



Rizzetta & Company

# Gramercy Farms Community Development District

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**Board of Supervisors  
Meeting  
February 20, 2026**

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>	Maria Borrero Joel Sanchez Rachelle Ragland Yomarie Medina Amanda Aleman	Chairperson Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<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**

**February 13<sup>th</sup>, 2026**

## **FINAL AGENDA**

Dear Board Members:

The meeting of the Board of Supervisors of the Gramercy Farms Community Development District will be held on **February 20<sup>th</sup>, 2026, at 9:00 a.m.** at the **Anthem Park Clubhouse** located at **2090 Continental Street, St. Cloud, Florida 34769**. The following is the final agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
  - A. Field Inspection Updates
    1. February 6th Compliance Inspection Updates
  - B. Down to Earth Updates
    1. Discussion of Landscape RFP
  - C. HP Home Solutions Updates
    1. Updates on Christmas Bow Décor
    2. Updates on Monument Light Repairs
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors Meeting held on January 16, 2026, ..... Tab 1
  - B. Ratification of Operation and Maintenance Expenditures for Month of December 2025 ..... Tab 2
- 5. BUSINESS ITEMS**
  - A. Discussion of Investment Funds ..... Tab 3
  - B. Consideration of Aquatic Maintenance Amended Agreement (Under Separate Cover)
  - C. Consideration of Down-to-Earth Flush Cut and Dead Tree Removal – Sweet Acres & Gramercy Farms Blvd ..... Tab 4
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Reviews for Fieldwood Circle
    2. Updates on Annual Backflow Report
  - C. District Manager ..... Tab 5
    1. Q4 Website Audit Review
    2. Updates on Resident Notices
- 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.

With appreciation,

*Brian Mendes*

Brian Mendes

**TAB 1**

# GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

January 16, 2026, Minutes of Meeting

Page 1

# 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 meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on **January 16, 2026**, at **9:03 a.m.** at the Anthem Park Clubhouse located at **2090 Continental Street, St Cloud, Florida 34769**.

## Present and constituting a quorum:

Maria Borrero **Board Supervisor, Chairman**  
Amanda Aleman **Board Supervisor, Assistant Secretary**  
Rachelle Ragland **Board Supervisor, Assistant Secretary**  
Yomarie Medina **Board Supervisor, Assistant Secretary**

Also present were:

Brian Mendes	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Matt Mironchik	<b>Field Services, Rizzetta &amp; Co., Inc.</b>
Wes Haber	<b>District Counsel, Kutak Rock, LLP</b> <i>(Via Phone)</i>
Greg Woodcock	<b>District Engineer, Stantec</b> <i>(Via Phone)</i>
Justin Baker	<b>Down to Earth, Landscaping</b>

## **FIRST ORDER OF BUSINESS**

## Call to Order/Roll Call

Mr. Mendes called the meeting to order at 9:03 a.m. and confirmed quorum.

## **SECOND ORDER OF BUSINESS**

## Public Comment

No comments.

## THIRD ORDER OF BUSINESS

## Community Updates

## THIRD ORDER OF BUSINESS

## Community Updates

#### **A. Monthly Report from Aquatic Weed Management**

The Members of the Board directed the District Staff to remove aquatic monthly weed management reports from the agendas moving forward.

## **B. Field Inspection Updates**

# GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

January 16, 2026, Minutes of Meeting

Page 2

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49  
50       1. Code Enforcement City of St. Cloud Inquiry

51  
52       Mr. Mironchik reviewed the monthly inspection report with the Members of the Board.

53  
54       Mr. Mironchik reviewed the dead sable palm in need of removal.

55  
56       The Members of the Board reviewed debris needing to be removed in the community.

57  
58       Mr. Mendes started District Coordinator will send a 30 day to remove notice, to residents at  
59       3028 & 3048 Lake Crest Ave and to 4542 & 4532 Orchard Grove Rd.

60  
61       Mr. Mendes stated these residents have fences, vegetation and debris on CDD property and  
62       will have 30 days to remove from date of notice.

63  
64       The Members of the Board reviewed code compliance issues.

65  
66       Mr. Mendes stated he will respond to the Board's inquiry with a follow-up email and CC Ms.  
67       Borrero.

68  
69       C. Down to Earth Updates

70  
71       1. Revised Scope of Services for Landscape Amendment

72  
73       Mr. Baker reviewed the current landscape operations with the Board and stated the recent  
74       freeze has impacted vegetation in the community.

75  
76       The Board members discussed areas within the community that require inspection for  
77       potential freeze damage.

78  
79       Mr. Mendes stated the Lake Crest & Sweet Acres depression will be reviewed by the  
80       landscaping team.

81  
82       D. HP Home Solutions Updates

83  
84       Mr. Mendes informed the Board that the lighting on the monument remains nonfunctional.

85  
86       Mr. Mendes stated that a refund is required for the holiday bows that were purchased but not  
87       installed.

88  
89       **FOURTH ORDER OF BUSINESS**

90  
91       **Consideration of Minutes of the Board of  
92       Supervisors Meeting Held on November  
93       21<sup>st</sup>, 2025**

94  
95       Mr. Mendes presented the meeting minutes from November 21<sup>st</sup>, 2025's to the Members of  
96       the Board and asked if there were any questions or revisions. There were none.

97  
98       Mr. Mendes stated he will review the Onsight proposals with the Board in the February

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

January 16, 2026, Minutes of Meeting

Page 3

97 meeting.

98

On a motion by Ms. Borrero, seconded by Mrs. Aleman, with a 4-0 vote, the Board approved the Board approved the Minutes of the Board of Supervisors' Meeting held on November 21<sup>st</sup>, 2025, for the Gramercy Farms Community Development District.

99

100 **FIFTH ORDER OF BUSINESS**

101

102

103

104 **Ratification of Operations and**  
105 **Maintenance Expenditures for**  
106 **November 2025**

107 Mr. Mendes reviewed the operation and maintenance expenditures with the Board of  
108 Supervisors and asked if there were any questions. There were no questions at this time.

109

110 On a motion by Mr. Borrero, seconded by Ms. Aleman, with a 4-0 vote, the Board ratified  
111 the operations and maintenance expenditures for November 2025 (\$67,208.53), for the  
112 Gramercy Farms Community Development District.

113

114 **SIXTH ORDER OF BUSINESS**

115 **Ratification of District Items**

116 **1. Fiscal Year 24-25 Audit Engagement Letter**

117 Mr. Mendes reviewed the items for ratification with the Members of the Board and asked if  
118 there were any questions. There were none.

119

120 On a motion by Ms. Borrero, seconded by Ms. Medina, with a 4-0 vote, the Board ratified  
121 the Fiscal Year 24-25 Audit Engagement Letter, for the Gramercy Farms Community  
122 Development District.

123

124 **SEVENTH ORDER OF BUSINESS**

125 **Consideration of Aquatic Maintenance**  
126 **Amended Scope of Services**

127 Mr. Mendes informed the Board that there has been confusion with the vendor regarding the  
128 scope of services under the agreement, and that consideration will be tabled until the next  
129 meeting.

130 Consideration of the amended scope of services for aquatic maintenance was tabled until  
131 February 20, 2026, meeting.

132

133 **EIGHTH ORDER OF BUSINESS**

134 **Staff Reports**

135 **A. District Counsel**

136 No questions.

137 **B. District Engineer**

138 **1. Annual Backflow Testing Updates**

# GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

January 16, 2026, Minutes of Meeting

Page 4

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134  
135 Mr. Woodcock reviewed the annual backflow testing with the Members of the Board.  
136  
137 Mr. Woodcock Stated that he will have proposals for the meeting in February for the testing.  
138  
139 Mr. Mendes stated he will add the review for Fieldwood Circle to the February's meeting  
140 agenda.  
141

## **C. District Manager**

142  
143 No questions.  
144  
145

## **NINTH ORDER OF BUSINESS**

## **Supervisor & Audience Comments**

146  
147 Ms. Borrero commented on issues regarding standing vehicles on Gramercy Blvd.  
148  
149 Discussion ensued amongst the Board regarding the parking issues on Gramercy Blvd.  
150  
151 A member of the audience commented on vegetation encroaching onto homeowner  
152 property.  
153  
154 The Members of the Board and District Staff discussed and reviewed the encroachment  
155 inquiry.  
156

## **TENTH ORDER OF BUSINESS**

## **Adjournment**

157  
158  
159 On a motion by Ms. Borrero, seconded by Mr. Medina, with a 4-0 vote, the Board  
adjourned the Board of Supervisors' Meeting at 10:09 a.m. for Gramercy Farms  
Community Development District.

160  
161  
162  
163 [SIGNATURES ON FOLLOWING PAGE]  
164  
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**GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT**

**January 16, 2026, Minutes of Meeting**

**Page 5**

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188

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Assistant Secretary

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Chairperson/Vice Chairman

DRAFT

**TAB 2**

# GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ORLANDO, FL 32819

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.GRAMERCYFARMSCDD.ORG

## **Operation and Maintenance Expenditures December 2025 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2025 through December 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$134,066.64**

Approval of Expenditures:

---

Chairperson

Vice Chairperson

Assistant Secretary

## Gramercy Farms Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

Vendor Name	Check #	Invoice Number	Invoice Description	Invoice Amount
Amanda Aleman	300144	AA121225	Board of Supervisors Meeting 12/12/25	\$ 200.00
Aquatic Weed Management, Inc	300145	20563	Pond Maintenance 10/25	\$ 1,250.00
Aquatic Weed Management, Inc	300145	20736	Pond Maintenance 11/25	\$ 1,250.00
Aquatic Weed Management, Inc	300145	21057	Pond Maintenance 12/25	\$ 1,250.00
Gramercy Farms HOA	300143	121625 HOA	HOA Holiday Party Contribution	\$ 2,500.00
HP Home Maintenance Solutions, LLC	300137	504	Installation of Christmas Lights 10/25	\$ 1,600.00
HP Home Maintenance Solutions, LLC	300152	2666	Property Maintenance 12/25	\$ 2,350.00
HP Home Maintenance Solutions, LLC	300152	2844	Property Maintenance 11/25	\$ 2,350.00
HP Home Maintenance Solutions, LLC	300152	2855	Christmas Bow Purchase 12/25	\$ 1,300.00
HP Home Maintenance Solutions, LLC	300152	2955	Rent generator for community 12/25	\$ 150.00
Joel Sanchez	300146	JS12225	Board of Supervisors Meeting 12/12/25	\$ 200.00
Kutak Rock, LLP	300138	3657687	Legal Services 08/25-10/25	\$ 1,726.50
Lerner Reporting Services, Inc.	300139	376	Annual Disclosure Fee FY 25/26	\$ 2,500.00

## Gramercy Farms Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

Vendor Name	Check #	Invoice Number	Invoice Description	Invoice Amount
LLS Tax Solutions, Inc.	300140	003929	Special Assessment Bonds PE 10/25	\$ 500.00
Maria V. Borrero	300147	MB121225	Board of Supervisors Meeting 12/12/25	\$ 200.00
Orlando Sentinel Communications	300141	128486788000	Legal Advertising 11/25	\$ 435.10
Orlando Utilities Commission	20251231-1	933934710	Electric Services 11/25	\$ 18,386.54
Orlando Utilities Commission	20251231-2	9433056077	4500 Block Odd Baler Trails Dr 11/25	\$ 34.14
Orlando Utilities Commission	20251203-2	111225-0933934710	Electric Services 10/25	\$ 18,405.66
Orlando Utilities Commission	20251203-1	9433056077-111225	4500 Block Odd Baler Trails Dr 10/25	\$ 30.70
Rachelle Ragland	300148	ACH RR12225	Board of Supervisors Meeting 12/12/25	\$ 200.00
Rizzetta & Company, Inc.	300136	INV0000105280	Accounting Services 12/25	\$ 5,691.16
SSS Down To Earth Opco, LLC	300135	159357	Straighten and prune Treeâ€™s 11/25	\$ 2,319.99
SSS Down To Earth Opco, LLC	300135	159358	Dirt Fill in at a Dog Park 11/25	\$ 749.98
SSS Down To Earth Opco, LLC	300142	159511	Clean up of CDD Property Behind Shelburn 11/25	\$ 1,649.99
SSS Down To Earth Opco, LLC	300142	160664	Landscape Maintenance 12/25	\$ 20,627.57

## Gramercy Farms Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

Vendor Name	Check #	Invoice Number	Invoice Description	Invoice Amount
SSS Down To Earth Opco, LLC	300142	161003	Fall Annual Rotation 11/25	\$ 955.00
SSS Down To Earth Opco, LLC	300142	161611	Conservation Area Clean up so Regular Maintenance can be	\$ 6,329.99
SSS Down To Earth Opco, LLC	300142	161734	Mulch 12/25	\$ 22,549.95
SSS Down To Earth Opco, LLC	300142	162019	Sweet Acres & Plainview ADA Playground Mulching 12/25	\$ 2,159.24
SSS Down To Earth Opco, LLC	300142	162020	Bush Hogging & Clearing of Debris 12/25	\$ 7,142.50
Stantec Consulting Services, Inc.	300150	2498800	Engineering Services 09/24	\$ 5,574.00
Stantec Consulting Services, Inc.	300149	2498802	Engineering Services 11/25	\$ 617.56
Toho Water Authority	20251219-2	00039375-112525 ACH	3040 Old Hickory Tree Road # IRR 11/25	\$ 53.10
Toho Water Authority	20251212-3	00048909-111925 ACH	300 Block Even Old Hickory Tree Rd 11/25	\$ 34.46
Toho Water Authority	20251212-2	00050195-111925 ACH	0 Gramercy Farms BVD IRR 11/25	\$ 31.62
Toho Water Authority	20251212-4	00050564-111925 ACH	4500 Block Odd Baler Trails Dr 11/25	\$ 31.62
Toho Water Authority	20251212-7	00052699-111925 ACH	4500 Block Even Orchard Grove Rd 11/25	\$ 31.62
Toho Water Authority	20251212-5	00053301-111925 ACH	4500 Block Even Gramercy Farms Blvd 11/25	\$ 11.63

**Gramercy Farms Community Development District**

**Paid Operation & Maintenance Expenditures**

December 1, 2025 Through December 31, 2025

<b>Vendor Name</b>	<b>Check #</b>	<b>Invoice Number</b>	<b>Invoice Description</b>	<b>Invoice Amount</b>
Toho Water Authority	20251212-6	00056930-111925 ACH	2800 Block Even Mossshire Circle 11/2	\$ 239.71
Toho Water Authority	20251219-1	00057874-112525 ACH	3100 Block Odd Sweet Acres Place 11/25	\$ 235.68
Toho Water Authority	20251212-1	00058972-111925 ACH	3000 Block Odd Lakes Crest Avenue 2 11/25	\$ 11.63
Yomarie Medina	300151	YM121225	Board of Supervisors Meeting 12/12/25	\$ 200.00
<b>Report Total</b>				<b>\$ <u>134,066.64</u></b>

**TAB 3**

INVESTMENT RATES AS OF 11/17/2025 (PUBLIC FUNDS WITH

<b>Bank Name</b>	<b>Investment Type</b>	<b>Balance Requirement</b>
EverBank	Money Market	\$25,000
EverBank	Certificate of Deposit	\$1,500
EverBank	Certificate of Deposit	\$1,500
EverBank	Certificate of Deposit	\$1,500
EverBank	Certificate of Deposit	\$1,500
FLCLASS*	Intergovernmental Investment Pool	\$1
Regions	Money Market	\$10,000
Regions	Money Market	\$50,000
Regions	Money Market	\$100,000
Regions	Certificate of Deposit	\$5,000
Regions	Certificate of Deposit	\$5,000
Regions	Certificate of Deposit	\$5,000
Regions	Certificate of Deposit	\$5,000
TD Bank	Money Market	\$10,000
TD Bank	Money Market	\$50,000
TD Bank	Money Market	\$100,000
TD Bank	Money Market	\$250,000
TD Bank	Certificate of Deposit	\$10,000
TD Bank	Certificate of Deposit	\$10,000
TD Bank	Certificate of Deposit	\$10,000
TD Bank	Certificate of Deposit	\$10,000
TD Bank	Certificate of Deposit	\$10,000
Truist	Money Market	\$10,000
Truist	Money Market	\$50,000
Truist	Money Market	\$100,000
Truist	Certificate of Deposit	\$10,000
Truist	Certificate of Deposit	\$10,000
Truist	Certificate of Deposit	\$10,000
Truist	Certificate of Deposit	\$10,000
Valley	Money Market	\$1

\*FLCLASS is not a bank, but an authorized investment.

QPD BANKS)

<u>Term</u>	<u>Rates</u>
N/A	3.65%
3 months	3.80%
6 months	3.70%
9 months	3.60%
12 months	3.60%
N/A	4.04%
N/A	3.00%
N/A	3.20%
N/A	3.44%
5 months	3.80%
8 months	3.70%
13 months	3.20%
19 months	3.00%
N/A	1.00%
N/A	1.06%
N/A	1.30%
N/A	1.75%
6 months	3.04%
9 months	2.85%
12 months	2.70%
18 months	2.60%
24 months	2.60%
N/A	2.00%
N/A	2.00%
N/A	2.00%
6 months	2.45%
9 months	2.45%
12 months	2.05%
24 months	1.55%
N/A	3.55%

**TAB 4**



**Down to Earth Landscape & Irrigation**  
PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700

**Estimate: #139739**

<b>Customer Address</b>	<b>Billing Address</b>	<b>Physical Job Address</b>		
Rizzetta & Company Richard Hernandez 8529 Southpark Cir Ste 330 Orlando, Florida 32819 rhernandez@rizzetta.com 407-472-2471 EXT 0864	CDD Invoice Rizzetta & Company 3434 Colwell Avenue, Suite 200 Tampa, FL 33614	Gramercy Farms CDD 4599 Calumet Drive St. Cloud, FL 34772		
<b>Job</b>	<b>Estimated Job Start Date</b>	<b>Proposed By</b>		
Removal of Dead Trees	February 3, 2026	Justin Baker		
<b>Estimate Details</b>				
<b>Description of Services &amp; Materials</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>Arbor Work</b>				

Site Prep, Removal, & Disposal of 2 Trees	\$1,560.00
<b>Subtotal</b>	<b>\$1,560.00</b>
Estimated Tax	\$0.00
<b>Job Total</b>	<b>\$1,560.00</b>

Flush Cut and Removal of Dead Cypress Tree at the Sweet Acres Playground

Flush Cut and Removal of Dead Palm Tree along Gramercy Farms Blvd

All debris will be cut up, loaded into dump trailer, and disposed of

Proposed By:

Agreed & Accepted By:

Justin Baker  
Down to Earth

02/03/2026  
Date

Rizzetta & Company

Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our <sup>1 of 1</sup> Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

**TAB 5**



# Quarterly Compliance Audit Report

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## Gramercy Farms

**Date:** December 2025 - 4th Quarter

**Prepared for:** Matthew Huber

**Developer:** Rizzetta

**Insurance agency:**



### Preparer:

Susan Morgan - *SchoolStatus Compliance*

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

# Table of Contents

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## Compliance Audit

Overview	2
<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
Audit Process	3

## Audit results

ADA Website Accessibility Requirements	4
Florida F.S. 189.069 Requirements	5

## Helpful information:

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

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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

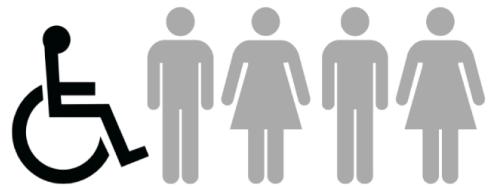
## Everyone deserves equal access.

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.

**19%**  
of population has a disability.



Sight, hearing, physical, cognitive.



# 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