

**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, June 2, 2022, at 3:30 P.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
Michael Piendel	Assistant Secretary
Matthew Sawyer	Assistant Secretary

**Absent:**

Brandon Gallagher	Assistant Secretary
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**Also present were:**

James P. Ward	District Manager
Jere Earlywine	District Counsel
Victor Barbosa	District Engineer
Kyle Clawson	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 3:30 p.m. He called roll and all Members of the Board were present, with the exception of Supervisor Gallagher, 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 Ms. Gabriela Pelleova from Seat 4 effective May 25, 2022, and whose term is set to expire November 2022**

- I. Appointment of individual to fill Seat 4**
- 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 explained the District Charter provided a mechanism for which a member could be replaced. He stated the remaining Members could select an individual to fill the position for the remainder of the term. He indicated once the Board appointed an individual, said individual would be sworn in.

**On MOTION made by Mr. Robert Lee, seconded by Mr. Michael Piendel, and with all in favor, Mr. Matthew Sawyer was appointed to fill Seat 4 with a term ending November 2022.**

Mr. Gill ensured Mr. Matthew Sawyer was qualified to serve on the Board. As a notary public, he administered the Oath of Office to Mr. Sawyer. He asked Mr. Sawyer 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 noted Mr. Sawyer was provided a copy of the Guide to the Sunshine Law, as well as a Form 1 – Statement of Financial Interests.

Mr. Ward discussed the Form 1 – Statement of Financial Interests and noted Mr. Sawyer should call himself (Mr. Ward) with any questions regarding Form 1. He encouraged Mr. Sawyer not to forget to file Form 1 or risk incurring fees for late filing.

Discussion ensued regarding the Form 1; being able to file the Form 1 via email; and filing Form 1 for this year as well as 2021.

**FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2022-8**

**Consideration of Resolution 2022-8, a resolution of the Board of Supervisors which re-designates the Officers of the District**

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

**On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Robert Lee, and with all in favor, Resolution 2022-8 was adopted, and the Chair was authorized to sign.**

**FIFTH ORDER OF BUSINESS** **Consideration of Minutes**

**April 20, 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. Matthew Sawyer, seconded by Mr. Robert Lee, and with all in favor, the April 20, 2022, Regular Meeting Minutes were approved.**

**SIXTH ORDER OF BUSINESS**

**PUBLIC HEARING**

Mr. Gill explained the public hearing process including public comment, Board discussion and vote.

**a. PUBLIC HEARING – FISCAL YEAR 2023 BUDGET**

**I. Public Comment and Testimony**

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

**On MOTION made by Mr. Michael Piendel, seconded by Mr. Travis Stagnitta, and with all in favor, the Public Hearing was opened.**

Mr. Gill asked if there were any public comments or questions with respect to the Fiscal Year 2023 Budget; there were none.

**II. Board Comment**

Mr. Gill asked if there were any Board comments or questions; hearing none, he called for a motion to close the public hearing.

**On MOTION made by Mr. Michael Piendel, seconded by Mr. Travis Stagnitta, and with all in favor, the Public Hearing was closed.**

**III. Consideration of Resolution 2022-9 adopting the annual appropriation and Budget for Fiscal Year 2023**

Mr. Gill called for a motion for Resolution 2022-9 relating to the annual appropriations, adopting the Budget for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023.

**On MOTION made by Mr. Robert Lee, seconded by Mr. Michael Piendel, and with all in favor, Resolution 2022-9 was adopted, and the Chair was authorized to sign.**

**b. FISCAL YEAR 2023 IMPOSING SPECIAL ASSESSMENTS; ADOPTING AN ASSESSMENT ROLL AND APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY**

Mr. Gill indicated this public hearing was related to the imposition of the special assessments for the general fund, certification of an assessment roll, and approval of the special assessment methodology for the District.

**I. Public Comment and Testimony**

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

**On MOTION made by Mr. Michael Piendel, seconded by Mr. Robert Lee, and with all in favor, the Public Hearing was opened.**

Mr. Gill asked if there were any public comments or questions; there were none.

## **II. Board Comment**

Mr. Gill asked if there were any Board comments or questions; hearing none, he called for a motion to close the public hearing.

**On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Michael Piendel, and with all in favor, the Public Hearing was closed.**

## **III. Consideration of Resolution 2022-10 imposing special assessments, adopting an assessment roll, and approving the general fund special assessment methodology**

Mr. Gill indicated Resolution 2022-10 imposed the assessments, adopted the assessment roll, and approved the General Fund Special Assessment methodology. He asked if there were any questions; hearing none, he called for a motion.

**On MOTION made by Mr. Michael Piendel, seconded by Mr. Robert Lee, and with all in favor, Resolution 2022-10 was adopted, and the Chair was authorized to sign.**

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2022-11**

**Consideration of Resolution 2022-11, a resolution of the Board of Supervisors ratifying, confirming, and approving the execution of the plat for Esplanade North at Artisan Lakes Subphases IA, IB, and II.**

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

**On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Michael Piendel, and with all in favor, Resolution 2022-11 was adopted, and the Chair was authorized to sign.**

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Resolution 2022-12**

**Consideration of Resolution 2022-12, a resolution of the Board of Supervisors declaring special assessments; designating the nature and location of the proposed improvements; declaring the total estimated cost of the improvements, the portion to be paid by assessments, and the manner and timing in which the assessments are to be paid; designating the lands upon which the assessments shall be levied; providing for an assessment plat and a preliminary assessment roll; addressing the**

**setting of the public hearings; providing for publication of this resolution; and addressing conflicts, severability, and an effective date.**

*Mr. Jere Earlywine: This is the Resolution for the expansion parcel. Essentially, we need to levy assessment on those because the expansion parcel wasn't in the boundaries of the District, so we are restarting that. The engineer's report and assessment report are not changed. This particular Resolution declared the assessment. This Resolution would set the public hearing on the public assessments. We will send out a mailed and published notice that will go to Travis's office and then we will come back and hold a hearing. The public hearing will be July 7, 2022 at 3:30 at the Clubhouse. He called for a motion.*

**On MOTION made by Mr. Michael Piendel, seconded by Mr. Travis Stagnitta, and with all in favor, Resolution 2022-12 was adopted, and the Chair was authorized to sign.**

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2022-13**

**Consideration of Resolution 2022-13, a resolution of the Board of Supervisors designating dates, time, and location for regular meeting of the Board of Supervisors for Fiscal Year 2023.**

*Mr. Gill: This Resolution sets the dates, times, and locations for regular meetings for Fiscal Year 2023. Meetings will be the first Thursday of each month at 3:30 p.m. in 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. Matthew Sawyer, and with all in favor, Resolution 2022-13 was adopted, and the Chair was authorized to sign.**

#### **TENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **I. District Attorney**

##### **a. Updates - Project completion timeline**

*Mr. Jere Earlywine: We've got our project completion documents basically done at Artisan Lakes. Artisan Lakes East is a little bit more involved, but I've actually got real estate documents on those too, so it will probably follow after Artisan Lakes is done. Then we've got to get the permits transferred and all that stuff too. I think by the end of the summer we will have all that wrapped up.*

##### **II. District Engineer**

##### **a. Stormwater 20-Year Needs Analysis - Completed**

*Mr. Kyle Clawson: We have submitted the Stormwater Needs Analysis. I believe Andrew has received that and has been able to provide that to the State. I don't have any other items to report, but I'm open for questions. There were none.*

**III. District Manager**

- a. **Report on Number of Registered Voters as of April 15, 2022**
- b. **Financial Statement for period ending March 31, 2022 (unaudited)**
- c. **Financial Statement for period ending April 30, 2022 (unaudited)**

*Mr. Ward: The number of registered voters is a requirement that the Supervisor of Elections provide that information to you as of April 15 of each year. As of April 15, of 2022 you have 857 qualified electors residing within the District. This District was established in 2018, so in 2024 we will start the process to transition this Board to a qualified elector based election. You will have an election in November of this year for three seats and that will be the last landowner's election as the three seats will transition to a qualified elector in 2024 for two of the seats that are up that year and one seat will be a landowner's election seat. No action is required by the Board at this time.*

**ELEVENTH 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.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Mr. Gill adjourned the Meeting at approximately 3:45 a.m.

**On MOTION made by Mr. Matthew Sawyer, seconded by Mr. Michael Piendel, and with all in favor, the meeting was adjourned.**

Artisan Lakes East Community Development District

  
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 James P. Ward, Secretary

  
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 Travis Stagnitta, Chairperson