

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

The Regular Meeting of the Board of Supervisors of the Artisan Lakes East Community Development District was held on Saturday November 29, 2018 at 10:00 A.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

Present and constituting a quorum:

Scott Himelhoch	Chairperson
Tracy Briones	Vice Chairperson
Travis Stagnita	Assistant Secretary
JD Humpherys	Assistant Secretary
Cheri Bass	Assistant Secretary

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.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

District Manager James P. Ward called the meeting to order at approximately 10:35 a.m. and all Members of the Board were present at roll call.

SECOND ORDER OF BUSINESS

Consideration of Resignation and Appointment

Consideration of acceptance of the resignation of Mr. Michael Bachman from Seat 3 effective November 19, 2018, and the appointment to fill the vacancy in seat 3.

I. Acceptance of Resignation of Mr. Michael Bachman.

On MOTION made by Mr. Scott Himelhoch, seconded by Ms. Tracy Briones, and with all in favor, the Resignation of Mr. Michael Bachman was accepted effective November 19, 2018.

II. Consideration of appointment to fill the unexpired term of office for seat 3.

Mr. Ward stated Statute permitted the board to fill the unexpired term of office for seat 3 by simple motion and second. Ms. Tracy Briones nominated Ms. Cheri Bass.

On MOTION made by Ms. Tracy Briones, seconded by Mr. Scott Himelhoch, and with all in favor, the Appointment of Ms. Cheri Bass to seat 3 was approved.

III. Oath of Office.

Mr. Ward administered the Oath of Office to Ms. Cheri Bass.

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

Mr. Ward presented the Guide to the Sunshine Law and Code of Ethics for Public Employees. He instructed Ms. Bass to complete the indicated forms and file them with the Supervisor of Elections in the County where Ms. Bass resided within 30 days. He explained if she did not file the forms the Supervisor had the authority to fine Ms. Bass a late fee of \$50 dollars per day. He reviewed the Sunshine Law which stated Ms. Bass or members of her staff were not permitted to communicate with another Member of the Board regarding any matter which might possibly appear before the Board. He explained violations of the Sunshine Laws were considered Ethics Violations and would reflect on Ms. Bass individually, not as a Member of the Board, which meant Ms. Bass would be individually responsible to defend herself if she were charged with an Ethics Violation; the Board’s liability policy would not cover Ms. Bass. He explained the Public Records Law indicated all Artisan Lakes East related paperwork was public record and any information sent to Ms. Bass should be forwarded to the Board Attorney or himself to be published as public record. He stated it was important for any public record law requests to be forwarded to the Board Attorney and/or himself. He stated emails sent to Board Member’s email addresses published on the Board’s website would be filtered through his email.

V. Form 1 – Statement of Financial Interests

THIRD ORDER OF BUSINESS

Resolution 2019-6

Consideration of Resolution 2019-6 re-designating the offices of the Artisan Lakes East Community Development District.

Mr. Ward stated as Mr. Bachman had been the Chairperson it was appropriate to replace the Chair. Mr. Scott Himelhoch volunteered to be the Chairperson.

On MOTION made by Mr. Travis Stagnita, seconded by Ms. Tracy Briones, and with all in favor, Mr. Scott Himelhoch was appointed as Chairperson and Ms. Cheri Bass was appointed as Assistant Secretary.

FORTH ORDER OF BUSINESS

Staff Reports

There were no Staff Reports.

EXHIBIT B

FIFTH ORDER OF BUSINESS

Audience Comments and Supervisor's Requests

There were no Audience Comments or Supervisor's Requests

SIXTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the Meeting at approximately 10:43 a.m.

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

Artisan Lakes East Community Development District



James P. Ward, Secretary



Scott Himelhoch, Chairperson