



Rizzetta & Company

# **Gramercy Farms Community Development District**

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**Board of Supervisors'  
Regular Meeting  
October 27, 2022**

**District Office:  
8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471**

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

# **GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT**

Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida 34769

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

## **Board of Supervisors**

Maria Borrero	Board Supervisor
Bob Bishop	Board Supervisor
Cindy Sircus	Board Supervisor
Clara Velez	Board Supervisor
Daniel Urrea	Board Supervisor

## **District Manager**

Richard Hernandez Rizzetta & Company, Inc.

## **District Counsel**

Wes Haber	Kutak Rock LLP
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## **District Engineer**

Tonja Stewart	Johnson Engineering, Inc.
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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 (407) 472-2471. 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.

**GRAMERCY FARMS DEVELOPMENT DISTRICT**  
District Office · Orlando, Florida · (407) 472-2471  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.gramercyfarmscdd.org

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October 20, 2022

**Board of Supervisors  
Gramercy Farms Community  
Development District**

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Gramercy Farms Community Development District will be held on **Thursday, October 27, 2022, at 11:00 a.m.** at the Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida 34769. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
  - A. Field Manager Update
    1. Presentation of Field Inspection Report ..... Tab 1
    2. Juniper Landscaping Contract Recap
  - B. Aquatic Weed Management Update
  - C. Juniper Landscaping Update
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on August 25, 2022 ..... Tab 2
  - B. *Consideration of Operation and Maintenance Expenditures for August 2022 ..... (Under Separate Cover)*
- 5. BUSINESS ITEMS**
  - A. Consideration of Resolution 2023-01, Setting of Public Hearing on Amended & Restated Rules of Procedure ..... Tab 3
  - B. Ratification of Fiscal Year 2022-2023 Egis Insurance Proposal ..... Tab 4
  - C. Consideration of Campus Suite Website Contract Addendum ..... Tab 5
  - D. Acceptance of 3<sup>rd</sup> Quarterly Compliance Website Audit Report ..... Tab 6
  - E. Discussion of ATV Illegal Road Usage
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    1. Update on OUC Light Turnover
- 7. SUPERVISOR REQUESTS AND COMMENTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,

*Richard Hernandez*

Richard Hernandez

District Manager

cc: Wes Haber, Kutak Rock LLP

**CALL TO ORDER / ROLL CALL**

# **AUDIENCE COMMENTS ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

**TAB 1**



# GRAMERCY FARMS

## LANDSCAPE INSPECTION REPORT



September 26, 2022  
Rizzetta & Company  
Bryan Schaub - Landscape Specialist



Rizzetta & Company  
Professionals in Community Management



# Summary, Dog Park & Main Entrance

## General Updates, Recent & Upcoming Maintenance Events

- Schedule rotations to prune back overgrowing plants from the natural areas.
- Upcoming Fertilization events for turf, beds and palms.
- Diagnose and treat all Viburnum as a fungus for a fungal infection. It is spreading.

The following are action items for **Juniper Landscaping** to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation.

1. At the dog park parking area, adjacent to the dog park, in several areas behind the courts, and at both monuments, there is cut irrigation drip line. Correct. (Pic 1)



2. At the main entrance, by the courts, and though out the property, there were sections of Viburnum hedge that declined from a fungus with multiple units dying. The fungus seemed under control last inspection, but it is back. Diagnose and treat. (Pic 2 >)
3. Property-wide, staple down drip irrigation to avoid tripping hazards.
4. At the main entrance, diagnose and treat the Juniper as they are stressed with browning branches. Also, remove all grassy weeds.

5. At the main entrance, by the courts, and though out the property, there are sections of Viburnum hedge that were damaged by the infection. Remove all dead material, remove mosses, and replace dead Viburnum units.

6. At both main entrance monuments, remove Brazilian Pepper Trees from the beds.
7. Property-wide treat all active ant mounds, raking out inactive mounds.
8. At north monument, continue to treat the Arboricola Trinettes. It is most likely a fungus. The leaves have brown spots and necrosis. The south bed is improving.





# GFB & Main Entrance

9. At the main entrance treat the Ornamental Grasses for Mites. Either apply 3 treatments a month apart with an insecticide or 1 treatment with a miticide. The units look bad. (Pic 9)



10. Weed beds at the main entrance especially the Juniper and Arboricola Trinette beds. (Pic 10)



11. On the north side of the wall in the south ROW of GFB by the townhomes, replace dead/dying Loropetalum with 3-gal plants that match the overall theme and are location appropriate.
12. At both monuments, Juniper has installed around a dozen replacement Crotons. Thank you. Multiple units are stressed. Please, diagnose & treat these units.

13. In both ROWs of GFB & west ROW of Old Hickory, there are broadleaf and grassy weeds in the beds. Remove. (Pic 13)



14. Property-wide, remove all mosses & suckers from the trees and mosses from the shrubs.
15. In the Ornamental Grass bed behind the north monument, remove all weeds, hand pulling the larger weeds. Some of which are over 3 feet tall.
16. Property-wide, remove all dead branches from the trees. There are several Pine Trees in the north ROW of GFB that have several dead branches.
17. In the NE corner of GFB & Mosshire, an irrigation spray head is not installed or has been used as an end cap. Correct. (Pic 17)





# GFB & Round About

18. At the corner of GFB & Mosshire, prune the roses.

19. In both ROWs of GFB, remove the very large vine growths on the Viburnum hedges. The hedges were pruned, and the vines were sheered off and not removed. They will keep coming back if not pulled out by the roots. (Pic 19)



20. Is the mulch scheduled to be installed? If so, what is the start date?

21. In the north ROW of GFB, prune plants to achieve plant separation.

22. There are multiple tree rings property-wide that need to be weeded.

23. Along both ROWs of GFB, treat the Ornamental Grasses for Mites.

24. In the same areas, remove all the dead material from the Flax Lily & Iris.

25. Property-wide, keep all utility and irrigation boxes clear, via line trimming or edging.

26. In the north ROW of GFB, there are several beds with new Palm seedlings. Remove before they take over the beds.

27. In all areas, line trim under trees, walls, at natural area boundaries, & around signs.

28. At the Round About in the NE corner, detail the Pine tree bed and flush cut the Pine stump to under grade that was left after the irrigation repairs. Pine stump still above grade & is a tripping hazard.

29. At the Round About & now the median island beds, the Ornamental Grasses are starting to show signs of stress from Mite infestations. Treat as soon as possible.

30. In the median island to the east of the Round About, Juniper to remove all clippings when pruning the Ornamental Grasses. (Pic 30)



31. Property-wide, line trim down to the water line at all ponds.

32. At the Round About in the beds to the east, the Juniper units that were installed last year are stressed and some have died. Diagnose, treat and replace dead units.

33. In the beds surrounding the Round About, remove all weeds and hand pull the large weeds as some are over 4 feet tall.

34. At the Round About, detail the Crinum Lily beds and remove dead material.

35. In the same area, trim all plants especially the Ornamental Grasses that are encroaching on the sidewalks and roadways.



# Round About, GFB & Baler Trails

36. In the beds around the Round About, remove the vines from the shrubs especially the Schilling's Holly.

37. Property-wide, vendor to mow taller grasses & prune encroaching woody plants at all natural & maintained area boundaries. (Pic 37)



38. In the beds in the south ROW of GFB between the Round About & Harlow, remove all grasses that have overgrown the backs of the beds and set strong bed lines.

39. In the same area, remove dead material from the plants, prune for plant separation & treat the ant mounds in the plants.

40. The fungus that was damaging the Schilling's Holly is back. I have found it at the Round About and along GFB past the Round About. Its spreading rapidly. Diagnose and treat.

41. Lift all tree branches to FDOT standards over sidewalks and roadways, property-wide.

42. I have noted the declining Viburnum property-wide, but the units across the street from the Dog Park parking surrounding the electrical units are failing rapidly. There is still leaf spotting, leaf drop and leaf necrosis. Treat and replace any units that die under vendor's care.

43. In both ROWs & median islands of GFB, remove all weeds (especially Pink Fuzzy Bean) and all vines from the beds.

44. At the park on Baler Trails, remove all suckers from the Live Oak.

45. In the same area, remove all dead plant material from the Magnolia and detail all tree rings.

46. At the Baler lift station, treat all joint expansion cracks for weeds.

47. The edging and line trimming was missed for at least two rotations at the lift station on Baler Trails. Correct. Also, mowing & line trimming was missed for at least two weeks. (Pic 47)



48. In the same area, prune the Holly hedges as they have been missed on a rotation or two. Also, we need to have the hedges maintained at a consistent height.

49. The beds from the item above need to be weeded with large weeds hand pulled as some are over 3 feet tall.

50. In the Viburnum hedges running east and south from the lift station, remove large weeds (some over 8ft.), set bed lines, prune to consistent height & prune for plant separation.





# Baler, Ivy Stable, Harlow & Sweet Acres

51. There are places throughout the property that are still not being mowed and/or maintained. Most of these are boundary areas, behind beds, or corners of pond bank areas. Please, correct. (Pic 51)



52. At the Ivy Stable park, the color of the turf has improved but the weeds are still present and increasing in coverage. Remove all turf weeds.

53. In the same area, there are multiple areas with dead turf. Improve the coverage and vigor of the turf.

54. In the same park, remove all large weeds in the hedges & beds, as they are over 4 feet tall. (Pic 54)



55. The Sabal Palm at the end of GFB at Harlow is dead/dying. Juniper was to run a tissue test to establish the Palm's condition. It will not recover & needs to be removed. It was scheduled to be removed over 6 months ago. Removal date? (Pic 55)



56. In the boundary beds, behind 4595 Plainview Road, there are multiple washouts and a tree that has fallen over. Please, take all corrective actions necessary to alleviate these issues, including righting the tree and re-staking it. Repair irrigation. The tree was supposed to be re-staked and the irrigation repaired over 4 months ago.

57. Treat the turf at the park on Sweet Acres, for Sedge, grassy weeds and broadleaf weeds. Also, improve the vigor, color, and coverage of the turf. There are dead spots that are growing. This turf looks horrible, and Juniper has not fixed this issue. The turf area is getting WORSE, not better. (Pic 57 >)

58. In the same area, there are large ant mounds growing against the fencing. Treat.

59. Juniper to discontinue current staking system, as the stakes have large splinters & nails. Please, re-stake with a proper staking system. Remove broken straps.





# Harlow, Sweet Acres & Old Hickory

60. At the end of GFB at Harlow on the back side of the pond, diagnose and treat the stressed Magnolia. Also, straighten the tree. (Pic 60)



64. In the same area, detail all tree rings including weeding, and setting strong bed lines. (Pic 64)



61. In the same area, **weed all beds**, prune hedges, prune to achieve plant separation, treat the declining Viburnum, prune out dead material, **set strong bed lines** and remove mosses.

62. **At the mail kiosk on Harlow east of GFB, trim back overgrowing material & detail tree rings.**

63. Along the east ROW of Harlow where there are not any homes along the big pond, continue treating all active ant mounds near the sidewalk. This is a chronic ant mound area. Please, monitor this area closely.



65. In the same area, remove all suckers from the Live Oaks. (Pic 65)



66. On Old Hickory Road in the west ROW between sidewalk and wall, there are multiple dead Viburnum. Trim out dead plant material & replace dead units.



## 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.

## GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on **Thursday, August 25, 2022, at 11:00 a.m.** at the Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida, 34769.

## Present and constituting a quorum:

Maria Borrero	<b>Board Supervisor, Chairperson</b>
Bob Bishop	<b>Board Supervisor, Vice Chairperson</b> <i>(via phone)</i>
Cindy Sircus	<b>Board Supervisor, Assistant Secretary</b>
Clara Velez	<b>Board Supervisor, Assistant Secretary</b>
Daniel Urrea	<b>Board Supervisor, Assistant Secretary</b>

## Also present were:

Richard Hernandez	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Wes Haber	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b> <i>(via phone)</i>
John Toborg	<b>Field Services Manager, Rizzetta &amp; Co., Inc.</b>
John Fowler	<b>Field Services Manager, Rizzetta &amp; Co., Inc.</b>
Tonja Stewart	<b>District Engineer, Stantec</b> <i>(via phone)</i>
Audience	<b>Not Present</b>

## FIRST ORDER OF BUSINESS

## Call to Order

Mr. Hernandez called the meeting to order and read the roll call.

## SECOND ORDER OF BUSINESS

Audience	Member	Comments
Regarding Agenda Items		

Mr. Hernandez asked if there were any audience comments or questions unrelated to the budget. All budget comments and questions will be addressed during the public hearing comment period.

## THIRD ORDER OF BUSINESS

## Community Updates

i. **City of St. Cloud Police Department Update**

The City of St. Cloud Police Department, Officer Lin. Badman Paton and Sergeant Wayne Souza presented a brief presentation to the Board and audience. They presented

campaigns and community initiatives, such as the 9PM Routine, which is social media campaign created to educate community members about the best safety practices and reduce crimes; Online Reporting, which is an electronic option in addition to reporting crimes via phone, the online reporting option allows residents to report no suspect crimes; The Officers also reviewed the City of St. Cloud Parking Ordinances, in which they reiterated that parked cars should be 12 inches from the curb to ensure passing traffic and emergency vehicles can pass through. Fusus registry is a way for residents and business owners to receive crime alerts and to share recorded video footage with the St. Cloud Police Department. And lastly, the Officers mentioned the 'See Something, Say Something' policy.

**ii. Field Manager Update**

**a. Review of Field Inspection Report dated July 29, 2022**

Mr. Fowler highlighted concerns and provided updates regarding the Field Inspection Report. Mr. Fowler mentioned that the items highlighted in red text indicate deficiencies from the previous inspection report. Bold red text indicates defects from more than a month.

The red highlighted text includes the following action items for Juniper Landscape to address listed as number: 1, 2,5, 7,13,15,18, 22,23,25,27,29,31,32,33,34,36, and 37.

**iii. Consideration of Landscape & Irrigation Maintenance RFP Proposals**

*This item was tabled for further discussion.*

**iv. Juniper Landscape Update**

Account Manager, Tim Keating, reported that the irrigation is working, and hanging trees on fences have been raised. Moving forward, Field Inspection Manager, Bryan Schaub, will send the Field Inspection Reports to Juniper to complete projects and address items of concern within the community.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting held on July 28, 2022**

Mr. Hernandez presented and reviewed the meeting minutes from the previous meeting held on July 28, 2022. There were no comments from the Board on the meeting minutes.

On a motion by Ms. Borrero, seconded by Ms. Velez, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on July 28, 2022, for the Gramercy Farms Community Development District.

**FIFTH ORDER OF BUSINESS**

**Review of July 2022 Financial Statements**

Mr. Hernandez presented the financial statements for July 2022 to the Board.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures for July 2022**

Mr. Hernandez presented the Operation and Maintenance Expenditures for July 2022. Mr. Hernandez noted that the most significant expense is the Utilities, which cost the District, on average, \$200,000 annually.

On a motion by Ms. Borrero, seconded by Ms. Sircus, with all in favor, the Board ratified the Operation and Maintenance Expenditures for July 2022 (\$62,558.74), for the Gramercy Farms Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Ratification of SFWMD Notice of Violation Engagement Letter**

Mr. Hernandez presented the South Florida Water Management District (SFWMD) Notice of Violation Engagement Letter, which authorizes Stearns, Weaver, Miller, Weissler, Alhadeff & Sitterson, P.A. (Amelia Savage) to serve as the counsel responsible for analyzing and preparing a response to the SFWMD. Legal fees for this matter will not exceed \$5,000 without obtaining prior approval from the District.

On a motion by Ms. Velez, seconded by Ms. Sircus, with all in favor, the Board ratified the Stearns, Weaver, Miller, Weissler, Alhadeff & Sitterson, P.A. Engagement Letter, with a not to exceed the amount of \$5,000, for the Gramercy Farms Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03, Resolution Regarding General Election**

Mr. Hernandez presented Resolution 2022-03, in which the District seeks to instruct the Osceola County Supervisor of Elections to conduct the District's elections by the qualified electors of the District at the 2022 General Election.

On a motion by Mr. Urrea, seconded by Ms. Borrero, with all in favor, the Board adopted Resolution 2022-03, Resolution Regarding General Election, for the Gramercy Farms Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04,  
Designating Date, Time, and Place of  
Public Hearing and Authorization of  
Publish Notice for the Purpose of  
Adopting Amended and Restated  
Rules of Procedure**

Mr. Hernandez presented Resolution 2022-04, in which the District has selected a date, time, and place for the public hearing, which is set for October 27, 2022, at 11:00 a.m. at the Anthem Park Clubhouse.

On a motion by Ms. Borrero, seconded by Ms. Sircus, with all in favor, the Board adopted Resolution 2022-04, Designating Date, Time, and Place of Public Hearing and Authorization of Publish Notice for Purpose of Adopting Amended and Restated Rules of Procedure to October 27, 2022, for the Gramercy Farms Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2022-  
2023 Final Budget**

Mr. Hernandez presented and reviewed the Fiscal Year 2022-2023 Budget and Assessments.

On a motion by Ms. Borrero, seconded by Ms. Sircus, with all in favor, the Board agreed to open the public hearing on the Fiscal Year 2022-2023 Final Budget, for the Gramercy Farms Community Development District.

Resident 1: Commented on the streetlights are needed by bus stops.

Resident 2: Commented on the condition of Baler Trails, which is an eyesore in the community.

Resident 3:

On a motion by Ms. Borrero, seconded by Mr. Sircus, with all in favor, the Board agreed to close the public hearing on the Fiscal Year 2022-2023 Final Budget, for the Gramercy Farms Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05,  
Adopting Fiscal Year Final Budget**

Mr. Hernandez presented and reviewed Resolution 2022-05, which adopts the Fiscal Year 2022-2023 Final Budget.

On a motion by Ms. Borrero, seconded by Mr. Urra, with all in favor, the Board adopted Resolution 2022-05, Adopting the Fiscal Year 2022-2023 Final Budget, for the Gramercy Farms Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2022-  
2023 Special Assessments**

On a motion by Ms. Borrero, seconded by Mr. Bishop, with all in favor, the Board agreed to open the public hearing on the Fiscal Year 2022-2023 Final Budget, for the Gramercy Farms Community Development District.

A resident commented on the assessments regarding the

On a motion by Ms. Borrero, seconded by Mr. Urra, with all in favor, the Board agreed to close the public hearing on the Fiscal Year 2022-2023 Final Budget, for the Gramercy Farms Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06,  
Imposing Special Assessments and  
Certifying an Assessment Roll**

Mr. Hernandez presented and reviewed Resolution 2022-06 with the Board.

On a motion by Ms. Borrero, seconded by Mr. Urra with all in favor, the Board adopted Resolution 2022-06, Imposing Special Assessments and Certifying an Assessment Roll, for the Gramercy Farms Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07,  
Setting the Fiscal Year 2022-2023  
Meeting Schedule**

Mr. Hernandez presented and reviewed Resolution 2022-07 with the Board.

The Board has agreed to keep the same meeting occurrence as the Fiscal Year 2021-2022. The November 2022 and March 2023 meetings will be held at 6:00 p.m.

On a motion by Ms. Borrero, seconded by Mr. Urrea, with all in favor, the Board adopted Resolution 2022-07, Setting the Fiscal Year 2022-2023 Meeting Schedule, for the Gramercy Farms Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel  
No Report.

B. District Engineer  
Not Report.

C. District Manager  
No Report.

**SEVENTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Comments**

Mr. Hernandez stated that the Board of Supervisors's next meeting was scheduled for Thursday, October 27, 2022, at 11:00 a.m. at the Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida, 34769.

**EIGHTEENTH ORDER OF BUSINESS   Adjournment**

On Motion by Ms. Borrero, seconded by Ms. Velez, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 1:58 p.m. for Gramercy Farms Community Development District.

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

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

# **BUSINESS ITEMS**



**TAB 3**

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT  
TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING  
AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH  
HEARING FOR THE PURPOSE OF ADOPTING AMENDED AND  
RESTATED RULES OF PROCEDURE; AND PROVIDING AN  
EFFECTIVE DATE**

**WHEREAS**, Gramercy Farms Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of St. Cloud, Florida; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE GRAMERCY FARMS COMMUNITY  
DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt the District’s Amended and Restated Rules of Procedure on \_\_\_\_\_, 2022/2023, at \_\_\_\_\_ a./p.m., at \_\_\_\_\_.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022/2023.

**ATTEST:**

**GRAMERCY FARMS  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairman, Board of Supervisors

**TAB 4**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Gramercy Farms Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

**Gramercy Farms Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614**

**Term: October 1, 2022 to October 1, 2023**

**Quote Number: 100122625**

## **PROPERTY COVERAGE**

### **SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE**

<b>COVERED PROPERTY</b>	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$931,686
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
<b>Inland Marine</b>	
Scheduled Inland Marine	\$6,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	<b>Valuation</b>	<b>Coinsurance</b>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

<b>DEDUCTIBLES:</b>	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	2 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

<b>Special Property Coverages</b>		
<b>Coverage</b>	<b>Deductibles</b>	<b>Limit</b>
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM**

**\$8,732**

**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0



## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate



## PREMIUM SUMMARY

**Gramercy Farms Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614**

**Term: October 1, 2022 to October 1, 2023**

**Quote Number: 100122625**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$8,732
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$3,341
Public Officials and Employment Practices Liability	\$3,948
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$16,021</b>

### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



**PARTICIPATION AGREEMENT**  
**Application for Membership in the Florida Insurance Alliance**

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2022, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Gramercy Farms Community Development District

\_\_\_\_\_  
(Name of Local Governmental Entity)

By: \_\_\_\_\_  
Signature Print Name

Witness By: \_\_\_\_\_  
Signature Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2022

By: \_\_\_\_\_  
Administrator



## PROPERTY VALUATION AUTHORIZATION

**Gramercy Farms Community Development District**  
**c/o Rizzetta & Company**  
**3434 Colwell Ave, Suite 200**  
**Tampa, FL 33614**

---

### QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

<input checked="" type="checkbox"/>	Building and Content TIV	\$931,686	As per schedule attached
<input checked="" type="checkbox"/>	Inland Marine	\$6,000	As per schedule attached
<input type="checkbox"/>	Auto Physical Damage	Not Included	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Gramercy Farms Community Development District**

Policy No.: 100122625  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
1	Entry Monuments w/ Attached Towers & Fencing (2)		2013	10/01/2022	\$196,000				
	Gramercy Farms Blvd Old Hickory Tree Rd St. Cloud FL 34772		Joisted masonry	10/01/2023			\$196,000		
	Pyramid hip			Metal panel					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
2	Perimeter Wall		2013	10/01/2022	\$93,196				
	Throughout Community St. Cloud FL 34772		Masonry non combustible	10/01/2023			\$93,196		
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
3	Playground Equipment		2013	10/01/2022	\$45,000				
	Orchid Grove Rd & Old Hickory Tree Rd Old Hickory Tree Rd St. Cloud FL 34772		Non combustible	10/01/2023			\$45,000		
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
4	Pavilion		2013	10/01/2022	\$19,550				
	Orchid Grove Rd & Old Hickory Tree Rd Old Hickory Tree Rd St. Cloud FL 34772		Non combustible	10/01/2023			\$19,550		
	Pyramid hip			Metal panel					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
5	Benches, Picnic Tables, Trash Cans in the Open		2013	10/01/2022	\$7,800				
	Orchid Grove Rd & Old Hickory Tree Rd Old Hickory Tree Rd St. Cloud FL 34772		Non combustible	10/01/2023			\$7,800		
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
6	Playground Equipment		2019	10/01/2022	\$55,000				
	Orchid Grove Rd & Gramercy Farms Blvd St. Cloud FL 34772		Non combustible	10/01/2023			\$55,000		
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term	Date	Contents Value	Covering Replaced		Roof Yr Blt
	Roof Shape	Roof Pitch							
7	Pavilion		2019	10/01/2022	\$21,850				
	Orchid Grove Rd & Gramercy Farms Blvd St. Cloud FL 34772		Non combustible	10/01/2023			\$21,850		
	Pyramid hip			Metal panel					

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Gramercy Farms Community Development District**

Policy No.: 100122625  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
8	Benches, Picnic Tables, Trash Cans in the Open		2013	10/01/2022	\$5,790			
	Orchid Grove Rd & Gramercy Farms Blvd St. Cloud FL 34772		Non combustible	10/01/2023			\$5,790	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
9	Dog Park Metal Fencing		2013	10/01/2022	\$6,000			
	Orchid Grove Rd & Old Hickory Tree Rd St. Cloud FL 34772		Non combustible	10/01/2023			\$6,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
10	PVC Picket Perimeter Fencing		2019	10/01/2022	\$2,500			
	Orchid Grove Rd & Gramercy Farms Blvd St. Cloud FL 34772		Non combustible	10/01/2023			\$2,500	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
11	Irrigation Equipment		2013	10/01/2022	\$400,000			
	Throughout Community St. Cloud FL 34772		Pump / lift station	10/01/2023			\$400,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
12	Mall Kiosks		2019	10/01/2022	\$5,000			
	Throughout Community St. Cloud FL 34772		Non combustible	10/01/2023			\$5,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
13	Playground Equipment		2021	10/01/2022	\$45,000			
	Sweet Acres Pl & Plainview Rd St. Cloud FL 34772		Non combustible	10/01/2023			\$45,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
14	Pavilion		2021	10/01/2022	\$23,000			
	Sweet Acres Pl & Plainview Rd St. Cloud FL 34772		Non combustible	10/01/2023			\$23,000	

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Gramercy Farms Community Development District**

Policy No.: 100122625  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
15	PVC Picket Perimeter Fencing		2021	10/01/2022	\$2,500	\$2,500	
	Sweet Acres Pl & Plainview Rd St. Cloud FL 34772		Non combustible	10/01/2023			
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
16	Benches, Picnic Tables, Trash Cans in the Open		2021	10/01/2022	\$3,500	\$3,500	
	Sweet Acres Pl & Plainview Rd St. Cloud FL 34772		Non combustible	10/01/2023			
			Total:	Building Value \$931,686		Insured Value \$931,686	
				Contents Value \$0			

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



Inland Marine Schedule

***Gramercy Farms Community Development District***

**Policy No.:** 100122625  
**Agent:** Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
1	Drinking Water Fountains (2 @ \$3,000 each)		Other inland marine	10/01/2022 10/01/2023	\$6,000	\$1,000
				Total	\$6,000	

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



# INVOICE

<b>Customer</b>	Gramercy Farms Community Development District
<b>Acct #</b>	506
<b>Date</b>	09/01/2022
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Gramercy Farms Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Payment Information	
<b>Invoice Summary</b>	\$ 16,021.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#16576
100122625	

Thank You

Please detach and return with payment



Customer: Gramercy Farms Community Development District

Invoice	Effective	Transaction	Description	Amount
16576	10/01/2022	Renew policy	Policy #100122625 10/01/2022-10/01/2023 Florida Insurance Alliance  Package - Renew policy Due Date: 9/1/2022	16,021.00

**Total**

\$ 16,021.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

**Remit Payment To: Egis Insurance Advisors**

P.O. Box 748555  
Atlanta, GA 30374-8555

(321)233-9939

sclimer@egisadvisors.com

**Date**

09/01/2022

**TAB 5**



# Addendum

## **Addendum A to Campus Suite Contract:**

**Contract effective date:** 1/1/2022

## **Statement of Work**

### **2. Maintenance and Management of the Website.**

2. Remediate in an ADA compliant format new documents uploaded by the District Manager to the document portal;\*

\*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

## **Website Creation and Management Agreement**

### **B. Maintenance.**

ii. remediate new documents on an unlimited basis; for any agenda packages, Contractor shall turn around the remediated version within two (2) business days; any updates or fixes needed to the agenda requiring remediation shall be remediated within 48 hours of the District Manager's submission for such request.

### **Section 3. Compensation.**

**B. Maintenance.** For performance of the Services as provided in Section 2(B) of this Agreement, starting October 1, 2019 the District shall pay Contractor (\$1,515.00) per year, payable in one annual installment for Ongoing PDF Accessibility Compliance Service and Website Services. Parties understands and acknowledges that this includes (i) the annual fee for the domain name for the District's Website, which Contractor shall pay, at its sole expense, on behalf of the District; and (ii) document remediation pursuant to Section 2(B)(iii).

**PROVIDER:** Innersync Studio, Ltd.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative  
Innersync Studio, LLC

**USER:** Gramercy Farms Community Development District

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**TAB 6**



# Quarterly Compliance Audit Report

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## Gramercy Farms

**Date:** September 2022 - 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**

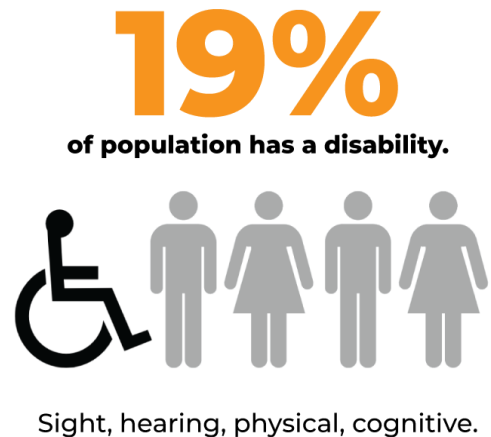
## Compliance Criteria

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
Passed	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

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