

**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 7, 2020 at 3:30 P.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

Present and constituting a quorum:

Tracy Briones	Chairperson
Cheri Bass	Vice Chairperson
JD Humpherys	Assistant Secretary

Absent:

Vincent Sciarrabba	Assistant Secretary
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Also present were:

James P. Ward	District Manager
Wes Haber	District Counsel
Jeremy Fireline	District Engineer
Racquel McIntosh	Grau & Associates, Inc.

Audience:

Peter Latessa

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 3:52 p.m. He reported with the State of Emergency in Florida, and pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)9b)2., Florida, Statutes, this meeting was being held utilizing communication media technology due to the current COVID-19 public health emergency. He explained all Members of the Board and Staff were present via videoconference or telephone; no persons were present in the on-site meeting room location. He asked all speakers to indicate their names prior to speaking. He called roll and all Members of the Board were present with the exception of Supervisor Sciarrabba constituting a quorum.

Mr. Ward indicated there were a few Items to add to today's Agenda. These Items would be addressed before continuing with the regular Agenda.

SECOND ORDER OF BUSINESS**Acceptance of Resignation****Acceptance of Resignation of Ms. Jennifer Gardener**

Mr. Jim Ward: First is a resignation by Jennifer Gardner and I will give you the genesis of this. That particular seat, which is seat 4, was held by Mr. Himelhoch since no one had qualified during the 2018 election period to fill that seat as a qualified elector. The Statute provides that whoever is sitting at that seat at that time can remain in that particular seat until such time as a replacement is found or the person resigns from the seat. As you know Mr. Himelhoch did resign from the seat. We inadvertently put Ms. Gardner on the Board at that time; however, she is not a qualified elector. That means someone who is living within the boundaries of the District and is registered to vote in Manatee County with the address being within Artisan Lakes. So, Ms. Gardener has tendered her resignation to us effective today May 7, 2020, at 8:52 this morning as a matter of fact. I will ask that you by motion accept Ms. Gardner's resignation for purposes of inclusion in the record and when you do that just please state your name for the record as to who is making the motion and who is seconding it.

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Resignation of Ms. Jennifer Gardner was accepted for purposes of inclusion in the record.

I. Appointment of Board Member Replacement

Mr. Ward explained Florida Statute indicated the Board had the right to appoint an individual to fill the unexpired term for Seat 4 with a term ending November 2022 by simple motion and second. He noted Mr. Peter Latessa was a qualified elector residing in the District who was recommended for appointment to the Board. He asked if there were any questions or comments from the Board; there were none. He asked if Mr. Latessa had any questions or comments; Mr. Latessa had no questions. Mr. Ward called for a motion.

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Mr. Peter Latessa was appointed to the Board in Seat 4.

II. Administration of Oath of Office**III. Guide to the Sunshine Amendment and Code of Ethics****IV. Form 1 – Statement of Financial Interests**

Mr. Ward explained as this meeting was being conducted via video conference, he was unable to swear in Mr. Latessa; therefore, he would send Mr. Latessa an Oath of Office and Mr. Latessa would be sworn in outside of today's Meeting, following which, Mr. Latessa would be a Member of the Board and able to vote at the next Board Meeting. He noted Mr. Latessa was welcome to participate during today's Meeting, he would simply be unable to vote on any Items.

THIRD ORDER OF BUSINESS**Consideration of Resolution 2020-4**

Consideration of Resolution 2020-4 Re-Designating of the Officers of the District

Mr. Ward reported Resolution 2020-4 would be used to re-designate the Officers of the Board. He stated currently Ms. Briones served as Chairperson, Ms. Bass served as Vice Chair, he (Mr. Ward) served as Secretary and Treasurer while Mr. Humpherys and Mr. Sciarrabba served as Assistant Secretaries. He noted Mr. Latessa could be added as an Assistant Secretary or this Item could be continued until the next meeting during which the Officer's positions could be re-designated. He asked how the Board wished to proceed. Discussion ensued; it was decided to add Mr. Peter Latessa as an Assistant Secretary while the remainder of the positions would remain the same.

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2020-4 was adopted as above, and the Chair was authorized to sign.

Mr. Ward welcomed Mr. Latessa to the Board.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-5

Consideration of Resolution 2020-5

Mr. Ward explained Resolution 2020-5 ratified the actions from the March 5, 2020 Meeting to ensure the record was clear. He reported Resolution 2020-5 ratified the actions for the approval of the Minutes of the September 5, 2019 Meeting and Resolution 2020-3 which approved the Fiscal Year 2021 Budget and set the May 7, 2020 Public Hearing date. He explained this was being done as a matter of caution as Ms. Gardner was on the Board at the time and had voted on these matters. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Ms. Cheri Bass, seconded by Ms. Tracy Briones, and with all in favor, Resolution 2020-5 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Consideration of Minutes

March 5, 2020 Regular Meeting Minutes

Mr. Ward asked if there were any additions, corrections, or deletions to the Minutes. Hearing none, he called for a motion to approve the March 5, 2020 Regular Meeting Minutes.

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the March 5, 2020 Regular Meeting Minutes were approved.

SIXTH ORDER OF BUSINESS

PUBLIC HEARINGS

a. PUBLIC HEARING – FISCAL YEAR 2021 BUDGET

I. Public Comment and Testimony.

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

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Public Hearing was opened.

Mr. Ward asked if there was any public comment or testimony; hearing none, he called for a motion to close the Public Hearing.

On MOTION made by Ms. Cheri Bass, seconded by Ms. Tracy Briones, and with all in favor, the Public Hearing was closed.

II. Board Comment

Mr. Ward asked if there were any Board comments or questions. He noted the Fiscal Year 2021 Budget was the same as the Budget reviewed in March. He indicated the assessment rate was \$98.26 dollars per unit per year; the prior year the assessment rate was \$98.36 dollars per unit for the Operational Budget; the debt service budget for the 2013 bonds A1 and A3 series were also included. He reported the Series 2013 A2 bonds were fully prepaid at this point in time. He asked if there were any questions or comments from the Board; hearing none, he called for a motion.

III. Consideration of Resolution 2020-6 adopting the annual appropriation and Budget for Fiscal Year 2021

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2020-6 was adopted, and the Chair was authorized to sign.

b. FISCAL YEAR 2021 IMPOSING SPECIAL ASSESSMENTS; ADOPTING AN ASSESSMENT ROLL, APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY.

I. Public Comment and Testimony

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

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Public Hearing was opened.

Mr. Ward asked if there was any public comment or testimony; hearing none, he called for a motion to close the Public Hearing.

On MOTION made by Ms. Tracy Briones, seconded by Ms. Cheri Bass, and with all in favor, the Public Hearing was closed.

II. Board Comment

Mr. Ward reported Resolution 2020-7 imposed the special assessments, certified the assessment roll, and approved the General Fund special assessment methodology for the Fiscal Year 2021 Budget. He asked if there were any questions or comments; hearing none, he called for a motion.

III. Consideration of Resolution 2020-7 imposing special assessments, adopting an assessment roll, and approving the general fund special assessment methodology

On MOTION made by Mr. JD Humpherys, seconded by Ms. Tracy Briones, and with all in favor, Resolution 2020-7 was adopted, and the Chair was authorized to sign.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-8

Consideration of Resolution 2020-8 designating dates, time, and location for regular meeting of the Board of Supervisor’s for Fiscal Year 2021

Mr. Ward indicated Resolution 2020-8 designated the dates, time, and location for the regular meetings to be held in Fiscal Year 2021. He reported the meetings were scheduled for the first Thursday of every month at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221 at 3:30 p.m. He explained adoption of the Resolution did not bind the Board to these dates, time, and location; meetings could be added or subtracted as needed. He asked if there were any questions or comments; hearing none, he called for a motion.

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2020-8 was adopted, and the Chair was authorized to sign.

EIGHTH ORDER OF BUSINESS

Consideration of Acceptance of Financial Statements

Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2019

Mr. Ward indicated Ms. Racquel McIntosh with Grau & Associates would present the Financial Statements via conference call.

Ms. Racquel McIntosh with Grau & Associates reviewed the Audited Financial Statements for the Fiscal Year ended September 30, 2019. She stated she was happy to report Grau & Associates had an unmodified/clean opinion of the Financial Statements, which meant Grau believed the Financial Statements were presented fairly in all respects. She stated page 9 was the Balance Sheet which showed the ending fund balance for the District; the general fund ended with \$98,297 dollars, all of which was

unassigned and available for spending at the Board's discretion. She stated the debt service and capital project fund balances were restricted respectively for those activities. She reported the debt service fund was approximately \$1.35 million dollars, and the capital project fund was approximately \$1.523 million dollars. She stated on page 11 of the report was the Statement of Revenues, Expenditures and Changes in Fund Balances. She reported the net changes in fund balances for the period were positive for all funds: General Fund increased by \$8,600 dollars, Debt Service increased by approximately \$169,000 dollars, and Capital Projects increased by approximately \$1.5 million dollars. She reported page 23 was the Budget to Actual Report for the General Fund. She stated the original and final budgeted appropriations for the general government category was approximately \$79,000 dollars; the District actually spent about \$65,000 dollars, which was approximately \$14,000 dollars less than budgeted. She stated on page 25 was Grau's report on the District's Internal Control over Financial Reporting and Compliance and she was happy to report Grau did not detect any material weaknesses, significant deficiencies in the Internal Controls, nor did Grau have any compliance related findings or other findings related to Internal Controls. She noted page 27 was Grau's opinion on the District's Compliance with Florida Statute 218.415; Grau's opinion was unmodified indicating Grau believed the District complied in all material respects with the requirements of Florida Statute 218.415. She stated page 29 of the report indicated there were no current or prior year findings or recommendations for the Fiscal Year ended September 30, 2019.

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

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the Audited Financial Statements for the Fiscal Year ended September 30, 2019 were accepted.

NINTH ORDER OF BUSINESS

Staff Reports

I. Attorney

Mr. Ward indicated Mr. Wes Haber was present as the District Attorney. He reported Mr. Earlywine was on sabbatical.

Mr. Wes Haber indicated he had no report.

II. Engineer

Mr. Jeremy Fireline indicated he had no report.

III. Manager

- a. Report on the Number of Registered Voters as of April 20, 2020.**
- b. Financial Statements – January 31, 2020 (unaudited)**
- c. Financial Statements – February 29, 2020 (unaudited)**
- d. Financial Statements – March 31, 2020 (unaudited)**

Mr. Ward: I only really have one item for you. The Statute requires the Supervisor of Elections of Manatee County report to us as of April 15 of every year the number of registered voters within the District. There

are 737 as of the date of this letter. It is significant when you hit the two thresholds of six years from the date of establishment and 250 qualified electors. You began that process of transition in 2018. You will continue it with the election coming up in 2020 and will finish with the election in 2022. There is no action required of the Board. Unfortunately, this legislature has never said we have to stop this reporting when you meet these thresholds, so we give this to you every year no matter what. So, if you have any questions, I will be happy to answer them for you, but there is no action required of the Board.

Mr. Humpherys: And that was the list, Jim, that you provided in that secondary document.

Mr. Ward: Yes, sir. Your unaudited financials are included. Did you have any questions? I will be glad to answer them. If not, we will go onto audience comments and Supervisor's requests. There were no questions.

TENTH ORDER OF BUSINESS

Audience Comments and Supervisor's Requests

There were no audience comments.

Mr. JD Humpherys welcomed Mr. Peter Latessa to the Board.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at approximately 4:16 p.m.

On MOTION made by Ms. Tracy Briones, seconded by Mr. JD Humpherys, and with all in favor, the meeting was adjourned.

Artisan Lakes Community Development District


James P. Ward, Secretary


Tracy Briones, Chairperson