects Fund - Series 2021**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2023**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>					
Construction Account	10,780	11,193	21,973	\$ -	N/A
Cost of Issuance	-	-	-	\$ -	N/A
Capitized - Series 2021-2	-	-	-	\$ -	N/A
<b>Debt Proceeds</b>	-	-	-	\$ -	N/A
<b>Operating Transfers In (From Other Funds)</b>	-	-	-	\$ -	N/A
<b>Total Revenue and Other Sources:</b>	<u>\$ 10,780</u>	<u>\$ 11,193</u>	<u>\$ 21,973</u>	<u>\$ -</u>	<u>N/A</u>
<b>Expenditures and Other Uses</b>					
<b>Executive</b>					
Professional Management	\$ -	\$ -	\$ -	\$ -	N/A
<b>Other Contractual Services</b>					
Trustee Services	-	-	\$ -	\$ -	N/A
<b>Printing &amp; Binding</b>	-	-	\$ -	\$ -	N/A
<b>Legal Services</b>					
Legal - Series 2021 Bonds	-	-	\$ -	\$ -	N/A
<b>Other General Government Services</b>					
Engineering Services	-	-	\$ -	\$ -	N/A
<b>Capital Outlay</b>					
<b>Construction - Capital Outlay</b>	-	-	\$ -	\$ -	N/A
Water-Sewer Combination	-	-	\$ -	\$ -	N/A
<b>Cost of Issuance</b>					
Legal - Series 2021 Bonds	-	-	\$ -	\$ -	N/A
<b>Underwriter's Discount</b>	-	-	\$ -	\$ -	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	-	\$ -	\$ -	N/A
<b>Total Expenditures and Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Net Increase/ (Decrease) in Fund Balance	\$ 10,780	\$ 11,193	\$ 21,973	-	
Fund Balance - Beginning	\$ 2,113,375	\$ 2,124,155	\$ 2,113,375	\$ -	
<b>Fund Balance - Ending</b>	<u>\$ 2,124,155</u>	<u>\$ 2,135,348</u>	<u>\$ 2,135,348</u>	<u>\$ -</u>	

Prepared by:

**JPWARD and Associates, LLC**

# ARTISAN LAKES EAST COMMUNITY DEVELOPMENT DISTRICT

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## FINANCIAL STATEMENTS - DECEMBER 2023

FISCAL YEAR 2024

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PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 33308

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*Artisan Lakes East Community Development District*

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<i>Debt Service Fund</i>	
<i>Series 2018</i>	<i>5</i>
<i>Series 2021</i>	<i>6</i>
<i>Capital Project Fund</i>	
<i>Series 2018</i>	<i>7</i>
<i>Series 2021</i>	<i>8</i>

*JPWard & Associates, LLC*

2301 NORTHEAST 37 STREET  
FORT LAUDERDALE,  
FLORIDA 33308

**Artisan Lakes East Community Development District**  
**Balance Sheet**  
**for the Period Ending December 31, 2023**

	Governmental Funds						Account Groups General Long Term Debt	Totals (Memorandum Only)
	Debt Service Funds			Capital Project Fund				
	General Fund	Series 2018	Series 2021	Series 2018	Series 2021			
<b>Assets</b>								
<b>Cash and Investments</b>								
General Fund - Invested Cash	\$ 90,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,101
<b>Debt Service Fund</b>								
<b>Interest Account</b>								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	0	-	-	-	-	0
<b>Sinking Account</b>								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	-	-	-	-	-	-
<b>Reserve Account</b>								
Series 2018	-	198,954	-	-	-	-	-	198,954
Series 2021-1	-	-	165,483	-	-	-	-	165,483
Series 2021-2	-	-	186,469	-	-	-	-	186,469
<b>Revenue</b>								
Series 2018	-	245,378	-	-	-	-	-	245,378
Series 2021-1	-	-	408,956	-	-	-	-	408,956
<b>Prepayment Account</b>								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	-	-	-	-	-	-
<b>Capitalized Interest Account</b>								
Series 2018	-	-	-	-	-	-	-	-
Series 2021-1	-	-	-	-	-	-	-	-
Series 2021-2	-	-	-	-	0	-	-	0
Construction Account	-	-	-	1	2,485,681	-	-	2,485,682
Cost of Issuance Account	-	-	-	-	-	-	-	-
<b>Due from Other Funds</b>								
General Fund	-	-	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-	-	-
<b>Accounts Receivable</b>								
Assessments Receivable	-	-	-	-	-	-	-	-
<b>Amount Available in Debt Service Funds</b>								
Amount to be Provided by Debt Service Funds	-	-	-	-	-	444,331	-	444,331
<b>Total Assets</b>	<b>\$ 90,101</b>	<b>\$ 444,331</b>	<b>\$ 760,908</b>	<b>\$ 1</b>	<b>\$ 2,485,681</b>	<b>\$ 18,030,000</b>	<b>\$ -</b>	<b>\$ 21,811,022</b>

**Artisan Lakes East Community Development District**  
**Balance Sheet**  
**for the Period Ending December 31, 2023**

	Governmental Funds						Account Groups General Long Term Debt	Totals (Memorandum Only)
	Debt Service Funds			Capital Project Fund				
	General Fund	Series 2018	Series 2021	Series 2018	Series 2021			
<b>Liabilities</b>								
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vendors Payable	4,246	-	-	-	-	-	-	4,246
<b>Due to Other Funds</b>								
General Fund	-	-	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-	-	-
Due to Developer	-	-	-	-	-	-	-	-
Unamortized Prem/Discount on Bonds	-	-	-	-	339,530	-	-	339,530
<b>Bonds Payable</b>								
Current Portion								
Series 2018	-	-	-	-	-	-	\$0	-
Series 2021	-	-	-	-	-	-	\$0	-
Long Term								
Series 2018	-	-	-	-	-	-	\$5,665,000	5,665,000
Series 2021	-	-	-	-	-	-	\$12,365,000	12,365,000
<b>Total Liabilities</b>	<b>\$ 4,246</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 339,530</b>	<b>\$ 18,030,000</b>	<b>\$ -</b>	<b>\$ 18,373,776</b>
<b>Fund Equity and Other Credits</b>								
Investment in General Fixed Assets	-	-	-	-	-	-	-	-
<b>Fund Balance</b>								
<b>Restricted</b>								
Beginning: October 1, 2022 (Audited)	-	356,588	565,008	1	2,113,375	-	-	3,034,972
Results from Current Operations	-	87,743	195,900	-	32,776	-	-	316,419
<b>Unassigned</b>								
Beginning: October 1, 2022 (Audited)	32,009	-	-	-	-	-	-	32,009
Results from Current Operations	53,846	-	-	-	-	-	-	53,846
<b>Total Fund Equity and Other Credits</b>	<b>\$ 85,855</b>	<b>\$ 444,331</b>	<b>\$ 760,908</b>	<b>\$ 1</b>	<b>\$ 2,146,151</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,437,246</b>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 90,101</b>	<b>\$ 444,331</b>	<b>\$ 760,908</b>	<b>\$ 1</b>	<b>\$ 2,485,681</b>	<b>\$ 18,030,000</b>	<b>\$ -</b>	<b>\$ 21,811,022</b>

**Artisan Lakes East Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through December 31, 2023**

Description	October	November	December	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>						
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest</b>						
Interest - General Checking	-	-	-	-	-	N/A
<b>Special Assessment Revenue</b>						
Special Assessments - On-Roll	-	886	71,479	72,364	136,204	53%
Special Assessments - Off-Roll	-	-	-	-	-	N/A
<b>Miscellaneous Revenue</b>						
Developer Contribution	-	-	-	-	-	N/A
Intragovernmental Transfer In	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ -</b>	<b>\$ 886</b>	<b>\$ 71,479</b>	<b>\$ 72,364</b>	<b>\$ 136,204</b>	<b>53%</b>
<b>Expenditures and Other Uses</b>						
<b>Executive</b>						
Professional Management	2,250	2,250	2,250	6,750	27,000	25%
<b>Financial and Administrative</b>						
Audit Services	-	-	-	-	4,400	0%
Accounting Services	-	-	-	-	-	N/A
Assessment Roll Services	-	-	-	-	-	N/A
Arbitrage Rebate Services	-	-	-	-	1,000	0%
<b>Other Contractual Services</b>						
Legal Advertising	-	-	-	-	2,000	0%
Trustee Services	-	-	-	-	8,170	0%
Dissemination Agent Services	-	-	-	-	6,000	0%
Property Appraiser Fees	-	-	-	-	-	N/A
Bank Service Fees	100	129	68	297	250	119%
<b>Communications &amp; Freight Services</b>						
Postage, Freight & Messenger	-	-	-	-	25	0%
<b>Computer Services - Website Development</b>						
Insurance	6,228	-	-	6,228	6,100	102%
<b>Printing &amp; Binding</b>						
Subscription & Memberships	-	175	-	175	175	100%
<b>Legal Services</b>						
Legal - General Counsel	-	2,880	-	2,880	12,800	23%
Legal - Series 2021 Bonds	-	-	-	-	-	N/A
Legal - Boundary Amendment	-	-	-	-	-	N/A
<b>Other General Government Services</b>						
Stormwater Needs Analysis	-	-	-	-	-	N/A
Engineering Services	-	2,189	-	2,189	7,500	29%
Contingencies	-	-	-	-	-	N/A

Prepared by:

Unaudited

**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through December 31, 2023**

Description	October	November	December	Year to Date	Total Annual Budget	% of Budget
Capital Outlay	-	-	-	-	-	N/A
<b>Reserves</b>						
Operational Reserves (Future Years)				-	50,000	0%
<b>Extraordinary Items</b>	-	-	-	-	-	N/A
<b>Other Fees and Charges</b>	-	-	-	-	-	N/A
Discounts/Collection Fees				-	-	
<b>Sub-Total:</b>	<b>8,578</b>	<b>7,623</b>	<b>2,318</b>	<b>18,519</b>	<b>126,670</b>	<b>15%</b>
 <b>Total Expenditures and Other Uses:</b>	<b>\$ 8,578</b>	<b>\$ 7,623</b>	<b>\$ 2,318</b>	<b>\$ 18,519</b>	<b>\$ 126,670</b>	<b>15%</b>
 Net Increase/ (Decrease) in Fund Balance	(8,578)	(6,737)	69,160	53,846	9,534	
Fund Balance - Beginning	32,009	23,432	16,695	32,009	-	
<b>Fund Balance - Ending</b>	<b>\$ 23,432</b>	<b>\$ 16,695</b>	<b>\$ 85,855</b>	<b>85,855</b>	<b>\$ 9,534</b>	

**Artisan Lakes East Community Development District**  
**Debt Service Fund - Series 2018**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through December 31, 2023**

Description	October	November	December	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>						
Carryforward	\$ -	\$ -	\$ -	-	-	N/A
<b>Interest Income</b>						
Interest Account	-	-	-	-	-	N/A
Sinking Fund Account	-	-	-	-	-	N/A
Reserve Account	875	904	869	2,648	-	N/A
Prepayment Account	-	-	-	-	-	N/A
Revenue Account	586	645	73	1,305	-	N/A
Capitalized Interest Account	-	-	-	-	-	N/A
<b>Special Assessments - Prepayments</b>						
Special Assessments - On Roll	-	2,785	224,776	227,561	\$ 425,762	53%
Special Assessments - Off Roll	-	-	-	-	-	N/A
Special Assessments - Prepayments	-	-	-	-	-	N/A
<b>Debt Proceeds</b>						
Intragovernmental Transfer In	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 1,461</b>	<b>\$ 4,334</b>	<b>\$ 225,718</b>	<b>\$ 231,513</b>	<b>\$ 425,762</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>						
<b>Debt Service</b>						
<b>Principal Debt Service - Mandatory</b>						
Series 2018	-	-	-	-	\$ 110,000	0%
<b>Principal Debt Service - Early Redemptions</b>						
Series 2018	-	-	-	-	-	N/A
<b>Interest Expense</b>						
Series 2018	-	143,770	-	143,770	\$ 287,540	50%
<b>Due to Developer</b>						
Operating Transfers Out (To Other Funds)	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 143,770</b>	<b>\$ -</b>	<b>143,770</b>	<b>\$ 397,540</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	1,461	(139,436)	225,718	87,743	28,222	
Fund Balance - Beginning	356,588	358,049	218,614	356,588	-	
<b>Fund Balance - Ending</b>	<b>\$ 358,049</b>	<b>\$ 218,614</b>	<b>\$ 444,331</b>	<b>444,331</b>	<b>\$ 28,222</b>	

**Artisan Lakes East Community Development District**  
**Debt Service Fund - Series 2021**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through December 31, 2023**

Description	October	November	December	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>						
<b>Carryforward</b>	\$ -	\$ -	\$ -	-	\$ -	N/A
<b>Interest Income</b>						
Interest Account	-	-	-	-	-	N/A
Sinking Fund Account	-	-	-	-	-	N/A
Reserve Account - Series 2021-1	728	752	722	2,202	-	N/A
Reserve Account - Series 2021-2	820	847	814	2,481	-	N/A
Prepayment Account	-	-	-	-	-	N/A
Revenue Account	716	871	45	1,633	-	N/A
Capitalized Interest Account - Series 2021-1	-	-	-	-	-	N/A
Capitalized Interest Account - Series 2021-2	-	-	-	-	-	N/A
<b>Special Assessments - Prepayments</b>						
Special Assessments - On Roll	-	4,928	397,712	402,640	\$ 753,176	53%
Special Assessments - Off Roll	-	-	-	-	-	N/A
Special Assessments - Prepayments	-	-	-	-	-	N/A
<b>Developer Contributions - Taylor Morrison</b>						
	-	-	-	-	-	N/A
<b>Debt Proceeds</b>						
	-	-	-	-	-	N/A
<b>Intragovernmental Transfer In</b>						
	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 2,264</b>	<b>\$ 7,399</b>	<b>\$ 399,294</b>	<b>\$ 408,956</b>	<b>\$ 753,176</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>						
<b>Debt Service</b>						
<b>Principal Debt Service - Mandatory</b>						
Series 2021-1 - Eaves Bend	-	-	-	-	\$ 135,000	0%
Series 2021-2 - Heritage Park	-	-	-	-	\$ 145,000	0%
<b>Principal Debt Service - Early Redemptions</b>						
Series 2021-1 - Eaves Bend	-	-	-	-	-	N/A
Series 2021-2 - Heritage Park	-	-	-	-	-	N/A
<b>Interest Expense</b>						
Series 2021-1 - Eaves Bend	-	98,759	-	98,759	\$ 197,518	50%
Series 2021-2 - Heritage Park	-	114,298	-	114,298	\$ 228,595	50%
<b>Due to Developer</b>						
	-	-	-	-	-	N/A
<b>Operating Transfers Out (To Other Funds)</b>						
	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 213,056</b>	<b>\$ -</b>	<b>213,056</b>	<b>\$ 706,113</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	2,264	(205,657)	399,294	195,900	47,063	
Fund Balance - Beginning	565,008	567,271	361,614	565,008	-	
<b>Fund Balance - Ending</b>	<b>\$ 567,271</b>	<b>\$ 361,614</b>	<b>\$ 760,908</b>	<b>760,908</b>	<b>\$ 47,063</b>	

Prepared by:

**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Capital Projects Fund - Series 2018**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through December 31, 2023**

Description	October	November	December	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>						
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>						
Construction Account	-	-	-	-	\$ -	N/A
Cost of Issuance	-	-	-	-	\$ -	N/A
<b>Debt Proceeds</b>	-	-	-	-	\$ -	N/A
<b>Operating Transfers In (From Other Funds)</b>	-	-	-	-	\$ -	N/A
<b>Total Revenue and Other Sources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
<b>Expenditures and Other Uses</b>						
<b>Executive</b>						
Professional Management	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Other Contractual Services</b>						
Trustee Services	-	-	-	\$ -	\$ -	N/A
<b>Printing &amp; Binding</b>	-	-	-	\$ -	\$ -	N/A
<b>Legal Services</b>						
Legal - Series 2018 Bonds	-	-	-	\$ -	\$ -	N/A
<b>Other General Government Services</b>						
Stormwater Mgmt-Construction	-	-	-	\$ -	\$ -	N/A
<b>Capital Outlay</b>						
<b>Construction - Capital Outlay</b>	-	-	-	\$ -	\$ -	N/A
<b>Cost of Issuance</b>						
Legal - Series 2018 Bonds	-	-	-	\$ -	\$ -	N/A
<b>Underwriter's Discount</b>	-	-	-	\$ -	\$ -	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	-	-	\$ -	\$ -	N/A
<b>Total Expenditures and Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Net Increase/ (Decrease) in Fund Balance	\$ -	\$ -	\$ -	\$ -	-	-
Fund Balance - Beginning	\$ 1	\$ -	\$ -	\$ 1	\$ -	-
<b>Fund Balance - Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>-</u>

Prepared by:

**JPWARD and Associates, LLC**

**Artisan Lakes East Community Development District**  
**Capital Projects Fund - Series 2021**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through December 31, 2023**

Description	October	November	December	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>						
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>						
Construction Account	10,780	11,193	10,803	32,776	\$ -	N/A
Cost of Issuance	-	-	-	-	\$ -	N/A
Capitized - Series 2021-2	-	-	-	-	\$ -	N/A
<b>Debt Proceeds</b>	-	-	-	-	\$ -	N/A
<b>Operating Transfers In (From Other Funds)</b>	-	-	-	-	\$ -	N/A
<b>Total Revenue and Other Sources:</b>	\$ 10,780	\$ 11,193	\$ 10,803	\$ 32,776	\$ -	N/A
<b>Expenditures and Other Uses</b>						
<b>Executive</b>						
Professional Management	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Other Contractual Services</b>						
Trustee Services	-	-	-	\$ -	\$ -	N/A
<b>Printing &amp; Binding</b>	-	-	-	\$ -	\$ -	N/A
<b>Legal Services</b>						
Legal - Series 2021 Bonds	-	-	-	\$ -	\$ -	N/A
<b>Other General Government Services</b>						
Engineering Services	-	-	-	\$ -	\$ -	N/A
<b>Capital Outlay</b>						
<b>Construction - Capital Outlay</b>	-	-	-	\$ -	\$ -	N/A
Water-Sewer Combination	-	-	-	\$ -	\$ -	N/A
<b>Cost of Issuance</b>						
Legal - Series 2021 Bonds	-	-	-	\$ -	\$ -	N/A
<b>Underwriter's Discount</b>	-	-	-	\$ -	\$ -	N/A
<b>Operating Transfers Out (To Other Funds)</b>	-	-	-	\$ -	\$ -	N/A
<b>Total Expenditures and Other Uses:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Net Increase/ (Decrease) in Fund Balance	\$ 10,780	\$ 11,193	\$ 10,803	\$ 32,776	-	
Fund Balance - Beginning	\$ 2,113,375	\$ 2,124,155	\$ 2,135,348	\$ 2,113,375	\$ -	
<b>Fund Balance - Ending</b>	\$ 2,124,155	\$ 2,135,348	\$ 2,146,151	\$ 2,146,151	\$ -	

Prepared by:

**JWARD and Associates, LLC**