

**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, November 6, 2025 at the Heritage Landing Golf & Country Club, Clubhouse, 14601 Heritage Landing Boulevard, Punta Gorda, Florida 33955. It began at 3:30 p.m. and was presided over by Mr. 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 these minutes may be transcribed in verbatim.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. James P. Ward called the meeting to order at approximately 3:30 p.m. He conducted roll call; all Members of the Board were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Appointments

Appointment of Individuals to fill Seat 3, whose term will expire November 2028, and Seat 5, whose term will expire November 2026, which will become vacant effective December 31, 2025

- I. Appointment of individuals to fill Seat 3 and Seat 5**
- II. Oath of Office**
- III. Guide to the Sunshine Law and Code of Ethics for Public Employees**
- IV. Sample of E-filed Form 1 - Statement of Financial Interests; (Changes to the Law and filing requirements as of January 1, 2025)**

Mr. Ward indicated seats 3 and 5 needed to be filled. He asked if the Board found any individuals who were interested in serving on the Board.

The Board discussed the matter indicating it was difficult to find individuals who were interested in serving; the turmoil in the HOA scaring off most of those who might have been willing to serve on the CDD Board; the Artisan Lakes CDD being a professional group who got along well; how to find someone interested in serving; and the possibility of it being easier to find residents interested in serving after the holidays.

The Board chose to add Kristine Guillou to the Board starting January 1, 2026 and to amend Vincent Sciarrabba's resignation date to February 28, 2026.

Mr. Ward noted there would be no meeting in December.

On MOTION made by Vincent Sciarrabba, seconded by Peter Latessa, and with all in favor, Kristine Guillou was appointed to fill Seat 3 effective January 1, 2026.

Mr. Ward indicated he would swear in Ms. Guillou in January. He explained Ms. Guillou would not be required to fulfill the ethics training requirement until calendar year 2026 as she would not be sworn in until January 1, 2026; the remainder of the Board was required to complete the ethics training requirement before the end of 2025.

Mr. Ward called for a motion to accept the change to Vincent Sciarrabba's resignation date.

On MOTION made by Peter Latessa, seconded by Deborah Reynolds, and with all in favor, Vincent Sciarrabba's resignation date change to February 28, 2026, was accepted into the record.

Mr. Latessa asked if Mr. Vincent Sciarrabba could leave earlier than February if he wanted.

Mr. Ward noted it would be better if Mr. Sciarrabba was present for the February meeting.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2026-1

Consideration of Resolution 2026-1, a Resolution of the Board of Supervisors re-designating the officers of the Artisan Lakes Community Development District

This Item was unnecessary; therefore, it was skipped.

FOURTH ORDER OF BUSINESS

Consideration of Minutes

October 2, 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 October 2, 2025, Regular Meeting Minutes were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

I. District Attorney

No report.

II. District Engineer

No report.

III. District Manager

a) Reminder: Annual Ethics Training: Due by December 31, 2025

b) Financial Statement for period ending September 30, 2025 (unaudited)

Mr. Ward reminded the Board to complete the ethics training requirement before the end of December 2025.

Mr. Tom Carpenter noted he did the ethics training this year but was unable to indicate he completed the ethics training on his Form 1. He asked if he needed to do the training again or do something differently.

Mr. Ward stated he would look into the Form 1, but as long as Mr. Carpenter completed the training this year he did not need to do it again.

SIXTH ORDER OF BUSINESS

Public Comments

Mr. Ward asked if there were any public comments; there were none.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

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

Mr. Carpenter stated in the minutes there was a blank which should read Mr. Anthony Vennero.

Mr. Ward took note and indicated he would fill in the blank.

EIGHTH ORDER OF BUSINESS Adjournment


Mr. Ward adjourned the meeting at approximately 3:50 p.m.

On MOTION made by Vincent Sciarrabba, seconded by Peter Latessa, and with all in favor, the meeting was adjourned.

Artisan Lakes Community Development District



James P. Ward, Secretary



[Vincent Sciarrabba \(Feb 9, 2026 16:22:07 EST\)](#)
Vincent Sciarrabba, Chairperson