

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

The Regular Meeting of the Board of Supervisors of the Artisan Lakes East Community Development District was held on Wednesday, April 20, 2022, at 10:30 A.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

Present and constituting a quorum:

Travis Stagnitta	Chairperson
Robert Lee	Vice Chairperson
Gabriella Pelleova	Assistant Secretary
Michael Piendel	Assistant Secretary

Also present were:

James P. Ward	District Manager
Jere Earlywine	District Counsel
Victor Barbosa	District Engineer
Andrew Gill	

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. Andrew Gill called the meeting to order at approximately 10:31 a.m. He called roll and all Members of the Board were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Notice of Advertisement

Notice of advertisement of meeting

THIRD ORDER OF BUSINESS

Consideration of Resignation

Consideration of acceptance of the resignation of Mr. Jason Ford from Seat 3 effective March 15, 2022, whose term is set to expire November 2022, and Mr. JD Humpherys from Seat 2 effective April 6, 2022, whose term expires November 2024

- I. Appointment of individuals to fill Seats 2 & 3**
- II. Oath of Office**
- III. Guide to the Sunshine Law and Code of Ethics for Public Employees**

IV. Form 1 – Statement of Financial Interests

Mr. Gill reported Mr. Ford and Mr. Humpherys were resigning from the Board.

Mr. Ward called for a motion to accept the resignations of Mr. Ford and Mr. Humpherys.

On MOTION made by Mr. Robert Lee, seconded by Mr. Travis Stagnitta, and with all in favor, the Letters of Resignation from Mr. Jason Ford and Mr. JD Humpherys were accepted.

Mr. Ward: Now we will fill seat 2 and seat 3. Seat 2 is the seat that is expiring November 2022. It would be appropriate for you to discuss amongst yourselves, choose an individual and then by motion and second, we will accept them.

On MOTION made by Mr. Robert Lee, seconded by Mr. Travis Stagnitta, and with all in favor, Mr. Michael Piendel was appointed to Seat 2 with a term ending November 2024.

Mr. Ward ensured Mr. Michael Piendel was qualified to serve on the Board. As a notary public, he administered the Oath of Office to Mr. Piendel. He asked Mr. Piendel to sign the Oath of Office and return the signed Oath to himself for notarization and to be made part of the public record. He discussed the Form 1 – Statement of Financial Interests and noted Mr. Piendel should call himself (Mr. Ward) with any questions regarding Form 1. He encouraged Mr. Piendel not to forget to file Form 1 or risk incurring fees for late filing. He noted Mr. Piendel was now a public official of the State of Florida and as such held the rights, titles, and responsibilities thereof. He reviewed the Sunshine Law which indicated Board Members could not communicate in any fashion outside of a Board Meeting regarding any matter which may appear before the Board. He noted any questions regarding the Sunshine Law or Code of Ethics should be directed to himself or Mr. Jere Earlywine.

On MOTION made by Mr. Robert Lee, seconded by Mr. Travis Stagnitta, and with all in favor, Mr. Brandon Gallagher was appointed to Seat 3 with a term ending November 2022.

Mr. Ward indicated Mr. Gallagher would be sent the appropriate forms and would be sworn in prior to the next Board Meeting.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2022-4****Consideration of Resolution 2022-4, a resolution of the Board of Supervisors re-designation the officers of the Artisan Lakes East Community Development District**

Mr. Gill asked the Board to decide how to redesignate the positions of the Board. It was decided to appoint Travis Stagnitta as Chairperson, Robert Lee as Vice Chairperson, with Gabriella Pelleova, Michael Piendel, and Brandon Gallagher as Assistant Secretaries; Jim Ward would serve as Secretary and Treasurer.

On MOTION made by, seconded by Mr. Robert Lee, and with all in favor Mr. Travis Stagnitta, Resolution 2022-4 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Consideration of Minutes

February 3, 2022 – Regular Meeting Minutes

Mr. Gill asked if there were any additions, corrections, or deletions to the Minutes. Hearing none, he called for a motion.

On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Robert Lee, and with all in favor, the February 3, 2022, Regular Meeting Minutes were approved.

SIXTH ORDER OF BUSINESS

Consideration of Audited Financial Statements

Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2021

Mr. Gill introduced Tony Grau with Grau and Associates.

Mr. Tony Grau with Grau and Associates reviewed the Audited Financial Statements for the Fiscal Year ended September 30, 2021. He reported pages 1 and 2 reflected a clean opinion with respect to the financial statements of the District. He stated page 3 was the management discussion and analysis which was a recap of the financial activity during the Fiscal Year. He stated page 4 was the condensed statement of net position with comparative numbers with the prior year; the assets and debt went up as bonds were issued. He stated next was the condensed income statement which showed revenues, expenses, and the change in net position; there was a loss, but there were bond issue costs and interest which had to be paid. He indicated statements began on page 7 with the statement of net position, statement of activity, and fund financial statements including the balance sheets for general, debt service and capital project funds. He noted the capital project fund had over \$12 million dollars and very little of the proceeds were spent in the year. He stated the income statement for the funds was on page 11 including revenues, expenditures, principal and interest, debt service fund, and capital project fund. He noted there was \$37,000 dollars in capital outlay and \$472,000 dollars in bond issue costs. He noted the bond proceeds were almost \$12.8 million dollars. He reported on page 13 were the footnotes to the financial statements which were consistent with the prior year. He indicated on page 19 were the changes in the capital assets and on page 20 was the long term debt activity. He noted the District had the Series 2018 bonds and the new bonds issued during the current year. He noted next was the amortization schedule up to 2052. He noted on page 23 was the budget to actual. He stated on page 25 was the new information item required by Florida Statute and the Auditor General. He stated the remainder of the audit contained the various reports required under government auditing standards and by the Auditor General. He reported there were no findings and only clean opinions.

On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Robert Lee, and with all in favor, the audited financial statements for Fiscal

Year ended September 30, 2021 was accepted for purposes of inclusion in the record.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-5

Consideration of Resolution 2022-5, a resolution of the Board approving the Proposed Fiscal Year 2023 Budget and setting the Public Hearing on Thursday, June 2, 2022, at 3:30 P.M. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221

Mr. Gill: The District is required to submit a proposed budget to the State by June 15 each year. The budget only sets the maximum amounts. You can lower that amount at the public hearing. Due to a scheduling conflict and the rescheduling of the public hearing from April 7, 2022, the proposed budget was previously submitted to Manatee County on February 5, 2022 to comply with the 60 day requirement. The date and time of the public hearing will be Thursday, June 2, 2022, at 3:30 P.M. at this location. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Robert Lee, seconded by Mr. Travis Stagnitta, and with all in favor, Resolution 2022-5 was adopted, and the Chair was authorized to sign.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-6

Consideration of Resolution 2022-6, a resolution of the Board of Supervisors approving the assignment of the Engineering Services Agreement, dated May 2, 2019, from Waldrop, Inc. to Atwell, LLC

Mr. Gill: Due to a corporate merger effective January 1 of this year, Waldrop merged with Atwell. This agreement just assigns the engineering services to Atwell, LLC. I believe the fee schedule is very similar to the fee schedule with Waldrop. Victor, do you have anything to add?

Mr. Victor Barbosa: The fee schedule was changed slightly, but it's very close to what we had before.

On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Robert Lee, and with all in favor, Resolution 2022-6 was adopted, and the Chair was authorized to sign.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-7

Consideration of Resolution 2022-7, a resolution of the Board of Supervisors designating a date, time, and location for a landowners' meeting and election; providing for publication; and establishing forms for the landowners' election

Mr. Gill: The time and date are November 3, 2022 at 3:30 p.m. at this location. Seat #3, Brandon Gallagher, and Seat #5, Travis Stagnitta are up for election, as well as Gabriella's Seat #4. We will circulate all of the information to you guys before that date. November 3, 2022 is a regular meeting date. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Robert Lee, seconded by Mr. Travis Stagnitta, and with all in favor, Resolution 2022-7 was adopted, and the Chair was authorized to sign.

TENTH ORDER OF BUSINESS

Consideration of Agreement

Consideration and approval of an agreement between the District and Artisan Lakes Master Association, Inc., the Master Homeowners Association, for certain operation, maintenance, and repair services

Mr. Gill: This is for certain operations, maintenance, and repair services for the drainage system. This agreement (indecipherable) sort of updates to the maintenance services agreement.

Mr. Jere Earlywine: This is the same agreement we saw at Artisan Lakes, and it is for maintenance of the stormwater management system. You see the scope of work that Waldrop put together for us attached to the agreement and there is a map showing where the improvements are. The idea is the HOA would do the maintenance pursuant to our interlocal agreement that we previously signed when we issued bonds.

Mr. Ward: It does require increased reporting by the homeowner's association with the District on maintenance that is being done for District assets by whoever is running your HOA at this particular time. We have either quarterly or annual reporting. It basically says you cleaned the drainage system. This is to ensure that the work is actually getting done and it has a very detailed analysis of what has to be done and how it's supposed to be done on a period basis and how they are supposed to report to us. It's an outshoot of problems I've had in other CDDs.

Mr. Earlywine: It's just an annual obligation. Essentially on a monthly basis the association can walk the property if we want that, but typically on an annual basis they submit a form, I think it's the last exhibit in the agreement, just certifying what the work has been. We've found that HOAs sometimes have these agreements in place and don't do the work and then surprise, all of a sudden, the work hasn't been done for several years and there are problems with the system. That's what it's designed to address.

Mr. Ward: There is one monthly reporting requirement here for inspection and maintenance of the stormwater infrastructure systems and then a report is supposed to be provided to the District on a monthly basis and then a yearly report. There is a scope of work in there.

Mr. Piendel: What happens if this work isn't done?

Mr. Ward: Then it comes back to the Board, and you get to determine whether to try to enforce the terms of the contract or terminate the contract and the District is going to do the work or however you decide to do that.

Mr. Gill asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Mr. Travis Stagnitta, seconded by Ms. Gabriella Pelleova, and with all in favor, the agreement between the District and Artisan Lakes Master Association, Inc., the Master Homeowners

Association, for certain operation, maintenance, and repair services was approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports****I. District Attorney****a. Project completion timeline and discussion**

Mr. Jere Earlywine: The Artisan Lakes Project completion process is well underway. We've got draft documents on that one. We are going to finish that up and then turn our attention to Artisan Lakes East. Obviously East is a little fresher, but we will get back with you on a project completion resolution, the final real estate documents, and then transfer of permits and try to wrap all that up this summer.

II. District Engineer**a. Stormwater Analysis Report update**

Mr. Victor Barbosa: As required by new legislation this last year we are in the process of preparing a Stormwater Needs Analysis for the District which outlines stormwater maintenance and operations requirements. The final report is due end of June. Our current timeline is we want to provide a draft report by the end of this month, so we have plenty of time to get that finalized and submitted. We are also working on conveying some of the ponds in earlier phases of East Bend and within the Artisan Lakes East District, to convey those from the developer to the District. We are working with the surveyor to get the legal descriptions finalized so we can proceed with the conveyances.

III. District Manager

- a. Financial Statement for period ending January 31, 2022 (unaudited)**
- b. Financial Statement for period ending February 28, 2022 (unaudited)**

Mr. Ward: This District was created in 2018. Statute requires us to start to transition the Board Seats 6 years from the date of creation and 250 qualified electors. I don't have the qualified elector number yet, so in November the election may change or a little bit depending on if we hit that 250 qualified elector threshold. I just don't know what it is right now. We hit the 6 year threshold, but I don't have the qualified elector number. If we do, I will come back to you at the next meeting and make a change once we know that.

TWELFTH ORDER OF BUSINESS**Audience Comments and Supervisor's Requests**

Mr. Gill asked if there were any Supervisor's requests; there were none. He asked if there were any audience members present on audio/video or in person with any comments or questions; there were none.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

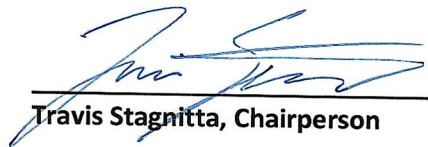
Mr. Gill adjourned the Meeting at approximately 10:55 a.m.

On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Michael Piendel, and with all in favor, the meeting was adjourned.

Artisan Lakes East Community Development District



James P. Ward, Secretary



Travis Stagnitta, Chairperson