

**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 Thursday, May 7, 2020 at 3:45 P.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

**Present and constituting a quorum:**

Tracy Briones	Chairperson
Cheri Bass	Vice Chairperson
JD Humpherys	Assistant Secretary

**Absent:**

Travis Stagnitta	Assistant Secretary
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**Also present were:**

James P. Ward	District Manager
Wes Haber	District Counsel
Jeremy Fireline	District Engineer
Racquel McIntosh	Grau & Associates, Inc.

**Audience:**

Drew Miller	Taylor Morrison
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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**

District Manager James P. Ward called the meeting to order at approximately 4:22 p.m. He reported with the State of Emergency in Florida, and pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)9b)2., Florida, Statutes, this meeting was being held utilizing communication media technology due to the current COVID-19 public health emergency. He explained all Members of the Board and Staff were present via videoconference or telephone; no persons were present in the on-site meeting room location. He asked all speakers to indicate their names prior to speaking. He called roll and all Members of the Board were present with the exception of Supervisor Stagnitta constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Consideration of Minutes**

**March 5, 2020 Regular Meeting**

Mr. Ward asked if there were any additions, corrections, or deletions to the Minutes. Hearing none, he called for a motion to approve the March 5, 2020 Regular Meeting Minutes.

**On MOTION made by Ms. Cheri Bass, seconded by Ms. Tracy Briones, and with all in favor, the March 5, 2020 Regular Meeting Minutes were approved.**

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation**

**Acceptance of Resignation of Mr. Scott Himelhoch (Seat 4) whose term is set to expire November of 2022, from Board of Supervisors, which the resignation was effective April 29<sup>th</sup>, 2020**

Mr. Ward called for a motion to accept Mr. Himelhoch’s Resignation for purposes of inclusion in the record. He explained the resignation was effective as a matter of law on the date of the resignation which was April 29, 2020.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Resignation of Mr. Scott Himelhoch was accepted for purposes of inclusion in the record.**

**I. Appointment of Board Member Replacement**

Mr. Ward explained Florida Statute indicated the Board had the right to appoint an individual to fill the unexpired term of Mr. Himelhoch by simple motion and second. He noted at the previous Board Meeting, the Board signified an interest in appointing Ms. Gardner to the Board and as Ms. Gardner was not required to be a qualified elector in this District, the Board was permitted to appoint Ms. Gardner or any other individual the Board deemed appropriate.

**On MOTION made by Ms. Tracy Briones, seconded by Ms. Cheri Bass, and with all in favor, Ms. Jennifer Gardner was appointed to the Board.**

**II. Administration of Oath of Office**

**III. Guide to the Sunshine Amendment and Code of Ethics**

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

Mr. Ward reported Ms. Gardner was not present and as this was a video conference meeting, he was unable to swear in Ms. Gardner regardless; therefore, he would send Ms. Gardner an Oath of Office and Ms. Gardner would be sworn in outside of today’s Meeting, following which, Ms. Gardner would be a Member of the Board and able to join the next Board Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-2**

**Consideration of Resolution 2020-2 Re-Designating of the Officers of the District.**

Mr. Ward reported Resolution 2020-2 would be used to re-designate the Officers of the Board. He stated Mr. Himelhoch had served as the Chairperson; therefore, the Board needed to be reorganized at this point. He noted Ms. Gardner could not serve as Chairperson or Vice Chairperson as she had not been sworn in as of yet.

He explained the current Members could serve as Chair or Vice Chair and remaining Members would serve as Assistant Secretaries. He stated, currently, Ms. Briones served as Vice Chairperson. He asked how the Board wished to re-designate the Officers. Discussion ensued regarding who should be designated as Chair and Vice Chair; it was decided Ms. Tracy Briones would serve as Chairperson, Ms. Cheri Bass would serve as Vice Chairperson, Mr. JD Humpherys, Mr. Travis Stagnitta, and Ms. Jennifer Gardner would serve as Assistant Secretaries, and Mr. James Ward would serve as Secretary and Treasurer.

**On MOTION made by Mr. JD Humpherys, seconded by Ms. Tracy Briones, and with all in favor, Resolution 2020-2 was adopted as above, and the Chair was authorized to sign.**

## **FIFTH ORDER OF BUSINESS**

## **PUBLIC HEARINGS**

### **a. PUBLIC HEARING – FISCAL YEAR 2021 BUDGET**

*Mr. Ward: The primary purpose of your meeting today is to consider two public hearings. The first public hearing is related to your Fiscal Year 2021 Budget and since I know you all are familiar with this a motion to open the public hearing would be in order.*

#### **I. Public Comment and Testimony.**

Mr. Ward called for a motion to open the Public Hearing.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Public Hearing was opened.**

Mr. Ward asked if there was any public comment or testimony; hearing none, he called for a motion to close the Public Hearing.

**On MOTION made by Ms. Tracy Briones, seconded by Ms. Cheri Bass, and with all in favor, the Public Hearing was closed.**

#### **II. Board Comment**

Mr. Ward asked if there were any Board comments or questions. He noted the Fiscal Year 2021 Budget was the same as the Fiscal Year 2020 Budget. He indicated the FY-2021 Budget had an assessment rate of \$141 dollars per unit per year; FY-2020 the assessment rate was \$138.85 dollars per unit. He noted the debt service fund was unchanged. Hearing no questions or comments from the Board he called for a motion.

#### **III. Consideration of Resolution 2020-3 adopting the annual appropriation and Budget for Fiscal Year 2021**

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2020-3 was adopted, and the Chair was authorized to sign.**

**b. FISCAL YEAR 2021 IMPOSING SPECIAL ASSESSMENTS; ADOPTING AN ASSESSMENT ROLL, APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY.**

**I. Public Comment and Testimony**

Mr. Ward called for a motion to open the Public Hearing.

**On MOTION made by Ms. Tracy Briones, seconded by Ms. Cheri Bass, and with all in favor, the Public Hearing was opened.**

Mr. Ward asked if there was any public comment or testimony; hearing none, he called for a motion to close the Public Hearing.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Public Hearing was closed.**

**II. Board Comment**

Mr. Ward reported Resolution 2020-4 imposed the special assessments, certified the roll, and approved the General Fund special assessment methodology. He explained this Resolution was consistent with what had been seen in the past, as was the assessment roll and the methodology. He asked if there were any questions or comments; hearing none, he called for a motion.

**III. Consideration of Resolution 2020-4 imposing special assessments, adopting an assessment roll, and approving the general fund special assessment methodology**

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2020-4 was adopted, and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-5**

**Consideration of Resolution 2020-5 designating dates, time, and location for regular meeting of the Board of Supervisor’s for Fiscal Year 2021**

Mr. Ward indicated Resolution 2020-5 designated the dates, time, and location for the regular meetings to be held in Fiscal Year 2021. He reported the meetings were scheduled for the first Thursday of every month at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221 at 4:00 p.m. He explained the Resolution did not bind the Board to these dates, time, and location; meetings could be added or subtracted as needed. He asked if there were any questions or comments; hearing none, he called for a motion.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2020-5 was adopted, and the Chair was authorized to sign.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Landowner’s Meeting date**

**Consideration of Setting the date, time, and location of the Landowner's Meeting to fill Seat 1 (Ms. Briones), Seat 2, (Mr. Humphreys) and Seat 4, (Ms. Bass).**

Mr. Ward stated this was to set the date, time, and location for the Landowner's Meeting as November 5, 2020 at 4:00 p.m. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221. He explained Statute required him to include in the Agenda the instructions for the Landowner's Meeting, the Form of Ballot, and the Form of Proxy, all of which were enclosed for the Public's information. He asked if the Board wished to make any changes to this date, time, and location or if the Board had any questions; hearing none, he called for a motion.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the date, time and location of the Landowner's Meeting to fill Seat 1 (Ms. Briones), Seat 2, (Mr. Humphreys) and Seat 4, (Ms. Bass) was set for November 5, 2020 at 4:00 p.m. at the Artisan Lakes Clubhouse.**

**EIGHTH ORDER OF BUSINESS****Consideration of Acceptance of Financial Statements****Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2019**

Mr. Ward indicated Ms. Racquel McIntosh with Grau & Associates would present the Financial Statements via conference call.

Ms. Racquel McIntosh with Grau & Associates reviewed the Audited Financial Statements for the Fiscal Year ended September 30, 2019. She stated she was happy to report Grau & Associates had an unmodified/clean opinion of the Financial Statements, which meant Grau believed the Financial Statements were presented fairly in all respects. She stated page 9 was the Balance Sheet which showed the total fund balance to be a little over \$35,000 dollars, all of which was unassigned and available for spending at the Board's discretion. She stated the debt service and capital project fund balances were restricted respectively for those activities. She reported the debt service fund had approximately \$351,000 dollars and the capital project fund had just under \$742,000 dollars. She stated on page 11 of the report was the Statement of Revenues, Expenditures and Changes in Fund Balances. She reported the net changes in fund balances for the period were positive for all of the funds: the General Fund increased by \$29,216 dollars, the Debt Service increased by almost \$52,000 dollars, and Capital Projects increased by approximately \$741,000 dollars. She reported page 22 was the Budget to Actual Report for the General Fund. She stated the original budgeted amount was just under \$60,000; the District actually spent a little over \$76,000 dollars, \$16,000 dollars more than budgeted, which was funded with developer contributions. She stated on page 24 was Grau's report on the District's Internal Control over Financial Reporting and Compliance and she was happy to report Grau did not detect any material weaknesses, significant deficiencies, compliance related findings or other findings in the Internal Controls. She noted page 26 was Grau's opinion on the District's Compliance with Florida Statute 218.415 and Grau's opinion was unmodified indicating Grau believed the District complied in all material respects with the requirements of Florida Statute 218.415. She stated page 28 of the report indicated there were no current or prior year findings or recommendations for the Fiscal Year ended September 30, 2019.

Mr. Ward asked if there were any questions; there were none. He thanked Ms. McIntosh.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Audited Financial Statements for the Fiscal Year ended September 30, 2019 were accepted.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**I. Attorney**

Mr. Ward reported Mr. Wes Haber was serving as the District Attorney.

Mr. Wes Haber indicated he had no report. He asked if there were any questions.

*Mr. JD Humpherys: I have a question. I don't know Wes if you – it looked to me like the Artisan Lakes East Community Development District Bonds are the latest bonds that were issued. Is there any concern given the current market about these bonds or, I think there was some effort to acquire some additional bonds – those are my terms not – here in the future for Artisan Lakes East. Do we have any sense about that looking forward or is it too early to tell?*

*Mr. Wes Haber: I can only speculate on the bond market and I have heard different things from different underwriters, but I will defer to Jim, if you want to add anything Jim.*

*Mr. Jim Ward: The existing bonds that we have which were done in 2018 are in good standing and obviously debt service is being paid and on time and the bond holders I know are happy with these particular bonds we have issued. At the time we issued though, there was an intent to issue new bonds sometime in 2020. I know Drew was on the phone today and he may have an update on the developer's desire to do that. The market for issuance obviously has dried up a little bit. It is a little thinner. Interest rates are a little unusual at the moment. There are some buyers still out there, but not as many as there were obviously a year or so ago. Drew, if you want to add anything as to Taylor Morrison's desire to do more capital improvements in this coming year or future years would be appropriate.*

*Mr. Drew Miller: We may look towards fourth quarter. We are watching it on a couple of projects we are looking at, but it will depend on what the market's doing, so we will probably be monitoring it over the next 60 days or so to see if there is something that we may be able to work on. It would definitely be early next year at worst case scenario I think that we'll be looking for something.*

*Mr. Humpherys: That's probably a good time anyway, hopefully. Fingers crossed.*

**II. Engineer**

Mr. Fireline indicated he had no report.

**III. Manager**

- a. Report on the Number of Registered Voters as of April 20, 2020.**
- b. Financial Statements – January 31, 2020 (unaudited)**
- c. Financial Statements – February 29, 2020 (unaudited)**
- d. Financial Statements – March 31, 2020 (unaudited)**

Mr. Ward: The only thing I have for you is the required report from the Supervisor of Elections on the number of registered voters within the District. There are now 182 people registered to vote within the Artisan Lakes CDD. As you know, it is significant when you hit two thresholds, one is 250 qualified electors and two is six years from the date of establishment you will begin to transition. This District was established August 28, 2018, so the earliest you will transition is August 28, 2024, so the election in November of 2024 would be the earliest date even if you hit 250 in qualified electors before that date. That will be the first date you do your transition. If you have any questions, I will be happy to answer them for you. It is provided as a matter of law and it will become effective when we hit those two thresholds.

Mr. Miller: 2024? No. I'm okay with that. That would be the first time even with the conditions. How long after that would be the next – so, that would be one seat?

Mr. Ward: That would be two seats and then two years after two seats and then two years after the final seat. It'll transition 2024, 2026, and then the final seat in 2028.

Mr. Miller: Okay.

**TENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor's Requests**

There were no audience comments or Supervisor's requests.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Ward adjourned the Meeting at approximately 4:46 p.m.

**On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the meeting was adjourned.**

Artisan Lakes East Community Development District

  
James P. Ward, Secretary

  
Print Name: TRAVIS STAGNITTA  
Chairperson