



Rizzetta & Company

# Gramercy Farms Community Development District

---

**Board of Supervisors  
Meeting  
May 15, 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**

May 8<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 **May 15<sup>th</sup>, 2026, at 6:00 p.m.** at the **Kindred Clubhouse located at 1450 Diamond Loop Dr, Kissimmee, Florida, 34744.** 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. Community Assessment Report ..... Tab 1
  - B. Down to Earth Updates
  - C. HP Home Solutions Updates
    1. No Fishing Sign Install Updates
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Meeting Minutes of the Board of Supervisors Meeting Held on April 17<sup>th</sup>, 2026, ..... Tab 2
- 5. BUSINESS ITEMS**
  - A. Ratification of District Items ..... Tab 3
    1. Onsite Industries – No Fishing Sign
  - B. Discussion of Townhome Inquires
  - C. Consideration of Basketball Hoop Replacement ..... Tab 4
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Updates on Doe Enforcement & Fence Install
  - C. District Manager ..... Tab 5
    1. Updates on Field Service PIP (Under Separate Cover)
    2. Registered Voter Count
    3. Q1 Website Audit Review
- 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 Asset Management Report



April 24, 2026

Rizzetta & Company

Matthew Mironchik - Community Asset Manager



Rizzetta & Company  
Professionals in Community Management

# Summary/Gramercy Farms Blvd Entrance Beds/Pavilion Area

## General Updates, Recent & Upcoming Maintenance Events

- Cutbacks of damaged plant material has begun. Crews should be diligent in making sure all beds have been gone through and all dead plants have been removed.

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. Weeds around the pavilion area near the basketball courts need to be sprayed and line trimmed.(pic.1)



2. Main entrance monument sign beds have been planted and look very good.(pic.2a,2b>)



3. Fakahatchee grasses throughout property appear to have Spider Mite damage.(pic.3>)

4. Please instruct detail crew to continue removing brown branches and dead plant material from beds while they are working in them.(pic.4a>>-4d>>>)

5. Irrigation box lid still missing near the sidewalk at Ivey Stables park.(pic.5>>>)

# Gramercy Farms Blvd.



6. Dead Ixoras in the pocket park on Mosshire Cir. still have not been removed.(pic.6>>)

7. Roebelenii in the pocket park on Mosshire Cir. Still needs to have the base covered.(pic.7>>)

8. Bed weeds are prolific throughout property. These need to be sprayed and/or hand pulled. It is important to get ahead of the weeds before the rainy season. Also, mulch event cannot take place until weeds are eradicated.(pic.8a>>- 8h>>>>)



# Gramercy Farms Blvd./Mosshire Cir.



# Gramercy Farms Blvd.



9. Broken irrigation head along the sidewalk between Old Hickory Tree and Mosshire Cir.(pic.9)



10. Flax Lilies throughout property need to be detailed.(pic.10a>>,10b>>)



11. Oak along sidewalk just before roundabout, mentioned in previous report has been trimmed. Debris was left behind. Crew members should be reminded to double check area before leaving. (pic.11a>>,11b>>>)

12. Retaining wall along Packard Rd. needs to be sprayed for weeds.(pic.12>>>)



# Gramercy Farms Blvd./Packard Ave.



- 13. Please instruct crew members to continue cutting back sucker growth from Crape Myrtles, Oaks and Magnolias as they are in their areas.(pic.13a>>-13c>>)
- 14. Resident located at 3048 Lakes Crest Ave, now has a pool in the conservation area that had been cleared.(pic.14>>)
- 15. Irrigation box in the Baler Trails island is broken and need to be replaced.(pic.15>>>)

# GFB/Baler Trails/Perimeter Near Lakes Crest Ave.



16. Irrigation box lids on Gramercy Farms Blvd. East bound, just before the roundabout and near the playground have mower damage and need to be replaced.(pic. 16a>>, 16b>>>)

17. City meter at the South end of the field on Fieldwood Circle has been repaired.

18. Firebush hedges along the wall between Fieldwood Circle and the basketball court need to be trimmed back hard to promote new growth.(pic. 18a>>, 18b>>>)



# GFB/Fieldwood Cir./Sweet Acres Playground



19. Weeds in the playground mulch area at the Sweet Acres park need to be hand pulled. (pic.19a,19b)



# Sweet Acres Playground

20. Weeds in the beds around the Sweet Acres playground need to be sprayed. This is a high visibility area.(pic.20a,20b)



**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 meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on April 17<sup>th</sup>, 2026, at 9:01 a.m. at the Anthem Park Clubhouse located at 2090 Continental Street, St Cloud, Florida 34769.

Present and constituting a quorum:

Maria Borrero	<b>Board Supervisor, Chairman</b>
Amanda Aleman	<b>Board Supervisor, Assistant Secretary</b>
Rachelle Ragland	<b>Board Supervisor, Assistant Secretary</b>
Yomarie Medina	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

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

Audience Present

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

Mr. Mendes called the meeting to order at 9:01 a.m. and confirmed quorum.

**SECOND ORDER OF BUSINESS** Public Comment

Sarah inquired about Fieldwood Cir reclaimed box.

Mr. Mironchik stated he will send photos of the reclaimed box.

Mr. Mendes stated District Staff will reach out to the City regarding the inquiry.

**THIRD ORDER OF BUSINESS** Community Updates

**A. Field Inspection Updates**

49 1. Landscape inspecting report

50  
51 Mr. Mironchik reviewed the landscape inspection report with the Board Members.

52  
53 Down to Earth staff stated they will review the old hickory viburnums in need of trimming.

54  
55 The Members of the Board and District Staff continued to review the landscape inspection  
56 report.

57  
58 Mr. Mendes reviewed resident notices regarding issues found during the landscape  
59 inspection.

60  
61 Down to Earth staff stated they will gather a proposal for bush hogging in Orchard Grove.

- 62  
63  
64 1. Consideration of Top Choice Application at Parks  
65 2. Consideration of Entrance Monument Enhancement Option One

66  
67 Mr. Baker reviewed proposals and general landscape operations with the Members of the  
68 Board.

69  
70 Mr. Baker reported on Completion of the roundabout project.

71  
72 The Members of the Board and district staff reviewed the landscape proposals for  
73 consideration.

74  
75 Mr. Mendes stated he will send contact information to Mr. Haber, for code enforcement on  
76 Shelburne.

77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92

On a motion by Ms. Borrero, seconded by Ms. Medina, with a 4-0 vote, the Board approved Down to Earths proposals, #143633, #145203 and #145511, for the Gramercy Farms Community Development District.

78  
79 The Members of the Board and district staff discussed lawn mowing clean up in the  
80 community.

81  
82 The Members of the Board and district staff agree on the following schedule for field services:

- 83  
84  
85  
86  
87
- First week of each month: Onsite team walkthrough
  - Second week of each month: Landscape inspection report due
  - Last week of each month: Field inspection conducted

88 **B. HP Home Solutions Updates**

89  
90 Mr. Pastrana reviewed the water fountain proposals for may 2026.

91  
92 Mr. Mendes stated he will send notices to 3204 Sweet Acres, regarding landscape inspection

93 item 21 B.

94  
95 Mr. Mendes stated the notice was regarding a trampoline on CDD property needs to be  
96 backed off CDD property and will be given 30 days' notice, And we'll include code enforcement  
97 in the notice.

98  
99 Mr. Mendes stated district staff will contact on site for gramercy no fishing signs, stating no  
100 poles are needed just the signs themselves.

101  
102 Mr. Mendes stated district staff will send notice to the city of St. Cloud regarding the sidewalk  
103 lifted near the roundabout heading westbound.

104  
105 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of  
Supervisors Meeting Held on February  
20<sup>th</sup>, 2026**

106  
107  
108  
109 Mr. Mendes presented and reviewed the workshop meeting minutes from February 20<sup>th</sup>, 2026,  
110 with the Members of the Board and asked if there were any questions or revisions.

111  
112 There was a revision requested on line 151 to add pricing where "buy the nets" is currently.

113  

On a motion by Ms. Medina, seconded by Ms. Borrero, with a 4-0 vote, the Board approved the Board approved the Minutes of the Workshop held on February 20 <sup>th</sup> , 2026, in substantial form, for the Gramercy Farms Community Development District.
--

114  
115 **FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Workshop Held on February 20<sup>th</sup>, 2026**

116  
117  
118 Mr. Mendes presented and reviewed the meeting minutes from February 20<sup>th</sup>, 2026, with the  
119 Members of the Board and asked if there were any questions or revisions.

120  
121 There was a revision requested on line 151 to add pricing where "buy the nets" is currently.

122  

On a motion by Ms. Aleman, seconded by Ms. Borrero, with a 4-0 vote, the Board approved the Board approved the Minutes of the Board of Supervisors' Meeting held on February 20 <sup>th</sup> , 2026, in substantial form, for the Gramercy Farms Community Development District.
---

123  
124  
125  
126 **SIXTH ORDER OF BUSINESS**

**Ratification of Operations and  
Maintenance Expenditures for January –  
March 2026**

127  
128  
129  
130 The Members of the Board reviewed and approved the operations and maintenance  
131 expenditures for the months of January – March 2026.

132

On a motion by Mr. Borrero, seconded by Ms. Aleman, with a 4-0 vote, the Board ratified the operations and maintenance expenditures for January 2026 (\$28,744.51), February 2026 (\$49,113.61) and March 2026 (\$84,455.49), for the Gramercy Farms Community Development District.

133  
134 **SEVENTH ORDER OF BUSINESS**

**Ratification of District Items**

- 135  
136 1. Contract Extension Letter  
137 2. Playground Mulching Proposal #142316  
138 3. Shelburne Bush Hogging Proposal #142908  
139 4. Pruning, Debris Removal And Disposal Proposal #143642  
140 5. Roundabout Damage Option 1 #143639

141  
142 Mr. Mendes informed the Board the potential investment options and rates.

143  
144 The Members of the Board declined to discuss the investment options any further at this time.  
145

On a motion by Ms. Aleman, seconded by Ms. Borrero, with a 4-0 vote, the Board approved the Board approved the Minutes of the Board of Supervisors' Meeting held on February 20<sup>th</sup>, 2026, in substantial form, for the Gramercy Farms Community Development District.

146  
147 **EIGHTH ORDER OF BUSINESS**

**Consideration of CDD Credit Card**

148  
149 The Members of the Board and district staff reviewed options to open a credit card for the  
150 district.

151  
152 The Members of the Board instructed Mr. Mendes to begin the process of obtaining a credit  
153 card for the CDD  
154

On a motion by Ms. Medina, seconded by Ms. Ragland, with a 4-0 vote, the Board approved the Board approved not to exceed \$3,000 replenishment for a CDD credit card, for the Gramercy Farms Community Development District.

155  
On a motion by Ms. Aleman, seconded by Ms. Medina, with a 4-0 vote, the Board approved the Board approved to open a CDD credit card, for the Gramercy Farms Community Development District.

156  
157 **NINTH ORDER OF BUSINESS**

**Consideration of Fencing Proposals**

- 158  
159 1. Fence Outlet  
160 2. Fence Outlet Price Without Installation

161  
162 The Members of the Board discussed fence installation and maintenance requirements.  
163

164 The Members of the Board and district staff discussed placement of the fence.

165

166 Mr. Woodcock stated he will review the placement area.

167

168 The Board directed district staff to notify Fence Outlet of the approved scope and not to  
169 exceed \$21,922 and include Mr. Haber and Mr. Woodcock to verify measurements and  
170 placement of the fence.

171

172 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01,  
General Elections**

173

174

175 Mr. Haber reviewed Resolution 2026-01, General Elections with the Members of the Board  
176 and reviewed qualifying period and requirements.

177

On a motion by Ms. Borrero, seconded by Ms. Aleman, with a 4-0 vote, the Board adopted Resolution 2026-01, General Elections, for the Gramercy Farms Community Development District.

178

179 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02,  
Approving 26/27 Proposed Budget &  
Setting Public Hearing**

180

181

182

183 Mr. Mendes reviewed the proposed public hearing date of June 19<sup>th</sup>, 2026, at 9:00 a.m. with  
184 the Board.

185

186 Mr. Mendes reviewed the full proposed fiscal year 2026-2027 budget in detail with the  
187 Members of the Board.

188

189 Mr. Mendes stated he will revise the budget as discussed in the meeting.

190

On a motion by Ms. Borrero, seconded by Ms. Ragland, with a 4-0 vote, the Board adopted Resolution 2026-02, Approving 26/27 Proposed Budget & Setting Public Hearing for June 19<sup>th</sup> 2026, for the Gramercy Farms Community Development District.

191

192 **TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-03,  
Reappointing Assistant Treasurer**

193

194

195 Mr. Mendes reviewed Resolution 2026-03, Reappointing Assistant Treasurer with the  
196 Members of the Board.

197

On a motion by Ms. Medina, seconded by Ms. Aleman, with a 4-0 vote, the Board adopted Resolution 2026-03, Reappointing Assistant Treasurer, for the Gramercy Farms Community Development District.

198

199 **THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

200

201 **A. District Counsel**

202  
203 No questions.

204  
205 **B. District Engineer**

206  
207 Mr. Woodcock stated he will review the fencing requirements and inform Ms. Borrero of  
208 findings.

209  
210 Mr. Mendes stated he will send the Board an update on the fencing project.

211  
212 **C. District Manager**

213 1. Updates on Community Email Blast Notices

214 2. Discussion of Field Services

215  
216 Mr. Mendes reviewed the completion of the Eblast that was sent out to residents.

217  
218 Ms. Borrero reviewed the discussion of field services with the Members f the Board.

219  
220 Ms. Borrero discussed current issues with the current field inspection services.

221  
222 The Members of the board and district staff reviewed tangibles for accountability for field  
223 services.

224  
225 Mr. Mendes stated he will issue a formal PIP regarding field service inspections with  
226 tangible expectations.

227  
228 **FOURTEENTH ORDER OF BUSINESS**

**Supervisor & Audience Comments**

229  
230 Ms. Borrero commented on the upcoming HOA event and potentially allocating an amount of  
231 funds for the event.

232  
233 Mr. Mendes stated district staff will send Ms. Ragland the tax exemption certificate for the  
234 event scheduled to be held on August 2<sup>nd</sup>, 2026.

235  
236 Sarah commented on the town home HOA event.

237  
238 **FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

239  
240  
241  
242  
243  
244  
245

On a motion by Ms. Aleman, seconded by Ms. Medina, with a 4-0 vote, the Board adjourned the Board of Supervisors' Meeting at 12:22 p.m. for Gramercy Farms Community Development District.
--

246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293

*[SIGNATURES ON FOLLOWING PAGE]*

DRAFT

294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305

---

Assistant Secretary

---

Chairperson/Vice Chairman

DRAFT

**TAB 3**

OnSight Industries, LLC  
900 Central Park Dr  
Sanford FL 32771

**Written By:** KAT THOMAS

**Date:** 4/29/2026

**Proposal:** W001111268

**Bill To:**

GRAMERCY FARMS CDD  
3434 Colwell avenue  
Suite 200  
Tampa FL 33614  
USA

**Location:**

GRAMERCY FARMS CDD  
3434 Colwell avenue  
Suite 200  
Tampa FL 33614  
USA

**Project Name:** NO FISHING SIGN

Line	Item	U/M	Unit Price	Qty	Net Amount
1	ITEM-SIGNAGE / DISPLAY-M000989 SIGNAGE / DISPLAY IJ180 VINYL SIGN FACE ONLY TO 3MM DIBOND CUSTOM 24"X43" S/S NO TRESPASSING SIGN	EA	180.55	1.000	180.55
2	LABOR/CUSTOMER PICK-UP LABOR / INSTALLATION CUSTOMER PICK-UP ESTIMATED FINAL TBD	EA	0.00	1.000	0.00

Line	Item	U/M	Unit Price	Qty	Net Amount
				<b>Pre-Tax Total:</b>	180.55
				<b>Sales Tax:</b>	0.00
				<b>Total:</b>	180.55

### Terms and Conditions:

- All agreements are contingent upon delays and material cost increases beyond our control. Manufacturing cost increases incurred after quotation and prior to a work order being submitted to production will be passed through to the customer. In this scenario, the project will be requested for customer approval. - Pricing in this proposal is subject to acceptance within 14 days and is void thereafter. - Depending upon the agreed credit terms, a deposit may be required before work is to commence. - If a deposit is to be paid by credit card, you authorize OnSight Industries, LLC to charge 50% of the total project cost upfront and the balance of the project upon completion. - Any labor and installation pricing is approximate and subject to change based upon actual time incurred. - Delivery/installation postponement will result in the client being progress billed for completed product. At this time, title for the product will transfer to the client. Client agrees to pay progress bill invoice upon receipt. Product will be warehoused until the client is ready for installation, at which time installation labor will be invoiced upon completion. Product that is warehoused for over 6 months will be assessed a \$100/month/pallet storage fee beginning on the 7th month. - Sales tax is estimated and subject to change based upon the actual rate at time of invoicing. - Unless otherwise noted, client assumes all responsibility for permitting and utility locator services as necessary. - Customer is responsible for variations from customer supplied architectural drawings & hardscapes. - Signature on this proposal constitutes approval from the client on supplied artwork/graphics. - Any credit balance(s) resulting from overpayment that remains on a credit account over 30 days will be applied to the oldest invoice(s) or to upcoming active order(s) and reflected on the following month's statement. - Invoices are due upon receipt. Any unpaid invoices are subject to late fees equal to 1.5% of the balance due per month (18% per year), collection fees and/or court costs.

### Proposal Acceptance:

The above prices, specifications and conditions are hereby accepted. OnSight Industries, LLC is authorized to proceed with the project as stated. Payment will be made as outlined above.

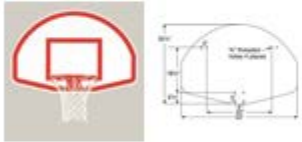
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**TAB 4**

# Bison 35.5" x 54" Lifeguard White Aluminum Playground Backboard w/ Border & Shooters Square



BA475SS - Bison 35.5" x 54" Lifeguard™ White Aluminum Basketball Backboard With Shooter's Square

SKU: BA475SS



**\$604.29**

Quantity:

[Add to cart](#)

[Add to wishlist](#)

[Email a friend](#)

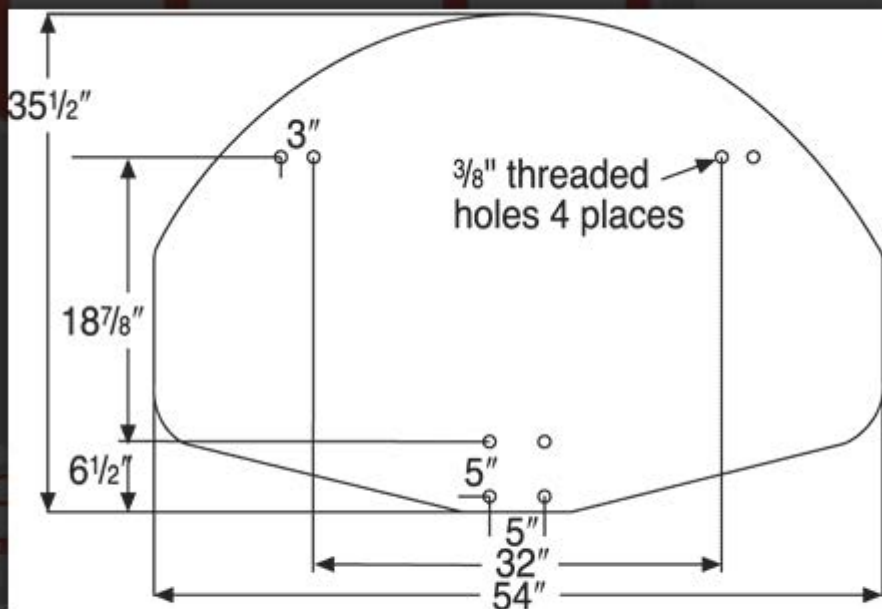
Description

Products Tags

## Bison 35.5" x 54" Lifeguard™ White Aluminum Backboard With Shooter's Square

Official shooter's square and orange border on cast aluminum...Same durable, rust-free backboard as BA475.

- White powder coated finish
- 5" x 5" goal mounting hole pattern
- 35½" x 54"
- Heavy support ribs
- Requires direct mount pole system
- **Lifetime limited warranty**
- Goal rim not included.



Bison 35.5" x 54" Lifeguard White Aluminum Playground Backboard w/ Border & Shooters Square

2 of 2

Bison 35.5" x 54" Lifeguard™ White Aluminum Backboard With Shooter's Squar



## **Bison Ultimate Front Mount Playground Goal**

BA39U - Bison Ultimate Front Mount  
Playground Goal

**\$191.82**

[Details](#)



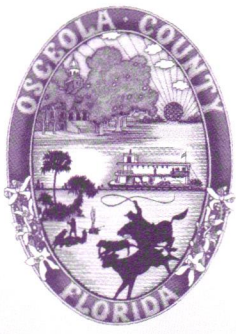
## **Bison Standard Front Mount Competition Basketball Goal**

BA27 - Bison Standard Front Mount  
Competition Basketball Goal

**\$117.54**

[Details](#)

**TAB 5**



MARY JANE ARRINGTON  
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

---

April 24, 2026

Mr. Brian Mendes  
District Manager  
Gramercy Farms Community Development District  
3434 Colwell Ave  
Suite 200  
Tampa, FL 33614

RE: Gramercy Farms Community Development District – Registered Voters

Dear Mr. Mendes:

Thank you for your letter requesting confirmation of the number of registered voters within the Gramercy Farms Community Development District as of April 15, 2026.

The number of registered voters within the Gramercy Farms CDD is 1,279 as of April 15, 2026.

If I can be of further assistance, please contact me at 407.742.6000.

Respectfully yours,

Mary Jane Arrington  
Supervisor of Elections

Vote  
Osceola



# Quarterly Compliance Audit Report

---

## Gramercy Farms

**Date:** March 2026 - 1st Quarter

**Prepared for:** Matthew Huber

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Jason Morgan - *Campus Suite Compliance*

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

# Table of Contents

---

## **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

---

# 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**

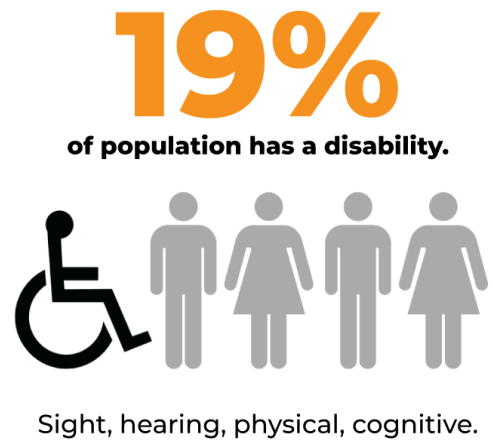
## Compliance Criteria

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