



Rizzetta & Company

# **Willow Walk Community Development District**

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## **Board of Supervisors' Meeting December 4, 2023**

**District Office:  
2700 S. Falkenburg Rd. Suite 2745  
Riverview, FL 33578  
(813) 533-2950**

**[www.willowwalkcdd.org](http://www.willowwalkcdd.org)**

## **WILLOW WALK COMMUNITY DEVELOPMENT DISTRICT**

Harrison Ranch Clubhouse, 5755 Harrison Ranch Boulevard, Parrish, Florida 34219

<b>Board of Supervisors</b>	Michelle Watts	Chairman
	Vacant	Vice Chairman
	Shaun Chapdelaine	Assistant Secretary
	Ali Mustafa	Assistant Secretary
	Jasen Milenkovski	Assistant Secretary
<b>District Manager</b>	Christina Newsome	Rizzetta & Company, Inc.
<b>District Counsel</b>	Lauren Gentry	Killinski Van Wyk
<b>District Engineer</b>	Matt Morris	Morris Engineering

**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 (239) 936-0913. 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.

# WILLOW WALK COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview, Florida (813) 533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.willowwalkcdd.org](http://www.willowwalkcdd.org)

November 27, 2023

**Board of Supervisors  
Willow Walk Community  
Development District**

## FINAL AGENDA

Dear Board Members:

The special meeting of the Board of Supervisors of Willow Walk Community Development District will be held on **Monday, December 4, 2023, at 4:00 p.m.** at the Harrison Ranch Clubhouse located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. STAFF REPORTS**
  - A. Landscape Inspection Report
    1. Presentation of Landscape Inspection Report..... Tab 1
  - B. District Counsel
  - C. District Engineer
  - D. District Manager
    1. Review of District Manager Report..... Tab 2
    2. Review of Financial Statement..... Tab 3
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors Meeting held on October 2, 2023 ..... Tab 4
  - B. Consideration of the Operations and Maintenance Expenditures for September and October 2023 ..... Tab 5
- 5. BUSINESS ITEMS**
  - A. Presentation of Website Audit ..... Tab 6
  - B. Acceptance of Resignation
  - B. Review of Board Vacancy
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 533-2950.

Sincerely,

*Christina Newsome*

District Manager

Tab 1

# Willow Walk

## LANDSCAPE INSPECTION REPORT



October 27, 2023  
Rizzetta & Company  
Bryan Schaub – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management



# Summary & Amenities Center

## General Updates, Recent & Upcoming Maintenance Events

- Upcoming fertilization events for turf, beds and palms.
- Monitor for hog damage and report to the District Manager.
- Upcoming Winter pruning of plants, including Ornamental Grasses.

The following are action items for **Sun State Landscape** to complete. **Red items** indicates deficient from previous report. **Bold Red items** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold Black Underlined** are for Board information or decisions.

1. At the Amenities Center, replace the missing or “borrowed” Confederate Jasmine units in the parking area beds. Also, diagnose any underlying health issues.
2. On the north end of the Amenities Center parking area, diagnose and treat the stressed shrubs. Rejuve cut the units that are not recovering. (Pic 2)
6. On the Pool Deck, weed the beds and remove some smaller vines. (Pic 6)



3. **At the Amenities Center near the playground, there are a couple of irrigation drip lines are cut. Repair.**
4. On the pool deck, continue to treat the Shell Ginger.
5. Property-wide, treat all active ant mounds.
7. In front of the Clubhouse, diagnose & treat the turf. Might be Chinch Bugs or fungus.
8. To the south of the Clubhouse, remove all Witches Broom from the Ornamental Grass beds.
9. The dead palm behind the Pool Deck need to be removed.
10. At the internal gate, the Ixora are recovering well. They, now, need to be pruned as they have grown so well, they are overgrowing the curb.



# Mossy Limb, 36<sup>th</sup>, Experimental Farm & 49<sup>th</sup>

11. At the internal gate, its time to prune the Ornamental Grasses.
12. In the north ROW of Mossy Limb at the internal gate and behind the fence the two Palm are dead and need to be removed. I would not recommend replacing them. Some lower profile plants could be substituted i.e. shrubs or grasses. (Pic 12)



13. At the 36<sup>th</sup> entrance, there is new construction damage to the turf. Repair as possible.
14. New sod was installed at the 36<sup>th</sup> entrance and north along 36<sup>th</sup>. It was installed professionally. Thank you, SSLM.
15. Along Experimental Farm, there are still damage to and inoperable fence gates.
16. At the lift station near the Amenities Center, detail beds including weeding.
17. In the same beds remove the large Witches Broom.
18. At the east monument at the Willow Walk entrance, diagnose, treat (if possible) & report findings to the DM the middle palm tree directly behind the monument. There are some color changes in the fronds & possible necrosis.

19. In the same area, diagnose & treat the Schillings Holly. Looks like Leaf Spot.
20. At the Wayfarer entrance, diagnose & treat the stressed Oak tree by the monument. (Pic 20)



21. Property-wide, treat all joint crack weeds.
22. At the Wayfarer entrance & in the north ROW of Mendoza from Wayfarer to 49<sup>th</sup>, there were some irrigation issues that were corrected. There was some drought stress to the plant material in these areas.
23. There is still some stress to the turf in this same area. Check to see if it is still from the irrigation breaks or if there is an underlying issue.
24. There was new hog damage on multiple pond banks.



# Proposals

1. SSLM to generate a proposal to flush cut 2 dead Palms behind the internal gate area. Also, generate an additional proposal to remove, stump grind & install replacements with another tree type according to district guidelines. Include all demo, prep, sod, soil, mulch, cleanup, removal, disposal, and any irrigation adjustments or repairs. (Pic 1 >)





Tab 2



Rizzetta & Company

December 4

# District Manager's Report

# 2023

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## UPCOMING DATES TO REMEMBER

- **Next Meeting:** February 5, 2023 @ 4p
- **Next Election:** November 2024
- **Quarterly Website Compliance Audit:** Completed, 100% in compliance.
- **Bond Refunding Eligibility:** Series 2015 - May 2025
- **Bond Refunding Eligibility:** Series 2017 - May 2028
- **Bond Refunding Eligibility:** Series 2019 - May 2029

<u>FINANCIAL SUMMARY</u>	<u>9/30/2023</u>
General Fund Cash & Investment Balance:	\$154,323
Reserve Fund Cash & Investment Balance:	\$50,000
Debt Service Fund Investment Balance:	\$778,138
<b>Total Cash and Investment Balances:</b>	<b>\$982,461</b>
<b>General Fund Expense Variance:</b>	<b>\$47,912 Under Budget</b>

RASI Reports [rasireports@rizzetta.com](mailto:rasireports@rizzetta.com) • CDD Finance Team [CDDFinTeam@rizzetta.com](mailto:CDDFinTeam@rizzetta.com)

Professionals in Community Management

Tab 3



Rizzetta & Company

# **Willow Walk Community Development District**

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**Financial Statements  
(Unaudited)**

**October 31, 2023**

**Prepared by: Rizzetta & Company, Inc.**

[willowwalkcdd.org](http://willowwalkcdd.org)  
[rizzetta.com](http://rizzetta.com)



**Willow Walk Community Development District**

Balance Sheet

As of 10/31/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
<b>Assets</b>						
Cash In Bank	76,258	50,000	0	126,258	0	0
Investments	51,472	0	781,481	832,953	0	0
Accounts Receivable	656,377	50,000	628,188	1,334,565	0	0
Refundable Deposits	3,040	0	0	3,040	0	0
Fixed Assets	0	0	0	0	7,890,723	0
Amount Available in Debt Service	0	0	0	0	0	1,409,669
Amount To Be Provided Debt Service	0	0	0	0	0	7,300,331
<b>Total Assets</b>	<b>787,147</b>	<b>100,000</b>	<b>1,409,669</b>	<b>2,296,816</b>	<b>7,890,723</b>	<b>8,710,000</b>
<b>Liabilities</b>						
Accounts Payable	22,476	0	0	22,476	0	0
Accrued Expenses	4,966	0	0	4,966	0	0
Other Current Liabilities	92	0	0	92	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	8,710,000
Deposits Payable	2,460	0	0	2,460	0	0
<b>Total Liabilities</b>	<b>29,994</b>	<b>0</b>	<b>0</b>	<b>29,994</b>	<b>0</b>	<b>8,710,000</b>
<b>Fund Equity &amp; Other Credits</b>						
Beginning Fund Balance	166,592	50,000	778,138	994,731	0	0
Investment In General Fixed Assets	0	0	0	0	7,890,723	0
Net Change in Fund Balance	590,561	50,000	631,531	1,272,091	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>757,153</b>	<b>100,000</b>	<b>1,409,669</b>	<b>2,266,822</b>	<b>7,890,723</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>787,147</b>	<b>100,000</b>	<b>1,409,669</b>	<b>2,296,816</b>	<b>7,890,723</b>	<b>8,710,000</b>

See Notes to Unaudited Financial Statements

**Willow Walk Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	195	(195)
Special Assessments				
Tax Roll	655,675	655,675	655,677	(2)
<b>Total Revenues</b>	<b>655,675</b>	<b>655,675</b>	<b>655,872</b>	<b>(197)</b>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	6,000	500	800	(300)
<b>Total Legislative</b>	<b>6,000</b>	<b>500</b>	<b>800</b>	<b>(300)</b>
Financial & Administrative				
Accounting Services	20,651	1,721	1,721	0
Administrative Services	5,163	430	430	0
Arbitrage Rebate Calculation	4,050	0	0	0
Assessment Roll	5,736	5,736	5,736	0
Auditing Services	4,000	0	0	0
Disclosure Report	4,500	0	0	0
District Engineer	15,000	1,250	1,300	(50)
District Management	24,551	2,046	2,046	0
Dues, Licenses & Fees	500	500	0	500
Financial & Revenue Collections	4,130	344	344	0
Legal Advertising	700	59	615	(557)
Miscellaneous Mailings	500	41	0	42
Public Officials Liability Insurance	3,006	3,006	2,829	177
Trustees Fees	11,500	3,500	0	3,500
Website Hosting, Maintenance, Backup & E	3,653	304	548	(244)
<b>Total Financial &amp; Administrative</b>	<b>107,640</b>	<b>18,938</b>	<b>15,569</b>	<b>3,368</b>
Legal Counsel				
District Counsel	15,000	1,250	944	306
<b>Total Legal Counsel</b>	<b>15,000</b>	<b>1,250</b>	<b>944</b>	<b>306</b>
Electric Utility Services				
Utility - Recreation Facilities	20,000	1,667	885	782
Utility Services	10,000	833	609	225
<b>Total Electric Utility Services</b>	<b>30,000</b>	<b>2,500</b>	<b>1,494</b>	<b>1,007</b>
Water-Sewer Combination Services				
Amenity Center - Water/Trash Utility Ser	15,000	1,250	602	647
<b>Total Water-Sewer Combination Services</b>	<b>15,000</b>	<b>1,250</b>	<b>602</b>	<b>647</b>

See Notes to Unaudited Financial Statements

**Willow Walk Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Stormwater Control</b>				
Aerator Maintenance	3,920	327	500	(172)
Lake/Pond Bank Maintenance & Repair	20,592	1,716	2,366	(650)
Midge Fly Treatments	14,000	1,167	0	1,167
Mitigation Area Monitoring & Maintenance	16,608	1,384	1,278	106
<b>Total Stormwater Control</b>	<b>55,120</b>	<b>4,593</b>	<b>4,143</b>	<b>451</b>
<b>Other Physical Environment</b>				
Entry & Walls Maintenance & Repair	2,500	209	0	208
General Liability Insurance	3,675	3,675	3,458	217
Irrigation Maintenance & Repair	10,000	833	1,316	(482)
Landscape - Mulch	36,000	3,000	0	3,000
Landscape Inspection Services	9,600	800	700	100
Landscape Maintenance	194,504	16,209	20,351	(4,143)
Landscape Replacement Plants, Shrubs, Tr	30,000	2,500	0	2,500
Property Insurance	12,726	12,726	12,063	663
<b>Total Other Physical Environment</b>	<b>299,005</b>	<b>39,952</b>	<b>37,888</b>	<b>2,063</b>
<b>Parks &amp; Recreation</b>				
Access Control Maintenance & Repair	3,000	250	0	250
Clubhouse Maintenance & Repair	30,000	2,500	1,432	1,068
HVAC Maintenance Contract	294	25	0	24
Playground Mulch	3,000	250	0	250
Playground Repairs	2,000	167	0	167
Pool Furniture Replacement	10,000	833	0	833
Pool Maintenance	19,116	1,593	0	1,593
Pool Repairs	7,500	625	0	625
Pressure Washing	3,000	250	0	250
Security Camera Clubhouse	30,000	2,500	654	1,846
<b>Total Parks &amp; Recreation</b>	<b>107,910</b>	<b>8,992</b>	<b>2,086</b>	<b>6,906</b>
<b>Contingency</b>				
Miscellaneous Contingency	20,000	1,667	1,785	(118)
<b>Total Contingency</b>	<b>20,000</b>	<b>1,667</b>	<b>1,785</b>	<b>(118)</b>
<b>Total Expenditures</b>	<b>655,675</b>	<b>79,642</b>	<b>65,311</b>	<b>14,330</b>
<b>Total Excess of Revenues Over(Under) Expenditures</b>	<b>0</b>	<b>576,033</b>	<b>590,561</b>	<b>(14,527)</b>
<b>Fund Balance, Beginning of Period</b>	<b>0</b>	<b>0</b>	<b>166,592</b>	<b>(166,593)</b>
<b>Total Fund Balance, End of Period</b>	<b>0</b>	<b>576,033</b>	<b>757,153</b>	<b>(181,120)</b>

See Notes to Unaudited Financial Statements

**Willow Walk Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Special Assessments				
Tax Roll	50,000	50,000	50,000	0
Total Revenues	50,000	50,000	50,000	0
Expenditures				
Contingency				
Capital Reserve	50,000	4,167	0	4,167
Total Contingency	50,000	4,167	0	4,167
Total Expenditures	50,000	4,167	0	4,167
Total Excess of Revenues Over(Under) Expenditures	0	45,833	50,000	(4,167)
Fund Balance, Beginning of Period	0	0	50,000	(50,000)
Total Fund Balance, End of Period	0	45,833	100,000	(54,167)



**Willow Walk Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	1,783	(1,783)
Special Assessments				
Tax Roll	257,163	257,163	257,163	0
Total Revenues	<u>257,163</u>	<u>257,163</u>	<u>258,946</u>	<u>(1,783)</u>
<b>Expenditures</b>				
Debt Service				
Interest	177,163	177,163	0	177,163
Principal	80,000	80,000	0	80,000
Total Debt Service	<u>257,163</u>	<u>257,163</u>	<u>0</u>	<u>257,163</u>
Total Expenditures	<u>257,163</u>	<u>257,163</u>	<u>0</u>	<u>257,163</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>258,946</u>	<u>(258,946)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>414,998</u>	<u>(414,998)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>673,944</u>	<u>(673,944)</u>

**Willow Walk Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	842	(842)
Special Assessments				
Tax Roll	193,806	193,806	193,806	0
Total Revenues	<u>193,806</u>	<u>193,806</u>	<u>194,648</u>	<u>(842)</u>
<b>Expenditures</b>				
Debt Service				
Interest	133,806	133,806	0	133,806
Principal	60,000	60,000	0	60,000
Total Debt Service	<u>193,806</u>	<u>193,806</u>	<u>0</u>	<u>193,806</u>
Total Expenditures	<u>193,806</u>	<u>193,806</u>	<u>0</u>	<u>193,806</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>194,648</u>	<u>(194,648)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>195,898</u>	<u>(195,898)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>390,546</u>	<u>(390,546)</u>

**Willow Walk Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	718	(718)
Special Assessments				
Tax Roll	177,219	177,219	177,219	0
Total Revenues	<u>177,219</u>	<u>177,219</u>	<u>177,937</u>	<u>(718)</u>
<b>Expenditures</b>				
Debt Service				
Interest	122,219	122,219	0	122,219
Principal	55,000	55,000	0	55,000
Total Debt Service	<u>177,219</u>	<u>177,219</u>	<u>0</u>	<u>177,219</u>
Total Expenditures	<u>177,219</u>	<u>177,219</u>	<u>0</u>	<u>177,219</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>177,937</u>	<u>(177,937)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>167,243</u>	<u>(167,243)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>345,180</u>	<u>(345,180)</u>

**Willow Walk CDD**  
**Investment Summary**  
**October 31, 2023**

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>October 31, 2023</u>
The Bank of Tampa	Money Market	\$ 3,365
The Bank of Tampa ICS: Park National Bank	Money Market	48,107
<b>Total General Fund Investments</b>		<b>\$ 51,472</b>
Regions Bank Series 2015 Reserve	Fidelity Investments Money Market Government Class I	\$ 271,471
Regions Bank Series 2015 Revenue	Fidelity Investments Money Market Government Class I	53,920
Regions Bank Series 2015 Interest	Fidelity Investments Money Market Government Class I	89,064
Regions Bank Series 2015 Sinking Fund	Fidelity Investments Money Market Government Class I	248
Regions Bank Series 2015 Prepayment	Fidelity Investments Money Market Government Class I	2,078
Regions Bank Series 2017 Reserve	Fidelity Investments Money Market Government Class I	101,908
Regions Bank Series 2017 Revenue	Fidelity Investments Money Market Government Class I	28,658
Regions Bank Series 2017 Sinking Fund	Fidelity Investments Money Market Government Class I	3
Regions Bank Series 2017 Interest	Fidelity Investments Money Market Government Class I	65,973
Regions Bank Series 2017 Principal	Fidelity Investments Money Market Government Class I	198
Regions Bank Series 2019 Revenue	Fidelity Investments Money Market Government Class I	12,489
Regions Bank Series 2019 Reserve	Fidelity Investments Money Market Government Class I	94,244
Regions Bank Series 2019 Interest	Fidelity Investments Money Market Government Class I	60,961
Regions Bank Series 2019 Sinking Fund	Fidelity Investments Money Market Government Class I	181
Regions Bank Series 2019 Prepayment	Fidelity Investments Money Market Government Class I	85
<b>Total Debt Service Fund Investments</b>		<b>\$ 781,481</b>



**Willow Walk Community Development District**  
**Summary A/R Ledger**  
**From 10/01/2023 to 10/31/2023**

<b>Fund_ID</b>	<b>Fund Name</b>	<b>Customer</b>	<b>Invoice Number</b>	<b>AR Account</b>	<b>Date</b>	<b>Balance Due</b>
<b>167, 2157</b>						
167-001	167 General Fund	KBR Pool Services	AR00000652	11510	09/30/2022	700.00
167-001	167 General Fund	Manatee County Tax Collector	AR00001327	12110	10/01/2023	655,677.16
<b>Sum for 167, 2157</b>						<b>656,377.16</b>
<b>167, 2158</b>						
167-200	167 Debt Service Fund S2015	Manatee County Tax Collector	AR00001327	12110	10/01/2023	257,162.76
<b>Sum for 167, 2158</b>						<b>257,162.76</b>
<b>167, 2159</b>						
167-201	167 Debt Service Fund S2017	Manatee County Tax Collector	AR00001327	12110	10/01/2023	193,806.00
<b>Sum for 167, 2159</b>						<b>193,806.00</b>
<b>167, 2160</b>						
167-202	167 Debt Service Fund S2019	Manatee County Tax Collector	AR00001327	12110	10/01/2023	177,219.00
<b>Sum for 167, 2160</b>						<b>177,219.00</b>
<b>167, 2865</b>						
167-005	167 Reserve Fund	Manatee County Tax Collector	AR00001327	12110	10/01/2023	50,000.00
<b>Sum for 167, 2865</b>						<b>50,000.00</b>
<b>Sum for 167</b>						<b>1,334,564.92</b>
<b>Sum Total</b>						<b>1,334,564.92</b>

See Notes to Unaudited Financial Statements

**Willow Walk Community Development District**  
**Summary A/P Ledger**  
**From 10/1/2023 to 10/31/2023**

	Fund Name	GL posting date	Vendor name	Document number	Description	Balance Due
<b>167, 2157</b>						
	167 General Fund	10/30/2023	Manatee County Utilities Department	277353-152145 10/23	4220 Lindever LN 10/23	602.47
	167 General Fund	10/31/2023	McClatchy Company, LLC	212955 08/23	Acct #39500 Legal Advertising 08/23	525.00
	167 General Fund	10/31/2023	McClatchy Company, LLC	215866 09/23	Acct #39500 Legal Advertising 09/23	90.09
	167 General Fund	10/20/2023	Solitude Lake Management, LLC	PSI021733	Water Testing 10/23	650.00
	167 General Fund	10/01/2023	Sun State Landscape Management, Inc.	53057	Landscape Maintenance Phase 1 & 2 10/23	257.50
	167 General Fund	10/01/2023	Sun State Landscape Management, Inc.	53057	Landscape Maintenance Phase 1 & 2 10/23	15,951.18
	167 General Fund	10/12/2023	Sun State Landscape Management, Inc.	53256	Removal & Installation of St. Augustine Sod 10/23	4,400.00
<b>Sum for 167, 2157</b>						<b>22,476.24</b>
<b>Sum for 167</b>						<b>22,476.24</b>
<b>Sum Total</b>						<b>22,476.24</b>

**Willow Walk Community Development District  
Notes to Unaudited Financial Statements  
October 31, 2023**

**Balance Sheet**

1. Trust statement activity has been recorded through 10/31/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger-Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY23-24 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

Tab 4

**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.

**WILLOW WALK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willow Walk Community Development District was held on **Tuesday, October 2, 2023, at 4:02 p.m.** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219.

Present and constituting a quorum were:

Michelle Watts	<b>Board Supervisor, Chairman</b>
Ali Mustafa	<b>Board Supervisor, Assistant Secretary</b>
Shaun Chapdelaine	<b>Board Supervisor, Assistant Secretary</b>
Jasen Milenkovski	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Molly Maggiano	<b>District Counsel, Kilinski Van Wyk</b>
Bryan Schaub	<b>Landscape Inspection Manager, Rizzetta &amp; Company</b>
Juan Castillo	<b>Sunstate Landscaping <u>(via phone)</u></b>
Mitchell Hartwig	<b>Representative, Solitude Aquatics <u>(via phone)</u></b>

Audience	<b>Present</b>
----------	----------------

**FIRST ORDER OF BUSINESS** **Call to Order**

Ms. Newsome called the meeting to order and conducted the roll call.

**SECOND ORDER OF BUSINESS** **Public Comment**

There was an audience present; however, no comments were given.

**THIRD ORDER OF BUSINESS** **Staff Reports**

**A. Landscape Inspection Services**

**1. Presentation of Landscape Inspection Report**

Mr. Schaub presented his report to the Board and answered any Board questions.

**2. Presentation of Landscape Inspection Report Responses**

Mr. Castillo presented the Landscape Inspection Report Responses to the Board and answered any Board questions.

### 3. Consideration of Mulch Proposal for Phase 1 and Phase 2

On a Motion by Mr. Milenkovski, seconded by Mr. Mustafa, with all in favor, the Board approved the mulch proposal from Sun State Landscape Management for Phase 1 in the amount of \$10,010.00, and for Phase 2 in the amount of \$18,238.00., for the Willow Walk Community Development District.

### 4. Consideration of Landscape Proposal for Mossy Limb

Mr. Castillo will send a revised quote to remove the Sabal Palm line item.

On a Motion by Ms. Watts, seconded by Mr. Milenkovski, with all in favor, the Board approved the revised quote from Sun State Landscape Management, subject to removing the Sabal Palm line item from the proposal, for the Willow Walk Community Development District.

#### B. District Counsel

Molly Maggiano was present. The Board asked that all residents who have not removed the fences as requested by the CDD, have the request escalated to address the issue.

#### C. District Engineer

##### 1. Consideration of Request to Transfer Permit

Not present, no report given.

On a Motion by Ms. Watts, seconded by Mr. Milenkovski, with all in favor, the Board accepted the Request to Transfer of Environmental Resource Permit to the Perpetual Operation and Maintenance Entity, for the Willow Walk Community Development District.

#### D. District Manager

Ms. Newsome advised the next meeting of the Board of Supervisors is scheduled for **Monday, December 4, 2023, at 4:00 p.m.** at the Harrison Ranch Clubhouse.

##### 1. Review of District Manager Report

Ms. Newsome presented the District Manager Report to the Board.

## 2. Review of Financial Statement

Ms. Newsome presented the Financial Statement to the Board.

### FOURTH ORDER OF BUSINESS

#### Consideration of Minutes of the Regular Meeting held on September 12, 2023

Ms. Newsome presented the Minutes of the Regular Meeting held on September 12, 2023, to the Board.

On a Motion by Ms. Watts seconded by Mr. Milenkovski, with all in favor, the Board approved the Minutes of the Regular Meeting held on September 12, 2023, for the Willow Walk Community Development District.

### FIFTH ORDER OF BUSINESS

#### Consideration of the Operations and Maintenance Expenditures for August 2023

Ms. Newsome presented the Operation and Maintenance Expenditures for August 2023.

On a Motion by Ms. Watts, seconded by Mr. Milenkovski, with all in favor, the Board approved the Operation and Maintenance Expenditures for August 2023 (\$32,541.11), for the Willow Walk Community Development District.

### SIXTH ORDER OF BUSINESS

#### Consideration of Vacancy Resume

On a Motion by Mr. Milenkovski seconded by Ms. Watts, with all in favor, the Board appointed Peter Macias to the Willow Walk CDD Board, for the Willow Walk Community Development District.

### SEVENTH ORDER OF BUSINESS

#### Consideration of Resolution 2024-01, Appointing Officers

On a motion by Mr. Milenkovski, seconded by Ms. Watts, with all in favor, the Board adopted Resolution 2024-01, Appointing Officers, for the Willow Walk Community Development District.

### EIGHTH ORDER OF BUSINESS

#### Consideration of Hog Trapping Services

On a motion by Mr. Milenkovski seconded by Ms. Watts, with all in favor, the Board accepted the hog trapping proposal from State Wildlife Trapper LLC, for the Willow Walk Community Development District.



**NINTH ORDER OS BUSINESS**

**Consideration of Solitude  
Water Testing Proposal**

On a motion by Mr. Milenkovski, seconded by Mr. Mustafa, with all in favor, the Board accepted the Solitude Water Testing Proposal, for the Willow Walk Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of EGIS  
Insurance Renewal**

On a motion by Mr. Milenkovski, seconded by Mr. Mustafa, with all in favor, the Board accepted the EGIS Insurance Renewal, for the Willow Walk Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisors requests.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Watts, seconded by Mr. Milenkovski, with all in favor, the Board adjourned the meeting at 4:42 p.m., for the Willow Walk Community Development District.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

Tab 5

# Willow Walk Community Development District

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District Office · Riverview, Florida · (813) 533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

[www.willowwalkcdd.org](http://www.willowwalkcdd.org)

## **Operations and Maintenance Expenditures**

**September 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2023 through September 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$63,015.90**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

## Willow Walk Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADT Commercial	100235	151818380	Security Services 09/23	\$ 154.26
Ali Talib Mustafa	100242	AM091223	Board of Supervisors 09/12/23	\$ 200.00
Egis Insurance Advisors, LLC	100250	19869	General/POL/Property Liability Insurance FY23/24	\$ 18,350.00
Frontier Florida, LLC	100234	941-722-1788-111920-5 09/23	Internet Service 09/23	\$ 206.66
Jasen Milenkovski	100243	JM091223	Board of Supervisors 09/12/23	\$ 200.00
Kilinski / Van Wyk, PLLC	100246	7289	Legal Services 07/23	\$ 131.50
Kilinski / Van Wyk, PLLC	100246	7515	Legal Services 08/23	\$ 382.50
Manatee County Utilities Department	100236	277353-152145 08/23	4220 Lindever LN 08/23	\$ 533.28
Marlin Business Bank	100247	1701783	Access Control System Payment 34 of 36	\$ 465.35
McDermitt Davis & Company, LLC	100237	55591	Audit Service FY 2021-2022	\$ 4,000.00
Michelle Watts	100244	MW091223	Board of Supervisors 09/12/23	\$ 200.00
Peace River Electric Cooperative, Inc.	PREC09282023	Peace River Summary 08/23	Peace River Summary 08/23	\$ 1,445.56
Rizzetta & Company, Inc.	100233	INV0000083170	District Management Fees 09/23	\$ 5,169.92

## Willow Walk Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Securiteam, Inc.	100241	17277	Monthly Security Monitoring 09/23	\$ 500.00
Shaun Chapdelaine	100245	SC091223	Board of Supervisors 09/12/23	\$ 200.00
Solitude Lake Management, LLC	100238	PSI-008522	Lake & Pond Management 09/23	\$ 1,716.00
Solitude Lake Management, LLC	100238	PSI-009170	Wetland Mitigation Maintenance 09/23	\$ 1,277.54
Spearem Enterprise, LLC	100248	5857	Restroom Cleaning Service 09/23	\$ 760.00
Sun State Landscape Management, Inc.	100239	52147	Plant Installation 08/23	\$ 2,500.00
Sun State Landscape Management, Inc.	100239	52148	Plant Installation 08/23	\$ 750.00
Sun State Landscape Management, Inc.	100249	52460	Irrigation Repairs 08/23	\$ 1,634.65
Sun State Landscape Management, Inc.	100251	52504	Landscape Maintenance Phase 1 & 2 09/23	\$ 16,208.68
Sun State Landscape Management, Inc.	100251	52523	Tree Trimming 09/23	\$ 4,440.00
Suncoast Pool Service, Inc.	100240	9668	Monthly Pool Maintenance 09/23	<u>\$ 1,590.00</u>
<b>Report Total</b>				<b><u>\$ 63,015.90</u></b>

Tab 5A

# Willow Walk Community Development District

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District Office · Riverview, Florida · (813) 533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

[www.willowwalkcdd.org](http://www.willowwalkcdd.org)

## **Operations and Maintenance Expenditures**

**October 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$26,788.59**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary



## Willow Walk Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADT Commercial	100263	152185809	Security Services 10/23	\$ 154.26
Ali Talib Mustafa	100255	AM100223	Board of Supervisors 10/02/23	\$ 200.00
Frontier Florida, LLC	100254	941-722-1788-111920-5 10/23	Internet Service 10/23	\$ 206.66
Innersync Studio, Ltd	100256	21719	ADA Website Quarterly 10/23	\$ 388.13
Jasen Milenkovski	100257	JM100223	Board of Supervisors 10/02/23	\$ 200.00
Jerry Richardson-Mobile	100265	1811	Monthly Wildlife Services 10/23	\$ 1,785.00
Kilinski / Van Wyk, PLLC	100267	7748	Legal Services 09/23	\$ 1,144.01
Manatee County Utilities Department	100264	277353-152145 09/23	4220 Lindever LN 09/23	\$ 513.38
Marlin Business Bank	100268	1701783 10/23	Access Control System Payment 35 of 36	\$ 465.35
Michelle Watts	100258	MW100223	Board of Supervisors 10/02/23	\$ 200.00
Morris Engineering and Consulting, LLC	100269	INV-6155	Engineering Services 09/23	\$ 1,300.00
Peace River Electric Cooperative, Inc.	PREC10302023	Peace River Summary 09/23	Peace River Summary 09/23	\$ 1,493.50

## Willow Walk Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100252	INV0000084103	District Management Fees 10/23	\$ 5,401.26
Rizzetta & Company, Inc.	100253	INV0000084007	Assessment Roll Preparation FY 23/24	\$ 5,736.00
Securiteam, Inc.	100259	17402	Monthly Security Monitoring 10/23	\$ 500.00
Shaun Chapdelaine	100260	SC100223	Board of Supervisors 10/02/23	\$ 200.00
Solitude Lake Management, LLC	100261	PSI018849	Lake & Pond Management 10/23	\$ 1,716.00
Solitude Lake Management, LLC	100261	PSI019690	Wetland Mitigation Maintenance 10/23	\$ 1,277.54
Solitude Lake Management, LLC	100266	PSI017884	Aerator & Fountain Maintenance 10/23	\$ 499.20
Spearem Enterprise, LLC	100270	5878	Restroom Cleaning Service 10/23	\$ 760.00
Sun State Landscape Management, Inc.	100271	53021	Irrigation Repairs 09/23	\$ 1,058.30
Suncoast Pool Service, Inc.	100262	9688	Monthly Pool Maintenance 10/23	<u>\$ 1,590.00</u>
<b>Report Total</b>				<b><u>\$ 26,788.59</u></b>

Tab 6



# Quarterly Compliance Audit Report

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## Willow Walk

**Date:** October 2023 - 3rd Quarter

**Prepared for:** Scott Brizendine

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Jason Morgan - *Campus Suite Compliance*

*ADA Website Accessibility and Florida F.S. 189.069 Requirements*

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# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.





# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard



# Florida F.S. 189.069 Requirements

Result: **PASSED**

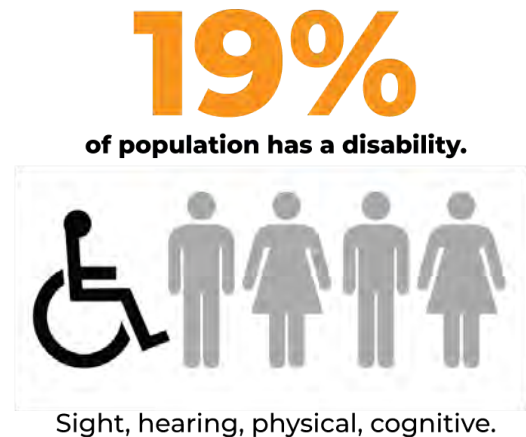
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

# Accessibility overview

## Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



## The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



# ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



## Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

*Contract checker:* <http://webaim.org/resources/contrastchecker>



## Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



## Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

*Helpful article:* <http://webaim.org/techniques/alttext>



## Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](http://www.nngroup.com/articles/keyboard-accessibility)

**Helpful article:** <http://webaim.org/techniques/skipnav>



## Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

**Helpful article:** <http://webaim.org/techniques/sitetools/>



## Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

**Helpful article:** <http://webaim.org/techniques/tables/data>



## **Making PDFs accessible**

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

**Helpful articles:** <http://webaim.org/techniques/acrobat/acrobat>



## **Making videos accessible**

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

**Helpful article:** <http://webaim.org/techniques/captions>



## **Making forms accessible**

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

**Helpful article:** <http://webaim.org/techniques/forms>



## **Alternate versions**

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



## **Feedback for users**

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



## **Other related requirements**

### ***No flashing***

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

### ***Timers***

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

### ***Fly-out menus***

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

### ***No pop-ups***

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.



# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web