

**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, March 4, 2021 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
Vincent Sciarrabba	Vice Chairperson
Dee Zaenglein	Assistant Secretary
Peter Latessa	Assistant Secretary
Carol Couse	Assistant Secretary

Also present were:

James P. Ward	District Manager
Wes Haber	District Counsel
Victor Barbosa	Waldrop Engineering

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 3:30 p.m. He conducted roll call; all Members of the Board were present constituting a quorum.

SECOND ORDER OF BUSINESS

Consideration of Resolution 2021-6

Consideration of Resolution 2021-6 appointing a qualified elector to fill the vacancy in Seat (3) on the Board of Supervisors pursuant to Section 190.004 (4) Florida Statutes. If the Board appoints an individual to fill the seat, the following items will also be considered for the newly appointed members:

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

III. Form 1 – Statement of Financial Interests

Mr. Ward: As you recall, no one qualified for Seat 3 during the regular election period. The way the statute works is, the Board, when they find someone to fill that Seat, may simply, by motion and second and affirmative vote by the majority of the Board, fill that Seat. I know there is someone with us today who Mr. Sciarabba would like for the Board to consider.

Mr. Sciarabba: I would like to move to appoint Carol Couse to the vacant Seat.

Mr. Ward asked if there were any questions or a second to the motion. Dee Zaenglein seconded the motion.

On MOTION made by Mr. Vincent Sciarabba, seconded by Ms. Dee Zaenglein, and with all in favor, Ms. Carol Couse was appointed to fill Seat 3.

Mr. Ward, as a notary public, after ensuring Ms. Couse was not a felon, was a registered voter, and was a citizen of the United States, administered Ms. Couse the Oath of Office. He asked Ms. Couse 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 discussed the Form 1 – Statement of Financial Interests and noted Ms. Couse should call himself (Mr. Ward) with any questions regarding Form 1. He encouraged Ms. Couse not to forget to file Form 1 or risk incurring fees for late filing. He asked Mr. Wes Haber to review the Sunshine Law and Code of Ethics.

Mr. Wes Haber reviewed public record law explaining CDD records were public records. He recommended Ms. Couse set up a separate email for CDD business as communications with the CDD would be public record. He reviewed the Sunshine Law explaining Board Members were prohibited from communicating about CDD business outside of a publicly noticed meeting. He explained “communicating” included email, text, social media, phone calls, etc., and Board Members needed to be particularly careful about commenting on social media posts regarding CDD business. He indicated if there were any questions about communications, he and Mr. Ward would be happy to answer any questions. He reviewed Chapter 112, Code of Ethics, explaining what constituted a conflict of interest, including personal financial gain. He asked if there were any questions.

Ms. Couse asked if her being on the Board of the Performing Arts Center would be a conflict of interest. Mr. Ward responded in the negative.

Discussion ensued regarding the Form 1.

Mr. Ward explained discussion of anything that might appear before the CDD Board was also considered a violation of the Sunshine Law. He recommended any CDD business be discussed with himself or Mr. Haber outside of meetings, or Board Members could discuss any potential CDD business during Board Meetings.

Consideration of Resolution 2021-7, a Resolution Re-Designating the Officers of the Artisan Lakes Community Development District

Mr. Ward indicated, currently, Mr. Stagnita served as Chair, the Vice Chair position was vacant, and the remaining Board Members served as Assistant Secretaries while he served as Secretary and Treasurer. He explained the Board was welcome to reorganize the officer positions as it deemed appropriate.

Discussion ensued regarding re-designating the officers of the Board. The Board decided Mr. Stagnita would continue as Chair, Vincent Sciarrabba would serve as Vice Chair, and the remaining Board Members would serve as Assistant Secretaries with Mr. Ward as Secretary and Treasurer.

On MOTION made by Ms. Dee Zaenglein, seconded by Mr. Vincent Sciarrabba, and with all in favor, Resolution 2021-7 was adopted, and the Chair was authorized to sign.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2021-8****Consideration of Resolution 2021-8 Approving the Proposed Fiscal Year 2022 Budget and setting the Public Hearing on Thursday, May 6, 2021 at 3:30 P.M. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221**

Mr. Ward explained Florida Statute required him to present a proposed budget to the CDD for consideration and approval for the purpose of setting the public hearing date. He explained approval at this stage did not bind the CDD to anything within the Budget.

Mr. Ward: The General Fund accumulates the expenses associated with your basic operation of the District which were the administrative costs. This particular portion of the Budget has not changed from the prior year. It is all exactly the same as you have previously seen. The total expenditures or appropriations were \$82,805 dollars for the Fiscal Year. That equates to a special assessment for Fiscal Year 2022 of \$97.30 per unit that will go onto tax bills in November of this year. The current rate that is on your tax bill is \$98.26, so it is basically a \$0.90 cent decrease in the overall assessment rate. They cover things such as Board fees, my management fees, other fees for the trustee (the trustee is the bank that we use to administer your bond funds), dissemination agent, which is certain SEC recording requirements, insurance for the district, legal services, and a small operational reserve of \$10,000 dollars per year. Also, we have two series of different bonds. The first is on pages 1 and 2. Those are your 2013 bonds. As the name suggests these were issued in 2013. Within the 2013 bonds there are two, for lack of a better term, we call them two tranches of bonds. One is an A1 bond, and one is an A2 bond. They are both in the same series. The only difference happens to be that the series 2013 A2 bonds are subject to early prepayment primarily by any property owner, but generally by the developer if they so choose to do so. The 2013 A1 and A3 bonds only account for the principal and interest due on each of those two series of bonds that you have during each year. All of the 2013 A1 bonds cover all of the property within the Artisan Lakes Community Development District. The 2013 A3 bonds only cover what is currently called Phase V which is an unplatted parcel of land. If you currently reside within Artisan Lakes CDD you are only subject to the A1 bond. The A3 bonds will be as new residents come on in what Taylor Morrison calls the Phase V unplatted area at this point in time.

Mr. Sciarrabba: *I'm a little confused. Phase V is the part that we are building right now. Are we referring to a new one?*

Mr. Ward: *No, the Phase V you are talking about is correct. It is just not platted land at the moment. We will see that this year, as the new tax rolls come out, we will see the new plats come in online.*

Mr. Sciarrabba: *But we are building in it already.*

Mr. Ward: *I understand that. My point is that the plat was recorded after last year, so it was not platted property then. To me it's unplatted, and I haven't seen those new rolls, although I am aware the plat does exist. I just haven't seen that at this point. The rates that you see on page 2 for the different product types, they do not change from year to year. They are what we call max annual debt service. They remain the same over the life of the issue. There is no change in those rates. Property owners may prepay assessments at any time. All they need to do is call my office or visit the website and the information about prepayments are there if they choose to do so. Page 5, 6, 7 and 8 are really nothing more than the amortization schedules for those bonds. Sometimes I get questions about refinancing bonds. The 2013 A1 bonds are at 6.75 and 7 percent. They are first callable 10 years after the day of issuance, so 2023 will be the first opportunity for this District to refinance those bonds and obviously at rates of 6.75 and 7, they clearly will be easily "refinanceable" at that time. Then on page 9 are your 2018 bonds. Everything I said on the 2013 bonds are exactly the same for the 2018 bonds, they just cover a different portion of the community than others due. Those rates will also stay exactly the same as they have for 2022 as they were in 2021. You may prepay those bonds; those residents may do that. They also may go to the District website and find out any of the specific information for their particular parcel of land. He asked if there were any questions.*

Ms. Zaenglein: *What is the difference between "on roll" and "off roll?"*

Mr. Ward: *On roll means that those assessments are put directly on your tax bills that you receive from the tax collector. Off roll means I bill the property owner for those particular assessment.*

Mr. Sciarrabba: *These assessment rates, are these the amounts that homeowners are paying based on their lot sizes right now?*

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

On MOTION made by Mr. Travis Stagnitta, seconded by Mr. Peter Latessa, and with all in favor, Resolution 2021-8 was adopted, and the Chair was authorized to sign.

Mr. Latessa: *Will the public meeting be here?*

Mr. Ward: *This sets it at this place, so what I would suggest is we have the public hearing at this location and at that meeting I will have another resolution on the agenda to schedule your entire next year and we can change the location at that point.*

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-9

Consideration of Resolution 2021-9 a Resolution of the Board of Supervisors of the Artisan Lakes Community Development District ratifying the Plat for Artisan Lakes Esplanade Phase V, Subphases A1, A2, A3, A4, & A5; Approving in substantial form the Plat for Artisan Lakes Esplanade Phase V, Subphases B & C; Authorizing the Chairperson to execute the Plat; Approving the conveyance of the CDD tracts

Mr. Ward asked Mr. Victor Barbosa to discuss the plat and subphases.

Mr. Victor Barbosa: Any time a parcel plan is divided into three or more individual parcels, the plat creates the portfolio numbers and allows for conveyance to the County, CDD, and future homeowners. It also identifies ownership and maintenance responsibilities for the road tracts, drainage tracts, etc. So, the V-A plat was previously reviewed by District Counsel and authorized for the Chair to sign. That plat has been recorded and is before the Board for ratification today. V-E and V-C plat has also been reviewed by District Counsel and District Manager and is brought before the Board to (indecipherable 26:22).

Mr. Sciarabba: *Is there a map which shows (indecipherable)? Oh, never mind, I've got it.*

Mr. Barbosa: *Basically, (indecipherable 26:50).*

Ms. Couse: *What is the number allocated to Heritage Park?*

Mr. Barbosa: *That is (indecipherable 27:10). It's not going to have Esplanade in the name. It's not going to be Esplanade Phase. It is a part of Esplanade, but it is in the Artisan Lakes East CDD. We won't be responsible for it. Phase V is the last phase of Esplanade (indecipherable 27:35).*

A Board Member asked a question which was indecipherable. Mr. Barbosa responded: *(indecipherable 27:47). There will be two road connections. Heritage Park will be a part of Esplanade, but it's not part of the Artisan Lakes CDD. The plat won't say Artisan Lakes (indecipherable).*

Ms. Couse: *If they are not part of the CDD they don't have a fee?*

Mr. Barbosa: *They will be part of the HOA, the Esplanade HOA, but they will have a different CDD.*

Mr. Ward: *Mr. Drew Miller is on the phone with us and wants to chime in.*

Mr. Drew Miller: *I was just going to add to that a little. Originally, that property was going to be part of the Artisan overall and is part of the other CDD. We will be putting CDD debt on that property just as every other one. They will be part of the Esplanade HOA, but because that property was already part of the Artisan Lakes East CDD we just maintained that as Artisan Lakes East CDD and their fee structure will be very similar to Phase V.*

Mr. Ward asked Mr. Haber to discuss the Resolution.

Mr. Haber: *The Resolution does a few things. There are two plats that Victor went over. The first plat is called the Phase V-A plat. That plat has already been signed, approved and has been recorded. This*

resolution ratifies that plat because the CDD is included on the plat as largely taking the stormwater improvements on the plat. There is a resolution in place that gives authority for the Chair to do that, so we are essentially ratifying that action on the part of the Chair. The resolution also approves the plat for Phases V-B and V-C. That resolution has been prepared. It has been reviewed by my office and your engineer's office. It has not yet been finally approved by the County and recorded. This resolution approves that plat and authorizes the Chair to ultimately execute that plat when it is finalized and ready to be recorded. Lastly, this resolution authorizes the conveyance of certain CDD tracts. In particular, for the V-A plat, there are number of tracts that are identified on those plats that are purported to be owned by the CDD. And once again those are largely the stormwater tracts and conservation tracts. Included in your Agenda Package, behind the plats, is a special warranty deed, and that deed is from the developer to the CDD for tracts B74, B75, and B76, as well as tract C22 and C23, on the plat V-A. This resolution authorizes the District to accept this deed, essentially conveying those tracts in fee simple to the CDD for ownership. These are the three main things this resolution does: ratifies the V-A plat, authorizes, and accepts the V-C plat and accepts the deed for the parcels on the V-A plat. 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 Mr. Vincent Sciarrabba, seconded by Mr. Travis Stagnitta, and with all in favor, Resolution 2021-9 was adopted as above, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS

Consideration of Minutes

December 3, 2020 – Regular Meeting Minutes

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

On MOTION made by Mr. Vincent Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, the December 3, 2020 Regular Meeting Minutes were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

I. District Attorney

No report.

II. District Engineer

No report.

III. District Manager

- a) Financial Statement for period ending November 30, 2020 (unaudited)
- b) Financial Statement for period ending December 31, 2020 (unaudited)
- c) Financial Statement for period ending January 31, 2021 (unaudited)

No report.

EIGHTH ORDER OF BUSINESS

Audience Comments and Supervisor's Requests

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

Mr. Latessa: What is the retention of these documents that you have given us?

Mr. Ward: I maintain them electronically in perpetuity. They are not required by State law to be maintained. As Wes has indicated, anything that I transmit to you, or Wes transmits to you, or Victor transmits to you, you do not have to keep. We have those in the public record.

Mr. Latessa: Should they be shredded?

Mr. Ward: They are public record. You can put them in the garbage can. Nobody cares. If they want to read them, more power to them. As Wes was telling you before, if you create an email yourself that doesn't come to Wes or me or Victor, if it goes somewhere else, you have to keep that, or you can transmit it to me, and I will keep it for you. But if you create a document or do something outside of the context of your professional team, then that becomes your public record and you either have to keep it, or you have to send it to me.

Mr. Latessa: It's important to note that if it's related to CDD business, it cannot be to other Board Members, that email cannot go to other Board Members.

Mr. Ward: Right.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at approximately 4:07 p.m.

On MOTION made by Mr. Peter Latessa, seconded by Mr. Travis Stagnita, and with all in favor, the meeting was adjourned.

Artisan Lakes Community Development District


James P. Ward, Secretary


Travis Stagnita, Chairperson