

**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, April 7, 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 Sciarrabba	Assistant Secretary

**Also present were:**

James P. Ward	District Manager
Jere Earlywine	District Counsel
Victor Barbosa	Waldrop Engineering
Tony Grau	Grau and Associates
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 3:07 p.m. He conducted roll call; all Members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Notice of Public Hearing**

**Notice of advertisement of the Public Hearing**

Mr. Gill noted enclosed in the Agenda Packet was an affidavit mailing showing the publication which went out for the public hearing.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes**

**February 3, 2022 – Regular Meeting Minutes**

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

**On MOTION made by Ms. Carol Sciarrabba, seconded by Mr. Travis Stagnitta, and with all in favor, the February 3, 2022, Regular Meeting Minutes were approved.**

**FOURTH 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. Peter Latessa, seconded by Ms. Dee Zaenglein, 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; hearing none, he called for a motion to close the public hearing.

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

**II. Board Comment**

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

**III. Consideration of Resolution 2022-7 adopting the annual appropriation and Budget for Fiscal Year 2023**

Mr. Gill called for a motion for Resolution 2022-7 relating to the annual appropriations, adopting the Budget for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023.

Mr. Ward noted the budget was the same as presented at the last meeting; the assessment rate was \$101.22 for fiscal year 2023 and it was \$98.26 in the current year.

**On MOTION made by Mr. Vincent Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, Resolution 2022-7 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 Ms. Dee Zaenglein, seconded by Ms. Carol Sciarrabba, and with all in favor, the Public Hearing was opened.**

Mr. Gill asked if there were any public 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. Vincent Sciarrabba, and with all in favor, the Public Hearing was closed.**

**II. Board Comment**

Mr. Ward asked if there were any questions; there were none.

**III. Consideration of Resolution 2022-8 imposing special assessments, adopting an assessment roll, and approving the general fund special assessment methodology**

Mr. Ward indicated Resolution 2022-8 imposed the assessments, adopted the assessment roll, provided a mechanism for the Manager to update the assessment roll with current owners' information as it changed, and approved the methodology. He asked if there were any questions; hearing none, he called for a motion.

**On MOTION made by Ms. Carol Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, Resolution 2022-8 was adopted, and the Chair was authorized to sign.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-9**

**Consideration of Resolution 2022-9, a resolution of the Board of Supervisors adopting designating dates, time, and location for regular meeting of the Board of Supervisor's for Fiscal Year 2023**

Mr. Gill noted Statute required the CDD to publish the dates of its meetings. He indicated the Meetings were scheduled for the first Thursday of every month at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221. He asked if there were any questions; 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 2022-9 was adopted as amended, and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS****Consideration of Audited Financial Statements****Consideration and acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2021**

Mr. Gill introduced Tony Grau with Grau and Associates.

Mr. Tony Grau with Grau and Associates reviewed the Audited Financial Statements for the Fiscal Year ended September 30, 2021. He reported pages 1 and 2 reflected a clean opinion with respect to the financial statements of the District. He stated page 3 was the management discussion and analysis which was a recap of the financial activity during the Fiscal Year and included the condensed statement of net position on page 4. He noted next was the income statement which showed revenues, expenses, and the change in net position. He noted due to conveyance of infrastructure, over \$6 million dollars, there was a decrease in the net position. He indicated the financial statements began on page 7 with the government wide financial statements including capital assets, long term debt, accrued interest, etc. He stated on page 9 was the balance sheet reflecting the general fund and debt service fund; the total fund balance was approximately \$1,340,000 dollars; the majority of this was in the debt service fund which was restricted for debt service. He stated the income statement was on page 11 and showed the special assessments, expenditures, general fund, and debt service payments. He reported on page 13 were the footnotes to the financial statements which were consistent with the prior year. He indicated on page 19 were the changes in the capital assets; there were some reductions related to the conveyance of infrastructure and new assets were also placed in service. He stated page 20 showed the long term debt which included the Series 2013 and Series 2018 bonds; the bonds were paid down \$1,265,000 dollars leaving a balance of \$10,700,000 dollars. He noted on page 21 was the amortization schedule for the debt service. He noted budget to actual was on page 23 and starting page 25 was the new information item required by Florida Statute and the Auditor General. He stated the remainder of the report contained the various reports required under government auditing standards and by the Auditor General. He reported there were no findings and only clean opinions.

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

Mr. Ward noted the bonds had ten year call dates; therefore, the 2013 bonds would be up for refinance in 2023 if the Board wished. He noted sometime next year the Board would have the opportunity to look at a refinance for the 2013 bonds and possibly lower the interest rate on this debt.

Mr. Jere Earlywine asked if an advance refinance had ever been considered, where the reserve fund was set aside for the final payment.

Mr. Ward responded in the affirmative. He stated the 2013 bonds had an interest rate of 6.75% and 7.0% to 7.25% coupon rate; therefore, there could be a substantial reduction in the debt service payment with a refinance. He stated there were two types of refinancing: current and advanced. He explained advanced refunding: *depending upon the change in the interest rates, you call those 2013 bonds early and you escrow the funds in a separate bank account, and when the call date gets here, then those bonds can be repaid off and you will have a new set of current bonds that replace the 2013 bonds and you start with new interest payments in advance of the date that you actually do the call. The downside of this is those advance refundings require you to pay the interest from the date you issue the new bonds through the call date, so you have double interest going on there. Sometimes, depending on*

*the interest rate changes, it's a really good idea to do it. Sometimes you can do it 30 days in advance where it's really cheap to do.*

*Mr. Earlywine: I was just wondering with this one coming up so close, and the chance for the rate to increase, I wonder if we should just call Bret and see what he thinks about it. Maybe it doesn't work, but I don't know.*

*Mr. Ward: I'll take a look at it. Personally, I think it's a little far out to do an advance refunding. Do you remember when these bonds were issued?*

*Mr. Earlywine: I would have to look it up.*

*Mr. Ward: If the 2013 bonds were issued in the early part of 2023 maybe we could.*

*Mr. Earlywine: They were issued in December.*

*Mr. Ward: That's too long. He asked if there were any questions; hearing none, he called for a motion.*

**On MOTION made by Mr. Vincent Sciarabba, seconded by Mr. Peter Latessa, and with all in favor, the Audited Financial Statements for the Fiscal Year ended September 30, 2021, were accepted for purposes of inclusion in the record.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-10**

**Consideration of Resolution 2022-10, a resolution of the Board of Supervisors approving the assignment of the Engineering Services Agreement, dated June 13, 2017, from Waldrop, Inc. to Atwell, LLC**

Mr. Gill stated due to a corporate merger, Waldrop was now Atwell, LLC and Board consent was required to assign the agreement to the new firm. He noted the Resolution facilitated this and included the previous Engineering Services Agreement and the fee schedule which remained the same.

*Mr. Victor Barbosa: Just for clarification, I think the rate code did change a little bit, but it is substantially similar to what we had before.*

**On MOTION made by Ms. Dee Zaenglein, seconded by Mr. Travis Stagnitta, and with all in favor, Resolution 2022-10 was adopted as amended, and the Chair was authorized to sign.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Agreement**

**Consideration and approval of an agreement between the District and the Artisan Lakes Master Association, Inc., the Master Homeowners Association, for certain operation, maintenance, and repair services**

*Mr. Earlywine: There has long been contemplated an agreement between the CDD and HOA where the CDD, because we financed the drainage system, we have to own it and are obligated under the trust indenture and bond documents to take care of it, but it doesn't mean we can't contract that work out to the homeowner's association because the HOA has onsite staff and can look after the contractors a little bit better. What this agreement does, it is a standard agreement, it obligates the homeowner's association at its own expense to go out and maintain the improvements. You will see our engineering team did a great job putting together a map showing where all the drainage improvements are, the stormwater ponds, and whatnot, which would be subject to the maintenance. It has all your standard provisions. It's something you can terminate if you're not happy with the services provided, but it does require the HOA to provide certain reporting on an annual basis to make sure we are in compliance with our permits and carry certain insurance and that sort of thing.*

*Mr. Latessa: He says there is staff on site to maintain these things?*

*Mr. Ward: The agreement provides that the Master Association will maintain the facilities of the District pursuant to the terms of this agreement. How they do it, get their staff or contract it out or whatever, it is what it is. They have an obligation to maintain the District's assets in accordance with the terms of this agreement.*

*Mr. Earlywine: In accordance with our permits too.*

*Mr. Latessa: The last Master Association meeting that I went to, Matt and (indecipherable).*

*Mr. Ward: It's a relatively standard agreement for a District who's going to have its Master Association maintain assets. For you I think it's more beneficial because there are two CDDs that overlay this property. Some properties –*

*Mr. Latessa: I'm fine with that. I'm just trying to make sure everyone realizes this is on the Master. Did something like this come up at the Master Association that you are aware of?*

*Mr. Ward: I have no idea whether the Master has taken this up as a Board matter or not. It's not required under the law for them to do it, but I don't know if they have.*

*Mr. Earlywine: It was always the case that the Master Association would be doing all the maintenance. And we do have a prior interlocal agreement between the two Districts that recognizes this as well.*

*Mr. Ward: We do have an exhibit in here that requires them to acknowledge that they did do all of this work on a yearly basis. They have a reporting requirement under the terms of this agreement.*

Mr. Gill called for a motion.

**On MOTION made by Mr. Vincent Sciarabba, seconded by Mr. Peter Latessa, and with all in favor, the agreement between the District and the Artisan Lakes Master Association, Inc., the Master Homeowners Association, for certain operation, maintenance, and repair services was approved and the Chair was authorized to sign.**

**NINTH ORDER OF BUSINESS****Staff Reports****I. District Attorney****a) Project completion timeline and discussion**

*Mr. Jere Earlywine: My paralegal has gotten the rest of the deeds and other resolutions and things we need for project completion. I'm hopeful we will have that back to you for the next meeting. That's the balance of my report.*

**II. District Engineer****a) Stormwater Reporting Requirements**

*Mr. Victor Barbosa: As previously discussed in other meetings, last year there was legislation passed that requires governmental entities, such as CDDs, to provide stormwater reporting. We are in the process of gathering the documentation, performing the necessary inspections and we should have the report to the District Manager by the end of this month. The other report is one of the items we have been working on for a while now, and we are trying to get it finalized. We are working with a surveyor to provide legal descriptions and sketches for the ponds within the District that currently are still in the name of the developer that need to be conveyed over to the District. That's ongoing. We are very close to getting those description sketches finalized and we will be providing that to the District Manager and District Counsel for review and ultimately conveyance.*

**III. District Manager**

- a) General Election announcement (Supervisor Seats 1, 4 and 5)**
- b) Financial Statement for period ending January 31, 2022 (unaudited)**
- c) Financial Statement for period ending February 28, 2022 (unaudited)**

*Mr. Gill: This year, Seats 1, 4 and 5 come up for election. That's Travis Stagnitta, Peter Latessa, and Vincent Sciarabba. That will be conducted by the Supervisor of Elections for Manatee County.*

*Mr. Ward: This is Travis's last year on the Board. In June will be the qualifying period. As soon as we find out, my office will get you the dates for those of you whose terms are up for election, and then you will have to go down to the Supervisor's Office and qualify, fill out the forms. If you have an election, you'll have to go campaigning. If not, then you're automatically elected and in November you take your seats. The election is in November. The qualifying period is in July sometime. I haven't gotten the dates yet. The statute says that you transition to qualified electors after you meet 250 qualified electors and 6 years from the date of establishment. We have met both of those thresholds. We have transitioned all seats except Travis's. This is the last seat that gets transitioned. Now a new qualified elector will sit on the Board this coming November. Cory just texted me, the qualifying dates are June 13 through June 17, 2022 and early qualifying starts May 25.*

**TENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor's Requests**

Mr. Gill asked if there were any members of the audience present in person or by audio or video with any questions or comments; there were none. He asked if there were any Supervisor's requests; there were none.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Gill adjourned the meeting at approximately 3:35 p.m.

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

Artisan Lakes Community Development District

  
James P. Ward, Secretary

  
Travis Stagnitta, Chairperson