

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

**Present and constituting a quorum:**

Travis Stagnitta	Chairperson
Cheri Bass	Vice Chairperson
Deanne Zaenglein	Assistant Secretary
Peter Latessa	Assistant Secretary
Vincent Sciarabba	Assistant Secretary

**Also present were:**

James P. Ward	District Manager
Wes Haber	District Counsel
Victor Barbosa	Waldrop Engineering

**Audience:**

Drew Miller

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 3:30 p.m. He noted all audience members would be joining by audio or video call; therefore, the meeting would be conducted more formally than usual. He conducted roll call; all Members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Administration of Oath**

**Administration of Oath of Office for Deanne Zaenglein, who was elected to Seat 2 of the Board of Supervisors at the November 3, 2020 election**

Mr. Ward indicated Ms. Deanne Zaenglein was elected at the November 3, 2020 election and would be administered the Oath of Office. He explained he was a notary public with the State of Florida and

authorized to administer the Oath. He administered the Oath of Office to Ms. Zaenglein and asked Ms. Zaenglein to sign the Oath of Office and return the signed Oath to himself for notarization and to be made part of the public record. He noted Ms. Zaenglein's term started November 16, 2020 and she had already completed her Oath of Office as required by the State, but CDD's utilized a different form of Oath; therefore, he has sworn her in according to the CDD oath at this time.

### THIRD ORDER OF BUSINESS

### Consideration of Letter of Resignation

**Consideration of acceptance of a Letter of Resignation from Tracy Briones, whose term is set to expire November 2022, from Seat 1 of the Board of Supervisors of the Artisan Lakes Community Development District effective November 20, 2020**

Mr. Ward indicated Ms. Briones's resignation was effective as of the date of her letter which was November 20, 2020. He asked the Board to accept this Letter of Resignation for purposes of inclusion in the record only.

**On MOTION made by Mr. Vince Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, the Letter of Resignation was accepted for purposes of inclusion in the record.**

- I. **Appointment of Individual for fill Seat 1, whose term will expire November 2022.**
- II. **Oath of Office.**
- III. **Guide to the Sunshine Law and Code of Ethics for Public Employees.**
- IV. **Form 1 – Statement of Financial Interests.**

*Mr. Ward: The way in which this Statute works, specifically for this Seat, which is Seat 1, Tracy's term expires 11/2022, so the Board will have the opportunity to appoint an individual to fill the unexpired term of Tracy Briones simply by motion, second, and an appointment of an individual to do that. You may discuss that amongst yourselves, decide. I know Taylor Morrison has recommended Travis Stagnitta who is with us today as the representative to fill Tracy's seat for the balance of the term, but it is solely up to you. If you want to appoint Travis, simply a motion and a second would be in order for that.*

**On MOTION made by Mr. Vince Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, Mr. Travis Stagnitta was appointed to fill Seat 1, whose term will expire November 2022.**

Mr. Ward administered the Oath of Office to Mr. Stagnita and asked Mr. Stagnitta to sign the Oath of Office and return the signed Oath to himself for notarization and to be made part of the public record. Mr. Ward discussed the Form 1 – Statement of Financial Interests and noted Mr. Stagnitta should call himself (Mr. Ward) with any questions regarding Form 1. He encouraged Mr. Stagnitta not to forget to file this Form 1 or risk incurring fees for late filing.

### FOURTH ORDER OF BUSINESS

### Consideration of Resolution 2021-4

**Consideration of Resolution 2021-4, a Resolution of the Board of Supervisors of the Artisan Lakes Community Development District declaring a vacancy in Seat 3 of the Board of Supervisors pursuant to sections 190.006(3)(b) Florida Statutes**

*Mr. Ward: Seat 3 is Cheri's seat. That term expired November 2020. The way in which this statute works is Ms. Bass will sit in that seat until such time as the Board appoints a qualified elector to fill it since that was up for election in November. A qualified elector is a person who has United States Citizenship, a resident of the State of Florida, must be a resident of Artisan Lakes and registered to vote here in Manatee County. Those are the qualifications that are needed for that seat. The first step in the process is for you to declare the seat vacant pursuant to the statute and then the next item, as I said, is you will consider appointing someone today. If not, we don't have to do that today. Cheri will sit in that seat until such time as we find someone to fill that seat. The first thing I will do is ask for a motion to adopt Resolution 2021-4.*

**On MOTION made by Mr. Vince Sciarrabba, seconded by Mr. Peter Latessa, and with all in favor, Resolution 2021-4 was adopted, and the Chair was authorized to sign.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-5**

**Consideration of Resolution 2021-5 appointing a qualified elector to fill the vacancy in Seat (3) on the Board of Supervisors pursuant to Section 190.004 (4) Florida Statutes. If the Board appoints an individual to fill the seat, the following items will also be considered for the newly appointed members**

*Mr. Ward: This is the first time that you have seen this Resolution. I don't expect you to adopt today, but I will keep this on the Agenda until such time as we are able to find an individual who lives within the community and is a qualified elector pursuant to the statute to fill the seat. Unless you have any discussion among yourselves at this particular point we can move past this item.*

Discussion ensued regarding possible candidates and communicating with Mr. Ward regarding possible candidates.

Mr. Ward indicated this Item would be deferred until a future meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-5**

**Consideration of Resolution 2021-5, a Resolution Re-Designating the Officers of the Artisan Lakes Community Development District**

Mr. Ward indicated this Resolution (previously 2021-6) would become Resolution 2021-5 due to the previous Item being deferred.

*Mr. Ward: Tracy was your Chairperson, Cheri is the Vice Chair and Mr. Latessa is an Assistant Secretary, as is Mr. Sciarrabba. I serve as your Secretary and Treasurer. We will leave it up to you who you would*

*like to fill the seats.* He indicated the Board was entitled to make changes as it deemed appropriate. It was decided to appoint Travis Stagnitta as the Chairperson and retain all other Board positions.

**On MOTION made by Mr. Peter Latessa, seconded by Mr. Vince Sciarrabba, and with all in favor, Resolution 2021-5 was adopted as above, and the Chair was authorized to sign.**

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Minutes**

#### **October 1, 2020 – Regular Meeting Minutes**

Mr. Ward stated the next order of business was consideration of the October 1, 2020 Regular Meeting Minutes. He asked if there were any additions, corrections, or deletions to these Minutes; hearing none, he called for a motion.

**On MOTION made by Mr. Vince Sciarrabba, seconded by Ms. Cheri Bass, and with all in favor, the October 1, 2020 Regular Meeting Minutes were approved.**

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **I. District Attorney**

Mr. Ward indicated Mr. Wes Haber was filling in for Mr. Earlywine who was on sabbatical. He asked if Mr. Haber had a report. Mr. Haber responded in the negative.

#### **II. District Engineer**

Mr. Ward indicated Mr. Victor Barbosa with Waldrop Engineering was present as District Engineer. He asked if Mr. Barbosa had a report.

*Mr. Victor Barbosa: I just wanted to let the Board know we are working, at the direction of the District Manager, we are working on some ownership exhibits that will identify items such as stormwater ponds, wetlands, and so forth, that the District is responsible for, owns, and maintains. We hope to have that by the next meeting to present to the Board.* He asked if there were any questions; there were none.

#### **III. District Manager**

- a) Financial Statement for period ending September 30, 2020 (unaudited)**
- b) Financial Statement for period ending October 31, 2020 (unaudited)**

No report.

**NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor's Requests**

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

**TENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Ward adjourned the meeting at approximately 3:45 p.m.

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

**ATTEST:**

**Artisan Lakes Community Development District**

  
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James P. Ward, Secretary

  
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Travis Stagnitta, Chairperson