

**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 7, 2019 at 3:30 P.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
Cheri Bass	Assistant Secretary
Vincent Sciarabba	Assistant Secretary

Absent:

JD Humpherys	Assistant Secretary
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Also present were:

James P. Ward	District Manager
Jere Earlywine	District Counsel

Audience:

Jeff Deason

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

Mr. James P. Ward called the meeting to order at approximately 3:30 p.m., and all Members of the Board were present at roll call, with the exception of JD Humpherys who joined the meeting via telephone at approximately 3:37 p.m.

SECOND ORDER OF BUSINESS

Consideration of Resolution 2019-15

Consideration of Resolution 2019-15 appointing a qualified elector, Mr. Vincent Sciarabba, to fill the vacancy in Seat (5) on the Board of Supervisors pursuant to Section 190.004 (4) Florida Statutes.

Mr. Ward stated two seats, Seat 4 and Seat 5, came up to qualified elector election and there was no one qualified during the June period and no one has come forward since that time in order to be a qualified elector. He stated there was one resident interested in the position of Seat 5. He stated a simple motion to adopt the revised resolution with the name of the individual in Section 1, Seat 5, would be in order.

On MOTION made by Ms. Tracy Briones, seconded by Ms. Cheri Bass, and with all in favor, Resolution 2019-15 was adopted and the Chair was authorized to sign.

I. Administration of the Oath of Office.

Mr. Ward, as a Notary Public of the State of Florida, administered the Oath of Office to Mr. Vincent Sciarabba. Following Administration of the Oath, Mr. Ward asked Mr. Sciarabba to sign a copy of the Oath and return the signed copy to him for notarization.

II. Guide to the Sunshine Amendment and Code of Ethics for Public Employees.

District Counsel Jere Earlywine explained the Sunshine Law indicated any matter which may potentially come before the Board could only be discussed with other Board Supervisors during a publically noticed meeting. He stated it was considered a second degree misdemeanor and up to \$500 would be fined for a violation of the Sunshine Law. He explained Board Members were also subject to Public Record Laws which indicated Public Records were required to be made available to the public upon request and were required to be preserved for certain amounts of time. He stated if Mr. Sciarabba received a request for public information he should forward the request to Mr. Ward's office for fulfillment. He indicated Mr. Ward was the records custodian and all records should be submitted to him for safekeeping. Mr. Earlywine briefly explained the Ethics Laws including disclosure requirements and prohibition requirements.

III. Form 1 – Statement of Financial Interests.

Mr. Ward indicated Form 1 was required to be filed with the Supervisor of Elections within 30 days of today's date. He explained if Form 1 was filed late the Supervisor of Elections had the right to charge a daily fine. He strongly recommended filing Form 1 in a timely manner and keeping a copy of the filing, receipt, and/or the transmittal letter.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2019-16

Mr. Ward noted this was an add-on item to the Agenda. He stated Mr. Sciarabba had been added to the Board in Seat 5. He indicated Mr. Himelhoch served as Chair, Ms. Briones as Vice Chair, Mr. Ward as Secretary/Treasurer, and Mr. Humpherys and Ms. Bass as Assistant Secretaries. He explained Resolution 2019-16 added Mr. Sciarabba as an Assistant Secretary; however, the Board had the right to change Mr. Sciarabba's position or adopt the Resolution as presented.

On MOTION made by Ms. Tracy Briones, seconded by Ms. Cheri Bass, and with all in favor, Resolution 2019-16 was adopted as presented and the Chair was authorized to sign.

FOURTH ORDER OF BUSINESS

Consideration of Minutes

Consideration of Minutes

I. December 6, 2018 Landowner Meeting

Mr. Ward called for a motion to approve the December 6, 2018 Landowner Meeting Minutes for purposes of inclusion in the record only.

On MOTION made by Mr. Scott Himelhoch, seconded by Ms. Tracy Briones, and with all in favor, the December 6, 2018 Landowner Meeting Minutes were approved.

II. February 7, 2019 Regular Meeting

Mr. Ward asked if there were any additions, corrections or deletions to the Minutes. Hearing none, he called for a motion to approve the February 7, 2019 Regular Meeting Minutes.

On MOTION made by Ms. Cheri Bass, seconded by Mr. Vincent Sciarrabba, and with all in favor, the February 7, 2019 Landowner Meeting Minutes were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

I. Attorney

There was no report from the Attorney.

II. Engineer

There was no report from the Engineer.

III. Manager

There was no report from the Manager.

SIXTH ORDER OF BUSINESS

Audience Comments and Supervisor's Requests

There were no Audience Comments or Supervisor's Requests. There were no Audience Members present.

SEVENTH ORDER OF BUSINESS

Adjournment

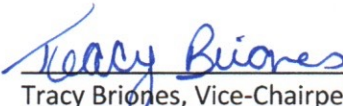
Mr. Ward adjourned the meeting at approximately 3:42 p.m.

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

Artisan Lakes Community Development District



James P. Ward, Secretary



Tracy Briones, Vice-Chairperson