

**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 6, 2025, at 3:00 P.M., at Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

**Present and constituting a quorum:**

Vincent Sciarrabba	Chairperson
Peter Latessa	Vice Chairperson
Carol Sciarrabba	Assistant Secretary
Tom Carpenter	Assistant Secretary

**Absent:**

Deborah Reynolds	Assistant Secretary
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**Also present were:**

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

**Audience:**

Matt Sawyer

All residents' 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. James P. Ward called the meeting to order at approximately 3:00 p.m. He conducted roll call; all Members of the Board were present, with the exception of Supervisor Reynolds, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Consideration of Appointment of Individual to fill the vacancy in Seat two (2) on the Board of Supervisors pursuant to Section 190.006(3)(b) Florida Statutes. If the Board appoints an individual to fill the seat, the following items will also be considered for the newly appointed member**

- I. Oath of Office
- II. Guide to the Sunshine Amendment and Code of Ethics for Public Employees

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

Mr. Ward indicated there was a vacancy in Seat 2. He stated the Board could appoint an individual to fill this vacancy. He asked if the Board had a candidate to appoint.

**On MOTION made by Peter Latessa, seconded by Vincent Sciarrabba, and with all in favor, Tom Carpenter was appointed to fill Seat 2.**

As a notary public, Mr. Ward administered the Oath of Office to Mr. Carpenter. Mr. Carpenter signed and returned the Oath to Mr. Ward for inclusion in the record. Mr. Ward reviewed the Sunshine Law, Code of Ethics, Form 1 and the ethics training requirements. He noted any questions should be directed to himself (Jim Ward) or Mr. Jere Earlywine.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2025-2**

**Consideration of Resolution 2025-2, a Resolution Re-Designating the Officers of the Artisan Lakes Community Development District**

Mr. Ward asked how the Board wished to re-designate the Officers of the Artisan Lakes Community Development District.

The Board appointed Vincent Sciarrabba to serve as Chairperson, Peter Latessa to serve as Vice Chairperson, the remaining Board Members to serve as Assistant Secretaries while Jim Ward would serve as Secretary and Treasurer.

**On MOTION made by Peter Latessa, seconded by Vincent Sciarrabba, and with all in favor, Resolution 2025-2 was adopted, and the Chair was authorized to sign.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes**

**November 7, 2024 – Regular Meeting Minutes**

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

**On MOTION made by Vincent Sciarrabba, seconded by Carol Sciarrabba, and with all in favor, the November 7, 2024, Regular Meeting Minutes were approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Audited Financial Statements**

**Consideration and Acceptance of the Audited Financial Statements for the Fiscal Year 2024**

Mr. Ward explained the District was required to have an audit performed annually. He introduced Ben Steets with Grau and Associates.

*Mr. Ben Steets with Grau and Associates indicated the auditor's opinion was clean, which meant Grau and Associates believed the financial statements were fairly presented in accordance with generally accepted accounting principles (GAP) in the United States of America. He stated pages 3 through 6 were the Management's Discussion and Analysis which provided an overview summary of the financial position and activities of the District. He indicated pages 7 through 12 were the basic financial statements including the governmental wide financial statements and the fund level balance sheet (income statement). He stated pages 13 through 21 were the notes to the financial statements, most of which were fairly standard notes and common across Community Development Districts. He stated page 19, note 5, showed the District's capital assets. He stated note 6 showed long term liabilities. He indicated page 22 was a schedule comparing the general fund actual activity to the budget. He indicated page 24 included information required by the State of Florida. He stated page 25 through 27 was the report on internal controls over financial reporting. He stated the District was in compliance with all statutes which were relevant. He reported pages 28 and 29 were the Management Letter. He stated there were no findings and no recommendations; this was a clean audit with a clean opinion. He asked if there were any questions.*

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

**On MOTION made by Peter Latessa, seconded by Vincent Sciarrabba, and with all in favor, the Audited Financial Statements for the Fiscal Year 2024 were accepted.**

## SIXTH ORDER OF BUSINESS

### Consideration of Resolution 2025-3

**Consideration of Resolution 2025-3, a Resolution of the Board of Supervisors Approving the Proposed Fiscal Year 2026 Budget and setting the Public Hearing for Thursday, May 1, 2025, at 3:00 P.M. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221**

Mr. Ward noted the budget consisted of two parts, the operating budget and the debt budget. He reported the operating budget assessment was about the same this year at \$177.38 per unit (fiscal year 2025 it was \$167.03). He noted the District would have approximately \$200,000 dollars in cash at the end of this fiscal year; therefore, if there were something which needed to be done before Fiscal Year 2027 there was money. He indicated it would be another couple of years before the HOAs made a full transition and might want the CDD to take over certain maintenance responsibilities. He indicated the debt service budget remained the same annually. He stated Resolution 2025-3 set the public hearing for the budget for Thursday, May 1, 2025 at 3:00 p.m. at the Artisan Lakes Clubhouse.

*Mr. Latessa: On page 2 of the budget, it said the total number of units are 844. They made the comment this morning that the units numbered 1,120.*

Discussion ensued regarding the number of units in the CDD.

*Mr. Ward: Heritage Park is within the Artisan Lakes East CDD. Is that what you're talking about? Is that the name of it?*

*Mr. Latessa: It's not part of Eaves Bend and not part of the townhouses. It's part of Esplanade.*

*Mr. Ward: Okay, but it's in the Artisan Lakes East CDD if it's called Heritage Park.*

Discussion continued regarding the number of units in the Artisan Lakes CDD; and whether certain units were a part of Artisan Lakes CDD or Artisan Lakes East CDD.

*Mr. Victor Barbosa: All of those lots up there known as Heritage Park or Esplanade North were in fact in the Artisan Lakes East CDD. They are part of the same HOA as Esplanade, but it was a separate CDD.*

*Mr. Latessa: Is the stormwater responsibility theirs then just like Eaves Bend has their own?*

*Mr. Barbosa: We are in the process of separating out the permits, so everything, all the ponds, wetlands and control structures that are within Esplanade proper, not including Esplanade North, that's going to be part of the Artisan Lakes CDD permit, and then everything for Esplanade North and Eaves Bend is going to be part of the Artisan Lakes East. Actually, I believe Esplanade North has its own, but it's part of the Artisan Lakes East CDD to maintain. They have a separate permit, but it's all part of Artisan Lakes East CDD ownership and maintenance.*

*Mr. Ward: He is separating the regulatory permits, the South Florida Water Management District permits, so that area that you're talking about will all be in the Artisan Lakes East water management permit. Our permit will just cover what's in the boundaries of this CDD.*

*Mr. Carpenter: But it's all within our gated community. It's going to be very confusing going forward, having homes be a part of the gated community, but the money is going to come from another bucket to service five streets.*

*Mr. Ward: For purposes of the CDD that is true, but at the moment we don't do anything to it. Even if we did maintenance to the stormwater system, the system that the district would maintain, irrespective of the road plan, would just cover the lots within the CDD. Their water management system is included in Artisan Lakes East CDD.*

*Mr. Barbosa: The stormwater management system, at the end of the day, is one system for the entire community. We are just separating out ownership of ponds, wetlands, and control structures per CDD, but at the end of the day it's all one system.*

*Mr. Latessa: So, to the South Florida Water Management District it's all one system, but to the individuals we are separate entities.*

*Mr. Ward: Right.*

*Mr. Latessa: None of their ponds connect to our ponds?*

*Mr. Barbosa: It's all one system. Some of our ponds flow into theirs, some of theirs flow into ours, it's all one system. We are just separating it out based on ownership of the land.*

*Mrs. Carol Sciarrabba: If something goes wrong how do you distribute what assessment needs to be done to what group?*

*Mr. Ward: That's why the maintenance is done by the Master Association, so it spreads the cost over all of the units within both CDDs.*

*Mr. Latessa: That's not how it's done today. Today Esplanade does it. A comment was made in a public session that we had that the Master would take care of it because they've got Mainscape. Well, Mainscape is not an engineering firm, they are a landscape company. That's why I've been on my high horse. Somebody's going to get all bent out of shape. Let's just say the Master has it and the Master fixes something, is the Master going to say, we are going to spread that cost amongst the entire community so that everyone in each of the CDDs is going to pay for it even though the problem was only in one CDD? Who do we talk to, to have this discussion? I'm not ready to change anything, but we've got to have a broader discussion and clarification of how things are going to be once the developer is gone.*

*Mr. Carpenter: The other issue is potentially the people in the north section. They are going to be like stepchildren to everybody else because they really don't have a parent. They won't have a clue. They are going to think they are part of Esplanade.*

*Mr. Latessa: Everybody thinks the HOA of Esplanade does everything when in reality we hire the HOA to take care of the stormwater and the conservation areas. Right or wrong, Matt?*

*Mr. Matt Sawyer: I'm not going to answer because I'm walking into this on the back end.*

*Mr. Ward: In broad brushstrokes, the regulatory permits are going to be in the name of each of the CDDs, but it's one big operating system, so who is going to maintain it? The Master, the Esplanade, the Eaves Bend Association? The reason this comes up is because both CDDs have agreements with each of those respective associations to maintain District facilities.*

*Mr. Sawyer: I thought the District facilities between the Artisan Master, the Esplanade, the Eaves Bend, what they were maintaining were the ponds and the banks. So, now we are talking about the stormwater structures?*

*Mr. Ward: The agreements are structured such that the Associations maintain the lakes, conservation areas, the pipework from roadways to the lakes, outfall structures, all of the entire water management system. You've got this big stormwater management system and agreements with the Esplanade Association and the Artisan Lakes Eaves Bend Association, but who is actually doing the maintenance of all of this. It makes sense if it's all the Master, but it doesn't if it's Esplanade.*

*Mr. Carpenter: The Master doesn't come into our community and maintain anything.*

*Mr. Sawyer: Esplanade maintains their ponds, their conservation areas. They have separate contracts for them as does Eaves Bend, as does Edge Stone. But Heritage, Esplanade North, is that not included in the --?*

*Mr. Ward: It's in Artisan Lakes East CDD, not Artisan Lakes CDD.*

*Mr. Sawyer: It's in the wrong CDD. We have how many units?*

*Mr. Ward: Forget about the number of units. My unit counts are absolutely correct because there is bonded debt on those units. Heritage Park is in Artisan Lakes East CDD. We have debt on those lots that are in Artisan Lakes East CDD. But I guess what this Board is saying is that those units in Heritage Park are really a part of Esplanade.*

*Mr. Latessa: The HOA takes care of everything when in reality the water management system and conservation areas are under the jurisdiction of the CDD and the CDD has turned over the contract to the HOA to maintain it.*

*Mr. Sawyer: Yes, so, they are owned by the CDD, but there is a maintenance agreement for Esplanade, for Eaves Bend, for –*

*Mr. Latessa: What happens if one CDD wants to do something and the other CDDs don't want to do something when the system is all tied together?*

*Mr. Sawyer: The CDDs would have to be aligned.*

*Mr. Ward: In my ultimate world, if it's not the Master maintaining the system, and you've got the two separate ones, it either goes to each one.*

*Mr. Carpenter: To my understanding, the only thing the Master takes care of is the main common areas that are outside of each one of the developments.*

Discussion continued regarding who would be responsible for maintaining the water management system in the different CDD Districts; there only being two CDDs: Artisan Lakes and Artisan Lakes East; which sub-association belonged to each CDD; and potential problems which might arise in the future if one sub-association did not want to help pay for maintenance of other sub-associations.

*Mr. Latessa: I want it in the minutes that there are two CDDs and that we were told before that the Master Association can handle the maintenance of the stormwater district and the conservation areas because they have Mainscape. I'm here to say that that is not correct.*

*Mr. Sawyer: Mainscape is a production based landscaper, so they are not doing the maintenance. That's why you have West Coast Lake. They do the preserve, they do the ponds, they have the engineering to do it. I understand your point and the Board's point, but after going back four years when we were originally doing this, I now remember the conversations, but yes.*

*Mr. Ward: Okay, we cleared up the unit count.*

*Ms. Carol Sciarrabba: We've cleared up the numbers, but we haven't cleared up our concerns.*

*Mr. Carpenter: And the Boards for both entities need to be aware.*

*Mr. Ward: For purposes of the CDDs, neither one of the CDDs are maintaining anything. It doesn't matter to you or to the Artisan Lakes East Board because everybody is getting assessed through one of the other boards. It doesn't matter. We aren't doing operations, so the distribution doesn't matter.*

*Mr. Carpenter: We are just trying to look forward to make sure they are aware because it will come up eventually. Sometime in the future there is going to be an issue, and they are going to say well, no, you need to take it because it's not part of this bucket.*

Discussion continued regarding problems which might arise in the future, and the differences between HOA charters.

Mr. Latessa asked who West Coast Lake reported to.

Mr. Sawyer responded West Coast Lake reported to Esplanade, Eaves Bend and the Master Association.

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

**On MOTION made by Vincent Sciarrabba, seconded by Tom Carpenter, and with all in favor, Resolution 2025-3 was adopted, and the Chair was authorized to sign.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**I. District Attorney**

No report.

**II. District Engineer**

No report.

**III. District Manager**

**a) Important Board Meeting Dates for Fiscal Year 2025**

- 1) May 1, 2025 – Public Hearings: Proposed Budget FY2026**
- b) Financial Statement for period ending October 31, 2024 (unaudited)**
- c) Financial Statement for period ending November 30, 2024 (unaudited)**
- d) Financial Statement for period ending December 31, 2024 (unaudited)**

No report.

**EIGHTH ORDER OF BUSINESS**

**Public Comments**

**Public Comments:** - Public comment period is for items NOT listed on the agenda, and comments are limited to three (3) minutes per person and assignment of speaking time is not permitted; however,

**the Presiding Officer may extend or reduce the time for the public comment period consistent with Section 286.0114, Florida Statutes**

Mr. Ward asked if there were any public comments; there were none.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Ward asked if there were any Supervisor's requests; there were none.

**TENTH ORDER OF BUSINESS**

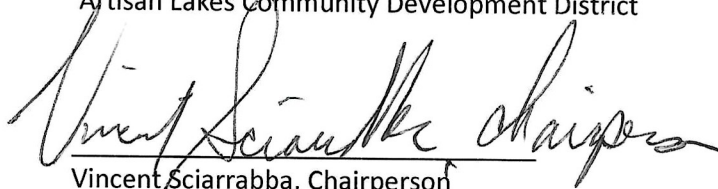
**Adjournment**

Mr. Ward adjourned the meeting at approximately 3:45 p.m.

**On MOTION made by Vincent Sciarrabba, seconded by Tom Carpenter, and with all in favor, the meeting was adjourned.**

Artisan Lakes Community Development District

  
James P. Ward, Secretary

  
Vincent Sciarrabba, Chairperson