



Rizzetta & Company

# Gramercy Farms Community Development District

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**Board of Supervisors  
Meeting  
November 29, 2023**

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**

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

<b>Board of Supervisors</b>	Rolando Fernandez Joel Sanchez Elizabeth Fernandez Maria Borrero Bob Bishop	Chairman Vice Chairman Board Supervisor Board Supervisor Board Supervisor
<b>District Manager</b>	Brian Mendes	Rizzetta & Company, Inc.
<b>District Counsel</b>	Wes Haber	Kutak Rock
<b>District Engineer</b>	Greg Woodcock	Stantec

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

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

**November 22, 2023**

## FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Gramercy Farms Community Development District will be held on **November 29, 2023, at 9:00 a.m.** at the **playground** located at **Fieldwood Circle, St. Cloud, Florida 34772**. The following is the **final** agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
  - A. Landscape Inspection Report..... Tab 1
  - B. Down to Earth Monthly Operations Update
  - C. HP Home Solutions Monthly Update
    1. Discussion of Maintenance Proposal for Playground Fountains
    2. Update on Basketball Net Installments
    3. Consideration of Phase 9 Fence Proposal  
(Under Separate Cover)
  - D. Monthly Report from Aquatic Weed Management..... Tab 2
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors Meeting held on October 25, 2023 ..... Tab 3**BUSINESS ITEMS**
  - A. Discussion of Community Cameras Proposal(s)
  - B. Consideration of Phase 9 OUC Request Agreement..... Tab 4
  - C. Consideration of Down to Earth Proposals
    1. Consideration of Ornamental Grass Removal Proposal..... Tab 5
    2. Consideration of Viburnums Installation Proposal..... Tab 6
    3. Consideration of Decoders Replacement Proposal..... Tab 7
    4. Consideration of Replacement of Dead Plants Proposals..... Tab 8
  - D. Consideration of 1<sup>st</sup> Addendum for Rizzetta & Company Professional Technology Services Agreement..... Tab 9
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Update on Fence Encroachments
  - C. District Manager
    1. Website Audit..... Tab 10
- 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,  
*Brian Mendes*  
Brian Mendes

# **Tab 1**

# GRAMERCY FARMS

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## LANDSCAPE INSPECTION REPORT



November 10, 2023  
Rizzetta & Company  
Bryan Schaub - Landscape Specialist



Rizzetta & Company  
Professionals in Community Management

# Summary, Dog Park & Main Entrance

## General Updates, Recent & Upcoming Maintenance Events

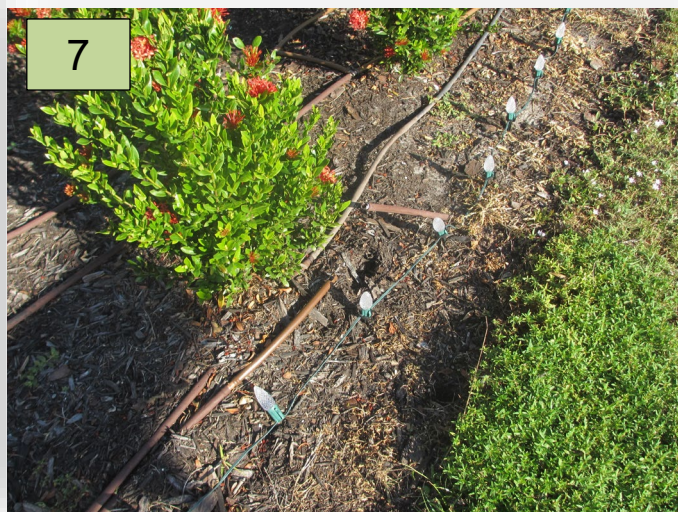
- Upcoming plant cutbacks and winter pruning events.
- Completed fertilization events for turf, beds & palms.
- Diagnose and treat all Schilling's Holly. It is spreading.

The following are action items for **Down To Earth 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. **Orange** is for Staff.

1. At the dog park area, repair drip irrigation lines and bury. (Pic 1)



7. In the north monument at the main entrance, repair the broken and cut drip irrigation. (Pic 7)



2. **Property-wide, remove all mosses from trees and shrubs.**

3. In the area near the court, remove the Live Oak suckers.

4. In the same area, repair or remove any remaining broken drip irrigation.

5. In the same area, detail the beds include weeding – hand pulling the larger weeds, removing dead plants, and pruning.

6. Property-wide, treat all active ant mounds.

8. Along the west ROW of Old Hickory, remove all dead plant material & debris from the hedge row along Old Hickory.

9. **In the same beds, remove all vines.**

10. In the north ROW of GFB just past the north monument, the dead Viburnum need to be removed and replaced.

11. In the north ROW of GFB, remove all dead plant units, especially the dead or almost dead Flax Lily.



# GFB, Main Entrance & Ivy Stable

**12. In both ROWs & median of GFB, remove all suckers from the Live Oaks. (Pic 12)**



13. In both ROWs of GFB, continue to remove the vines & weeds in the Viburnum. They were rejuve cut, but the vines were sheered off and not removed. There is excellent access to the stems and root of these vines, currently.

14. In the Ornamental Grass beds, continue cut back the grasses and treat for mites after the cutback.

15. In the north ROW of GFB near Baler, continue treatments for Leaf Spot and remove dead shrub units. Report number to the DM. (Pic 15)



16. Along GFB in the median, remove all Fuzzy Pink Bean weeds.

17. Vendor to discontinue to leaving grass clippings in the beds.

18. At the Ivy Stable park, the turf has improved noticeably. Continue treatments. Keep it up. (Pic 18)



19. Prune the roses & remove dead units at the corner of GFB & Lakes Crest.

**20. At the end of GFB at Harlow, diagnose & treat the Juniper. This may have been caused by the irrigation repairs. If so, remove and replace dead units. (Pic 20)**





# GFB, Shelbourne, Sweet Acres

21. Property-wide, treat all expansion joint crack weeds.

22. In the bed behind the pond at the end of GFB, off road vehicles are using a newly created access point. When they turn; they are breaking hedges & damaging trees. This area need some sort of barrier. (Pic 22)



23. In the same area, there is broken irrigation lines. Make sure the irrigation is operable & repair all damage.

24. The half wall along Packard has been cleared. Good job, DTE.

25. In the corner of the fence at the end of Packard & behind the guard rail. Reduce the plant material. This area can be maintained after the reduction. (Pic 25)



**26. Detail the bush/tree clusters near the creek between Baler Trails & Valley Creek.**

27. Continue to prune all encroaching plant material that is over growing the sidewalks.

28. Behind 3174 Sweet Acres, there is a leaning Palm. See if it is possible to stake it to correct the lean. Report findings.

29. All natural areas especially around pond banks need to be cut back, this winter.

30. There is an irrigation pipe break at the Sweet Acres park. It is adjacent to the fencing on the west end. There is a washout. Repair all irrigation damage. (Pic 30)



**31. In the same park, diagnose & treat the Oaks. Most likely Oak Wilt.**

32. In the south ROW of GFB, there are a few drip irrigation breaks. Repair or remove unused sections.

33. Near the sidewalk in the south ROW of GFB across from the dog park parking lot, remove the Brazilian Pepper tree at the corner of the non-mowed area.

34. Make sure all areas are being maintained in the Townhomes areas.



# Walls, Fences, Benches & Equipment

1. At the dog park, the water fountains are not working. (Pic 1 >)
2. In the same park, there are bent areas of metal, present.
3. At the Sweet Acres playground, there is a busted panel on the equipment.
4. At the Ivy Stable park, there is broken playground equipment.



# Proposals

1. Down to Earth to generate a proposal for a landscaping solution to close the egress to the court and dog park areas at the SE corner of GFB & Old Hickory. Include, prep, demolition, clean up, disposal, soil, mulch & any irrigation repairs or adjustments. (Pic 1 >)
2. Down to Earth to generate a proposal for removal and replacement, with a matching variety, the dead Viburnum units in the NW corner of GFB & Old Hickory. Include, prep, demolition, clean up, disposal, soil, mulch & any irrigation repairs or adjustments. (Pic 2 >)
3. Down to Earth to generate a proposal for monthly mowing or brush hogging of the non-maintained area between the townhomes and GFB and east of the Round About. (Pic 3 >)



## **Tab 2**

## Gramercy Farms Aquatic Report

Good morning Board Members,

I trust this message finds you well. I am writing to provide the monthly report from AWM and to express our gratitude to Bill for his exemplary service in managing the property.

Please find the detailed monthly report below, outlining key highlights and pertinent information regarding our property management.

“Steve made a treatment at Gramercy Farms today. We are seeing some improvement likely based on our efforts and I’m sure the change in season isn’t hurting us either.

Pond one, three and three A do have algae on them and they will be treated today. The grasses seem to be doing much better on those ponds.

Pond five is looking much better. We did a Hydrilla treatment on that pond today. You won’t see much change in appearance only because we have kept the Hydrilla burned down for the past few months. It was just starting to hair over in the shallow water so we made this treatment. The chemical cost alone for this treatment was in excess of \$1300. It should give us some great control for quite some time.

As a whole we are seeing noticeable improvement throughout the community. We will likely be back on site again this month. We broke our normal spray routine to get over there today so we will have the opportunity to come see you again when we are back in Osceola County later in the month.”

We look forward to your review of the report and welcome any feedback or questions you may have. Thank you for your continued support and collaboration.

## **Tab 3**

**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 special meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on **Wednesday, October 25, at 9:00 a.m.** at the playground located at **Fieldwood Circle, St. Cloud, Florida, 34769.**

Present and constituting a quorum:

Rolando Fernandez	<b>Board Supervisor, Chairman</b>
Joel Sanchez	<b>Board Supervisor, Vice Chairman</b>
Maria Borrero	<b>Board Supervisor, Assistant Secretary</b>
Elizabeth Fernandez	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Brian Mendes	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Bryan Schaub	<b>Field Services Manager, Rizzetta &amp; Co, Inc</b> (via phone)
Wes Haber	<b>District Counsel, Kutak Rock, LLP</b>
Justin K	<b>Landscaping, Down to Earth</b>
Michael Furber	<b>Landscaping, Down to Earth</b>
Greg Woodcock	<b>District Engineer, Stantec</b>
Hector Pastrana	<b>Handyman Services, HP Home Solutions</b>
Audience	<b>Not Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Mendes called the meeting to order and confirmed a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

No audience present.

**THIRD ORDER OF BUSINESS**

**Community Updates**

A. Landscape Inspection Report

Mr. Schaub presented his report to the board and he spoke on Bernuta.

Down to Earth responded stated that they treated Bernuta. They also made comments on shrub application.

B. Down to Earth Updates

Down to Earth presented updates to the board.

Down to Earth stated how their operation will be in winter months.

Down to Earth touched on blue days they will be installing.

Mr. Pastrana touched some exposed pipes and broken covers.

A calendar invite is requested for the next monthly walkthrough.

C. Hp Home Solutions Project Update

Mr. Pastrana reported to the board on project updates.

He touched on stones for the front monument of the community.

He stated that it would be a total of \$635 for paint proposal for touchups in the front monument.

He commented that basketball nets still need to be replaced.

He suggested the board consider the maintenance proposal for the playground fountains.

He stated the fence proposal would roughly cost \$5,000.

<p>On a motion by Ms. Borrero, seconded by Mr. Sanchez, with all in favor, the Board approved the holiday lights for the community not to exceed the cost of \$3,500, for the Gramercy Farms Community Development District.</p>
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**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Meeting held on September 27, 2023**

Mr. Mendes presented the meeting minutes of the board of Supervisors meeting held on September 27, 2023 and asked if any changes are requested. No changes were requested.



On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on September 27, 2023, for the Gramercy Farms Community Development District.

92  
93 **FIFTH ORDER OF BUSINESS** **Ratification of Operation and**  
94 **Maintenance Expenditures for**  
95 **September 2023**  
96

97 Mr. Mendes presented the Operation and Maintenance Expenditures for September  
98 2023 and asked if there were any questions. There were none.  
99

On a motion by Mrs. Borrero, seconded by Mr. Sanchez, with all in favor, the Board ratified the operation and maintenance expenditures for September 2023 (\$67,907.74), for the Gramercy Farms Community Development District.

100  
101 **SIXTH ORDER OF BUSINESS** **Discussion of Replacement for Dead**  
102 **Plants**  
103

104 Agenda item was tabled.  
105

106 **SEVENTH ORDER OF BUSINESS** **Discussion of Splash Pads**  
107

108 Mr. Mendes opened the discussion to the board.  
109

110 Ms. Borrero commented on the splash pad idea.  
111

112 Discussion among the board opened on potential of a clubhouse in the future.  
113

114 The board requested the district manager to work with the district engineer on the  
115 splash pad project.  
116

117 **EIGHTH ORDER OF BUSINESS** **Discussion of Holiday Lights**  
118

119 Agenda item was discussed and motioned on earlier in the meeting amongst the  
120 board.  
121

122 **NINTH ORDER OF BUSINESS** **Discussion of Gramercy Farms 911 Call**  
123 **Report**  
124

125 Mr. Mendes opened the discussion to the board.  
126

127 Ms. Borrero presented the call sheet.  
128  
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133 **TENTH ORDER OF BUSINESS** **Discussion of Community Cameras**  
134 **Proposal(s)**  
135

136 Mr. Mendes opened the discussion to the board and presented updates.  
137

138 He stated that he will continue to work on gathering proposals.  
139

140 Discussion opened up amongst the board on parking issues.  
141

142 **ELEVENTH ORDER OF BUSINESS** **Consideration of Sign Proposal(s)**  
143

144 Mr. Mendes presented the proposal(s) to the board and asked if there were any  
145 questions. There were none.  
146

On a motion by Mrs. Borrero, seconded by Mr. Sanchez, with all in favor, the Board approved the HP Home Solutions sign proposal does not exceed the price of \$1,500, for the Gramercy Farms Community Development District.

147 **TWELFTH ORDER OF BUSINESS** **Staff Reports**  
148  
149

150 A. District Counsel

151 Counsel commented on KB Homes issues. Also commented on Juniper updates  
152

153 B. District Engineer

154 Mr. Woodcock presented a report to the board of supervisors.  
155

156 He also presented a proposal to the board of supervisors and stated the new project  
157 can wait until the new fiscal year.  
158

159 He notified the board of encroachment updates.  
160

161 Counsel commented the encroachment updates.  
162

163 C. District Manager

164 Mr. Mendes presented to the board. It was stated for district staff to verify emergency  
165 fund of \$5,000.  
166

167 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests and Comments**  
168

169 There were no supervisor requests.  
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**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

On a motion by M. Borrero, seconded by Mr. Fernandez, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:17 a.m. for Gramercy Farms Community Development District.

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

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

DRAFT

# Tab 4

November \_\_, 2023

**VIA OVERNIGHT DELIVERY**

Mr. Andres A. Burgos  
Orlando Utilities Commission  
Via E-Mail: ABurgos@ouc.com

Re: Request for Service Agreement for Gramercy Farms Phase 9

Dear Mr. Burgos:

My firm serves as the District management company for the Gramercy Farms Community Development District (the "District"). Please let this letter serve as a formal request that the service agreement and billing for the streetlights in Gramercy Farms, Phase 9 be contracted in the District's name. It is the District's intent to sign the agreement upon its receipt from OUC.

Should you have any questions or if there is anything else you need to complete the transfer, please let me know.

**WITNESS**

**Gramercy Farms Community Development District**

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

By: \_\_\_\_\_  
Name: Brian Mendes  
Title: District Manager

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

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing letter was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2023 by Brian Mendes, as District manager of the Gramercy Farms Community Development District, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

## **Tab 5**



**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

**Estimate: #67793**

**Customer Address**

Rizzetta & Company  
Richard Hernandez  
8529 Southpark Cir Ste 330  
Orlando, Florida 32819  
rhernandez@rizzetta.com  
407-472-2471 EXT 0864

**Billing Address**

CDD Invoice  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**Physical Job Address**

Gramercy Farms CDD  
4599 Calumet Drive  
St. Cloud, FL 34772

<b><u>Job</u></b>	<b><u>Estimated Job Start Date</u></b>	<b><u>Proposed By</u></b>	<b><u>Due Date</u></b>
Removal of Ornamental Grasses Encroaching Sidewalk	November 30, 2023	Justin Baker	November 30, 2023

**Estimate Details**

Description of Services & Materials	Quantity	Rate	Amount
<b>Enhancements</b>			
Site Prep, Removal, & Disposal (E)	8.00	\$65.00	\$520.00
Irrigation Labor (E)	0.00		\$0.00
		<b>Subtotal</b>	<b>\$520.00</b>
		<b>Job Total</b>	<b>\$520.00</b>

Proposed By:

Agreed & Accepted By:

\_\_\_\_\_  
**Justin Baker**  
Down to Earth  
Landscape & Irrigation

\_\_\_\_\_  
11/10/2023  
Date

\_\_\_\_\_  
Rizzetta & Company  
Date

# Tab 6





**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

**Estimate: #67795**

**Customer Address**  
Rizzetta & Company  
Richard Hernandez  
8529 Southpark Cir Ste 330  
Orlando, Florida 32819  
rhernandez@rizzetta.com  
407-472-2471 EXT 0864

**Billing Address**  
CDD Invoice  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**Physical Job Address**  
Gramercy Farms CDD  
4599 Calumet Drive  
St. Cloud, FL 34772

<b><u>Job</u></b>	<b><u>Estimated Job Start Date</u></b>	<b><u>Proposed By</u></b>	<b><u>Due Date</u></b>
Viburnums to Block ATV Access	November 30, 2023	Justin Baker	November 30, 2023

<b><u>Estimate Details</u></b>			
<b>Description of Services &amp; Materials</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>Enhancements</b>			
Site Prep, Removal, & Disposal (E)	2.00	\$65.00	\$130.00
Viburnum Suspensum "Sandankwa" Installed (E)	5.00	\$232.98	\$1,164.90
Irrigation Labor (E)	4.00	\$71.63	\$286.52
Drip Tube	25.00	\$0.84	\$21.04
		<b>Subtotal</b>	<b>\$1,602.46</b>
		<b>Job Total</b>	<b>\$1,602.46</b>

Proposed By:

Agreed & Accepted By:

Justin Baker  
Down to Earth  
Landscape & Irrigation

11/10/2023  
Date

\_\_\_\_\_  
Rizzetta & Company                      Date

# **Tab 7**



**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

**Estimate: #67895**

**Customer Address**  
Rizzetta & Company  
Richard Hernandez  
8529 Southpark Cir Ste 330  
Orlando, Florida 32819  
rhernandez@rizzetta.com  
407-472-2471 EXT 0864

**Billing Address**  
CDD Invoice  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**Physical Job Address**  
Gramercy Farms CDD  
4599 Calumet Drive  
St. Cloud, FL 34772

**Job**  
Decoder Repair

**Estimated Job Start Date**  
November 20, 2023

**Proposed By**  
Michael Furber

**Due Date**  
November 13, 2023

<u>Estimate Details</u>				
Description of Services & Materials	Unit	Quantity	Rate	Amount
<b>Irrigation Repairs</b>				
Irrigation Technician Labor (E)				\$300.00
Hunter ICD Decoder 1 station for use with ACC Controllers	Each	6	\$321.71	\$1,930.25
			<b>Subtotal</b>	<b>\$2,230.25</b>
			<b>Job Total</b>	<b>\$2,230.25</b>

This is to replace decoders that have gone bad. There are several decoders that are not operating properly and affection area of turf, the park area is one that has several not operating properly. This could be possible for lighting in the past.

Proposed By:

Agreed & Accepted By:

Michael Furber  
Down to Earth  
Landscape & Irrigation

11/13/2023  
Date

\_\_\_\_\_  
Rizzetta & Company Date

# Tab 8



**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

**Estimate: #68144**

**Customer Address**  
Rizzetta & Company  
Richard Hernandez  
8529 Southpark Cir Ste 330  
Orlando, Florida 32819  
rhernandez@rizzetta.com  
407-472-2471 EXT 0864

**Billing Address**  
CDD Invoice  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**Physical Job Address**  
Gramercy Farms CDD  
4599 Calumet Drive  
St. Cloud, FL 34772

<b><u>Job</u></b>	<b><u>Estimated Job Start Date</u></b>	<b><u>Proposed By</u></b>	<b><u>Due Date</u></b>
Replacement of Viburnums & Sod Old Hickory Tree Rd	November 30, 2023	Justin Baker	November 30, 2023

<u>Estimate Details</u>			
Description of Services & Materials	Quantity	Rate	Amount
<b>Enhancements</b>			
Site Prep, Removal, & Disposal (E)	10.00	\$65.00	\$650.00
Viburnum Suspensum "Sandankwa" Installed (E)	30.00	\$86.24	\$2,587.20
Bahia Sod installed (E)	1.00	\$493.12	\$493.12
Irrigation Labor (E)	8.00	\$71.63	\$573.04
		<b>Subtotal</b>	<b>\$4,303.36</b>
<b>Job Total</b>			<b>\$4,303.36</b>

This Proposal is to remove the viburnums that did not survive the cut backs during the summer, and replace them with new plants. Also we will be removing some areas where plants were previously installed in front of the viburnums and are now gone, and sodding these areas with new Bahia to make the beds more uniform and shrink the size of the beds.

Proposed By:

Agreed & Accepted By:

Justin Baker  
Down to Earth  
Landscape & Irrigation

11/14/2023  
Date

\_\_\_\_\_  
Rizzetta & Company

\_\_\_\_\_  
Date



**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

Estimate: #68145

**Customer Address**  
Rizzetta & Company  
Richard Hernandez  
8529 Southpark Cir Ste 330  
Orlando, Florida 32819  
rhernandez@rizzetta.com  
407-472-2471 EXT 0864

**Billing Address**  
CDD Invoice  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**Physical Job Address**  
Gramercy Farms CDD  
4599 Calumet Drive  
St. Cloud, FL 34772

<b><u>Job</u></b>	<b><u>Estimated Job Start Date</u></b>	<b><u>Proposed By</u></b>	<b><u>Due Date</u></b>
Viburnum Replacement Gramercy Farms Blvd	November 30, 2023	Justin Baker	November 30, 2023

<u>Estimate Details</u>			
Description of Services & Materials	Quantity	Rate	Amount
<b>Enhancements</b>			
Site Prep, Removal, & Disposal (E)	8.00	\$65.00	\$520.00
Viburnum Suspensum "Sandankwa" Installed (E)	30.00	\$87.55	\$2,626.50
		<b>Subtotal</b>	<b>\$3,146.50</b>
<b>Job Total</b>			<b>\$3,146.50</b>

This proposal is to remove and replace the viburnums which did not survive the cut backs performed during the summer along Gramercy Farms Blvd on the entrance side

Proposed By:

Agreed & Accepted By:

Justin Baker  
Down to Earth  
Landscape & Irrigation

11/14/2023  
Date

\_\_\_\_\_  
Rizzetta & Company Date



**Down to Earth  
Landscape & Irrigation**  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700

**Estimate: #68146**

**Customer Address**  
Rizzetta & Company  
Richard Hernandez  
8529 Southpark Cir Ste 330  
Orlando, Florida 32819  
rhernandez@rizzetta.com  
407-472-2471 EXT 0864

**Billing Address**  
CDD Invoice  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**Physical Job Address**  
Gramercy Farms CDD  
4599 Calumet Drive  
St. Cloud, FL 34772

<b><u>Job</u></b>	<b><u>Estimated Job Start Date</u></b>	<b><u>Proposed By</u></b>	<b><u>Due Date</u></b>
Plant Replacement at Front Park Area	November 30, 2023	Justin Baker	November 30, 2023

<b><u>Estimate Details</u></b>			
<b>Description of Services &amp; Materials</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>Enhancements</b>			
Site Prep, Removal, & Disposal (E)	8.00	\$65.00	\$520.00
Schefflera Arborescens Trinette "variegated" Installed (E)	12.00	\$28.50	\$342.00
Crape Myrtle "Specialty" Multi-trunk Installed (E)	1.00	\$232.98	\$232.98
		<b>Subtotal</b>	<b>\$1,094.98</b>
<b>Job Total</b>			<b>\$1,094.98</b>

This proposal is to remove the dead viburnum that did not survive the cutbacks behind the parking area, and leave the area as a bed against the wall. . Install 1 new Crepe Myrtle, and 12 new Arborescens in the area against the parking.

Proposed By:

Agreed & Accepted By:

Justin Baker  
Down to Earth  
Landscape & Irrigation

11/14/2023  
Date

\_\_\_\_\_  
Rizzetta & Company Date

## **Tab 9**



## FIRST ADDENDUM TO THE CONTRACT FOR PROFESSIONAL TECHNOLOGY SERVICES

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This First Addendum to the Contract for Professional Technology Services (this “**Addendum**”), is made and entered into as of the 29<sup>th</sup> day of November, 2023 (the “**Effective Date**”), by and between **Gramercy Farms Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Osceola County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and Rizzetta Technology Services, LLC. entered into the Contract for Professional Technology Services dated August 22, 2019 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District consented to an assignment of the Contract to Rizzetta & Company, Inc. on November 18, 2021; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.



Rizzetta & Company

2021-07-27 – WJR/RPS

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

**GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

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



Rizzetta & Company

2021-07-27 – WJR/RPS

**EXHIBIT B**  
Schedule of Fees

**Standard On-Going Services will** be billed in advance monthly pursuant to the following schedule:

	<b>MONTHLY</b>
Website Compliance and Management:	\$ 100.00
Email (50 GB per user) at \$20.00 per month per account:	
Board Supervisor Account                    0    x \$20.00	\$    00.00
Onsite Staff Account                            0    x \$20.00	\$    00.00
Miscellaneous Account                        0    x \$20.00	\$    00.00
 <b>Total Standard On-Going Services:</b>	 <b>\$ <u>100.00</u></b>



# Tab 10



# Quarterly Compliance Audit Report

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## Gramercy Farms

**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**

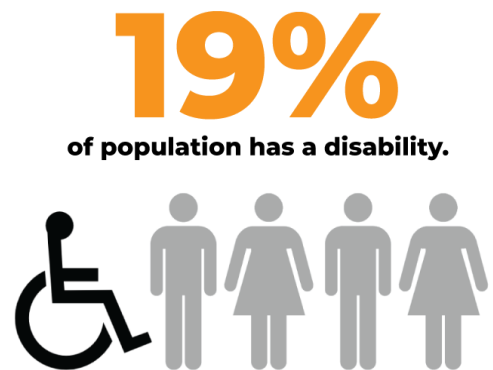
## Compliance Criteria

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
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
X	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.



Sight, hearing, physical, cognitive.

## 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/sitertools/>



## 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