



Rizzetta & Company

Preserve at Wilderness Lake Community Development District

Board of Supervisors' Meeting June 5, 2019

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1001**

www.wildernesslakecdd.org

PRESERVE AT WILDERNESS LAKE CDD COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors

James Estel	Chairman
Lou Weissing	Vice Chairman
Sam Watson	Assistant Secretary
Beth Edwards	Assistant Secretary
Scott Diver	Assistant Secretary

District Manager

Matthew Huber	Rizzetta & Company, Inc.
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District Counsel

John Vericker	Straley Robin & Vericker
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District Engineer

Greg Woodcock	Cardno Engineering
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All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE – 5844 OLD PASCO ROAD - SUITE 100 – WESLEY CHAPEL,
FLORIDA 33544**

WWW.WILDERNESSLAKECDD.ORG

May 29, 2019

**Board of Supervisors
Preserve at Wilderness Lake
Community Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Preserve at Wilderness Lake Community Development District will be held on **Wednesday, June 5, 2019 at 9:30 a.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS / BOARD & STAFF RESPONSES**
- 4. BOARD SUPERVISOR REQUESTS AND WALK ON ITEMS**
- 5. GENERAL INTEREST ITEMS**
 - A. District Counsel's Report
 - B. District Engineer's Report
 - C. GHS Environmental Report
 - D. Landscaping Report
 1. Review of PSA Reports for April & May 2019
 - E. Lodge Manager's Report..... Tab 1
 1. Scott Diver – Pool shade proposals
- 6. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 1, 2019..... Tab 2
 - B. Consideration of Operation and Maintenance Expenditures for April 2019..... Tab 3
- 7. BUSINESS ITEMS**
 - A. Review of analysis of website ADA remediation proposals Tab 4
 - B. Consideration of website ADA remediation proposals.....Tab 5
- 8. REVIEW OF MONTHLY FINANCIALS & RESERVE STUDY**
 - A. Financial Statements for April 2019
 - B. Reserve Study Report
- 9. STAFF REPORTS**
 - A. District Manager's Update
- 10. SUPERVISOR REQUEST**
- 11. ADJOURNMENT**

Preserve at Wilderness Lake Community Development District
June 5, 2019
Page Two

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at (813) 994-1001.

Very truly yours,

Matthew Huber
District Manager

cc: John Vericker, Straley & Robin
Greg Woodcock, Cardno
Tish Dobson, Lodge Manager

Tab 1



Wilderness Lake Preserve Community Development District (CDD)

Wilderness Lake Preserve

21320 Wilderness Lake Blvd • Land O Lakes, FL • 34637

Phone: 813-995-2437 • Fax: 813-995-2436

May 2019 Clubhouse Operations/Maintenance Updates

- Replaced burnt out lights throughout the Lodge buildings.
- Reported two light pole outages to Duke Energy. (Wilderness Lake Blvd.)
- Set up for the following events: Painting Class x2, Kentucky Derby, Dogfest, Bunco, and Memorial Day BBQ.
- Removed cobwebs from all the buildings and docks. (Ongoing)
- Removed trash from Bay Lake and the community ponds.
- Replaced one damaged Lap Pool landscape light.
- Repaired one urinal in the Fitness Center.
- Repaired two landscape lights and replaced four.
- Replaced the Nature Center & Fitness Center lanai fan blades.
- Repaired the rear pool gate.
- Pressure washed the Stoneleigh Park and Oakhurst/Woodsmere Park playground equipment.
- Repaired two park benches.
- Repaired the Poolside Men's Locker Room door.
- Repaired the Citrus Blossom/Whispering Wind Park bird house.
- Repainted the Activities Center chimney and upper rear windows.
- Tightened the Theater seating bolts.
- Replaced the Poolside shower pull chains.
- Repainted several monuments and columns throughout the community.
- Replaced the front tires on the John Deere.
- Repaired several sections of pavers behind the Lodge, Activities Center, and Fitness Center footpath.
- Painted the Poolside shower structures.
- Remounted one of the paper towel dispensers in the Women's Locker Room.
- Pressure washed the Tennis Court's shade structures and observation area.
- Daily trash removal along the Blvd., Lodge grounds, Parks, and Caliente Blvd.
- Treated for ants throughout the community.
- Removed rust stains from several stone columns, white caps, and sections of the fence line throughout the community.
- Cleaned the gutters.
- Removed gum from the sidewalks throughout the Lodge campus and around the pool decks.
- Bleached all the Poolside tables. (Weekly)



Wilderness Lake Preserve Community Development District (CDD)

1st Quarter 2018/2019 Projected Projects

- Reupholster the Activities Center bar stools. – **Completed**
- Replace two upright Recumbent Bikes in the Fitness Center. – **Completed**
- Woodsmere/Oakhurst Park Horizontal Ladder Addition. – **Completed**
- Replace the Poolside lounge chair slings. – **Completed**

2nd Quarter 2018/2019 Projected Projects

- Acid wash the Lap Pool to remove the mineral stains. – **Completed**
- Replace short & long back poolside chair slings. (17 total slings) – **Completed**
- Replace the Lodge primary server. – **Completed**
- Upgrade the surveillance cameras at the Front and Back entrance of the community. – **Completed** – Frontier is scheduled to install a FIOS line at the Ranger Station to allow the new high definition camera footage to transmit back to the Lodge as designed. The current system is dialup. 4/16 – Frontier completed the install. ATS scheduled to setup the network ports for the internet feed.
- Integrate the new surveillance cameras with the Lodge surveillance system. – **Reconfiguring the system.**
- Replace the Fitness Center Incline Benches – **Completed**

3rd Quarter 2018/2019 Projected Projects

- Replace the Ping Pong table. – **Completed**
- Replace one Treadmill, add one Elliptical, and replace the dumbbells. – **Completed**
- Add additional poolside shade structures and seating.
 - Proposals submitted for Leaders Casual Furniture and Patio Land USA.
 - Additional pricing options submitted.

Landscape Lighting

- Conducted routine checks throughout the month during the AM & PM hours. Made necessary repairs and replacements.

A Total Solutions

- Wednesday, May 22nd, completed the emergency lighting repairs and replacements.
- Installed the Bullet cameras with MicroSD cards at both entrances to the community. Relocating the Turret camera and Bullet camera from the entrances, to the Lodge for viewing vehicles ingress/egress from WL Blvd. and viewing a blind spot in the parking lot. These changes offer reliable high megapixel images, will provide consistent remote viewing/recording capabilities, and offer additional video surveillance coverage. These changes will void the approved quote for \$1,723.58.



Wilderness Lake Preserve Community Development District (CDD)

- New quote approved by District Manager, Matthew Huber. **Total Cost: \$1,720.92 – Budget Line Item: Law Enforcement**

Bradstreet Sports

- Due to low interest, the summer camp program at WLP is canceled.

Fitness Logic

- Wednesday, May 15th, performed the monthly maintenance: Tested all equipment, checked pins, bolts, cables, tightened bolts on equipment and weights, and cleaned all equipment.
- Replaced the seat roller on the Paramount Lat/Row Machine and inner thigh pad on the Nautilus Seated Leg Curl.

Florida Fish and Wildlife

- Reported several aggressive alligators in the pond behind 7903 Citrus Blossom Drive.
Ref. #: 455898

Pasco County Fire Rescue – Inspector Victoria Chesonis

- Wednesday, May 22nd, inspected the necessary repairs/replacements as advised on 4/8/2019.
Passed inspection

Pasco County Roads & Bridges Dept.

- Reported several potholes near the intersection of WL Blvd. & Pine Knot Lane. **WO#: W663663**
- Requested the county to consider adding crosswalk lighting at the front entrance of the Lodge.
WO#: W662949 – Supervisor Mike Bunk

PSA

- Thursday, May 9th, conducted the monthly Landscape Inspection.

Redtree Landscape Systems

- Thursday, May 9th, present during the monthly Landscape Inspection.
- Wednesday, May 8th, mowing crew nicked a corner fence post at 21023 Green Wing Court. Homeowners replaced the fence post and submitted the invoice to RedTree for reimbursement.
- Tuesday, May 28th, conference call with RedTree, PSA, the District Manager, and Lodge Manager to draft a Master Plant & Sod Replacement Price Sheet.



Wilderness Lake Preserve Community Development District (CDD)

Sir Speedy

- Produced and mailed out the June Newsletter.

Sun Pavers

- Thursday, May 23rd, delivered a half pallet of border pavers for paver repairs.

Pasco Sheriff's Special Detail Report on Citations & Warnings

4/20 – Ran radar for 90 minutes. Monitored the Lodge, Parks, Docks, and Pools.

4/21 – Monitored the Lodge, Parks, Docks, and Pools. Advised two adults engaging in loud discussion near the Basketball Court that this was not an appropriate spot to engage in that type of discussion. They left without incident.

4/24 – Monitored the Lodge, Parks, Docks, and Pools. Made contact with the owners of a car and trailer parked on Moss Ledge Run. Advised the owners to move the vehicle and trailer. Issued a parking violation warning.

4/26 – Monitored the community, Lodge, Parks, Docks, and Pools. No issues.

4/27 – Patrolled the community and found an open garage door on Cormorant Cove Dr. Was not able to make contact with the owners. No other issues.

5/1 – Walked the Lodge grounds, monitored the Docks, and Parks. No issues.

5/3 – Monitored the Lodge, paying close attention to the Pools, and patrolled the community.

5/4 – Patrolled the community, monitored the Lodge, and kept a close eye on the Pools.

5/8 – Conducted foot patrol around the Lodge areas, patrolled the community, and advised a resident that the Fitness Center closes at 11pm.

5/10 – Conducted radar for 120 minutes. Advised a resident near 7838 Citrus Blossom drive that they were illegally parked on CDD property. The owner moved the car without issue. Advised the residents at 7354 Tawny Owl Court that blocking the street with cones was not permitted. No further issues.

5/11 – Patrolled the Lodge grounds and community. No issues.

5/15 – Monitored the Lodge facilities and patrolled the community. No issues.

5/17 – Patrolled the community, checked all of the doors on the Lodge buildings, and paid close attention to the Pools.

5/18 – Ran radar for one 1 hour. Patrolled the community, Lodge, Docks, and Playgrounds.

5/22 – Provided traffic control at various locations in the community and patrolled the Lodge grounds. No issues.

5/24 – Ran radar for 120 minutes. Issued 2 traffic citations. Citations: Running a stop sign and speeding.

5/25 – Patrolled the Lodge grounds, Pools, Docks, and Parks. Issued 2 Trespass Warnings to 2 non-resident teens.

5/26 – Ran tags on 2 vehicles left after hours in the Lodge parking lot. Both vehicles were owned by residents. Both vehicles left the area by the end of the shift.



Wilderness Lake Preserve Community Development District (CDD)

Playground Equipment & Dock Safety Checks

4/22 – Applied ant poison throughout the community.
4/29 – Cleaned playground equipment.
5/6 – Tightened the Lodge swing set bolts.
5/13 – Sprayed for bees near the Tennis Courts and Lodge parking lot.
5/20 – Repaired a park bench at the Oakhurst/Woodsmere park.

Scheduled Room Usage/Rentals

In preparation for a meeting or rental, the staff on duty is responsible for the presentation of the room. This may include: cleaning, setting up tables & chairs, refreshment setup/replenishment and cleanup.

5/1 – CDD Mtg. – AC
5/1 – Resident Event – Theater
5/1 – Resident Event – AC
5/1 – Girl Scouts – NC
5/3 – Lodge Event – AC
5/4 – Lodge Event – AC
5/4 – Private Event – NC
5/5 – Private Event – AC
5/6 – Lodge Event – AC
5/6 – Resident Event – Theater
5/6 – ARC Mtg. – Main Lodge
5/8 – Girl Scouts – NC
5/9 – Resident Event – AC
5/9 – Resident Event – Theater
5/10 – Lodge Event – AC
5/11 – Lodge Event – AC & Front Courtyard
5/11 – Private Event – NC
5/13 – Lodge Event – AC
5/13 – Resident Event – Theater
5/15 – Resident Event – Theater
5/15 – Fining Mtg. – Theater
5/15 – Resident Event – AC
5/17 – Lodge Event – AC
5/18 – Private Event – AC
5/19 – Private Event – AC
5/19 – Private Event – NC



Wilderness Lake Preserve Community Development District (CDD)

5/20 – Lodge Event – AC
5/20 – Resident Event – Theater
5/20 – ARC Mtg. – Main Lodge
5/22 – Girl Scouts – NC
5/22 – Resident Event – Theater
5/22 – Resident Event – AC
5/24 – Resident Event – AC
5/25 – Private Event – Theater
5/25 – Lodge Event – Lodge Campus
5/29 – Private Event – AC
5/30 – Private Event – AC
5/31 – Private Event – AC & NC

Upcoming Events

➤ June

- Saturday, June 1st – Teen Pool Party
- Monday, June 3rd – Tie Dye Day
- Friday, June 7th – Art Class - Kids
- Monday, June 10th – Bubble Day
- Friday, June 14th & Saturday, June 15th – Fishing Derby
- Monday, June 17th – Sun Catcher Painting Day
- Thursday, June 20th – Ice Cream Social
- Monday, June 24th – Watermelon & SnoCones

➤ July

- Friday, July 5th – BBQ & Pool Party
- Monday, July 8th – Dig Day
- Friday, July 12th – Art Class x2 – Adults & Kids
- Friday, July 13th – Hawaiian Happy Hour
- Monday, July 15th – Slime Day
- Thursday, July 18th – Cooking Class
- Saturday, July 20th – Craft Fair
- Monday, July 22nd – Reptile Day
- Thursday, July 25th – Mad Science Day
- Friday, July 26th – Art Class - Adults

Board Requests

Ambleside Drive Conservation/Setback Violation Update

- Site is cleared and prepped for the installation of the remediation plantings. Install will be scheduled during the rainy season.



Wilderness Lake Preserve Community Development District (CDD)

WISE Grants

- Submitted the wattage savings report and cost savings report to Supervisor Weissing.

Resident Requests

Resident Driven Aerobics Room Class Clarification/Policy

- Request of the Board to draft a policy that all resident driven, “non-contracted”, classes must share the Aerobics Room with other residents desiring to use the room, including ingress/egress for equipment.



Wilderness Lake Preserve Community Development District (CDD)

Radar Speed Sign #1 located on Wilderness Lake Blvd. and Palmetto Pines Lane Report
4/19/2019 – 5/17/2019 Radar Results

Date:	# of Vehicles	# of Violators 21mph & up	Peak Speed of the Day	Average Speed of the Day	% of Violators for the Day
4/19/2019	1325	735	41	20.12	55.47
4/20/2019	1243	801	32	21.70	64.44
4/21/2019	955	617	40	21.89	64.61
4/22/2019	1205	740	36	21.73	61.41
4/23/2019	1342	772	39	21.29	57.53
4/24/2019	660	335	34	20.85	50.76
4/25/2019	1174	711	36	21.43	60.56
4/26/2019	1339	764	37	21.16	57.06
4/27/2019	1240	773	39	21.66	62.34
4/28/2019	801	505	38	21.80	63.05
4/29/2019	1131	647	37	21.21	57.21
4/30/2019	1362	774	39	21.22	56.83
5/1/2019	1368	689	37	20.66	50.37
5/2/2019	1279	780	37	21.46	60.99
5/3/2019	1345	802	35	21.30	59.63
5/4/2019	1265	778	38	21.64	61.50
5/5/2019	1121	665	38	21.02	59.32
5/6/2019	1326	797	38	21.41	60.11
5/7/2019	1311	808	39	21.41	61.63
5/8/2019	1318	742	41	21.16	56.30
5/9/2019	1336	788	35	21.33	58.98
5/10/2019	1343	827	38	21.50	61.58
5/11/2019	1226	792	33	21.80	64.60
5/12/2019	1086	705	36	21.94	64.92
5/13/2019	1202	670	49	21.16	55.74
5/14/2019	1270	757	35	21.51	59.61
5/15/2019	1336	791	39	21.46	59.21
5/16/2019	1324	800	36	21.49	60.42
5/17/2019	432	269	37	21.70	62.27
Totals:	34665	20634	Avg. 38	21.36	59.52
			High 49		



Wilderness Lake Preserve Community Development District (CDD)

Radar Speed Sign #2 located at the back entrance on Night Heron Drive Report

4/19/2019 – 5/17/2019 Radar Results

Date:	# of Vehicles	# of Violators 21mph & up	Peak Speed of the Day	Average Speed of the Day	% of Violators for the Day
4/19/2019	1349	620	38	20.00	45.96
4/20/2019	1182	534	36	20.33	45.18
4/21/2019	926	460	38	20.67	49.68
4/22/2019	1100	588	53	20.89	53.45
4/23/2019	1190	637	41	20.78	53.53
4/24/2019	1236	677	34	20.80	54.77
4/25/2019	1023	510	41	20.69	49.85
4/26/2019	1268	635	41	20.39	50.08
4/27/2019	1004	569	42	21.16	56.67
4/28/2019	875	440	35	20.79	50.29
4/29/2019	1298	650	37	20.62	50.08
4/30/2019	1326	767	41	20.95	57.84
5/1/2019	1361	693	36	20.77	50.92
5/2/2019	1339	743	40	21.06	55.49
5/3/2019	1492	782	44	20.69	52.41
5/4/2019	1187	673	42	21.17	56.70
5/5/2019	557	321	41	21.05	57.63
5/6/2019	1039	581	42	21.16	55.92
5/7/2019	1362	709	42	20.83	52.06
5/8/2019	1339	693	36	20.65	51.76
5/9/2019	1321	734	40	21.06	55.56
5/10/2019	1433	767	73	20.80	53.52
5/11/2019	1280	737	47	21.13	57.58
5/12/2019	968	554	56	21.21	57.23
5/13/2019	1272	631	42	20.26	49.61
5/14/2019	1360	693	53	20.62	50.96
5/15/2019	1289	688	44	20.92	53.37
5/16/2019	1321	688	37	20.81	52.08
5/17/2019	536	260	35	20.58	48.51
Totals:	34233	18034	Avg. 42	21.65	52.68
			High 73		

Oct., Nov., Dec. 2018, Jan., Feb., March, April & May 2019 Events Summary Report

Events	Event Budget	Attendance	Sponsorship	Expenses	Revenue	Profit/Loss	2018/2019 Yearly Budget \$27,000
Fall Festival 10/13/2018	\$1,300	250	0	\$1,288.29	\$323.00	(\$965.29)	\$25,711.71
Halloween Costume Party 10/19/2018	\$125	25		\$115.43	\$0.00	(\$115.43)	\$25,596.28
Garage Sale 10/20/2018	\$150	35 Households	0	\$149.32	\$170.00	\$20.68	\$25,446.96
Haunted House 10/26 & 10/27/2018	\$400	200+/-	0	\$542.09	\$399.00	(\$143.09)	\$24,904.87
Kids Costume Parade 10/31/2018	\$125	300	0	\$79.60	\$0.00	(\$79.60)	\$24,825.27
Art & Craft Fair 11/3/2018	\$350	18 Vendors 250+/- attendees	0	\$197.30	\$180.00	(\$17.30)	\$24,627.97
Holiday Comedy Show 11/16/2018	\$400	11	0	\$379.40	\$22.00	(\$357.49)	\$24,248.57
Kids Pajama Party 11/17/2018	\$200	12	0	\$40.69	\$9.00	(\$31.69)	\$24,207.88
Santa's Arrival 12/1/2018	\$1,600	275+/-	Photo Booth by Karla Arita	\$1,642.96	\$0.00	(\$1,642.96)	\$22,564.92
Lighting of the Menorah 12/2/2018	\$375	6	0	\$33.80	\$0.00	(\$33.80)	\$22,531.12
Gingerbread Houses & Holiday Workshop 12/8/2018	\$200	20	0	\$182.20	\$185.00	\$2.80	\$22,348.92
Breakfast w/Santa 12/15/2018	\$1,500	225	0	\$1,016.80	\$586.01	(\$430.79)	\$21,332.12
Best Decorated House Contest 12/21/2018	\$0	3	0	\$0.00	\$0.00	\$0.00	\$21,332.12
Kid's Movie & Pizza Day 12/21/2018	\$50	10	0	\$36.49	\$4.00	(\$32.49)	\$21,295.63
Kids Bounce into the New Year 12/29/2018	\$400	30	0	\$602.50	\$60.00	(\$542.50)	\$20,693.13
Trivia Night 1/4/2019	\$100	22	0	\$58.04	\$66.00	\$7.96	\$20,635.09
New Year Celebration 1/5/2019	\$400	28	0	\$543.38	\$140.00	(\$403.38)	\$20,091.71
Spaghetti Dinner 1/19/2019	\$400	49	0	\$242.57	\$94.00	(\$148.57)	\$19,849.14
Disney Day 1/26/2019	\$500	37	0	\$530.26	\$102.00	(\$419.26)	\$19,318.88
Volunteer Appreciation Dinner 2/1/2019	\$150	10	0	\$38.91	\$0.00	(\$38.91)	\$19,279.97
Around the World Dinner 2/2/2019	\$800	48	0	\$863.49	\$240.00	(\$623.49)	\$18,416.48

Science Day 2/9/2019	\$200	10	0	\$127.78	\$17.00	(\$110.78)	\$18,288.70
Valentine's Family Dinner 2/16/2019	\$400	50	0	\$125.39	\$93.00	(\$32.39)	\$18,163.31
Insect & Safari Day 2/223/2019	\$150	12	0	\$136.75	\$12.00	(\$124.75)	\$18,026.56
Mardi Gras Party 3/9/2019	\$200	17	0	\$164.44	\$85.00	(\$122.31)	\$17,862.12
St. Patty's Day Happy Hour 3/16/2019	\$300	46	0	\$241.51	\$212.40	(\$29.11)	\$17,620.61
Movie Day 3/18/2019	\$30	15	0	\$0.00	\$0.00	\$0.00	\$17,620.61
Minute to Win It 3/19/2019	\$250	17	0	\$47.02	\$48.00	\$0.98	\$17,573.59
Pizza Garden Day 3/20/2019	\$350	15	0	\$126.68	\$11.00	(\$115.68)	\$17,446.91
Imagination Day 3/21/2019	\$250	34	0	\$101.20	\$0.00	(\$101.20)	\$17,345.71
Bubble Mania 3/22/2019	\$200	27	0	\$99.50	\$0.00	(\$99.50)	\$17,246.21
Splish Splash Day 3/23/2019	\$200	15	0	\$77.78	\$6.00	(\$71.78)	\$17,168.43
Kids Cooking Day 4/6/2019	\$250	8	0	\$64.29	\$24.00	(\$40.29)	\$17,104.14
Teen Movie Night 4/12/2019	\$50	10	0	\$0.00	\$0.00	\$0.00	\$17,104.14
Spring Garage Sale 4/13/2019	\$150	23	0	\$128.32	\$115.20	(\$13.12)	\$16,975.82
Spring Picnic/Egg Hunt 4/20/2019	\$1,600	275	0	\$1,507.50	\$111.80	(\$1,395.70)	\$15,468.32
Adult Painting Class 5/3/2019	\$0	6	0	\$0.00	\$18.00	\$18.00	\$15,468.32
Kentucky Derby 5/4/2019	\$200	8	0	\$75.53	\$0.00	(\$75.53)	\$15,392.79
Mother's Day Celebration 5/10/2019	\$300	5	0	\$158.47	\$0.00	(\$158.47)	\$15,234.32
Dogfest 5/11/2019	\$300	32	0	\$186.07	\$0.00	(\$186.07)	\$15,048.25
Adult Painting Class 5/17/2019	\$0	3	0	\$0.00	\$9.00	\$9.00	\$15,048.25
Totals:	\$14,905			\$11,951.75	\$3,342.41	(\$8,643.30)	\$15,048.25

General Events Supplies

Linens - Laundry Service				\$400.50			\$14,647.75
CDD Mtg. Food				\$459.82			\$14,187.93
Events storage bins/bags/Eblast program & general supplies.				\$445.35			\$13,742.58
Coffee, lemonade, popcorn, plates, etc.				\$1,031.79			\$12,710.79
Totals:				\$2,337.46			\$12,710.79

Commercial Furnishings Quote

leadersfurniture.com



To: Wilderness Lakes C/O Tish
21320 Wilderness Lakes Blvd
Land O Lakes, FL 34637

From: Leader's Casual Furniture®, Contract Division

Date: 5/17/19

RE: Furniture Quote

Thank you so much for giving Leader's the opportunity to earn your business. We are proud of our previous contract applications and would be honored to have you in our vast list of preferred contract customers. Some of the properties we have worked with: Orlando Airport Marriott®, Holiday Inn®, Sheraton® World Resort, Embassy Suites®, Disney's Wide World of Sports® and many more.

The following is a quote for your project. Please let us know if you have any questions, comments, or concerns regarding this quote.

QTY	DESCRIPTION	EACH	Extended
4	Faux Granite Table 48" Round	\$859.99	\$3,439.96
16	High Back Dining Chair Greco Finish, Napa Brindle Fabric	\$201.00	\$3,216.00
4	9ft Round Auto Tilt Umbrella Brnz Pole, Dupione Sand w/ 50lb base	\$402.33	\$1,609.32
2	8x10 Auto Tilt Umb. Brnz Pole, Dupione Sand w/100lb base w/wheels	\$620.59	\$1,241.18
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Level of Delivery Service Expected

- ☐ Curbside Delivery; Set-up and Assembly not included
☒ Delivery & Set-up at one address in a single area
☐ Delivery & Set-up at one address in more than one area

Delivery & Set-up quotes are valid for deliveries from the Leader's Casual Furniture® Distribution Center to commercial address within our standard delivery zones only.

Sub Total	\$9,506.46
0.0% Tax	\$0.00
Delivery Fee	\$574.32
TOTAL	\$10,080.78

If you would like to place this order with us, we will need 1/2 down by **check** and the balance paid by **check** upon delivery. This quote is good until 5/31/19 or as you request a change in the quantity of items. If paying by credit card, please add a 3% credit card surcharge fee to the total.

Furniture offers a 5 year commercial warranty against manufacturer defect(s).

Your lead-time on this order is 5-7 weeks from receipt of deposit.

Thank you in advance for your business!

LOC TAM / SLM 1641

Commercial Furnishings Quote

leadersfurniture.com



To: Wilderness Lakes C/O Tish
21320 Wilderness Lakes Blvd
Land O Lakes, FL 34637

From: Leader's Casual Furniture®, Contract Division

Date: 5/17/19

RE: Furniture Quote

Thank you so much for giving Leader's the opportunity to earn your business. We are proud of our previous contract applications and would be honored to have you in our vast list of preferred contract customers. Some of the properties we have worked with: Orlando Airport Marriott®, Holiday Inn®, Sheraton® World Resort, Embassy Suites®, Disney's Wide World of Sports® and many more.

The following is a quote for your project. Please let us know if you have any questions, comments, or concerns regarding this quote.

QTY	DESCRIPTION	EACH	Extended
4	Faux Granite Table 48" Round	\$859.99	\$3,439.96
16	High Back Dining Chair Greco Finish, Napa Brindle Fabric	\$201.00	\$3,216.00
4	9ft Round Auto Tilt Umbrella Brnz Pole, Dupione Sand w/ 50lb base	\$402.33	\$1,609.32
2	11ft Auto Tilt Umb. Brnz Pole, Dupione Sand w/100lb base w/wheels	\$649.54	\$1,299.08
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Level of Delivery Service Expected

- ☐ Curbside Delivery; Set-up and Assembly not included
☒ Delivery & Set-up at one address in a single area
☐ Delivery & Set-up at one address in more than one area

Delivery & Set-up quotes are valid for deliveries from the Leader's Casual Furniture® Distribution Center to commercial address within our standard delivery zones only.

Sub Total	\$9,564.36
0.0% Tax	\$0.00
Delivery Fee	\$577.22
TOTAL	\$10,138.68

If you would like to place this order with us, we will need 1/2 down by **check** and the balance paid by **check** upon delivery. This quote is good until 5/31/19 or as you request a change in the quantity of items. If paying by credit card, please add a 3% credit card surcharge fee to the total.

Furniture offers a 5 year commercial warranty against manufacturer defect(s).

Your lead-time on this order is 5-7 weeks from receipt of deposit.

Thank you in advance for your business!

LOC TAM / SLM 1641



560348B 48" Dining Table Base
Base Height: 27.5"

560348B
FG48R/U

560348B
SA48R/U

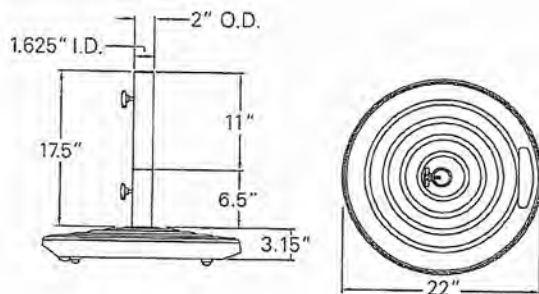
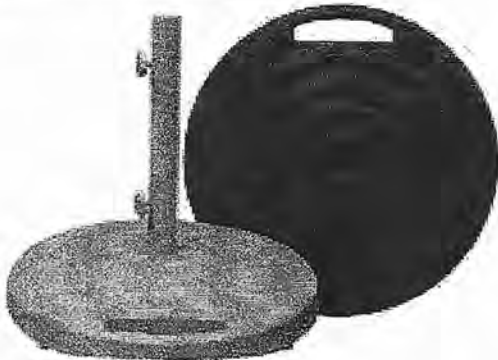


#W0750HB
High Back Dining Chair
24"W 30"D 41"H
Seat: 17"H Arm: 25"H

Monaco w/wheels & handle BKM100 Round Series

RESIDENTIAL

COMMERCIAL



Cast Aluminum 100 lbs.

Item No.:

BKM1000 Bronze



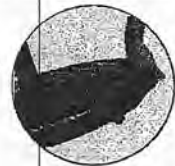
BKM1005T Platinum



BKM1009 Black



Easy to move your shade -
Base rolls easily on 2 wheels.



Specifications:

Diameter 22"
Weight 100 lbs.
Cube 2
Pallet 24

Options:

Add-on Weight (30 lbs.) **BW30**
Aluminum Stem for 2" poles **BT2-0**

Features:

- Cast Aluminum Shell with Cast Iron Core
- Dual-Purpose Stem

Shipping Information:



Truck only



8'x10' Auto Tilt Rectangle Series




80

sq.ft coverage

**Shown:**

Item No.: UM8810RT09

Fabric: 5416 Aruba  Sunbrella

Base: BKMSQ1009 (Sold separately)

Item No.:

UM8810RT00 Bronze

UM8810RT08DR Driftwood

UM8810RT09 Black

Specifications:**Size** 8'x10'**Ribs** 8**Shape** Rectangle**Height** 109"**Pole Dia.** 1.5"**Bottom Pole** 36"**Vents** SWV**Lift** Crank**Tilt** Infinite with Crank**Weight** 22 lbs.**Cube** 1.9

11' Auto Tilt Octagon Series




85

sq. ft. coverage



Shown:

Item No.: UM8122

Fabric: 40524-02 Trusted Coast Stripe  sunbrella

Base: BG502/BW30 (Each sold separately)

Item No.:

UM8120	Bronze
UM8121	Champagne
UM8122	Anthracite
UM8128DR	Driftwood
UM8129	Black

Specifications:

Size	11'
Ribs	8
Shape	Octagon
Height	105.5"
Pole Dia.	1.5"
Bottom Pole	36"

Vents	SWV DWV
Lift	Crank
Tilt	Infinite with Crank
Weight	SWV 20 lbs. DWV 21 lbs.
Cube	1.74



TGCustom
Custom-Made Umbrellas

CUSTOMER INFO SHEET

"TAMPA'S LARGEST PATIO STORE...NOT ON DALE MARRY"

TAMPA
1913 E. Bearss Avenue • Tampa, Florida 33613
(813) 632-8070 • FAX: (813) 632-8112

No. 9827

NAME Waldenwood Lake Preserve Cdd
ADDRESS 5844 Old Pass Rd (Bellevue)
CITY/STATE/ZIP Waters Chapel, FL 33548
PHONE 995-2439 Tish EMAIL _____

DATE 5/11/19
AD SOURCE Repeat
SALESPERSON Beckie

QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
4	48" Round Fake Granite top + Base	685.00	2740.00
	Same as above		
	Already have		
16	Montego Bay S HB Dining Chair	198.00	3168.00
4	9ft. Collar tilt umbrellas	330.00	1320.00
4	Art deco umbrella base	189.00	756.00
			\$ 9,984
	Umbrella options:		
	11ft collar tilt	499.00	
	8x10' Rectangle Auto tilt	467.00	
	Recommended base w/ either umbrella - 15015	422.00	
	Aluminum base		
REMARKS/COMMENTS <u>Delivery \$99.00</u>		SUB	
		TAX	
		TOTAL	

Large Shade
Umbrella options

11' Collar Tilt Octagon Series



85
sq.ft. coverage



Shown:

Item No.: UM8019

Fabric: DC7 style - 5404 Natural sunbrella /  EXCLUSIVE 6663 Harper Crimson Stripe outdoor

Base: BKM1009 (Each sold separately)



Collar Tilt function - to tilt um simply twist the collar in a doc direction. It's that easy.

Item No.:

UM8010	Bronze
UM8018DR	Driftwood
UM8019	Black

Specifications:

Size	11'
Ribs	8
Shape	Octagon
Height	107.4"
Pole Dia.	1.5"
Bottom Pole	36"

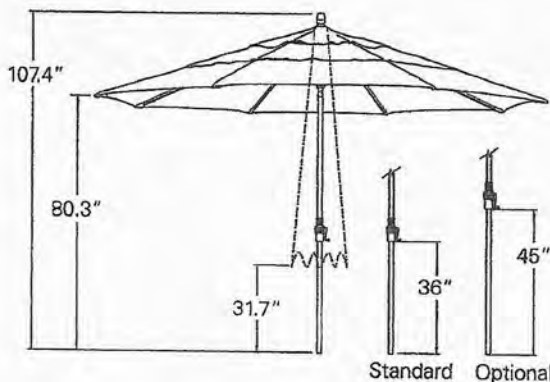
Vents	SWV DWV
Lift	Crank
Tilt	Infinite with Collar
Weight	SWV 20 lbs. DWV 21 lbs.
Cube	1.74



TgCustom
Custom-Made Umbrellas



11' Collar Tilt Octagon



Item No.:

UM8010

Bronze

UM8018DR

Driftwood

UM8019

Black

GRADE

SWV

DWV | DC

A+

\$1,000

\$1,070

A

\$825

\$885

C / COM+

\$660

\$710

NOTE: +COM - Customer's Own Material. Please use COM Requirement Form on page 134
SWV - Single Wind Vent | DWV - Double Wind Vent | DC - Designer Canopy Collection

Base Options:

CAST ALUMINUM

Art Deco Base (50 lbs.)

BA50_

page 86

Garden Base (50 lbs.)

BG50_

page 86

Commercial Base (150 lbs.)

BA150_

page 84

Monaco Base w/wheels & handle
(100 lbs. - Round)

BKM100_

page 85

Monaco Base w/wheels & handle
(100 lbs. - Square)

BKMSQ100_

page 85

CAST IRON

Classic Base (50 lbs.)

BW50_

page 87

STEEL

Steel Base w/casters (120 lbs.)

BSK120_

page 84

ADD-ON WEIGHT

30 lbs.

BW30

page 87

Options:

ACCESSORIES

UMBRELLA LIGHTS

Luna

LUNA-0_

page 92



Halo

HALO-0_

page 93

Vega-L

VEGA-L-0_

page 92

PROTECTIVE COVERS

X-Large Umbrella style

CP902

page 112

REPLACEMENT PARTS

Canopy (SWV)

C811 [+ Fabric #]

page 114

Canopy (DWV)

C811D [+ Fabric #]

page 114

36" Bottom Pole (Standard)

BP36-801_

MSRP

\$25

45" Bottom Pole

BP45-800_

\$32

Frame

UM801_

\$345

DESIGNER CANOPY COLLECTION (DC)

Treasure Garden's exclusive Designer Canopy Collection lets your customers create unique and stylish umbrellas. See pages 120-121 for style descriptions and ordering information.

Notes:

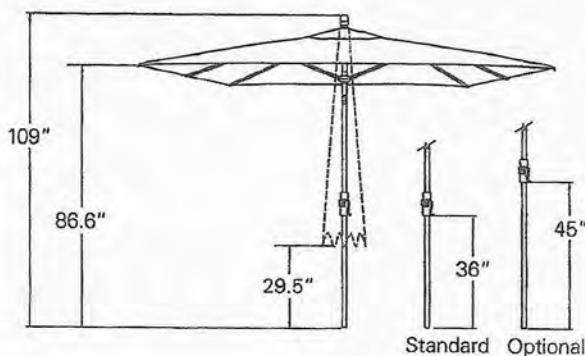
Recommended minimum of 80 lb. base for this style.

Instructional video available on this style at treasuregarden.com

Shipping Information: **Standard Parcel/Courier Services**



8'x10' Auto Tilt Rectangle



Item No.:
UM8810RT00
Bronze

UM8810RT08DR
Driftwood

UM8810RT09
Black

GRADE SWV

A+ \$905

A \$670

C / COM+ \$550

NOTE: +COM - Customer's Own Material. Please use COM Requirement Form on page 134
SWV - Single Wind Vent

NOTE: STRIPED FABRICS NOT AVAILABLE ON THIS STYLE.

Base Options:

CAST ALUMINUM

Commercial Base (150 lbs.)

BA150_ page 84

Monaco Base w/wheels & handle
(100 lbs. - Round)

BKM100_ page 85

Monaco Base w/wheels & handle
(100 lbs. - Square)

BKMSQ100_ page 85

STEEL

Steel Base w/casters (120 lbs.)

BSK120_ page 84

ADD-ON WEIGHT

30 lbs.

BW30 page 87

Options:

ACCESSORIES

UMBRELLA LIGHTS

Luna

LUNA-0_ page 92



Halo

HALO-0_ page 93

Vega-L

VEGA-L-0_ page 92

PROTECTIVE COVERS

Rectangle Market Style

CP910 page 112

REPLACEMENT PARTS

Canopy (SWV)

C8810 [+ Fabric #] page 114

36" Bottom Pole (Standard)

BP36-812_ MSRP \$25

45" Bottom Pole

BP45-810_ \$32

Frame

UM8810RT0_ \$360

Notes:

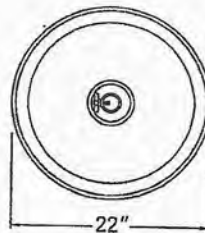
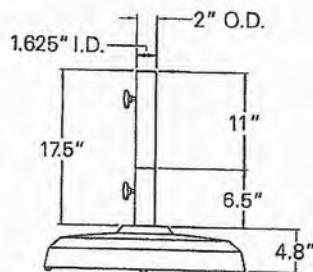
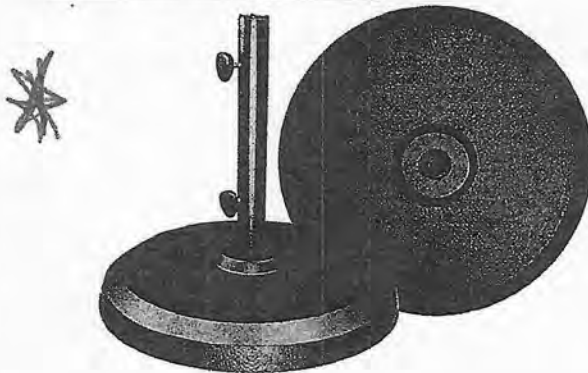
Recommended minimum of 100 lb. base for this style.

Shipping Information: **Standard Parcel/Courier Services**

Commercial BA150 Series

RESIDENTIAL

COMMERCIAL



Cast Aluminum 150 lbs.

Item No.:

BA1500 Bronze



BA1509 Black



Specifications:

Diameter 22"
Weight 150 lbs.
Cube 2.8
Pallet 12

MSRP: '615

Options:

Aluminum Stem for 2" poles BT2-

Features:

- Cast Aluminum Shell with Cast Iron Core
- Dual-Purpose Stem



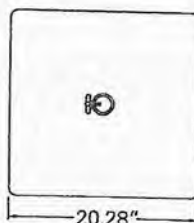
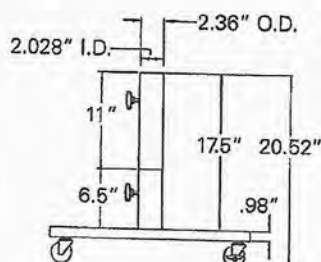
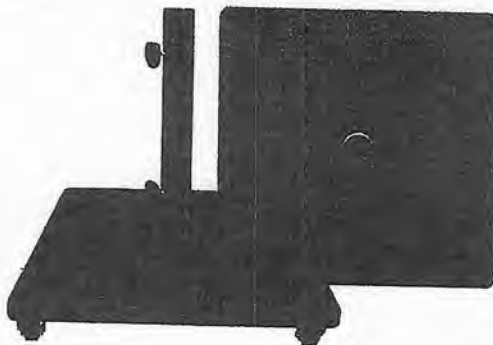
Shipping Information:



Steel Base w/casters BSK120 Series

RESIDENTIAL

COMMERCIAL



Steel 120 lbs.

Item No.:

BSK1200 Bronze



BSK1209 Black



Locking Casters

Easy to roll and lock your shade where needed.

Specifications:

Size 20.28"
Weight 120 lbs.
Cube 1.4
Pallet 16

MSRP: '540

Features:

- Accommodates 2" pole diameter
- Dual-Purpose Stem
- Includes Reducer to accommodate 1.5" pole diameter
- (2) Nylon Locking Casters
- (2) Nylon Standard Casters



Shipping Information:

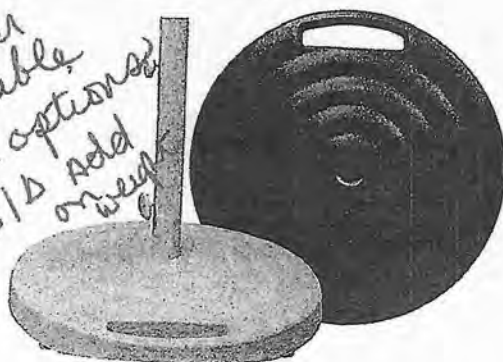


Monaco w/wheels & handle BKM100 Round Series

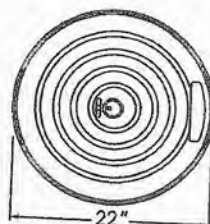
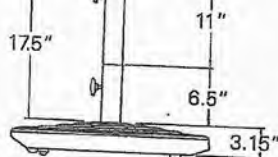
RESIDENTIAL

COMMERCIAL

Other possible base options w/30 lbs add on weight



1.625" I.D. 2" O.D.



Cast Aluminum 100 lbs.

Item No.:

BKM1000 Bronze



BKM1005T Platinum



BKM1009 Black



Easy to move your shade -
Base rolls easily on 2 wheels.



Specifications:

Diameter 22"
Weight 100 lbs.
Cube 2
Pallet 24

MSRP: \$510

Options:

Add-on Weight (30 lbs.) BW30
Aluminum Stem for 2" poles BT2-0

Features:

- Cast Aluminum Shell with Cast Iron Core
- Dual-Purpose Stem

Shipping Information:

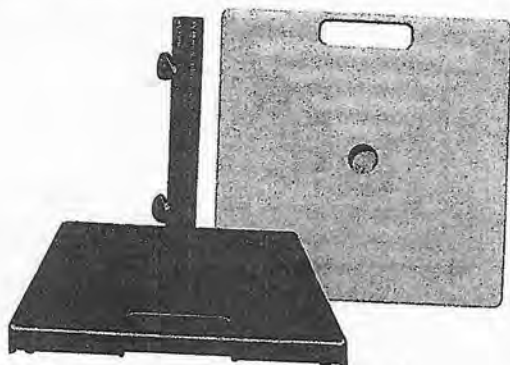


Truck only

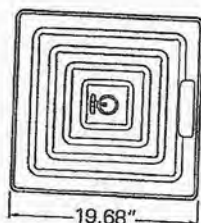
Monaco w/wheels & handle BKMSQ100 Square Series

RESIDENTIAL

COMMERCIAL



1.625" I.D. 2" O.D.



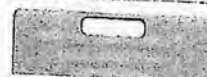
Cast Aluminum 100 lbs.

Item No.:

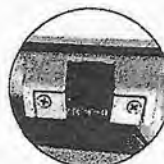
BKMSQ1000 Bronze



BKMSQ1005T Platinum



BKMSQ1009 Black



Easy to move your shade -
Base rolls easily on 2 wheels.



Specifications:

Size 19.68"
Weight 100 lbs.
Cube 1.75
Pallet 24

MSRP: \$510

Options:

Add-on Weight (30 lbs.) BW30
Aluminum Stem for 2" poles BT2-0

Features:

- Cast Aluminum Shell with Cast Iron Core
- Dual-Purpose Stem

Shipping Information:



Truck only

Other Options:

- Wayfair: Kelton 9' Market Umbrella, Price: \$56.99
 - Warranty:
 - Product Warranty: 30 days
 - Commercial Warranty: Yes
 - <https://www.wayfair.com/outdoor/pdp/beachcrest-home-kelton-9-market-umbrella-bcmh1369.html?piid=33048769>



- DIY Outlet: 9 Foot Wooden Patio Umbrella Color Options, Price: \$49.99 or \$44.99 for 2
 - https://thediyoulet.com/products/9-foot-wooden-patio-umbrella-tan?variant=808839041&gclid=EAIaIQobChMIyIey9pOK4gIVxoizCh0vRQt8EAKYCyABEgLwBvD_BwE



- Portofino, Octagon 13.5' Double Pulley Lift Umbrella
 - Finish: Kaffee (KFF)
 - Fabric: Canvas Antique Beige (5422)
 - <https://www.tropitone.com/outdoor-furniture/residential/product/BPO135PS2>



- Stand: 20lbs 18in Patio Round Umbrella Resin Base Stand Rose Pattern, Price: \$34.99 or 2 for \$32.99
 - <https://thediyoulet.com/products/20lbs-18in-patio-round-umbrella-resin-base-stand-rose-pattern>



- Stand: Price: \$36.99
 - <https://www.wayfair.com/outdoor/pdp/three-posts-annapolis-free-standing-umbrella-base-thps8408.html>



Table Options:

- Raduno 42" Round HPL Dining Umbrella Table
 - Frame: Almond Silk
 - Finish: Natural Cotton
 - Height (in): 27.5
 - Width (in): 42
 - Diameter (in): 42
 - <https://www.tropitone.com/outdoor-furniture/commercial/product/1842HU>



Chair Options:

- Shoreline Padded Sling High Back Dining Chair
 - Fabric: Shelburne 22338
 - Finish: Greco (GRE)
 - Height (in.): 41.5
 - Width (in.): 24.5
 - Depth (in.): 28.5
 - Seat Height (in.): 17.5
 - Arm Height (in.): 24
 - <https://www.tropitone.com/outdoor-furniture/residential/product/960201PS>



Lowe's

Item # 878763 Model # L-PG152PST-B

allen + roth 116.14-in W x 116.14-in L x 94.3-in H Tan/Black Material Freestanding Pergola
Canopy Included

335 Ratings

4.0 Average

81% recommended this product



FREE DELIVERY
ON ORDERS \$498 OR MORE

In-use/lifestyle images - accessories not included

\$598.00 Was \$698.00

Save 14% thru 05/29/201

Durable powder-coated finish resists rust, corrosion and chip

- Arched pergola with sling canopy keeps you shaded
- Attractive woodgrain posts match your any outdoor furniture

Tab 2

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

The regular meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District was held on **Wednesday, May 1, 2019 at 6:30 p.m.** at The Preserve at Wilderness Lake Activity Center at the Lodge located at 21320 Wilderness Lake Boulevard, Land O'Lakes, Florida, 34637.

Present and constituting a quorum:

James Estel	Board Supervisor, Chairman
Lou Weissing	Board Supervisor, Vice Chairman
Sam Watson	Board Supervisor, Assistant Secretary
Beth Edwards	Board Supervisor, Assistant Secretary
Scott Diver	Board Supervisor, Assistant Secretary

Also present were:

Matt Huber	District Manager, Rizzetta & Company, Inc.
Tish Dobson	Lodge Manager, Preserve at Wilderness Lake
Peter Lucadano	Representative, RedTree Landscaping
David Lucadano	Representative, RedTree Landscaping

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Mr. Estel led the Board in the reciting of The Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Mr. Huber noted for the record that there were no audience members present and therefore no audience comments at this time. Mr. Huber also mentioned that the Board would not be using the timed agenda for this meeting because of the proposed budget and allowing for further discussion, as needed.

Ms. Edwards mentioned that she would make her comments during Tish's report.

Mr. Diver mentioned that he would like to be updated on the HVAC project and Notary at the clubhouse assessments.

The Board directed Mr. Huber to work with Mr. Weissing on a cover letter for the assessment notice that will be mailed out to the residents. This letter will also be reviewed by Counsel and the Chairman will sign it before sending out to the residents along with the standard assessment notice.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2019-03,
Approving the proposed budget**

Mr. Huber presented Resolution 2019-03, Approving the proposed budget to the Board of Supervisors.

On a Motion by Mr. Estel, seconded by Ms. Edwards, with all in favor, the Board approved Resolution 2019-03, Approving the proposed budget and setting the Public Hearing on the Final Budget for August 7, 2019, at 6:30 p.m., for the Preserve at Wilderness Lake Community Development District.

SIXTH ORDER OF BUSINESS

Review of PSA Report

Mr. Huber presented the PSA report and offered the Board the opportunity to ask Mr. Peter Lucadano and Mr. David Lucadano representatives from RedTree landscaping questions regarding the status of the landscape in the community. Discussion ensued regarding the proposals in the Lodge Manager's report. The Board requested revised proposals from RedTree landscaping and authorized the District Manager to approve them upon review. The Board tabled the Top Choice Fire Ant treatment proposed. The Board discussed the palm tree proposal.

On a Motion by Mr. Weissing, seconded by Ms. Edwards, with four in favor and Mr. Diver opposed, the approved the palm tree proposal in the amount of \$,for the Preserve at Wilderness Lake Community Development District.

Mr. Huber followed up after this discussion with the score of the March report being 33 out of 39, a passing score for RedTree landscaping.

SEVENTH ORDER OF BUSINESS

Lodge Manager's Report

Ms. Dobson presented her Lodge Manager's report which included an update on the WISE Grant proposals. After discussion, the Board directed Mr. Weissing to start drafting the grant, Ms. Dobson will check to see if the lighted crosswalk can be included in the grant.

EIGHTH ORDER OF BUSINESS

GHS Report

Mr. Huber presented the GHS report; the Board had no questions on it.

NINTH ORDER OF BUISINESS

District Counsel's Report

Not present and a brief report was given regarding Counsel's recommendation on not having a Notary at the Lodge and not to put a lien on 7518 Ambleside Drive for the two-year wetland area monitoring requirement of the current reside.

TENTH ORDER OF BUSINESS

District Engineer's Report

Mr. Huber read for the record and to the Board the District Engineer's report that he received in an e-mail prior to the CDD meeting. Mr. Woodcock's e-mail stated that "Dragon Fly was onsite yesterday and today to remedy some minor issues with the repair they made a few months ago to pond 41. Dragon Fly added some sand and topsoil due to the area was depressed approximately six inches". "HVAC Project – The contract has been signed and I am now working with the contract to provide a schedule and I will share it with the Board and staff as soon as I get it. Thanks, Greg"

Recessed at 8:00 p.m.

Reconvened at 8:15 p.m.

ELEVENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting held
on April 3, 2019**

Mr. Huber presented the Minutes of the Board of Supervisors' Meeting held on April 3, 2019 to the Board of Supervisors.

On a Motion by Mr. Diver, seconded by Ms. Edwards, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on April 3, 2019, for the Preserve at Wilderness Lake Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Minutes of the
Budget Workshop Meeting held on
April 10, 2019**

Mr. Huber presented the Minutes of the Budget Workshop Meeting held on April 10, 2019 to the Board of Supervisors.

On a Motion by Mr. Estel, seconded by Ms. Edwards, with all in favor, the Board approved the Minutes of the Budget Workshop Meeting held on April 10, 2019, as amended, for the Preserve at Wilderness Lake Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for March
2019**

Mr. Huber presented the Operation and Maintenance Expenditures for March 2019 to the Board of Supervisors.

On a Motion by Ms. Edwards, seconded by Mr. Diver, with all in favor, the Board approved the Operation and Maintenance Expenditures for March 2019 in the amount of \$112,303.28, for the Preserve at Wilderness Lake Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Review of Financial Statements for
March 2019**

Mr. Huber presented the Financial Statements for March 2019 to the Board of Supervisors. Ms. Edwards inquired about Synovus account and why it only had \$1,000.00 in it. Mr. Weissing responded that was the minimum to keep the account open.

FIFTEENTH ORDER OF BUSINESS

Review of the Reserve Study

Mr. Huber presented the Reserve Study to the Board of Supervisors. They had no questions at this time.

SIXTEENTH ORDER OF BUSINESS

District Manager's Report

Mr. Huber reminded the Board their next meeting is on June 5, 2019, at 9:30 a.m.

SEVENTEENTH ORDER OF BUSINESS

Supervisors Request

Ms. Edwards asked about the investment presentation previously discussed. Mr. Weissing responded that Vanguard was not available and that he had been discussing this presentation with Raymond James now and would need to speak further with them regarding a presentation at the July CDD meeting. Ms. Edwards would like all items regardless if the District Management has supporting documents (use parentheses if waiting on an item) listed on all Tentative Agendas going forward.

Mr. Diver is going to research the pool umbrellas and other shade alternatives.

Mr. Watson stated that he was against the removal of cattails in the community.

Ms. Edwards requested to have Chuck Burnite from GHS at the September CDD meeting to provide the Board with and update on the pros and cons of cattails in the community.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Edwards seconded by Mr. Weissing, with all in favor, the Board of Supervisors adjourned the Board of Supervisor's Meeting at 8:48 p.m. for the Preserve at Wilderness Lake Community Development District.

Assistant Secretary

Chairman/Vice Chairman

Tab 3

The Preserve at Wilderness Lake Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures April 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2019 through April 30, 2019.

The total items being presented: **\$130,185.68**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
A Total Solution, Inc. (ATS)	011382	Q012094	Monthly Service Maintenance Agreement	Security System Maintenance	\$ 600.00	1
Alsco, Inc.	011350	LTAM797361	Linen & Mat Service 03/19	Facility Supplies -Spa	\$ 167.07	2
Alsco, Inc.	011365	LTAM799409	Linen & Mat Service 04/19	Facility Supplies -Spa	\$ 168.56	3
Beth Edwards	011370	BE040319	Board of Supervisors Meeting 04/03/19	Supervisor Fees	\$ 200.00	4
Beth Edwards	011370	BE040919	Board of Supervisors Meeting 04/09/19	Supervisor Fees	\$ 200.00	5
Cardno, Inc.	011351	515382	Engineering Services 03/19	District Engineer	\$ 970.52	6
Charles L. Weissing	011381	LW040319	Board of Supervisors Meeting 04/03/19	Supervisor Fees	\$ 200.00	4
Charles L. Weissing	011381	LW040919	Board of Supervisors Meeting 04/09/19	Supervisor Fees	\$ 200.00	5
City Electric Supply Company	011352	LOL/116165	Maintenance/Repair Supplies - 03/19	Maintenance & Repairs - Lodge	\$ 2.09	8
City Electric Supply Company	011366	LOL/116392	Supplies - Lighting Replacement 04/19	Maintenance & Repairs - Lodge	\$ 1.35	10
City Electric Supply Company	011383	LOL/116835	Supplies - Pool Lights 04/19	Lighting Replacement	\$ 80.80	12
Cushion Solutions Incorporated	011353	25429	Pool Furniture Repairs 04/19	Capital Reserves	\$ 850.00	14
Disclosure Services, LLC	011354	2	Amortization Schedule Series 2012/13 5/1/19 Prepay	Dues, Licenses & Fees	\$ 200.00	15
Duke Energy	011355	60574 01168 03/19	Herons Glen Sign 03/19	Electric Utility Service	\$ 14.12	16

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
Duke Energy	011369	83196 80556 03/19	Hérons Wood Sign 03/19	Electric Utility Service	\$ 13.73	17
Duke Energy	011340	91468 53580 03/19	Summary Bill 03/19	Electric Utility Service	\$ 12,412.83	18
Duke Energy	011369	94409 44391 03/19	Summary Bill 03/19	Electric Utility Service	\$ 1,039.04	21
Fitness Logic, Inc.	011341	87976	Replace Front Roller on Precor Treadmill 03/19	Fitness Equipment Preventative Repairs	\$ 461.85	29
Fitness Logic, Inc.	011384	88388	Reupholster & Replace Elbow Pads on Leg Lift	Fitness Equipment Preventative Repairs	\$ 145.50	31
Fitness Logic, Inc.	011384	88452	Monthly Maintenance 04/19	Fitness Equipment Preventative	\$ 110.00	33
FITREV Inc.	011372	18285	Cardio Equipment -CE800 Elliptical 04/19	Capital Reserves	\$ 2,749.00	35
FITREV Inc.	011372	18286	Cardio Equipment - TRM 631 Treadmill 04/19	Capital Reserves	\$ 4,149.00	36
Florida Department of Revenue	011373	61-8014999201-4 03/19	Sales & Use Tax 03/19	Sales Tax Payable	\$ 169.58	37
Frontier Communications	011342	239-159-2085-030513-5 03/19	Fios Internet 03/19	Telephone, Fax & Internet	\$ 118.98	38
Frontier Communications	011342	813-995-2437-061803-5 03/19	813-995-2437 Phone Service 03/19	Telephone, Fax & Internet	\$ 735.66	41
Frontier Communications	011342	813-995-2907-040103-5 03/19	Frontier Phone and Internet 03/19	Telephone, Fax & Internet	\$ 169.36	46
Gaydos Hydro Services, LLC	011385	2019-222	Monthly Aquatic Weed Control Program 03/19	Lake & Wetlands Management	\$ 4,540.00	49
Gulf Coast Tractor & Equipment	011386	IL38993	Maintenance Supplies 04/19	Various	\$ 20.71	50
Gulf Coast Tractor & Equipment	011386	IL39112	Maintenance Supplies 04/19	Wetland Nuisance/Exotic	\$ 77.80	51

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

Vendor Name	Check #	Invoice Number	Invoice Description	Code	Invoice Amount	Page #
Harvey's Hardware	011387	040219	Maintenance Supplies	Maintenance &	\$ 105.92	52
			03/19	Repairs - Lodge		
Holloway's Farm	011356	011919	Supplies - Game Fish	Resident Services	\$ 29.99	54
Supply			Chow 01/19			
Holloway's Farm	011356	032919	Supplies - Game Fish	Resident Services	\$ 29.99	55
Supply			Chow 03/19			
James Estel	011371	JE040319	Board of Supervisors	Supervisor Fees	\$ 200.00	4
			Meeting 04/03/19			
James Estel	011371	JE040919	Board of Supervisors	Supervisor Fees	\$ 200.00	5
			Meeting 04/09/19			
Jerry Richardson	011374	1209	Monthly Hog Removal	Wildlife Management	\$ 1,111.11	56
			Service 03/19	Services		
Jerry Richardson	011374	1215	Monthly Hog Removal	Wildlife Management	\$ 1,111.11	57
			Service 04/19	Services		
Land O' Lakes	011357	622859	C&D Container Pull	Garbage - Wetland	\$ 300.00	58
Recycling Center			Charge Trees 03/19	Dumpster Fees		
McNatt Plumbing	011358	904526	Cormorant Cove Dock	Athletic/ Park	\$ 525.00	60
Company, Inc.			Backflow Repair 01/19	Courts/Field Repairs		
Netix Solutions, LLC	011343	0309	Community Website 04/19	Website Fees &	\$ 84.00	61
				Maintenance		
Netix Solutions, LLC	011375	180275	Community Website 01/19	Website Fees &	\$ 84.00	62
				Maintenance		
Netix Solutions, LLC	011375	180286	Community Website 02/19	Website Fees &	\$ 84.00	63
				Maintenance		
Netix Solutions, LLC	011343	180297	Community Website 03/19	Website Fees &	\$ 84.00	64
				Maintenance		
Oriental Trading	011388	695661087-01	Supplies - 04/19	Special Events	\$ 43.71	65
Company, Inc.						

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
Pasco County Utilities	011376	Summary Water 03/19	Summary Water Billing 03/19	Water Utility Services	\$ 2,044.41	66
Pasco Sheriff's Office	011359	I-2/6/2019-03264	Off Duty Detail 03/19	Deputy	\$ 2,924.00	74
Preserve at Wilderness Lake CDD	CD237		Debit Card Replenishment			
			Pasco Laundromat	Special Events	\$ 42.00	77
			Publix	Special Events	\$ 30.43	78
			Farm to You	Special Events	\$ 150.00	79
			Lowes	Maintenance & Repairs - Lodge	\$ 26.91	84
			Lowes	Maintenance & Repairs - Lodge	\$ 43.32	85
			Sam's	Special Events and General Store	\$ 75.14	86
			Walmart	General Store and Resident Services	\$ 69.80	87
			Pet Supplies Plus	Nature Center Operations	\$ 27.94	88
			Walmart	Special Events	\$ 64.29	89
			Ace Hardware	Maintenance & Repairs - Lodge	\$ 44.99	90
			Pasco County Board of County Commisioners	Special Events	\$ 50.00	91
			Pasco County Board of County Commisioners	Special Events	\$ 1.32	94

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
			Publix	Special Events	\$ 112.12	96
			Amazon	Maintenance & Repairs - Lodge	\$ 19.24	97
			Amazon	Maintenance & Repairs - Lodge	\$ 51.99	99
			Sam's	Special Events, General Store & Janitorial Supplies	\$ 273.72	101
			Badges of Honor/ A-ok Trophies	Office Supplies	\$ 16.00	102
			One Beat CPR & AED	Furniture, Fixtures & Equipment	\$ 56.00	104
			Walmart	Office Supplies	\$ 9.84	106
			Lowes	Maintenance & Repairs - Lodge	\$ 62.36	107
			Walmart	Special Events & Nature Center	\$ 53.76	108
			Amazon	Capital Reserves	\$ 1,659.00	109
			Napa	Maintenance & Repairs - Lodge	\$ 4.59	110
			Sam's	Special Events, General Store & Janitorial Supplies	\$ 271.24	113
			Publix	Special Events	\$ 14.55	114
			Lowes	Maintenance & Repairs - Lodge	\$ 13.96	115

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
			Bounce A Lot Inflatables	Special Events	\$ 160.30	116
			Farm to You	Special Events	\$ 150.00	119
			Walmart	Various	\$ 85.76	121
			Lowes	Office Supplies	\$ 9.52	122
			Publix	Special Events	\$ 14.16	123
			Lowes	Maintenance & Repairs - Lodge	\$ 7.96	124
			Lowes	Maintenance & Repairs - Lodge	\$ 83.94	125
ReadyRefresh by Nestle	011389	19D0006240923	Bottled Water Service 03/19	Resident Services	\$ 94.85	126
RedTree Landscape Systems, LLC	011390	2190	Granular St. Augustine Turf Fertilization 02/19	Landscape Fertilization & Pest	\$ 1,500.00	127
RedTree Landscape Systems, LLC	011360	2304	Repair Sprinkler Head - Wilderness Lake Blvd.	Irrigation Repair	\$ 70.57	128
RedTree Landscape Systems, LLC	011377	2312	Arbor Care March Palm Tree Pruning 03/19	Tree Trimming Services	\$ 6,000.00	129
RedTree Landscape Systems, LLC	011377	2313	Arbor Care Tree Removal 03/19	Tree Trimming Services	\$ 3,900.00	130
RedTree Landscape Systems, LLC	011390	2336	Landscape Maintenance/ Irrigation Repair/Arbor	Various	\$ 15,000.00	131
RedTree Landscape Systems, LLC	011390	2387	Irrigation Repair at the Lodge 04/19	Irrigation Repair	\$ 118.48	132
Rentalex of Hudson, Inc.	011378	1-111635	Scissor Lift Sky Jack 03/19	Equipment Lease	\$ 585.00	133

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
Rizzetta & Company, Inc.	011344	INV0000039781	District Management Fees 04/19	District Management	\$ 5,983.33	136
Rizzetta Amenity Services, Inc.	011345	INV00000000006066	Amenity Management 03/19	Management Contract - Payroll	\$ 12,538.44	137
Rizzetta Amenity Services, Inc.	011379	INV00000000006098	Amenity Management 04/19	Management Contract- Payroll & Management Fee	\$ 13,277.22	138
Rizzetta Amenity Services, Inc.	011379	INV00000000006128	Out of Pocket Expenses 03/19	Payroll Reimbursement - Mileage	\$ 181.71	139
Rizzetta Amenity Services, Inc.	011391	INV00000000006194	Amenity Management 04/19	Management Contract - Payroll	\$ 12,564.41	140
Robert Scott Diver	011367	SD040319	Board of Supervisors Meeting 04/03/19	Supervisor Fees	\$ 200.00	4
Robert Scott Diver	011367	SD040919	Board of Supervisors Meeting 04/09/19	Supervisor Fees	\$ 200.00	5
Samuel Watson	011380	SW040319	Board of Supervisors Meeting 04/03/19	Supervisor Fees	\$ 200.00	4
Samuel Watson	011380	SW040919	Board of Supervisors Meeting 04/09/19	Supervisor Fees	\$ 200.00	5
Straley Robin Vericker	011362	16823	General Monthly Legal Services 03/19	District Counsel	\$ 1,710.00	141
Sun Pavers of Florida, Inc	011363	119874	Roadway Repairs 04/19	Roadway Repair & Maintenance - Brick Pavers	\$ 2,531.59	143
Suncoast Energy Systems, Inc.	011346	2597	PRESER Propane Delivery 03/22/19	Gas Utility Services	\$ 2,847.82	144
Suncoast Energy Systems, Inc.	011393	2728	PRESER Propane Delivery 03/29/19	Gas Utility Services	\$ 1,304.69	146

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
Suncoast Energy Systems, Inc.	011393	7096	PRESER Propane Delivery 04/12/19	Gas Utility Services	\$ 233.77	148
Suncoast Pool Service	011392	5228	Pool & Spa Service 04/19	Pool Service Contract	\$ 1,650.00	150
Suncoast Pool Service	011392	5247	Replace Filter Element for the Spa 04/19	Pool Repair	\$ 362.00	151
Sysco West Coast Florida, Inc.	011347	237423532	Food/Beverage/Resident Services Supplies 03/19	Various	\$ 871.51	152
Tibbetts Lumber Co., LLC	011348	4319936	Maintenance Supplies 03/19	Maintenance & Repairs - Lodge	\$ 11.58	153
Times Publishing Company	011361	760653 03/29/19	Acct #117565 Legal Advertising 03/19	Legal Advertising	\$ 167.20	154
Tish Dobson--Petty Cash	011368	040519	Replenish Petty Cash 04/19	Various	\$ 266.82	156
Upbeat, Inc.	011364	610656	Monarch Station 03/19	Dog Waste Station	\$ 293.39	169
Upbeat, Inc.	011394	611122	Dogipot Trash Bags 04/19	Dog Waste Station	\$ 458.57	170
Vanguard Cleaning Systems of Tampa Bay	011395	83110	Monthly Service Charge 04/19	Lodge - Facility Janitorial Services	\$ 1,293.00	171
Verizon Wireless	011349	9826619535	Cell Phone Service 03/19	Telephone, Fax & Internet	<u>\$ 84.79</u>	172

Report Total

\$ 130,185.68

The Preserve at Wilderness Lake Community Development District

Reserve Fund Expenditures

October 1, 2018 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>
FITREV Inc.	011033	17235	Cardio Equipment - Recumbent Bikes10/18	Capital Reserves	\$ 4,190.00
Site Masters of Florida, LLC	011040	101618-3	Sidewalk Maintenance & Repair Allowance-Reserves 10/18	Capital Reserves	\$ 1,125.00
Suncoast Pool Service	011103	4906	Replacement of Sta-Rite Maxi 400 Heater- Lap Pool 11/18	Capital Reserves	\$ 3,160.00
Sunrise Landscape	011060	63390	Irrigation Repair I-Core Controller 10/18	Capital Reserves	\$ 621.00
Sunrise Landscape	011105	63526	Irrigation Repair Install Rotor Zone for Derwent 10/18	Capital Reserves	\$ 4,603.72
Sunrise Landscape	011105	63527	Irrigation Repair Replace Drip Tubing at Moss Ledge 10/18	Capital Reserves	\$ 1,955.80
Sunrise Landscape	011105	63528	Install New Drip Zones for Derwent 10/18	Capital Reserves	\$ 4,815.96
Sunrise Landscape	011105	63529	Install New Drip Valves for Moss Ledge 10/18	Capital Reserves	\$ 2,364.96
Rubber Design	CD231	CD231	Playground Bubber Boarders- Debit Card 11/18	Capital Reserves	\$ 460.82
Rubber Design	CD232	CD232	Rubber Boarders to Complete Monkey Bar Enclosure	Capital Reserves	\$ 391.44
Cushion Solutions Incorporated	011217	25022	Pool Furniture Repairs 01/19	Capital Reserves	\$ 2,120.00
Suncoast Pool Service	011221	5038	Drain & Acid Wash Pool/Install Vented Return Covers 1/19	Capital Reserves,	\$ 1,100.00
Suncoast Pool Service	011221	5039	Replacement of Complete Pool Lights-Lap Pool Equipment 1/19	Capital Reserves	\$ 3,780.00
Dragonfly Pond Works LLC	011273	26069	Pond 31 Erosion Repairs 01/19	Capital Reserves	\$ 1,265.00

The Preserve at Wilderness Lake Community Development District

Reserve Fund Expenditures

October 1, 2018 Through April 30, 2019

Vendor Name	Check #	Invoice	Invoice Description	Code	Invoice Amount
Playground Services by David Bloom, Inc.	011264	19-056	Oakhurst Woodsmere Monkey-Bar Equipment Balance 02/19	Capital Reserves	\$ 1,037.50
Vantage Point Corp	011269	IC99016	Server Replacement - Hardware & Accessories 01/19	Capital Reserves	\$ 2,130.61
A Total Solution, Inc. (ATS)	011307	0000138506	Service Call - CCTV System - Completed Camera Upgrade	Capital Reserves	\$ 2,265.04
A Total Solution, Inc. (ATS)	011307	0000138881	Service Call - CCTV System - Camera upgrade 02/19	Capital Reserves	\$ 1,917.07
Fitness Logic, Inc.	011287	87332	Replacement of Fitness Center Incline Benches 02/19	Capital Reserves	\$ 1,911.97
Patio Land USA	CD236	Debit Card	10 High Back & 7 Short Back Sling	Capital Reserves	\$ 543.00
Patio Land USA	CD236	Debit Card	10 High Back & 7 Short Back Sling	Capital Reserves	\$ 543.00
Upbeat, Inc.	011320	610296	6 FT Contour Bench C/B & W/W Park 03/19	Capital Reserves	\$ 862.90
Vantage Point Corp	011338	IC99016-A	Server Replacement- Service Agreement/ Warranty 03/19	Capital Reserves	\$ 439.83
Cushion Solutions Incorporated	011353	25429	Pool Furniture Repairs 04/19	Capital Reserves	\$ 850.00
FITREV Inc.	011372	18285	Cardio Equipment -CE800 Elliptical 04/19	Capital Reserves	\$ 2,749.00
FITREV Inc.	011372	18286	Cardio Equipment - TRM 631 Treadmill 04/19	Capital Reserves	\$ 4,149.00
Amazon			Dumbbells - Debit Card	Capital Reserves	\$ 1,659.00

Reserve Expenditure Total

\$ 53,011.62

PRESERVE AT WILDERNESS LAKE CDD – ADA Website Compliance Cost Analysis

Vendor	Audit/Remediation Cost (Initial)	Price per PDF [approximately 1,320 pages ¹]	Total Cost of Initial Conversion	Cost of <u>Annual Maintenance</u> [After initial conversion/remediation]
ADA Site Compliance – OPTION 1	\$5,900.00 Option 1 includes auditing and remediation of the existing website content.	\$2.90 [\$3,828.00]	\$9,728.00	\$1,500.00*
ADA Site Compliance – OPTION 2²	\$3,900.00 Option 2 includes migration of current site content to new, ADA-compliant format.	\$2.90 [\$3,828.00]	\$7,728.00	\$900.00* *Does not include PDF conversion price of \$2.90 per PDF. For reference 306.5 avg. pages per agenda per month would cost an additional \$10,684.00 annually.
VGlobalTech	\$5,775.00	PDF conversion of up to 2 years of documents included – no “per PDF” pricing.	\$5,775.00	Quarterly Audits: \$2,400.00* Annual Maintenance: \$2,000.00** TOTAL: \$4,400.00** *Includes tech & human audits; possible savings if only tech audits. ** PDF conversion price is included.

¹ PDF count only includes documents required to be retained on the District’s website pursuant to s. 189.069, Fla. Stat. This includes establishment ordinance, current fiscal year assessment table, current fiscal year audit, two years of budget docs., district map, one year of agendas, public facilities report, current year meeting notice, two years of minutes – all based on the count provided by the district. All other documents eliminated from the count.

² Option 2 migrates existing site to an accessible and compliant theme built and maintained by ADA Site Compliance. By building a new site on an accessible and compliant theme, the significant preparation and testing costs associated with Option 1 are avoided.

Tab 4

ADA Site Compliance, LLC



Statement of Work (SOW) Agreement to Perform Consulting Services

Date

May 29, 2019

Services Performed By:

ADA Site Compliance, LLC

Services Performed For:

Preserve at Wilderness Lake CDD

This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between Preserve at Wilderness Lake CDD (“Client”) and ADA Site Compliance, LLC (“Contractor”), effective May 29, 2019 (the “Agreement”). This SOW is subject to the terms and conditions contained in the agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of the agreement, the terms of the SOW shall govern and prevail.

This SOW, effective as of May 29, 2019, is entered into by and between Contractor and Client for Client’s website www.wildernesslakecdd.org and is subject to the terms and conditions specified below. The exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the exhibit(s) hereto, the terms of the SOW shall prevail.

Period of Performance

The services shall begin on the date of the Agreement’s execution and shall continue through completion or termination, subject to the termination provisions below.

Process & Engagement

ADA Site Compliance uses both technological (i.e. software-based) and human expert auditing to detect compliance failures for websites, mobile applications, PDFs, and other digital assets. We evaluate their accessibility against evolving web content accessibility guidelines (currently WCAG 2.1) and offer the solutions below. In both cases, we will deliver you a website that has been audited and remediated for substantial compliance with current standards.

Option 1 – Our team of human expert auditors performs manual compliance testing of your existing website using

screen reader software and keyboard shortcuts. This testing method best simulates the actual conditions a user with disabilities experiences when visiting your site and is therefore the most reliable gauge of its real-world accessibility.

Full human expert auditing for all WCAG criteria is the only auditing method known to make a website accessible. Semi-manual or software-based approaches will not make your website compliant.

Our remediation team uses the resulting audit report to make all relevant fixes to your existing site via its source code. We then re-submit the fixed pages for round two of human auditing and a corresponding second round of corrections. This is to ensure all failures have been addressed and that no new ones were created in the process.

Throughout the process and afterward, you will receive monthly technological audit reports that identify all errors that software can detect. As noted above, software-based reports alone cannot identify 100% of accessibility failures; at best, they can uncover about one-third of them. As such, your technological reports are intended only as a general diagnostic of your site's ongoing compliance health – not as a measure of your site's overall accessibility.

Option 2 – Our team will migrate your existing site to an accessible and compliant theme built and maintained by ADASC. The Preserve at Wilderness Lake CDD will own all site content, and Rizzetta & Company will continue to host and provide backup for your site. Post-migration, our audit and design teams will continuously monitor your new website for its substantial compliance with current standards. By building a new site on an accessible and compliant theme, we avoid the significant preparation and testing costs associated with Option 1. This is reflected in the price difference between the two options.

Scope of Work & Deliverables

Contractor shall provide the following services/deliverables for Client and its site, www.wildernesslakecdd.org:

Technological Auditing

- Customized software-based auditing of the entire web domain
- Detailed monthly audit reports (a \$499 value) including the precise location in the code of each failure, a description of the error, a picture for visual context, and a suggested remediation step
- Technological audit reports capture approximately one-third of known failures and are intended as a broad diagnostic and accountability tool, not as a full compliance blueprint

Site Migration (Option 2 only)

- Contractor will migrate the content of Client's existing website to one built on Contractor's own themes that are known to be accessible and compliant with WCAG 2.1 standards
- Content may include, but is not limited to, pictures, text, tables, video files, and forms
- Some existing functionality and content, including that provided by third-party vendors, may be impossible to migrate "as is" from the existing site to the new one, in which case another solution may be required
- Review by Contractor's technical team leaders of the migrated site for quality assurance

PDF Auditing & Remediation (if applicable)

- Contractor will manually audit, remediate, and deliver to Client fully accessible PDFs
- Remediation done in accordance with WCAG 2.1 criteria and PDF UA & Universal Design best practices

- All files validated using commonly used assistive technology software
- This service is not automatically included with either migration or auditing/remediation
- Per-page pricing is included in the Fee Schedule section of this SOW

Customized Accessibility Policy & Compliance Shield

- Indication of Client's active engagement with recognized experts in the field of website accessibility and compliance; the deliverable is uploaded to the footer of Client's website and acts as a deterrent to litigation from trolling plaintiffs and/or attorneys
- Statement of Client's specific ongoing strides toward compliance with current WCAG standards – to be posted on the website (links to ADA Compliance Shield)
- Alternate contact info for users to report inaccessible areas of Client's website and to request assistance – to be posted on the website (links to ADA Compliance Shield)

Technical Support

- Ten (10) FREE hours of technical support (a \$2,500 value) to Client and/or its developers via email, phone, video, and (where feasible) in-person contact

Fee Schedule

Option 1:

\$5,900 (year one) – auditing and remediation of the current Preserve at Wilderness Lake CDD website

\$1,500 (annually) – to provide continued accessibility and ongoing compliance support

\$2.90 per page – PDF human expert auditing and remediation

Option 2:

\$3,900 (year one) – license fee for a new website built on ADA-compliant themes

\$900 (annually) – to provide continued accessibility and ongoing compliance support

\$2.90 per page – PDF human expert auditing and remediation

The above pricing reflects a **20% discount** based on Client's contract with Egis Insurance and Risk Advisors. One-half (50%) of the year-one fee for services is due at the time of the Agreement's signing, with the balance due upon Client's acceptance of the final deliverables.

The annual fee, to be paid one (1) year after the execution date of this SOW, includes Client's continued use of Contractor's Compliance Shield and Accessibility Policy; updates made to the Accessibility Policy to reflect changing standards and laws; monthly technological auditing and reporting, and continued consulting.

Completion Criteria

Contractor will make all reasonable efforts to complete human expert auditing in an expeditious way. The process of migrating, auditing, and remediating website-based content is time-intensive and typically takes between thirty (30)

and forty-five (45) days, per round, to complete. This excludes any time needed to remediate the identified failures and to validate their corrections. The total completion time for multiple rounds of human expert auditing may be three (3) to six (6) months in all. For sites of significant complexity, this term may be longer.

Contractor shall have fulfilled its obligations to Client when either of the following occurs:

- Contractor provides Client all deliverables above, and Client accepts these without unreasonable objections. If Contractor receives no response within seven (7) business days of delivery, this shall be deemed acceptance.
- Contractor and/or Client may cancel services not yet provided within sixty (60) business days with advance written notice to the other party.

Signatures

In witness whereof, the Parties have, by their duly authorized representatives, executed this SOW as of the date first set forth above.

ADA SITE COMPLIANCE, LLC

PRESERVE AT WILDERNESS LAKE CDD

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Tab 5

ADA Site Compliance



The Preserve at Wilderness Lake Website Compliance and Accessibility

Our Firm

ADA Site Compliance is a leading provider of website accessibility and solutions for businesses and government. Our team includes specialists in auditing and remediation, coding, PDFs and WCAG compliance. Entities of all sizes and across industries trust our expertise in making their digital assets usable and enjoyable for all while meeting the guidelines of the ADA.



Accessibility, Compliance & Community Development Districts

The Florida Department of Economic Opportunity requires that all special district websites, by law, be fully accessible to those with disabilities. Community Development Districts (CDDs) and other special purpose entities must ensure that all content on their sites comply with the Americans with Disabilities Act, a 1990 federal law.



How Do People with Disabilities Use My Website?

HEARING IMPAIRED

All media that can be heard – videos, sound bites – must have a written description.

VISUALLY IMPAIRED

Sites must be properly built to let assistive devices read all visual elements aloud to blind and low-vision users.

PHYSICALLY IMPAIRED

Keyboard shortcuts must permit disabled users to navigate a site without using a mouse.



“Accessible design is good design”

Steve Ballmer
Former CEO, Microsoft

Costs: Reputational & Monetary

- **Web accessibility lawsuits are on the rise and continue to be backed by the U.S. Department of Justice.**
- **The cost to hire attorneys and pay associated fees can range from tens of thousands of dollars to the high-six-figures.**
- **Related costs include human capital, negative PR, stress on your district, and reputational damage via traditional and social media.**



"We believe very deeply that accessibility is a human right"

**Tim Cook
CEO, Apple**

First Steps: Risk-Mitigation



Compliance Shield

A certificate on your website indicates that you have a compliance plan in place and are taking active steps toward usability for all.



Site Accessibility Policy

A compliance plan details your strides toward access for all and lists alternate contact info for users in need of accommodations.



Compliance Audit Report

A detailed audit report shows the lines of code to be corrected and screen shots and text descriptions of every compliance failure.

Phases of Compliance

Option 1 – Audit & Remediation of Your Current Site

Phase 1

Technological Auditing

Technological auditing identifies up to 30% of the errors on a website. A detailed report indicates the line of code to be corrected, along with a screen shot of the error and a recommendation for remediating the issue.

Phase 2

Human Expert Auditing

Only human expert auditing can reveal the 70-80% of compliance failures that technological auditing cannot find. This applies both to webpages and PDFs, the latter of which can only be made accessible with human-expert-led remediation.



Phases of Compliance

Option 2 – Site Migration

Phase 1

Migration of All Content

Our technical team migrates your existing website over to a brand new site built on accessible themes that ADA Site Compliance has designed and maintains – and that is proven to be compliant under the ADA.

Phase 2

Quality Assurance

Post-migration, our technical team tests your newly migrated site for the same WCAG 2.1-level criteria we use when auditing and remediating existing sites.



Web Developers and IT Teams are NOT Audit and Compliance Experts

Auditing correctly the first time saves you time and money.



Without human expert auditing, your website and PDFs will not be compliant, accessible, and usable.

First Look: Sample Pages from Your District's New, Compliant Website


Waterset Central CDD

Welcome Links Documents Information Contacts

CDD Election Finances HOA Meetings Questions Services

Search

Q Search



Waterset Central

Community Development District

Welcome

Welcome to the official website for the Waterset Central Community Development District (the "District"). This website is funded on behalf of the District to serve two major purposes. The first is to comply with Chapter 189.069 of the Florida Statutes, which requires each special district to maintain an official internet website. The second is an effort to help educate the general public about the services provided by the District, and to highlight the other agencies involved in the day-to-day operations of the community. These agencies include, but are not limited to the Florida Department of Economic Opportunity, Hillsborough County and the Waterset Central homeowner's association.

Upcoming Events

December 13, 2018 at 9:00 am

January 10, 2019 at 9:00 am

February 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

April 11, 2019 at 9:00 am

May 09, 2019 at 9:00 am

June 13, 2019 at 9:00 am

July 11, 2019 at 9:00 am

August 08, 2019 at 9:00 am

September 12, 2019 at 9:00 am

District Administration

The District Manager's responsibilities include:

• Preparation and submittal of a proposed operations and maintenance budgets for Board review and action

• Preparation of contract specifications for District operations, including community appearance, waterway management, street lighting and facilities maintenance

• File all required forms and documents with state and local agencies

• Attend all Board of Supervisor meetings – implement the policies of the Board

• Additional duties as directed by the Board

Rizzetta & Company, Inc.


9428 Camden Field Parkway

Riverview, FL 33578

Joe Roethke

District Manager

Ph. 813-533-2950



If you have a concern, please let us know.[Contact us here](#) to report your concern. Certain documents will be in PDF format.

Certain documents will be in PDF format. To view them you may have to [download](#) the latest version of Adobe Reader.

Waterset Central CDD

Welcome Links Documents Information

CDD Election Finances HOA Meetings Questions Services

Search

Q Search

Community Development Districts – What you should know!

A Community Development District (CDD) is a governmental unit created to serve the long-term specific needs of its community. Created pursuant to chapter 190 of the Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents.

What will the CDD Do?

Through a CDD, the community can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible. CDD responsibilities within our community may include storm water management, potable and irrigation water supply, sewer and wastewater management, and street lights.

Upcoming Events

December 13, 2018 at 9:00 am

January 10, 2019 at 9:00 am

February 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

April 11, 2019 at 9:00 am

May 09, 2019 at 9:00 am

June 13, 2019 at 9:00 am

July 11, 2019 at 9:00 am

August 08, 2019 at 9:00 am

September 12, 2019 at 9:00 am

The Preserve at Wilderness Lake – Scope of Work & Pricing Options*

❑ Option 1:

\$5,900 (year one) - auditing & remediation of the existing Preserve at Wilderness Lake CDD website

- Preserve at Wilderness Lake CDD owns 100% of the website content

\$1,500 (annually) - to provide continued accessibility and ongoing compliance support as standards change

- includes 10 free hours of annual consulting (a \$2,500 value)
- includes monthly tech audit reports for ongoing maintenance (a \$499 value)
- annual fee is waived in year one

\$2.90 per page - PDF human expert auditing & remediation**

❑ Option 2:

\$3,900 (year one) - migration of current site content to new, ADA-compliant format

- Preserve at Wilderness Lake CDD owns 100% of the website content

\$900 (annually) - to provide continued accessibility and ongoing compliance support as standards change

- includes 10 free hours of annual consulting (a \$2,500 value)
- includes monthly tech audit reports for ongoing maintenance (a \$499 value)
- annual fee is waived in year one

\$2.90 per page - PDF human expert auditing & remediation

**** the pricing above reflects a 20% discount that ADA Site Compliance is pleased to offer to all Egis clients***

***** PDF auditing & remediation is not included in either option***



ACCESSIBLE

Contact Information

ADA Site Compliance, LLC

**Jeremy Horelick, Vice President
(561) 258-9518 Direct**

**jeremy@AdaSiteCompliance.com
AdaSiteCompliance.com**



**"If you think compliance is
expensive, try non-compliance."**

Fmr. Dep. U.S. Attorney General Paul McNulty

Proposal For Preserve at Wilderness Lake CDD

URL: <https://wildernesslakecdd.org/> **Website Type:** Large

Website Accessibility for People with Disabilities as per Nondiscrimination requirements of Title II of the American Disabilities Act (ADA) & WCAG

Date	Version#	Comments	Author
August 13, 2018	1.0	Updated "The Law, ADA and WCAG" section details	VB Joshi, Kristen T
January 10 th , 2019	2.0	Updated conversion and support costs based on discussed scope	VB Joshi
February 25, 2019	2.2	Updated fee-simple pricing and human audit seal	VB Joshi
March 21, 2019	2.3	Added quarterly audit as per insurance requirement	VB Joshi
March 28, 2019	2.4	Updated Annual Maintenance price for ADA support only	VB Joshi
May 7, 2019	2.5	Updated for CDD specific info after conversing with CDD Manager	VB Joshi
May 20, 2019	2.6	Added Human Audit Details	VB Joshi



BBB Rating: A+
Click for Profile

Your website gets 2 Compliance Seals

VGlobalTech's Technical Compliance Seal & Human Audit Compliance Seal*

(* Human Audit Contract required)



VGlobalTech is the ADA, WCAG Compliance Expert, with over 100 ADA & WCAG compliant websites created (....and counting) to-date! We have partnered with a non-profit agency to conduct Human Audit and Certification Seal.

Visit <https://vglobaltech.com/website-compliance/> for details.

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Any violations are punishable under the law and shall be prosecuted.

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1.0 The Law

Source: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html

189.069 Special districts; required reporting of information; web-based public access. —

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy

of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s.189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.

2.1 Common Problems and Solutions in Website Accessibility?

2.1.1 Problem: Images Without Text Equivalents

Solution: Add a Text Equivalent to Every Image

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

2.1.2 Problem: Documents Are Not Posted In an Accessible Format

Solution: Post Documents in a Text-Based Format

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

2.1.3 Problem: Specifying Colors and Font Sizes

Solution: Avoid Dictating Colors and Font Settings

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

Solution: Include Audio Descriptions and Captions

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

2.1.5 Web Content Accessibility Guidelines (WCAG)

Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
 - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
 - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
 - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
 - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

If any of these are not true, users with disabilities will not be able to use the Web.

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.

Visit <https://vglobaltech.com/website-compliance/> for details of our compliance process and expertise in this area.

Please see References section for several resources on compliance.

3.0 Pricing

Website Complexity: **Small to Medium Level Websites**

**VGlobalTech team shall complete the following critical tasks for client website.
All costs below are per website / CDD:**

3.1 Existing Website Remediation / New Website Build:

	Task
1.	Remediate existing website / Build new website from start for ADA and WCAG compliance requirements – ALL webpages on the website. Create accessibility document, code review, html updates, plugins / security updates required for ADA and WCAG compliance
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc.). Braille Readers, Other assistance technology compatibility
3.	ADA Standards application (as per Section 1 above). ADA.gov, Web Content Accessibility Guidelines (WCAG)
4.	PDF Documents conversion (to Text, HTML etc.) as needed for ADA Compliance / Reader Compliance (up to 2 years of documents shall be converted)
5.	Create a webpage showing websites ADA Compliance efforts
6.	Create customized footer with VGlobalTech's ADA Compliance Seal (valid for 1 year only)
7.	Web Design Total: \$5775/- (one time)

3.2 ADA Compliance Monthly Maintenance and Upgrade

Maintenance contract starts after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):

The Annual Maintenance DOES NOT include the quarterly audits proposed in the previous section.

Maintenance contract is required to receive VGlobalTech's proprietary document conversion software (PDF to RTF) that allows you to easily convert documents or submit to VGlobalTech and get docs converted within less than 24 hrs.

	Task
1.	Assist with ADA Website Compliance tasks for current / new website on an ongoing basis – All new webpages and content that is put on the website – Customer must notify what updates are made (<i>content shall be uploaded by client, VGlobalTech shall provide feedback on the content ADA requirements – This is as per customers' request. Please contact VGlobalTech if a full maintenance, including content upload is required</i>)
2.	PDF Documents conversion (to Text, HTML etc) as needed (<i>new documents during the maintenance year only</i>) for ADA Compliance / Reader Compliance. VGlobalTech's proprietary batch conversion software is included as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). There is no limit on how many documents you can convert using VGlobalTech's software. If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
	Monthly Maintenance: (starts after initial compliance engagement quoted above is complete): \$2000 /- (annually – can be broken into equal monthly charges) *support beyond 8 hrs / month shall be billed at \$55 / hr separately **Annual maintenance can be broken up into smaller monthly bills.

3.3 Quarterly Technical and Human Audit

This audit is as per the Florida Insurance Alliance guidelines. Please check with your insurance agency for specific requirements. **Read more here:** https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf

VGlobalTech has partnered with a local agency for the visually impaired – LightHouse Works. LightHouse has developed a unique program for digital accessibility that is run by visually impaired personnel that are highly skilled in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

Together we are now able to provide not one but two compliance seals for all our customers:

1. Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand. Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

2. Human Audit Seal:



LightHouse Works' visually impaired personnel shall actually test the website for compliance as per the section 508 and ADA requirements. The VGlobalTech technical team shall remediate any points discovered by LightHouse team and send the site for re-certification. Upon satisfactory completion LightHouse shall provide the Human Audit Seal that will be specific to the site and the VGlobalTech team shall put the seal on the site. This is an added layer of true Human Audit testing that provides full ADA compliance.

Cost for Technical and Human Audits:

\$2400 / Four Audits per Year

(paid as a onetime fee) (Seals renewed every quarter) (Audits are conducted by VGlobalTech and LightHouse Agency together)

This proposal includes following points, stipulations terms and conditions:

*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps **unless otherwise noted*

* email and phone communication

*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on www.VGlobalTech.com website. If client requests a refund within seven days of the date of signing their agreement they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

4.0 Proposal Acceptance:

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

Select Proper Option Below, Sign and Date, Return to contact@vglobaltech.com:

☐

Option1: Website only

Section 3.1: One time (website conversion and compliance cost):

☐

Option2: Website and Monthly Maintenance

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.2 ADA Compliance Monthly Maintenance and Upgrade

☐

Option3: Website and Quarterly Audits

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.3 Quarterly Technical and Human Audit Testing

☐

Option4: Website, Monthly Maintenance and Quarterly Audits

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.2 ADA Compliance Monthly Maintenance and Upgrade

+

Section 3.3 Quarterly Technical and Human Audit Testing

Signatures:

For Customer

Date

VB Joshi

For VGlobalTech

Date

5.0 References:

ADA Best Practices Tool Kit for State and Local Governments:

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

U.S. Department of Justice, Civil Rights Division, *Disability Rights Section*

<https://www.ada.gov/websites2.htm>

Web design Standards: <https://www.w3schools.com/>

Web Content Accessibility Guidelines (WCAG) <https://www.w3.org/TR/WCAG21/>

VGlobalTech Web Content Accessibility Implementation and Checkpoints:

<http://vglobaltech.com/website-compliance/>

