

**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, May 1, 2025, at Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221. It began at 3:00 p.m. and was presided over by Vincent Sciarrabba, Chairperson, and James P. Ward, as Secretary.

Present and constituting a quorum:

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

Also present were:

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

Audience:

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, constituting a quorum.

SECOND ORDER OF BUSINESS

Notice of Advertisement

Notice of Advertisement of Public Hearings

THIRD ORDER OF BUSINESS

Consideration of Minutes

February 6, 2025 - 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 Deborah Reynolds, and with all in favor, the February 6, 2025 Regular Meeting Minutes were approved.

FOURTH ORDER OF BUSINESS

PUBLIC HEARINGS

Mr. Ward explained the Public Hearing process noting there were two public hearings, the first related to the Budget itself.

a) FISCAL YEAR 2026 BUDGET

I. Public Comment and Testimony

Mr. Ward called for a motion to open the Public Hearing.

On MOTION made by Peter Latessa, seconded by Carol Sciarrabba, and with all in favor, the Public Hearing was opened.

Mr. Ward asked if there were any members of the public present on audio or video with questions regarding the Fiscal Year 2026 budget; there were none. He noted there were no members of the public present in person. He called for a motion to close the public hearing.

On MOTION made by Peter Latessa, seconded by Vincent Sciarrabba, and with all in favor, the Public Hearing was closed.

II. Board Comment

Mr. Ward noted the budget was unchanged from the prior meeting. He asked if there were any questions or comments from the Board.

Mr. Sciarrabba asked why the assessment went up \$100 dollars.

Mr. Ward stated the assessment went up \$10 dollars, not \$100 dollars; the assessment went from \$167 dollars to \$177 dollars for the year.

Mr. Latessa asked why the website maintenance went up in cost.

Mr. Ward: I have a firm who does all of the websites for all of my Districts. They haven't changed their fee in probably ten years. When I renegotiated the fee, I asked them to

ensure they provided a better level of service than we were getting, and I negotiated the fee from there.

Mr. Latessa Okay, excellent. And the District Attorney fees went down.

Mr. Ward: I usually base that on what we think we are going to spend in the year. We just don't have much need for legal services for this District this year.

III. Consideration of Resolution 2025-4, a resolution of the Board of Supervisors adopting the Annual Appropriation and Budget for Fiscal Year 2026

Mr. Ward called for a motion to approve the budget beginning October 1, 2025 and ending on September 30, 2026.

On MOTION made by Vincent Sciarrabba, seconded by Tom Carpenter, and with all in favor, Resolution 2025-4 was adopted, and the Chair was authorized to sign.

b) FISCAL YEAR 2026 IMPOSING SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL, PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND PROVIDING AN EFFECTIVE DATE

Mr. Ward indicated this public hearing set into place the assessment rates and certified an assessment roll.

I. Public Comment and Testimony

Mr. Ward called for a motion to open the Public Hearing.

On MOTION made by Carol Sciarrabba, seconded by Tom Carpenter, and with all in favor, the Public Hearing was opened.

Mr. Ward asked if there were any members of the public present on audio or video with questions; there were none. He noted there were no members of the public present in person. He called for a motion to close the public hearing.

On MOTION made by Peter Latessa, seconded by Vincent Sciarrabba, and with all in favor, the Public Hearing was closed.

II. Board Comment

Mr. Ward noted Resolution 2025-5 set the assessment rate for the general fund and adopted an assessment roll. He noted the assessment rate was \$177.38 dollars for the year. He asked if there were any questions or comments from the Board; there were none.

III. Consideration of Resolution 2025-5, a resolution of the Board of Supervisors imposing special assessments, certifying an assessment roll, providing a severability clause; providing for conflict and providing an effective date

Mr. Ward called for a motion.

On MOTION made by Deborah Reynolds, seconded by Carol Sciarrabba, and with all in favor, Resolution 2025-5 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-6

Consideration of Resolution 2025-6, a resolution of the Board of Supervisors designating dates, time, and location for regular meetings of the Board of Supervisors for Fiscal Year 2026

Mr. Ward noted the meeting dates would be the first Thursday of each month at 3:30 p.m. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221. He noted the Resolution allowed the CDD to advertise all meetings once in September, it did not bind the Board to the use of these dates, it simply set the dates, time, and location; the dates, time or location could be changed and readvertised at the discretion of the Board. He asked if there were any questions.

Mr. Latessa asked about the potential of meeting in the card room at the other Clubhouse.

Mr. Ward noted to do so he would have to come back with another resolution at another meeting to change the location of the meetings. He suggested approving Resolution 2025-6 as it was today, and he would check with the other Clubhouse about reserving the card room, and if it were possible he would amend this resolution at the next meeting.

Discussion ensued regarding Mr. Ward having another CDD meeting at the current location immediately following the Artisan Lakes CDD meeting; the Board decided not to change the meeting location.

Mr. Ward stated if the Board wanted to change the location at any time he would make the necessary accommodations.

Discussion ensued regarding the meeting time change from 3:00 p.m. to 3:30 p.m.

On MOTION made by Vincent Sciarrabba, seconded by Tom Carpenter, and with all in favor, Resolution 2025-6 was adopted, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS**Staff Reports****I. District Attorney**

No report.

II. District Engineer

Mr. Victor Barbosa: We are going through the statement of completions for SWFMD. We've been going through it for a few weeks now. We've submitted everything to the district, the district has come back with requests for additional information. There were some control structure adjustments and some re-grading that was required, so we are working with the developer to get all of that work done. We are close to getting everything transferred over, but I just wanted to give an update on that. We are still working on it, and we should be done within the next month or so.

III. District Manager

- a) Supervisor of Elections Qualified Elector Report as of April 15, 2025**
- b) Special District Reporting: Goals and Objectives for Fiscal Year 2025**
- c) Important Board Meeting Dates for Fiscal Year 2025**
 - 1) June/July - Look for Commission on Ethics email (Form 1 Financial Disclosure)**
- d) Financial Statement for period ending January 31, 2025 (unaudited)**
- e) Financial Statement for period ending February 28, 2025 (unaudited)**
- f) Financial Statement for period ending March 31, 2025 (unaudited)**

Mr. Ward: The Supervisor of Elections is required to disclose the number of qualified electors as of April 15th every year. You have 1,428 qualified electors. You've already transitioned to a qualified elector election, so you don't have to do anything, but the statute doesn't permit the report to stop once you've hit the qualified elector threshold. They just keep sending it to you. There is nothing that you need to do. I've included in your Agenda also your performance measures and standards for reporting as required in the last legislative session. I haven't made any changes to it. It is pretty simple stuff. You are welcome to make any changes you deem appropriate, but this is pretty easy at this point. It doesn't get reported anywhere. It just gets posted on our website. That's all we do.

Mr. Latessa: I'd like to know a little bit more about what it's asking. It says we are supposed to develop measures and standards and be accountable for them, and we really haven't done that.

Mr. Ward: That's what this does. If you go through the rest of the memo, there is an exhibit attached to it that tells you what your goals and objectives are. It's kind of simple. I don't know why the legislature did this. I'm guessing it's for districts that have a lot of operations. I think there is a piece of legislation going through to remove this requirement from the statute this year, but whether or not it gets adopted I don't know. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Tom Carpenter, seconded by Vincent Sciarrabba, and with all in favor, the Performance Measures/Standards and Annual Reporting Form was approved.

Mr. Ward: Just a reminder your Form 1 is due this summer. You file it on the website just like you did last year. The only difference between last year and this year is you did your ethics training last year, so you will check the box this year that you did your ethics training. You will also be required to do the ethics training again this year for next year's Form 1. This summer we will send you out the new links on what to do and how to do your ethics training requirement.

SEVENTH 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.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

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

NINTH ORDER OF BUSINESS


Adjournment

Mr. Ward adjourned the meeting at approximately 3:17 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 \(Oct 24, 2025 17:51:22 EDT\)](#)
Vincent Sciarrabba, Chairperson






Minutes 5/1/2025

Final Audit Report

2025-10-24

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