

**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, September 5, 2019 at 3:30 P.M., at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221.

**Present and constituting a quorum:**

Scott Himelhoch	Chairperson
Tracy Briones	Vice Chairperson
Cheri Bass	Assistant Secretary
Vincent Sciarrabba	Assistant Secretary
Travis Stagnita	Assistant Secretary
JD Humpherys	Assistant Secretary

**Also present were:**

James P. Ward (phone)	District Manager
Jere Earlywine (phone)	District Counsel

**Audience:**

Drew Miller  
Carla Lynch

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.

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. James P. Ward called the meeting to order at approximately 3:46 p.m., and all Members of the Board were present at roll call.

**SECOND ORDER OF BUSINESS**

**Consideration of Resolution 2019-18**

**Consideration of Resolution 2019-18 Amending the FY 2020 Budget Public Hearing Date**

Mr. Ward explained Resolution 2019-18 amended the FY-2020 Budget Public Hearing date from August first to today, September 5, 2019. The time and location remained the same.

**On MOTION made by Mr. Scott Himelhoch, seconded by Mr. Vincent Sciarrabba, and with all in favor, Resolution 2019-18 was adopted as presented and the Chair was authorized to sign.**

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes**

**May 2, 2019 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 May 2, 2019 Regular Meeting Minutes.

**On MOTION made by Mr. Scott Himelhoch, seconded by Mr. JD Humpherys, and with all in favor, the May 2, 2019 Regular Meeting Minutes were approved.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

Mr. Ward stated the primary purpose of today's meeting was to hold two Public Hearings, the first was related to the FY-2020 Budget and the second was related to assessments.

**I. FISCAL YEAR 2020 BUDGET**

**a. Public Comment and Testimony.**

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

**On MOTION made by Mr. Scott Himelhoch, seconded by Mr. JD Humpherys, and with all in favor, the Public Hearing was opened.**

Mr. Ward stated he had received no written or oral communications with respect to consideration of adoption of the FY-2020 Budget. He asked if there were any public comments or questions regarding the FY-2020 Budget. Ms. Carla Lynch asked if the Budget was mailed out to residents. Mr. Ward responded in the negative. Discussion ensued regarding the Budget being posted on the website for review.

Mr. Ward asked if there any other questions regarding the Budget; hearing none, he called for a motion to close the Public Hearing.

**On MOTION made by Mr. Scott Himelhoch, seconded by Ms. Tracy Briones, and with all in favor, the Public Hearing was closed.**

**b. Board Comment and Consideration.**

Mr. Ward asked if there were any Board comments or questions regarding the Fiscal Year 2020 Budget. There were none.

**c. Consideration of Resolution 2019-19 adopting the annual appropriation and Budget for Fiscal Year 2020.**

Mr. Ward called for a motion to approve Resolution 2019-19 which adopted the proposed Budget for Fiscal Year 2020.

**On MOTION made by Mr. Scott Himelhoch, seconded by Ms. Cheri Bass, and with all in favor, Resolution 2019-19 was adopted and the Chair was authorized to sign.**

**II. FISCAL YEAR 2020 IMPOSING SPECIAL ASSESSMENTS; ADOPTING AN ASSESSMENT ROLL, APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY, AND SETTING AN OPERATIONS AND MAINTENANCE CAP FOR NOTICE PURPOSES ONLY**

Mr. Ward noted the second Public Hearing was related to the imposition of assessments, adoption of the assessment role and the methodology for levying the assessments for the General Fund.

**a. Public Comment and Testimony**

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

**On MOTION made by Mr. Scott Himelhoch, seconded by Ms. Cheri Bass, and with all in favor, the Public Hearing was opened.**

Mr. Ward explained this Resolution would put the assessments in place for the General Fund for Fiscal Year 2020 based on the Budget which was just adopted. He stated the assessment rate was \$98.38 dollars per unit per year. He noted in FY-2019 the assessment rate was \$98.36 dollars per unit per year. He stated he had received no written or oral communications with respect to imposition of the assessments, adoption of the assessment roll, and approval of methodology. He asked if there was any public comment; hearing none, he called for a motion to close the Public Hearing.

**On MOTION made by Mr. Scott Himelhoch, seconded by Mr. JD Humpherys, and with all in favor, the Public Hearing was closed.**

**b. Board Comment and Consideration**

Mr. Ward asked if there were any Board comments or questions. There were none.

**c. Consideration of Resolution 2019-20 imposing special assessments, adopting an assessment roll and approving the general fund special assessment methodology**

Mr. Ward explained Resolution 2019-20 imposed the special assessments, certified the assessment roll and approved the general fund special assessment methodology for the District for FY-2020.

**On MOTION made by Mr. Scott Himelhoch, seconded by Mr. JD Humpherys, and with all in favor, Resolution 2019-20 was adopted and the Chair was authorized to sign.**

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2019-21****Consideration of Resolution 2019-21 designating the dates, time and location for the Regular Meetings of the Board of Supervisors for Fiscal Year 2020**

Mr. Ward noted the meeting dates, time and location were the first Thursday of every month beginning October 1, 2019, and ending on September 30, 2020 at 3:30 p.m. at the Artisan Lakes Clubhouse, 4725 Los Robles Court, Palmetto, Florida 34221. He stated the adoption of Resolution 2019-21 did not bind the Board to the dates, times and location; these may be changed as the Board deemed appropriate.

**On MOTION made by Ms. Cheri Bass, seconded by Ms. Tracy Briones, and with all in favor, Resolution 2019-21 was adopted and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS****Consideration of Proposals****Consideration of proposals for providing Audit Services to the District for the Fiscal Years 2019-2023**

Mr. Ward reported State Statute required the District to advertise for auditors on a periodic basis. He stated he typically advertised and arranged contracts with auditors every five years to provide consistency in the audits. He reported he prepared an RFP (request for proposal) which was advertised and the CDD received two proposals, one from Grau and Associates and one from Berger Toombs. He stated Statute required the CDD to use a ranking form to rank the auditing firms. He reported the recommended ranking was Grau as number one and Berger Toombs as number two. He explained this was because in his experience Grau was a bit easier to work with than the Berger Toombs firm; however, either firm was an acceptable choice and it was the CDD's decision. He stated both firms were eminently qualified to perform the audit and both had performed audits for him over the years.

Chairperson Himelhoch noted both firms quoted basically the same price. He stated adequacy of staffing was similar in each firm. He asked how often audits were performed. Mr. Ward responded audits were performed once annually within 180 days of the end of the Fiscal Year. He noted he tried to have all audits completed by mid January for Board consideration. Mr. Himelhoch noted Grau had a bit of an edge on the Staffing and he felt Grau could be ranked as number one. Discussion ensued regarding the two firms, both firms having similar numbers and rates, whether Grau had a prior history with Artisan Lakes, and Grau having experience with Artisan Lakes East.

Ms. Carla Lynch asked if there was an appropriate time for her to ask questions regarding general CDD business. Mr. Ward responded in the affirmative; there was an Audience Comment section following Staff Reports.

**On MOTION made by Mr. Scott Himelhoch, seconded by Mr. Vincent Sciarrabba, and with all in favor, the ranking was accepted with Grau & Associates as number one and Berger Toombs as number two.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

- I. Attorney**
- II. Engineer**
- III. Manager**

**a. Financial Statements – July 2019 (Unaudited)**

There were no Staff Reports and no questions regarding the Financial Statements.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments and Supervisor’s Requests**

Mr. Ward asked if there were any Audience Comments.

Ms. Carla Lynch stated her address was 9907 Colorado Place. She noted when you drove down Colorado there was a utility easement on the right where the lawn was mowed up to the property line of the houses; however, there was a patch of land behind the easement bordering Centennial Farms which did not get mowed and the weeds were five feet tall. She stated she worried there were snakes and rodents in this patch of weeds. She asked if this area could be mowed.

Mr. Drew Miller stated he was with the Developer and he invited Ms. Lynch to speak with him after the meeting at which point he could determine whether this piece of property was the CDD’s or HOA’s responsibility. He stated he would help her address the issue with the appropriate authority.

Mr. Ward asked if there were any Board Requests; there were none.

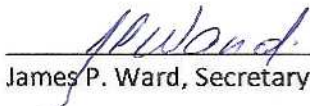
**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Ward adjourned the meeting at approximately 4:02 p.m.

**On MOTION made by Mr. Scott Himelhoch, 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, Chairman