

**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 2, 2024, at 3:00 P.M., at Eaves Bend at Artisan Lakes, 5967 Maidenstone Way, Palmetto, FL 34221.

**Present and constituting a quorum:**

Vincent Sciarrabba	Chairperson
Peter Latessa	Vice Chairperson
Carol Sciarrabba	Assistant Secretary
Deanna Zaenglein	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 Hearing**

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes**

**March 7, 2024 – 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 Vincent Sciarabba, seconded by Deanna Zaenglein, and with all in favor, the March 7, 2024, Regular Meeting Minutes were approved.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**PUBLIC HEARINGS – FY 2025 BUDGET AND SPECIAL ASSESSMENTS**

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

**a) FISCAL YEAR 2025 BUDGET**

**I. Public Comment and Testimony**

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

**On MOTION made by Carol Sciarabba, seconded by Peter Latessa, 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 2025 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 Carol Sciarabba, seconded by Deanna Zaenglein, and with all in favor, the Public Hearing was closed.**

**II. Board Comment and Consideration**

Mr. Ward reported the assessment rate for Fiscal Year 2025 was \$167.03, up from \$161.74 in Fiscal Year 2024. He noted the debt service assessment remained unchanged. He asked if there were any questions or comments from the Board; there were none.

**III. Consideration of Resolution 2024-7, a resolution of the Board of Supervisors adopting the Annual Appropriation and Budget for Fiscal Year 2025**

Mr. Ward called for a motion to approve the budget beginning October 1, 2024 and ending on September 30, 2025.

**On MOTION made by Peter Latessa, seconded by Vincent Sciarabba, and with all in favor, Resolution 2024-7 was adopted, and the Chair was authorized to sign.**

**b) FISCAL YEAR 2025 IMPOSING SPECIAL ASSESSMENTS; ADOPTING AN ASSESSMENT ROLL, AND APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY**

Mr. Ward indicated this public hearing was related to the imposition of the special assessments for the general fund, it adopted the assessment roll and approved the general fund special assessment methodology related to the Fiscal Year 2025 budget.

**I. Public Comment and Testimony**

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

**On MOTION made by Carol Sciarabba, seconded by Deborah Reynolds, 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 Carol Sciarabba, and with all in favor, the Public Hearing was closed.**

**II. Board Comment and Consideration**

Mr. Ward noted Resolution 2024-8 imposed special assessments, adopted the assessment roll, and approved the General Fund Special Assessment Methodology which levied assessments on an equal basis across all units within the District. He asked if there were any questions or comments from the Board; there were none.

**III. Consideration of Resolution 2024-8, a resolution of the Board of Supervisors imposing special assessments, adopting an assessment roll, and approving the General Fund Special Assessment Methodology**

Mr. Ward called for a motion.

**On MOTION made by Deanna Zaenglein, seconded by Peter Latessa, and with all in favor, Resolution 2024-8 was adopted, and the Chair was authorized to sign.**

**Consideration of Resolution 2024-9, a resolution of the Board of Supervisors designating dates, time, and location for regular meeting of the Board of Supervisor's for Fiscal Year 2025**

Mr. Ward noted the meeting dates would be the first Thursday of each month at 3:00 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 noted the Board would not be meeting on January 2 or July 3 of next year. He asked if there were any questions; hearing none, he called for a motion.

**On MOTION made by Vincent Sciarabba, seconded by Peter Latessa, and with all in favor, Resolution 2024-9 was adopted, and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS****Consideration of Proposals****Consideration of Proposals to provide Audit Services to the District for the Fiscal Years 2024-2028**

*Mr. Ward: We accept proposals from auditors to provide auditing services to you. This is in addition to the Engineer's Full Employment Act, this is the Auditors Full Employment Act which requires us to advertise these things, put an RFP together, solicit bids. The way the statute works is, your job is to rank the two audit proposals you have received based upon both mandatory elements, qualifications and price. There are two proposals, one from Grau and Associates and one from Berger Toombs. These days these are about the only two auditors who will provide pricing for CDD audits. If you look at the prices you will know why. These prices have come down dramatically over the years. My team did a ranking for you, but you may rank them how you please.* He asked how the Board wished to rank the proposal. He noted Berger Toombs was less expensive, but in his experience Grau and Associates did a better, quicker job and was more responsive.

Discussion ensued regarding Grau and Associates versus Berger Toombs; the level of service of each company; Grau and Associates having a much higher level of service; and why CDD auditor rates were significantly lower than in the past.

**On MOTION made by Vincent Sciarabba, seconded by Deborah Reynolds, and with all in favor, Grau and Associates was ranked number one, and Berger Toombs was ranked number two.**

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

No report.

**II. District Engineer**

*Mr. Victor Barbosa: As discussed during previous meetings, Atwell has been working with the South Florida Water Management District for a number of years now to get the early permits transferred over to operations. In addition, we were trying to submit them individually. The District came back and said they want us to do a permit modification to combine some of those earlier ones. We did the permit modification and then we tried to continue that process and ended up having to do another permit modification, which actually helps us out because one of the things that we are doing with this permit modification now is combining all the permits that are specific to Esplanade, at least the older portion of Esplanade, not including Heritage Park Esplanade. What that's going to do is combine all of Artisan Lakes CDD's permits into one permit. It will be a lot easier to track and down the road we will do the maintenance and monitoring submittals. So, where we are in that process is we had a series of comments from the District. We responded. And we have gone through a couple of different reviewers, so some of the direction we were given early on has changed, so that's another reason it's taking a little longer than what we thought, but we resubmitted April 24 was our last submittal. At this point we have addressed all of their comments. We don't anticipate anything else, but there is always that chance. One of the things we will need is since the District is the owner of all the ponds and wetlands, I do have an application the District will have to sign as the owner. Obviously, this project goes back almost 18 years now; there are 38 permits, more than 60 ponds, so there is a lot to manage. We are intimately aware of all of the noncompliance letters out there. We have addressed all of them. At this point there is nothing aside from everything we are going to have to do once this permit modification is approved. We will then have to go into the Statement of Completion and transfer to operations where we will have to address lake bank stabilization which we have already addressed some. We have addressed the worst ones. But that's not to say that work is complete. We are still working through that. Ultimately the District will do a walk through inspection with us and will identify all of the areas that still need to be addressed. At this point we are still trying to get through the permit modification. Once that's approved, we can submit for the statement of completion and that's when some of the lake bank stabilization, control structures without skimmers, stuff like that, the noncompliance items, that's when those will be addressed fully.*

*Mr. Latessa: What's your ballpark time for all that?*

*Mr. Barbosa: The permit modification, as long as they agree with all of the responses, which we have been working with them and actively having conversations, so we don't anticipate anything more coming from that, it's usually a 30-day review, and probably another 2 weeks to get the permit. Then the statement of completion, that just depends on how many items the District comes up with for repairs and stuff like that. It's hard to put a timeframe to it but it's probably going to be another 2 to 3 months for that.*

*Mr. Latessa: And that's working with Taylor Morrison to get that completed?*

*Mr. Barbosa: Correct. Once all of the remediations are identified, Taylor Morrison will go through and make the repairs, so once we get to the statement of completion and transfer of ownership, the entire system will be a functioning system with no issues and no washouts. Nothing for the CDD to repair.*

*Mr. Latessa: So, when you do the final walk, will the District walk through and identify "oh, that's minor stuff, it doesn't need to be fixed right away."*

*Mr. Barbosa: Not for the transfer. Before the transfer occurs, they will require everything to be up to code. The transfer means it goes from the construction phase, which is still what it's in today, to the operations phase, which means the District accepts all of the improvements as completed and then it's a matter of maintenance. Not any alterations or anything.*

*Mr. Sciarrabba: We had a discussion about a topic earlier and we were all a little concerned about the amount and the quality of the maintenance that's being done and that it potentially can cost the homeowners a lot of money after it's transferred.*

*Mr. Ward: We did have that conversation, but as Victor is telling you, once the South Florida Water Management District inspects the system and deems it completed, any washouts or whatever may be wrong will all be fixed and ready for operations.*

*Mr. Sciarrabba: I think the conversation went further than that saying the way they are doing it is not normally how you have experienced with other CDD boards and how they have maintained the water systems.*

*Mr. Ward: That's mostly in terms of operations. At that time, I wasn't talking about it being in a state of completion and getting it ready to turn over to a CDD. What Victor is talking about is having to get it to a point of being in good shape and to turn it over to an operations phase.*

*Mr. Sciarrabba: When you say operations phase, that means it's going to be transferred to the CDD and it's not going to be managed by the HOA? Because we sat in a meeting with Matt and team, and in the notes, it specifically said it was being turned over to the CDD and we didn't have that knowledge.*

*Mr. Earlywine: We issued bonds and paid for that system, so we have to do the operations for it. It doesn't mean we can't contract with the HOA to do the maintenance for the CDD because you will have a Master HOA, but technically, legally, the CDD owns the fee title to the ponds or has easements in place for certain stormwater aspects and it has to be the operations owner.*

*Mr. Latessa: So, it's this table's decision to sign a contract either with the HOA or hire our own.*

*Mr. Earlywine: Yeah, you can terminate the HOA contract if you want to and you can take over the maintenance if you want to, or you can leave it with the Master Association.*

*Mr. Latessa: But this group makes that decision. Taylor Morrison has nothing to do with that decision.*

*Mr. Barbosa: That's right.*

*Mr. Ward: For what it's worth, Taylor Morrison has come to the plate a lot more than I see with other developers in other parts of the State that I represent. This has been a little excruciating because of how long this project has been in place and I know it was with the developer prior to Taylor Morrison and some of it was done at that point and it's kind of messy. Victor and his team and Taylor Morrison have done a great job getting it to the point where we are today.*

*Mr. Latessa: I'm not upset with Taylor Morrison.*

*Mr. Barbosa: To ease the maintenance part of it, once it does get turned over, the majority of the washouts and all these things that occur, are because of construction, so it's due to un-stabilized soils and everything else. Once it gets turned over, all the soils have been stabilized, so you're still going to have some maintenance that's going to be required, you're going to have the aquatic maintenance, all the control structures, the vegetation around the control structures, that's typical and normal for CDD maintenance after it's turned over.*

*Mr. Earlywine: We also live in Florida. It's a giant sandbar, so these are going to have a tendency to erode over time even with the embankments. It's just something you plan for. That's why Jim sets up a reserve for you guys.*

*Discussion continued regarding concerns about costs increasing when the CDD takes over maintenance of the ponds and water management system; the CDD having the ability to finance any emergency situations better than an HOA.*

**On MOTION made by Peter Latessa, seconded by Vincent Sciarabba, and with all in favor, the permit was authorized to be transferred.**

### III. District Manager

- a) **New performance reporting requirements for CDD's**
- b) **Supervisor of Elections Qualified Elector Report dated April 15, 2024**
- c) **Florida Law changes to Form 1 Filings**
- d) **Important Board Meeting Dates for Balance of Fiscal Year 2024**
  - 1) **Candidate Qualifying period: June 10 through June 14, 2024 (Seats 2&3)**
- e) **Financial Statement for period ending February 29, 2024 (unaudited)**
- f) **Financial Statement for period ending March 31, 2024 (unaudited)**

Mr. Ward discussed the new reporting requirements for CDDs. He explained CDDs were now required to establish goals, objectives, and performance measures which then needed to be evaluated at the end of the year and reported on the CDD's website. He stated it would be a relatively simple process. He noted it was not required to be filed with the State or any other entity.

Mr. Latessa agreed it would be simple.

Mr. Ward indicated Statute required the Supervisor of Elections to report the number of registered voters within the District as of April 15<sup>th</sup> of each year. He indicated the number of registered voters was 1,413. He noted Artisan Lakes CDD had already transitioned to a fully qualified elector board and there was no action required of the Board, but Statute still required this number to be reported annually.

Mr. Ward discussed the Form 1 filing indicating the State had a new procedure for Form 1 filing, it was all online now. He stated his team set the Board up on the Ethics website and would send instructions to the Board regarding how to file the Form 1 on the Ethics website. He explained the Form 1 to be filed by July 1, 2024, this year, was the Form 1 from 2023 and the box for the ethics

training requirement did not need to be checked; the ethics training box should be checked on the Form 1 for 2024 which would be filed next year by July 1, 2025.

The Board Members indicated they had already filed the 2023 Form 1.

Mr. Ward asked if the Board had completed the ethics training.

The Board Members indicated they had done most of the ethics training.

Mr. Ward noted this year Deanna Zaenglein and Carol Sciarrabba’s seats were up for election. He noted the qualifying period was June 10 through June 14. He indicated he would send an email soon with all the information regarding qualifying for the election. He noted there was an early qualifying period the week before June 10<sup>th</sup>. He indicated this information would be included in the email as well.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments and Supervisor’s Requests**

Mr. Ward asked if there were any Supervisor’s requests.

*Mr. Latessa: I have a question.*

*Mr. Ward: We are not going to talk about the drainage system again, are we?*

*Mr. Latessa: Yes, we are because you made a big point, I thought it was a very good point, you need time to put together all the documentation on what it's going to take to send a proposal out there and what the budgets and things like that are. Are you of the same opinion?*

*Mr. Ward: No. I think we need to back off that position.*

Mr. Ward asked if there were any other questions or comments; there were none.

**NINTH ORDER OF BUSINESS**

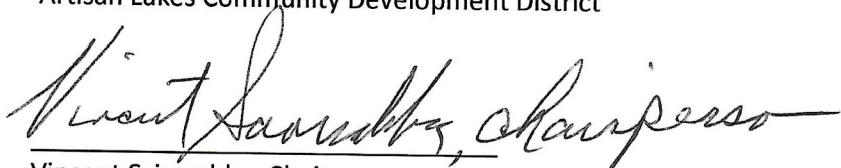
**Adjournment**

Mr. Ward adjourned the meeting at approximately 3:33 p.m.

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

Artisan Lakes Community Development District

  
James P. Ward, Secretary

  
Vincent Sciarrabba, Chairperson