

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

The Regular Meeting of the Board of Supervisors of the Artisan Lakes Community Development District was held on Thursday, February 3, 2022, at 3:00 P.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

**Present and constituting a quorum:**

Travis Stagnitta	Chairperson
Vincent Sciarrabba	Vice Chairperson
Dee Zaenglein	Assistant Secretary
Peter Latessa	Assistant Secretary
Carol Couse	Assistant Secretary

**Also present were:**

James P. Ward	District Manager
Jere Earlywine	District Counsel
Victor Barbosa	Waldrop Engineering

**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**

District Manager James P. Ward called the meeting to order at approximately 3:08 p.m. He conducted roll call; all Members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Consideration of Minutes**

**December 2, 2021 – Regular Meeting Minutes**

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

<b>On MOTION made by Mr. Vincent Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, the December 2, 2021, Regular Meeting Minutes were approved.</b>
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**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2022-6**

**Consideration of Resolution 2022-6, Approving the Proposed Fiscal Year 2023 Budget and setting the Public Hearing on Thursday, April 7, 2022, at 3:00 P.M. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221**

*Mr. Ward: Resolution 2022-6 is the start of the process for adopting your Fiscal Year 2023 Budget. As you all know, you approve your budget for the purpose of setting your public hearing. Your public hearing is scheduled for Thursday, April 7, 2022, at 3:00 P.M. at the Artisan Lakes Clubhouse. It doesn't bind you to any of the costs or programs that are contained in the General Fund Budget, but it does set the maximum assessment rate that you can't go above at your public hearing. You will be able to reduce it if you so choose to do so, but you cannot go above it. I will take a moment and just go through it with you. It covers the administrative operations of this particular CDD. The Budget from the prior year was roughly \$83,000; it goes up to \$86,000 in the current year. If you go through it, the difference is some costs that we have had in terms of increases from the prior year. The assessment for the current year we are in is \$98.26 per unit per year. It will go to \$101.22 per unit per year and there are 851 units in the District which will be assessed. In addition, there are two debt service funds, one related to your 2013 bonds and the second related to your 2018 bonds. The assessment rates for both of the bond issues we levy those assessments and the do not change each year, although, the amount of the debt service does go up or down on a yearly basis depending on the fiscal year we are in.*

*Mr. Jere Earlywine: Just to be clear, this budget and that assessment amount is within the assessment cap that we previously set, so folks won't get a mailed notice at their house, but we will obviously advertise the meeting and that sort of thing.*

*Mr. Ward: That is correct.*

*Ms. Zaenglein: So, how will the residents know?*

*Mr. Ward: As they know every year. It's not like a homeowner's association. It's government. We publish our legal ad for the budget hearing in the newspaper; it's on the District's website; our Budget is also posted on the website. Notice is sent to Manatee County in accordance with the statute also. So, there is a number of venues they can go to, primarily the District's website, that has all of the information on it.*

*Mr. Sciarrabba: The problem is nobody knows that, and so when you go to an HOA Meeting (indecipherable) and everybody goes, "Well, what is a CDD, and what is the rate?" I guess I'm just saying there is a problem with the HOA Board making sure when they present their budget that these numbers they present some summary number.*

*Mr. Ward: They can do anything they want. They are public records anyway.*

*Ms. Couse: What if the residents say, "We never heard of this, we don't know what this is, where do we find it?" and most people don't get the newspaper anymore.*

*Mr. Ward: Usually the way I handle that, if you want, are you on the HOA Board?*

*Ms. Couse: I am.*

*Mr. Ward: I am more than happy to come to an HOA meeting, as long as it's not at 8 o'clock at night, and make any kind of presentation you want, and I'm more than happy to do that and tell you what the District is, what it's all about. I think I did that for this District a number of years ago. I can answer questions, tell the assessment, what debt service is, what the capital assessments are, and all that kind of stuff. That's the best way to get it out. Mailed notice is annoying.*

Discussion ensued regarding Mr. Ward attending an HOA meeting.

*Mr. Ward: I would be more than happy to do that. Just give me a call and I will schedule it when you have a Board Meeting.*

*Mr. Earlywine: One good thing to point out, if you do have an HOA Meeting, the Board Supervisors want to be super careful about not talking to each other at that meeting so we don't have a Sunshine Law issue. Maybe you want to advertise it as a meeting of the District too.*

*Mr. Ward: Okay.* He asked if there were any questions on the budget; hearing none, he called for a motion.

**On MOTION made by Ms. Dee Zaenglein, seconded by Mr. Travis Stagnitta, and with all in favor, Resolution 2022-3 was adopted, and the Chair was authorized to sign.**

#### **FOURTH ORDER OF BUSINESS**

#### **Staff Reports**

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

- a) Maintenance Agreement between the Master HOA and District for operation, maintenance, and repair of the improvements within the District**
- b) Project completion timeline and discussion**

*Mr. Earlywine: We have done the project due diligence for this District, and we will probably bring back some sort of project completion resolution. As you know this community has been around for some time, and one of the last steps we do is bring forth a project completion resolution and finalize assessments. We are really checking a statutory box, but that's the main thing we are working.*

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

- a) Stormwater Reporting Requirements**

*Mr. Victor Barbosa: In addition to assisting with the project completion report we have a couple other things we are working on. One is, in 2021, Legislature established a requirement for local governments, including CDDs, to prepare a 20 year needs analysis for wastewater and stormwater systems. We won't have to do a wastewater analysis, but we will need to do one for stormwater. The requirements aren't very clear at this point, so we are working with Jere and his group to determine exactly what's going to be required. We will be putting together a proposal to bring to the board for next month with the plan of having a draft in April, finalized by*

*May, and then the report will need to be submitted by June. We are also working on conveyances of the drainage ponds and other lands that were intended to be conveyed to the District but haven't yet. We are working with the surveyor to get the legal descriptions finalized so we can proceed with those conveyances. We should have something to provide to the Board by next month.*

*Mr. Earlywine: I don't know how much background the Board has on what Victor just said. Historically, when these were first platted, I'm talking about the properties within Artisan Lakes, we did sort of a blanket easement, so that we'd have some sort of ownership interest in the ponds, and then once the ponds were done, the idea was you would go back and do "as built" type drawings, or legal descriptions, for the individual ponds. That's what they are doing now. They are just getting those descriptions ready. We are going to replace that easement interest with fee title to the ponds. That's basically what you're talking about, right Victor?*

*Mr. Barbosa: Correct.*

### III. District Manager

- a) Financial Statement for period ending November 30, 2021 (unaudited)
- b) Financial Statement for period ending December 31, 2021 (unaudited)

### SEVENTH ORDER OF BUSINESS

#### Audience Comments and Supervisor's Requests

Mr. Ward asked if there were any members of the audience present by audio or video with any questions or comments; there were none. He noted there were no members of the audience present in person. He asked if there were any Supervisor's requests; there were none.

### EIGHTH ORDER OF BUSINESS

#### Adjournment

Mr. Ward adjourned the meeting at approximately 3:20 p.m.

**On MOTION made by Mr. Victor Sciarabba, seconded by Mr. Travis Stagnitta, and with all in favor, the meeting was adjourned.**

Artisan Lakes Community Development District

  
James P. Ward, Secretary

  
Travis Stagnitta, Chairperson