



Rizzetta & Company

Gramercy Farms Community Development District

**Board of Supervisors
Meeting
September 25, 2026**

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

www.gramercyfarmscdd.org

GRAMERCY FARMS
COMMUNITY DEVELOPMENT DISTRICT

www.gramercyfarmscdd.org

Board of Supervisors	Maria Borrero Joel Sanchez Rachelle Ragland Yomarie Medina Amanda Aleman	Chairperson Vice Chairperson Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Kutak Rock
District Engineer	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

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

September 16, 2026

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Gramercy Farms Community Development District will be held on **September 25, 2026, at 9:00 a.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. Down to Earth Updates
 1. Discussion of Townhome Tree Maintenance
 2. Consideration of Main Line Break Repair on Greenhouse Lane..... Tab 1
 - B. HP Home Solutions Updates
 1. Updates on Aquatic Pond Maintenance
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Meeting Minutes of the Board of Supervisors Meeting Held on June 19, 2026,..... Tab 2
 - B. Consideration of the Meeting Minutes of the Board of Supervisors Meeting Held on August 21, 2026, ... Tab 3
 - C. Ratification of Operation and Maintenance Expenditures for Month of July 2026 Tab 4
- 5. BUSINESS ITEMS**
 - A. Ratification of District Items Tab 5
 1. HP Home Maintenance Solutions – Playground Repairs
 2. Down to Earth
 1. Sweet Acres Enhancement
 2. Mosshire Enhancement
 3. Gramercy Farms Blvd Enhancement
 - B. Discussion of Playground Enhancements
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Updates on Bike Lane Review Tab 6
 - C. District Manager
 1. Updates on Landscape Amendment
 2. Updates on Cost Share Agreement with the City
 3. Q3 Website Audit Review..... Tab 7
- 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

**Down to Earth**

PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #157446**Customer Address**

Rizzetta & Company
Brian Mendes
3434 Colwell Ave Suite 200
Tampa, Florida 33614
BMendes@rizzetta.com
407-472.2471

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

Main line Break Greenhouse
lane

Estimated Job Start Date

September 17, 2026

Proposed By

Nicholas Calderon

Due Date

<u>Estimate Details</u>				
Description of Services & Materials	Unit	Quantity	Rate	Amount
Irrigation Repairs				
WM 3 in. - 4 in. Main Line Repair - Standard	Each	1	\$465.00	\$465.00
Regular Service Call Per Hour	Hours	7	\$85.00	\$595.00
Subtotal				\$1,060.00
Estimated Tax				\$0.00
Job Total				\$1,060.00

A main line break has occurred on Greenhouse Lane, where a 2.5-inch pipe has separated from the 4-inch tee. We will need to excavate the area to determine the cause of this issue. Then we will be able to make necessary repair to bring the system back up and running.

Estimates require a 50% deposit to order and schedule any approved work.

Proposed By:

Nicholas Calderon

Down to Earth

Date

Agreed & Accepted By:

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 Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

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 **June 19, 2026**, at **9:00 a.m.** at the **Town of Kindred Clubhouse** located at **1450 Diamond Loop Dr, Kissimmee, Florida, 34744**.

Present and constituting a quorum:

Maria Borrero	Board Supervisor, Chairperson
Joel Sanchez	Board Supervisor, Vice Chairperson
Rachelle Ragland	Board Supervisor, Assistant Secretary
Yomarie Medina	Board Supervisor, Assistant Secretary
Amanda Aleman	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Co., Inc.
Matt Mironchik	Field Services, Rizzetta & Co., Inc. (Via Phone)
Greg Woodcock	District Engineer, Stantec
Wes Haber	District Counsel, Kutak Rock, LLP (Via Phone)
Justin Baker	Enhancement Manager, Down to Earth
Audience	Not Present

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Mendes called the meeting to order at 9:00 a.m. and confirmed quorum.

SECOND ORDER OF BUSINESS

Public Comment

No comments.

THIRD ORDER OF BUSINESS

Community Updates

A. Field Inspection Updates

1. May 2026 Community Asset Management Report

Mr. Mironchik reviewed the April 2026 Field Services inspection report with the Board and

district staff.

Mr. Mironchik discussed the progression of weed treatment with the members of the Board.

Mr. Mironchik reviewed detail work needing attention in the community with the Board and district staff.

B. Down to Earth Updates

Mr. Baker reviewed updates on landscape services with the members of the Board.

Mr. Baker updated the Board on the viburnum removals.

Mr. Baker reviewed the success of the weed treatment with the Board and district staff.

The members of the Board and district staff reviewed detail work needed on grasses throughout the property.

C. HP Home Solutions Updates

1. Updates on “No Fishing” Signs
2. Updates on Basketball Hoop Installation

Mr. Pastrana updated the Board on the recent installation of the “No Fishing” signs and stated the basketball hoops are pending completion.

Mr. Mendes stated he will have notices sent to 2801 Shelburne regarding illegal dumping.

On a motion by Mr. Sanchez, seconded by Ms. Ragland, with all in favor, the Board approved not to exceed \$2,500 for Down to Earth Packard weed removal project, for the Gramercy Farms Community Development District.

Mr. Pastrana stated he and his team are currently working on the trash removal.

Mr. Mendes noted that a reflector along Gramercy Blvd has been removed and will notify the city.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors’ Meeting Held on May 15,
2026**

Mr. Mendes presented and reviewed the meeting minutes from May 15, 2026, with the members of the Board and asked if there were any questions or revisions.

On a motion by Mr. Sanchez, seconded by Ms. Ragland, with all in favor, the Board approved the Minutes of the Board of Supervisors’ Meeting held on May 15, 2026, for the Gramercy Farms Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Operations and
Maintenance Expenditures for April 2026**

The members of the Board reviewed and approved the operations and maintenance expenditures for the month of April 2026.

On a motion by Mr. Sanchez, seconded by Ms. Medina, with all in favor, the Board ratified the operations and maintenance expenditures for April 2026 (\$79,732.34) for the Gramercy Farms Community Development District.

SIXTH ORDER OF BUSINESS

Discussion of Field Services

Mr. Mendes opened the discussion of field services with the Board and district staff.

The members of the Board reviewed and discussed recent performance improvement plan for field services.

Ms. Ragland proposed terminating the current field services.

The members of the Board and district staff continued to discuss field services and options to bid out landscape inspection services.

On a motion by Ms. Ragland which received no second, with a 1-0 vote, the motion to terminate Rizzetta & Company's field services and solicit bids for field inspection services failed, for the Gramercy Farms Community Development District.

The members of the Board continued to discuss the field services and options for future field inspection services.

The members of the Board continued to discuss the field service PIP and the enforcement of the plan for the foreseeable future, Ms. Ragland opposed.

SEVENTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2026/2027
Final Budget**

1. Consideration of Resolution 2026-04, Adopting FY 26-27 Final Budget

Mr. Mendes opened the discussion with the Board and district staff.

On a motion by Ms. Borrero, seconded by Mr. Sanchez, with all in favor, the Board opened the public hearing for the Gramercy Farms Community Development District.

On a motion by Ms. Borrero, seconded by Mr. Sanchez, with all in favor, the Board closed the public hearing for the Gramercy Farms Community Development District.

Mr. Haber reviewed FY 26-27 Final Budget with the members of the Board and district staff.

Ms. Medina inquired about the debt services.

The members of the Board and district staff continued to discuss bonds and assessments.

Mr. Haber reviewed Resolution 2026-04, Adopting FY 26-27 Final Budget with the members of the Board.

On a motion by Mr. Sanchez, seconded by Ms. Medina, with all in favor, the Board adopted Resolution 2026-04, Adopting FY 26-27 Final Budget, for the Gramercy Farms Community Development District.

EIGHTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2026/2027 Special Assessments

1. Consideration of Resolution 2026-05, Imposing Special Assessments

Mr. Mendes opened the discussion with the Board and district staff.

On a motion by Ms. Medina, seconded by Mr. Sanchez, with all in favor, the Board opened the public hearing for the Gramercy Farms Community Development District.

On a motion by Ms. Medina, seconded by Mr. Sanchez, with all in favor, the Board closed the public hearing for the Gramercy Farms Community Development District.

Mr. Haber reviewed Resolution 2026-05, Imposing Special Assessments with the members of the Board and district staff.

On a motion by Mr. Sanchez, seconded by Ms. Medina, with all in favor, the Board adopted Resolution 2026-05, Imposing Special Assessments, for the Gramercy Farms Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Borrero commented on trampoline incident to the Board and district staff.

The Board and district staff reviewed the notice letter that was recently sent.

The members of the Board and district staff discussed Code Enforcement process.

B. District Engineer

1. Updates on Code Enforcement Violations

Mr. Woodcock reviewed the recent reinspection with Code Enforcement with the members of the Board.

District staff reported that they are awaiting confirmation from Code Enforcement that the CDD's violations have been cured.

The members of the Board and district staff discussed recent Code Enforcement coordination and the staff stated they will continue to seek confirmation of the cleared violations.

C. District Manager

1. Updates on ACH Processing

2. Updates on March 2026 Insurance Claim

Mr. Mendes updated the members of the Board regarding ACH processing and the insurance claim from March 2026.

TENTH ORDER OF BUSINESS

Supervisor & Audience Comments

Ms. Borrero proposed to hold a back-to-school event for the community and proposed that the CDD purchase backpacks to hand out at the event.

On a motion by Ms. Medina, seconded by Mr. Sanchez, with all in favor, the Board approved not to exceed \$2,500 for the back-to-school community event, for the Gramercy Farms Community Development District.

The members of the Board and district staff continued to discuss the back-to-school event.

Mr. Mendes stated that district staff will send notices of the workshop and run advertisements.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Borrero, seconded by Ms. Medina, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:58 a.m. for Gramercy Farms Community Development District.

[SIGNATURES ON FOLLOWING PAGE]

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Assistant Secretary

Chairperson/Vice Chairman

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 meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on **August 21, 2026**, at **9:12 a.m.** at the **Town of Kindred Clubhouse** located at **1450 Diamond Loop Dr, Kissimmee, Florida, 34744**.

Present and constituting a quorum:

Maria Borrero	Board Supervisor, Chairperson
Rachelle Ragland	Board Supervisor, Assistant Secretary
Yomarie Medina	Board Supervisor, Assistant Secretary

Also present were:

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

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Mendes called the meeting to order at 9:12 a.m. and confirmed quorum.

SECOND ORDER OF BUSINESS

Public Comment

No comments.

THIRD ORDER OF BUSINESS

Community Updates

A. Field Inspection Updates

Mr. Mironchik reviewed the July 2026 Field Services inspection report with the Board and district staff.

Mr. Baker stated Down to Earth will work on the corrections noted in the report.

The members of the Board and district staff discussed the community magnolia pruning.

The members of the Board and district staff discussed pond maintenance, and discussed the report of an excessive amount of algae on Gramercy/Shelburne and Gramercy/Harlow Ave.

B. Down to Earth Updates

Mr. Baker reviewed updates on landscape services with the members of the Board.

The members of the Board and district staff discussed the Packard issues.

The members of the Board and district staff discussed Shelbourne maintenance requirements.

Mr. Mendes, Mr. Haber and Mr. Woodcock stated they would work together on the landscape amendment at the Board's direction.

Mr. Mendes stated he would schedule an in-person meeting with the City of Saint Cloud Code Enforcement.

The members of the Board and district staff reviewed the enhancement proposals for Sweet Acres, Mosshire and Gramercy Farms Blvd.

On a motion by Ms. Medina, seconded by Ms. Borrero, with a 3-0 vote, the Board approved not to exceed \$11,210.00 for the Sweet Acres, Mosshire and Gramercy Farms Blvd Enhancements, for the Gramercy Farms Community Development District.

The members of the Board directed district staff to reschedule the next board meeting before September 25th, 2026, at 9:00 a.m.

C. HP Home Solutions Updates

The members of the Board and district staff discussed the county's progression on reflectors.

Mr. Woodcock stated he would confirm the bike lanes along Gramercy Farms Blvd.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting Held on June 19, 2026

The members of the Board tabled the consideration of the meeting minutes from the meeting held on June 19, 2026 until the next scheduled Board meeting.

FIFTH ORDER OF BUSINESS

Ratification of Operations and Maintenance Expenditures the Months of May – June 2026

The Members of the Board reviewed and approved the operations and maintenance

expenditures for the months of May and June 2026.

On a motion by Ms. Borrero, seconded by Ms. Medina, with all in favor, the Board ratified the operations and maintenance expenditures for May 2026 (\$53,009.48) and June 2026 (\$68,423.00) for the Gramercy Farms Community Development District.

SIXTH ORDER OF BUSINESS

Discussion of Field Services

The members of the Board discussed the current field inspection services.

The members of the Board reviewed and discussed the missed field service inspection on site meeting in July 2026.

The members of the Board and district staff reviewed the proposal from Schwab Services regarding field inspection services for consideration.

On a motion by Ms. Medina, seconded by Ms. Ragland, with a 3-0 vote, the Board terminated field services with Rizzetta & Company, effective immediately for failure to fulfill PIP requirements, for the Gramercy Farms Community Development District.

On a motion by Ms. Medina, seconded by Ms. Ragland, with a 3-0 vote, the Board awarded Schaub Services field inspection contract, with the start date of September 18, 2026, for the Gramercy Farms Community Development District.

SEVENTH ORDER OF BUSINESS

Acceptance of Rizzetta & Company's Second Addendum for Professional District Services

the members of the Board and district staff reviewed and approved Rizzetta & Company's Second Addendum for Professional District Services.

On a motion by Ms. Borrero, seconded by Ms. Medina, with a 3-0 vote, the Board accepted Rizzetta & Company's Second Addendum for Professional District Services, for the Gramercy Farms Community Development District.

EIGHTH ORDER OF BUSINESS

Acceptance of Rizzetta & Company's Second Addendum for Professional Technology Services

The members of the Board and district staff reviewed and approved Rizzetta & Company's Second Addendum for Professional Technology Services.

On a motion by Ms. Borrero, seconded by Ms. Medina, with a 3-0 vote, the Board accepted Rizzetta & Company's Second Addendum for Professional Technology Services, for the Gramercy Farms Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2026-06,
Adopting Fiscal Year 2026-2027 Annual
Meeting Schedule**

The members of the Board reviewed and discussed Resolution 2026-06, Adopting Fiscal Year 2026-2027 Annual Meeting Schedule, approving meeting dates as proposed apart from the budget meeting to be scheduled for 6:00 p.m.

On a motion by Ms. Borrero, seconded by Ms. Ragland, with a 3-0 vote, the Board adopted Resolution 2026-06, Adopting Fiscal Year 2026-2027 Annual Meeting Schedule, as proposed with the budget meeting scheduled for 6:00 p.m., for the Gramercy Farms Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2026-07,
Adopting Fiscal Year 2026-2027 Annual
Goals and Objectives**

The members of the Board and district staff discussed Resolution 2026-07, Adopting Fiscal Year 2026-2027 Annual Goals and Objectives, electing to roll over financial and Board meeting goals from the previous fiscal year.

On a motion by Ms. Ragland, seconded by Ms. Medina, with a 3-0 vote, the Board adopted Resolution 2026-07, Adopting Fiscal Year 2026-2027 Annual Goals and Objectives, for the Gramercy Farms Community Development District.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

The members of the Board and district staff discussed the recall of elected Board members.

B. District Engineer

Mr. Woodcock reviewed the annual District Engineer report submitted for compliance with the members of the Board.

The members of the Board and district staff reviewed and discussed recent fence encroachment that is being reviewed by Mr. Woodcock.

Mr. Woodcock stated that he will survey all areas discussed with the Board.

On a motion by Ms. Borrero, seconded by Ms. Ragland, with a 3-0 vote, the Board approved not to exceed \$3,000.00 for District Engineer surveys, for the Gramercy Farms Community Development District.

C. District Manager

No reports.

TWELFTH ORDER OF BUSINESS

Supervisor & Audience Comments

Ms. Borrero reviewed updates on the Board of Supervisors' backpack event with the Board and district staff.

On a motion by Ms. Borrero, seconded by Ms. Ragland, with a 3-0 vote, the Board ratified the donation of backpacks as surplus property, for the Gramercy Farms Community Development District.

The members of the Board directed district staff to run advertisements for a landscape workshop on September 18, 2026, and at 8:00 a.m. at the Fieldwood Circle Playground.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Borrero, seconded by Ms. Medina, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:45 a.m. for Gramercy Farms Community Development District.

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Assistant Secretary

Chairperson/Vice Chairman

DRAFT

TAB 4

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.GRAMERCYFARMSCDD.ORG

Operation and Maintenance Expenditures July 2026 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2026 through July 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$32,434.40**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2026 Through July 31, 2026

Vendor Name	Check #	Invoice Number	Invoice Description	Invoice Amount
Aquatic Weed Management, Inc	300229	22010	Pond Maintenance 06/26	\$ 1,250.00
HP Home Maintenance Solutions, LLC	300232	3200	Basketball Hoop Installation 07/26	\$ 700.00
Orlando Sentinel Communications	300234	OSA95775	Legal Adverting 07/26	\$ 270.54
Orlando Utilities Commission	20260702-2	0933934710-061126	Electric Services 05/26	\$ 18,485.95
Orlando Utilities Commission	20260702-1	9433056077-061126	Electric Services 05/26	\$ 27.24
Rizzetta & Company, Inc.	300228	INV0000110587	Administrative Services 07/26	\$ 5,091.16
SSS Down To Earth Opco, LLC	300230	179999	Site Prep,& Herbicide Spraying 06/26	\$ 2,470.00
Stantec Consulting Services, Inc.	300231	2570204	Engineering Services 03/26 & 04/26	\$ 2,214.38
Stantec Consulting Services, Inc.	300231	2583480	Engineering Services 05/26	\$ 1,086.75
Stantec Consulting Services, Inc.	300233	2589267	Engineering Services 06/26	\$ 592.50
Toho Water Authority	20260710-2	00048909-061726	300 Block Even Old Hickory Tree Road 06/26	\$ 14.54
Toho Water Authority	20260710-7	00050195-061726	0 Gramercy Farms Boulevard Irr 06/26	\$ 31.62
Toho Water Authority	20260710-6	00050564-061726	4500 Block Odd Baler Trails Drive 06/26	\$ 31.62

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2026 Through July 31, 2026

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Toho Water Authority	20260710-4	00052699-061726	4500 Block Even Orchard Grove Rd 06/26	\$ 31.62
Toho Water Authority	20260710-1	00053301-061726	4500 Block Even Gramercy Farms Blvd 06/26	\$ 11.63
Toho Water Authority	20260710-5	00056930-061726	2800 Block Even Mosshire Circle 06/26	\$ 81.60
Toho Water Authority	20260717	00057874-062426	3100 Block Odd Sweet Acres Place 06/26	\$ 31.62
Toho Water Authority	20260710-3	00058972-061726	3000 Block Odd Lakes Crest Avenue 2 06/26	\$ 11.63
Report Total				<u>\$ 32,434.40</u>

TAB 5

Good morning Brian,

I hope you had a great weekend.

Please find attached the photos documenting the damage found at the main playground. To ensure the area remains functional and safe, we need to install a new chain and a metal base for the step. In the meantime, we have temporarily secured the area with a cone and caution tape to prevent any potential accidents.

The total cost to complete these repairs will be \$250.00. We plan to utilize galvanized materials for this fix to ensure greater durability and longevity.

Please let us know if we have your approval to proceed with these repairs.

Best regards,

Hector Pastrana

hphomemaintenancesolutions@gmail.com

(407)412-3731

**Down to Earth**

PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #155055**Customer Address**

Rizzetta & Company
Brian Mendes
3434 Colwell Ave Suite 200
Tampa, Florida 33614
BMendes@rizzetta.com
407-472.2471

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

Sweet Acres Enhancement

Estimated Job Start Date

August 31, 2026

Proposed By

Justin Baker

Due Date**Estimate Details**

Description of Services & Materials	Unit	Quantity	Rate	Amount
Tree/Plant Installation				
Site Prep				\$520.00
Debris Removal and Disposal Fee	Each	1	\$89.99	\$89.99
Pickup and Delivery Fee	Dollar	1	\$64.99	\$64.99
Cocoa Mulch Installed	Cubic Yard	3	\$64.00	\$192.00
Muhly Grass "Pink" Installed	3 Gallon Plant	60	\$22.06	\$1,323.60
Irrigation Installation				
Irrigation Labor				\$170.00
Subtotal				\$2,360.58
Estimated Tax				\$0.00
Job Total				\$2,360.58

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 Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

Removal of plant material in 4 beds, and install 15 new Pink Muhly Grass in each bed, and refresh mulch after completion in the beds.



Proposed By:

Justin Baker
Down to Earth

08/12/2026
Date

Agreed & Accepted By:

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 Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

**Down to Earth**

PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #155051**Customer Address**

Rizzetta & Company
Brian Mendes
3434 Colwell Ave Suite 200
Tampa, Florida 33614
BMendes@rizzetta.com
407-472.2471

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

Mosshire Enhancements

Estimated Job Start Date

August 31, 2026

Proposed By

Justin Baker

Due Date**Estimate Details**

Description of Services & Materials	Unit	Quantity	Rate	Amount
Tree/Plant Installation				
Site Prep, Tear Out, Grading of Soil				\$1,040.00
Cocoa Mulch Installed	Cubic Yard	3	\$64.00	\$192.00
Fill Dirt	Cubic Yard	5	\$51.25	\$256.25
Bahia Sod installed	Pallet	2	\$381.71	\$763.42
Oyster Plant Installed	1 Gallon Plant	40	\$10.49	\$419.60
Japanese Privet Ligustrum "Jack Frost" Installed	3 Gallon Plant	25	\$25.13	\$628.25
Fountain Grass "Red" Installed (E)	3 Gallon Plant	10	\$22.06	\$220.60
Debris Removal and Disposal Fee	Each	1	\$89.99	\$89.99
Pickup and Delivery Fee	Dollar	1	\$64.99	\$64.99
Irrigation Installation				
Irrigation Adjustments				\$170.00
Subtotal				\$3,845.10
Estimated Tax				\$0.00
Job Total				\$3,845.10

Refresh the Sitting area to match the landscaping installed at the Entrance & connect the beds to make one large bed.

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 Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.



On the Triangle area where the 2 large depressions are, we will bring in soil to level the area and install 2 pallets of sod.



Proposed By:

Justin Baker
Down to Earth

08/12/2026

Date

Agreed & Accepted By:

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 Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

**Down to Earth**

PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #155044**Customer Address**

Rizzetta & Company
Brian Mendes
3434 Colwell Ave Suite 200
Tampa, Florida 33614
BMendes@rizzetta.com
407-472.2471

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

Gramercy Farms Blvd
Enhancement

Estimated Job Start Date

August 31, 2026

Proposed By

Justin Baker

Due Date

<u>Estimate Details</u>				
Description of Services & Materials	Unit	Quantity	Rate	Amount
Tree/Plant Installation				
Site Prep				\$1,170.00
Debris Removal and Disposal Fee	Each	1	\$89.99	\$89.99
Pickup and Delivery Fee	Dollar	1	\$64.99	\$64.99
Cocoa Mulch Installed	Cubic Yard	5	\$64.00	\$320.00
Fountain Grass "Red" Installed	3 Gallon Plant	50	\$22.06	\$1,103.00
Bahia Sod installed	Pallet	2	\$381.71	\$763.42
Irrigation Installation				
Irrigation Adjustments				\$255.00
Miscellaneous Irrigation Parts	Each	50	\$2.55	\$127.50
Subtotal				\$3,893.90
Estimated Tax				\$0.00
Job Total				\$3,893.90

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 Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

Front Entrance:

We will remove the over grown and unsightly grasses near the monuments and replace with new Red Fountain grass to match the plant material installed on the monuments.

Freeze Damage:

We will remove old Arboricola that did not bounce back after the freeze. We will install 2 pallets of bahia in some areas that we can shrink the size of the beds rather than installing new plant material.

Small Juniper Island Near Round About:

Half of the Juniper has browned out and died. We will just remove all the Juniper in this island and install Mulch

Proposed By:

Agreed & Accepted By:

Justin Baker
Down to Earth

08/12/2026
Date

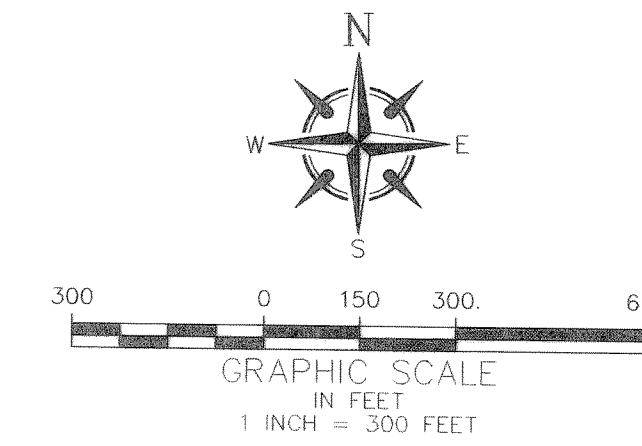
Rizzetta & Company Date

TAB 6

Section 19, Township 26 South, Range 31 East
City of St. Cloud
Osceola County, Florida

KEY MAP

NOT TO SCALE

[illegible]

Bearings are based on an assumed bearing reference of S 89°40'02" E along the North line of Section 19, Township 26 South, Range 31 East, Osceola County, Florida.

Lot lines intersecting curved Right of Way lines are Radial unless otherwise noted as NR (non-radial).

All lots and tracts shall have a 10 foot wide Utility Easement along all front lot lines and along street Right of Way lines.

Right of Way for Gramercy Farms Boulevard, Shelburne Way, Valley Creek Drive and Harvest Row Lane are dedicated to the perpetual use of the public and will be maintained by the City of St. Cloud.

Tract RW-1 is for Additional Right of Way for Old Hickory Tree Road and is to be transferred to and maintained by Osceola County.

Tract R-1 Recreation Tract is dedicated to and maintained by the City of St. Cloud, Florida. Except the Drainage Easements therein, will be maintained by the Gramercy Farms Community Development District.

Tract LS-1 is a Lift Station Tract and is dedicated to and maintained by the City of St. Cloud, Florida.

Drainage Retention Tracts P-1, P-2, P-3, P-3A, P-4, P-5, P-6 and P-7 are to be owned and maintained by the Gramercy Farms Community Development District.

Conservation Tracts A, B, C, D, and E are to be owned and maintained by the Gramercy Farms Community Development District.

Conservation Tracts A, B, C, D, and E, and the Conservation Easement with Tract R-1 are subject to Conservation Easement rights as deeded to South Florida Water Management District and recorded in Official Record Book 3419, Pages 2100-2165 of the Public Records of Osceola County, Florida.

Tracts CDD-2, CDD-3, CDD-4 and CDD-5 are for Landscape, Open Space, Signage, Wall, Utility and other Community Development District authorized purposes and are to be owned and maintained by the Gramercy Farms Community Development District.

15 ft. Waterline Utility Easement within Tract CDD-4 and the 10.0 ft. Waterline Utility Easement within Tract CDD-5 will be for City of St. Cloud Waterline Utility uses only.

Tracts CDD-6 and CDD-12 are for Landscape and Open Space and are to be owned and maintained by the Gramercy Farms Community Development District.

Tract CDD-7 is for Landscape, Open Space and Drainage and is to be owned and maintained by the Gramercy Farms Community Development District.

Median and Landscape Tracts M-1, M-2, M-3, M-4, and M-5 are to be owned and maintained by the Gramercy Farms Community Development District.

Tracts FD-1, FD-2, and FD-3 are Future Development Tracts. All Future Development Tracts are subject to compliance with the City of St. Cloud Land Development Code.

Any Storm Water Infrastructure within Tracts FD-1, FD-2, and FD-3 will be maintained by the property owners thereof, until which time the FD Tract is platted with Storm Water Easements or Right of Ways.

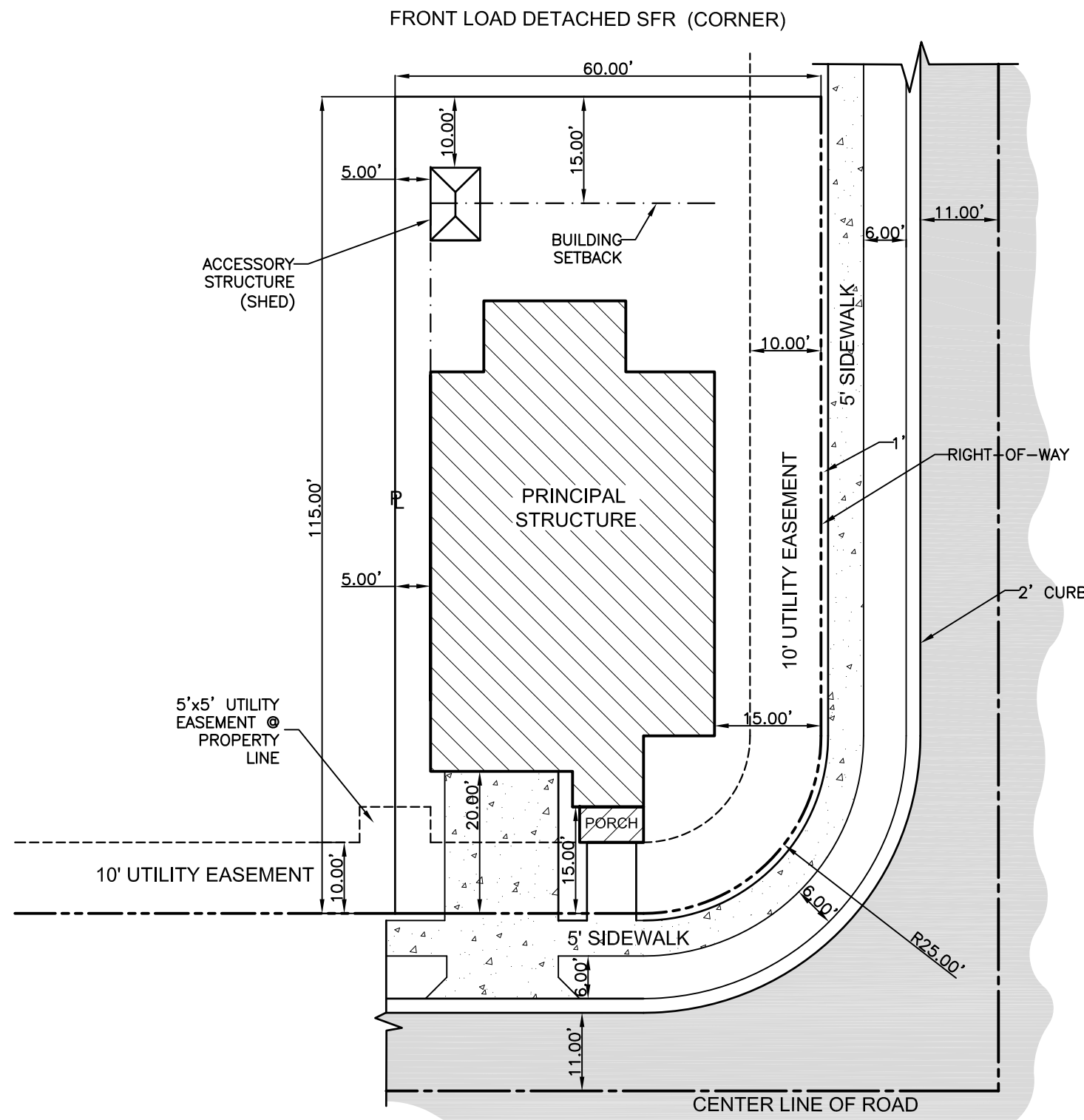
Tract LB-6 is a Landscape Buffer Tract and is to be owned and maintained by the Gramercy Farms Community Development District.

All platting utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to the extent that the easement is granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission, F.S. 177.091 (28).

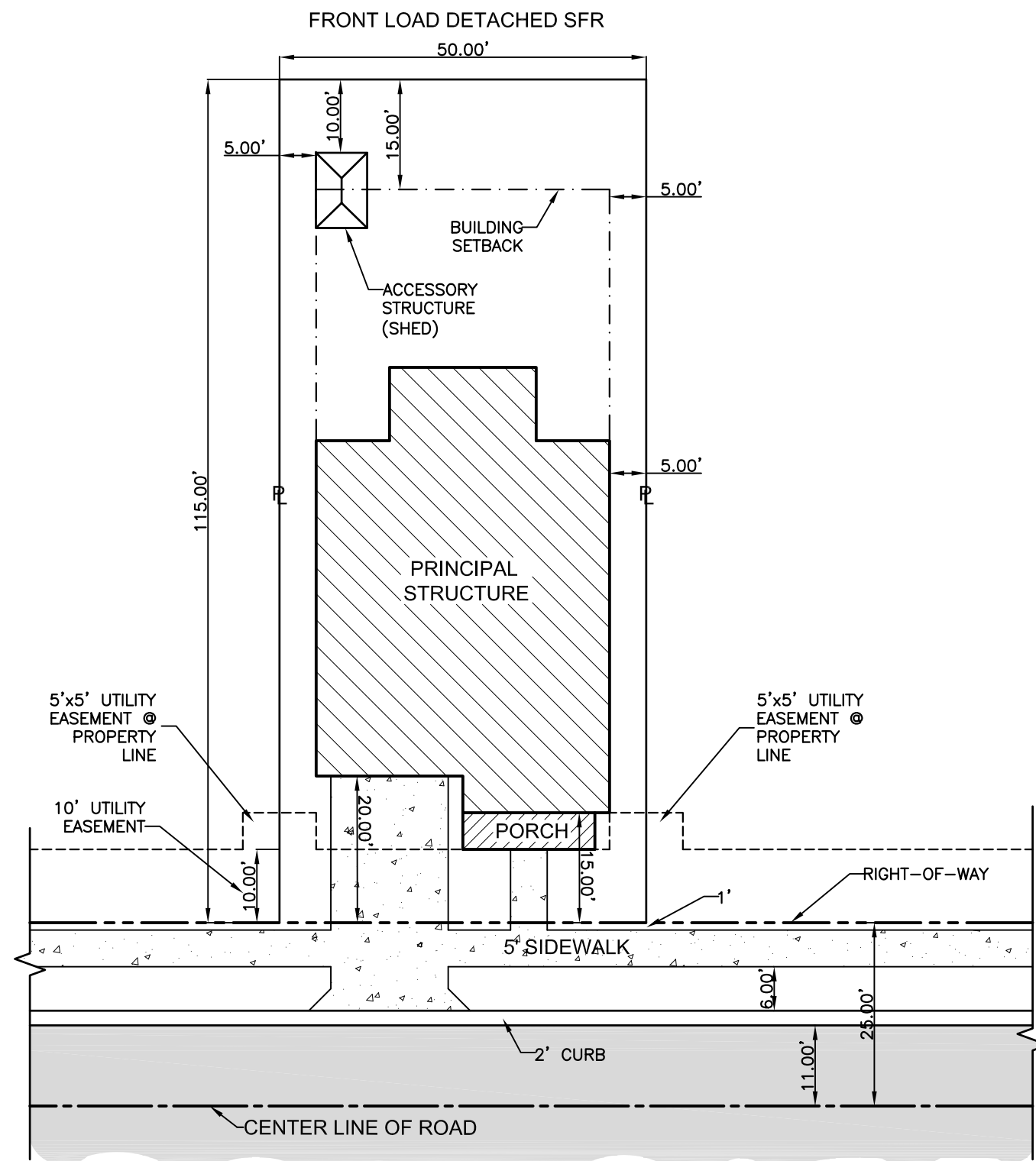
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JOHNSTON'S
SURVEYING INC.

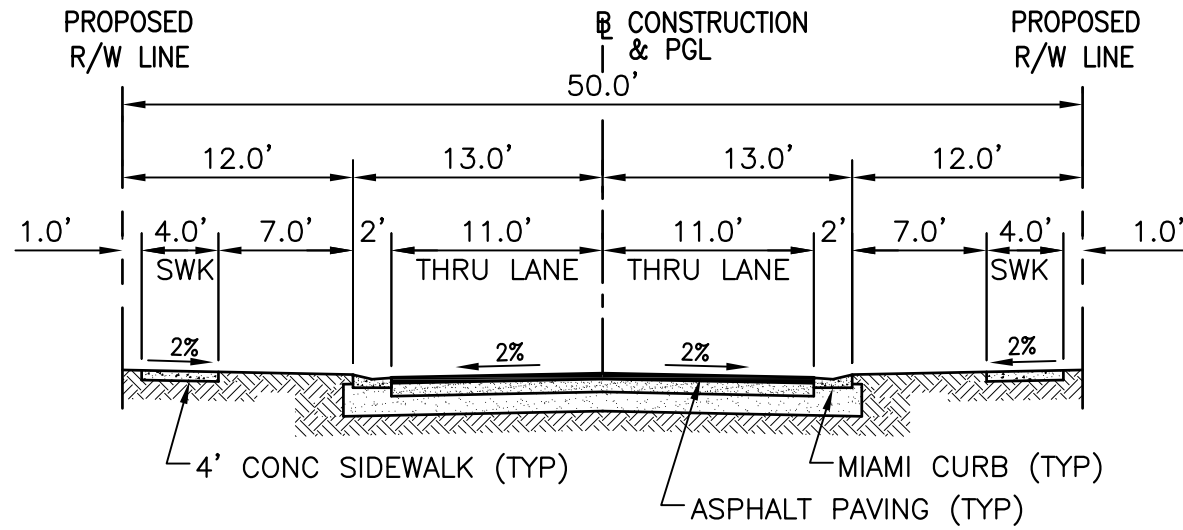
900 Shady Lane, Kissimmee, Florida 34744-8695
Tel. (407) 847-2179 Fax (407) 847-6140
PROFESSIONAL SURVEYING CERTIFICATE OF AUTHORIZATION NO. L.B. 966



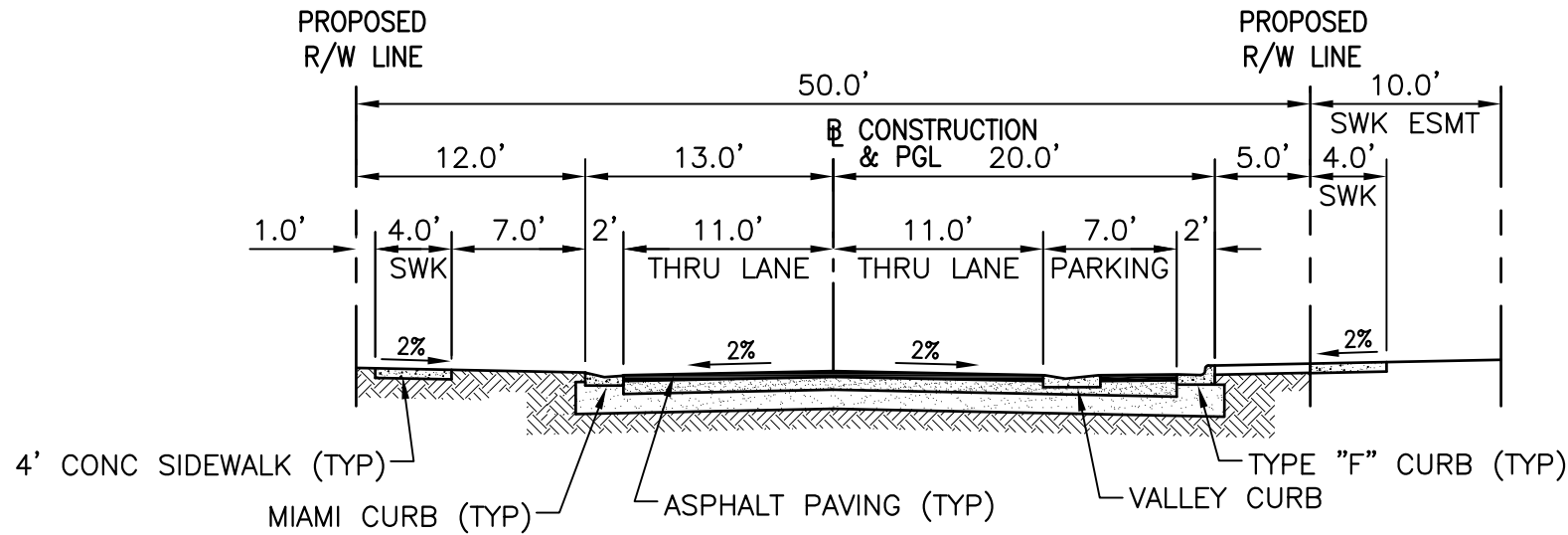
TYPICAL 50 FT CORNER LOT LAYOUT
SCALE: 1"=20'



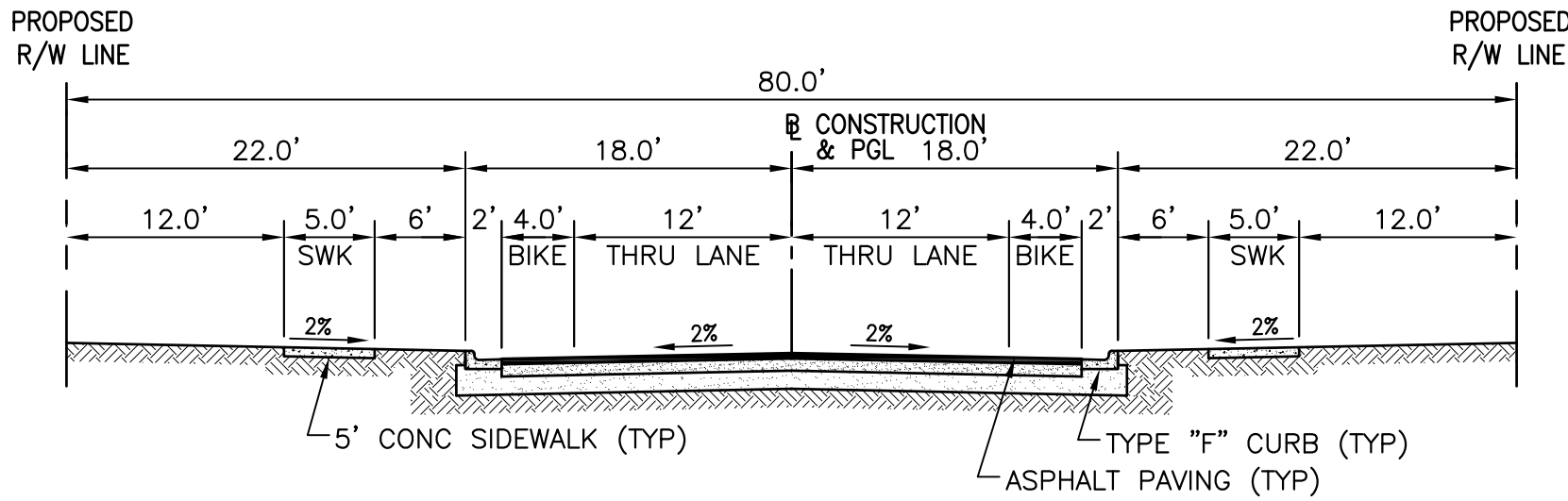
TYPICAL 50 FT LOT LAYOUT
SCALE: 1"=20'



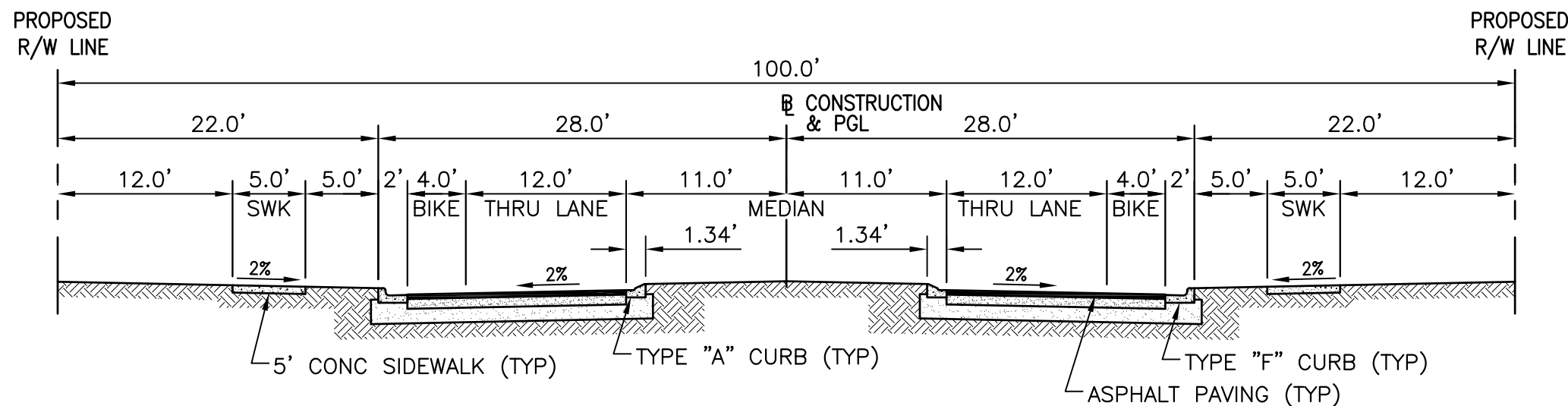
50' R/W STANDARD STREET
SCALE: 1"=10'



50' R/W STREET WITH ON STREET PARKING
SCALE: 1"=10'



80' R/W BOULEVARD
SCALE: 1"=10'



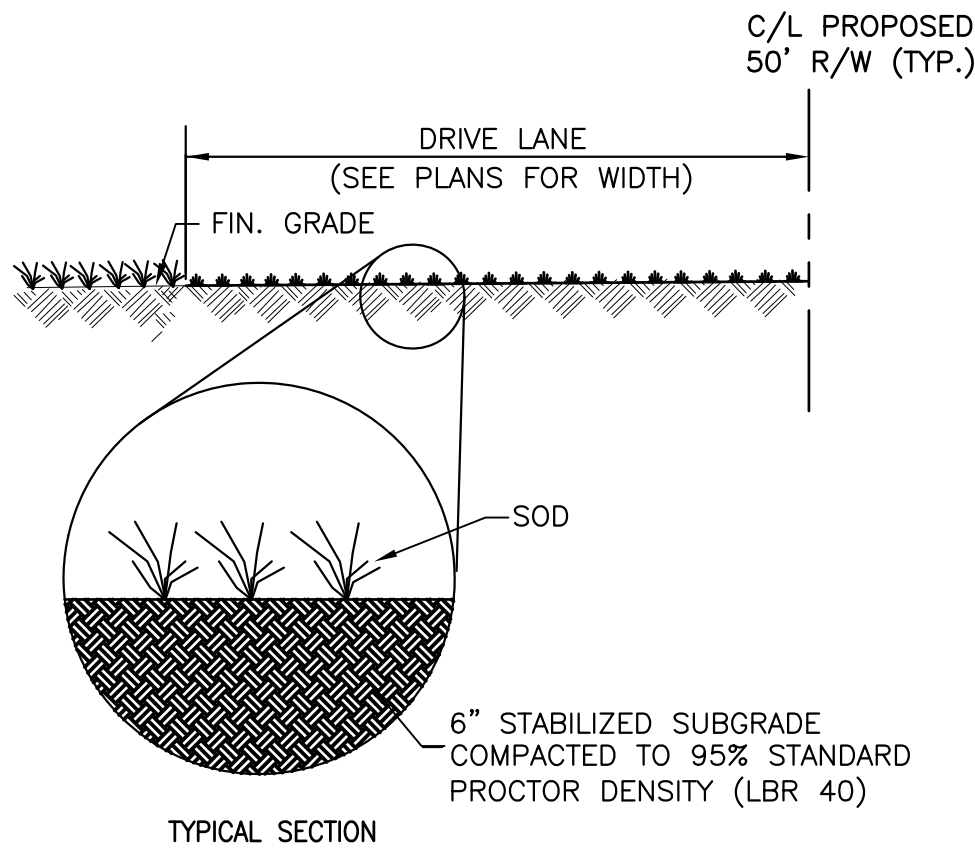
100 R/W BOULEVARD
SCALE: 1"=10'

50' R/W PAVING SECTION
1.5" ASPHALTIC CONCRETE TYPE SP-9.5
6" CRUSHED CONCRETE BASE (97% AASHTO-T134)
10" SUBGRADE (TYPE B STABILIZATION) (98% AASHTO-T180)

50' R/W PAVING SECTION
1.5" ASPHALTIC CONCRETE TYPE SP-9.5
6" CRUSHED CONCRETE BASE (97% AASHTO-T134)
10" SUBGRADE (TYPE B STABILIZATION) (98% AASHTO-T180)

80' R/W PAVING SECTION
2.5" ASPHALTIC CONCRETE TYPE SP-9.5 (2 LIFTS)
8" CRUSHED CONCRETE BASE (97% AASHTO-T134)
12" SUBGRADE (TYPE B STABILIZATION) (98% AASHTO-T180)

100' R/W PAVING SECTION
2.5" ASPHALTIC CONCRETE TYPE SP-9.5 (2 LIFTS)
8" CRUSHED CONCRETE BASE (97% AASHTO-T134)
12" SUBGRADE (TYPE B STABILIZATION) (98% AASHTO-T180)



TYPICAL SECTION
STABILIZED ACCESS
SCALE: N.T.S.

Rev.	Description	By	Date

FLORIDA
ST. CLOUD
TYPICAL ROAD SECTIONS & LOT LAYOUTS
GRAMERCY FARMS

Project No.	215610577
Proj. Manager	JAE
Proj. Designer	EL
Drawn By	RDG
Checked By	AS SHOWN
Scale	AS SHOWN
Approved	
Date	Feb. 13, 2012

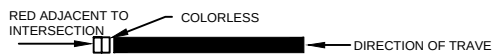
Sheet	30 of 100
D	215610577

All striping as shown shall be thermoplastic or an approved preformed plastic 90 mil minimum thickness.

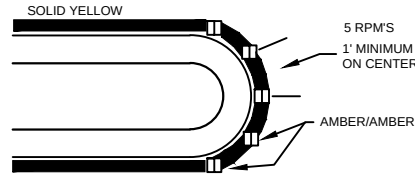
Except as noted, lane line width shall be 6" on roadways with posted speeds of 50 or 55 mph, and traffic volume exceeding 4000 ADT, and 4" on all other roadways. All edge line widths shall be 6".

Raised pavement markers (RPM's) should be placed on or in line with stripes, or may be placed immediately adjacent to solid stripe. RPM's shall be applied with thermoplastic or epoxy adhesive, or where not placed on the stripe, with bitumen adhesive.

RPM's on white skip stripe:

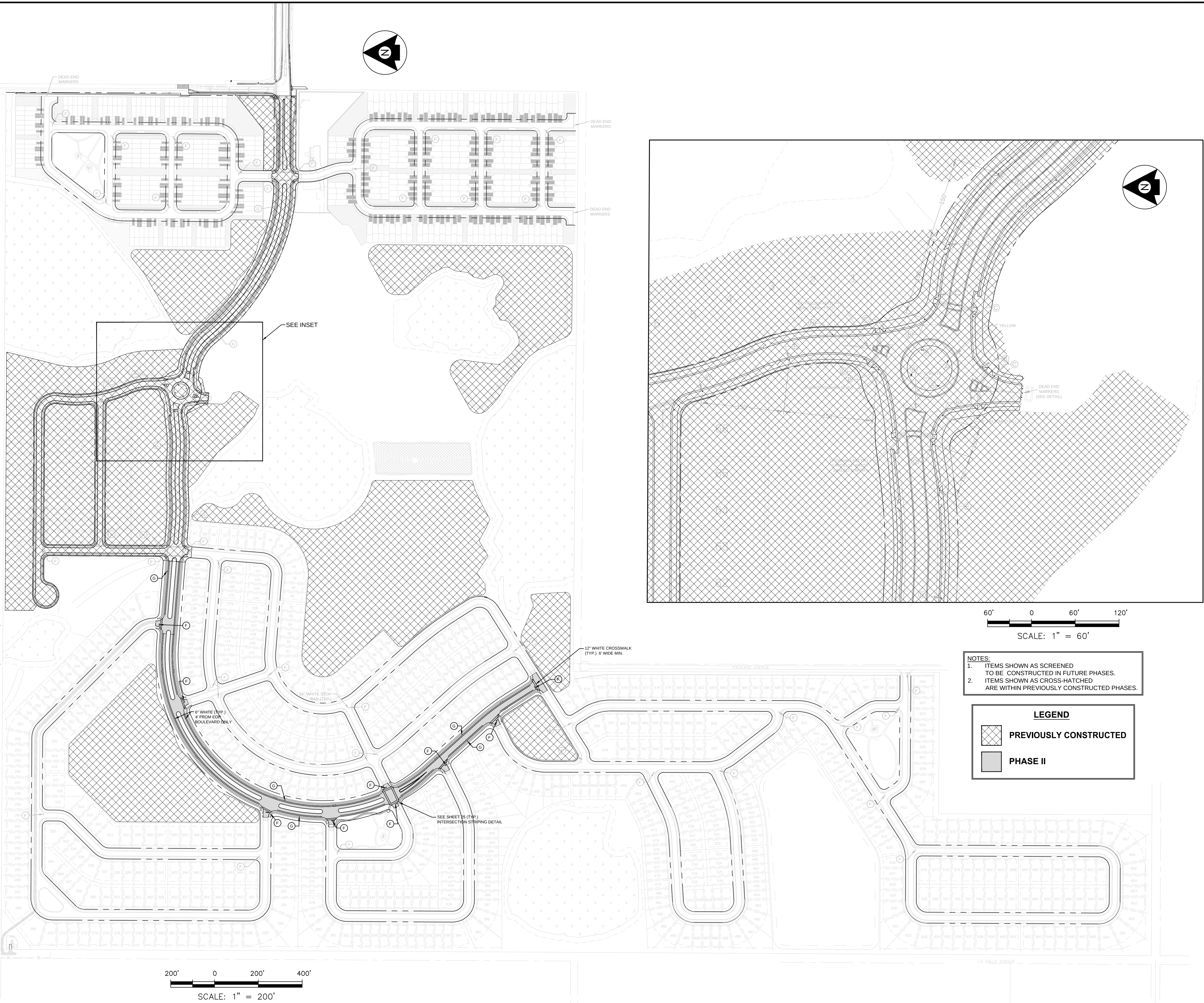
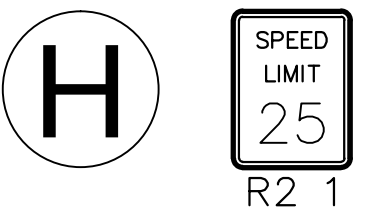
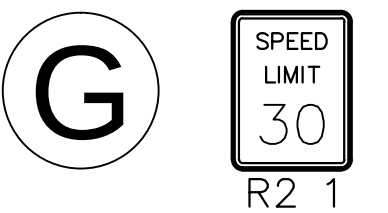
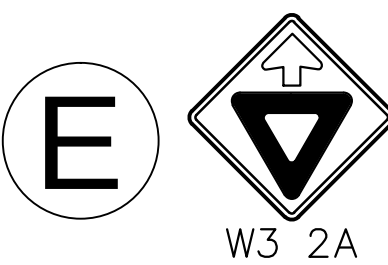
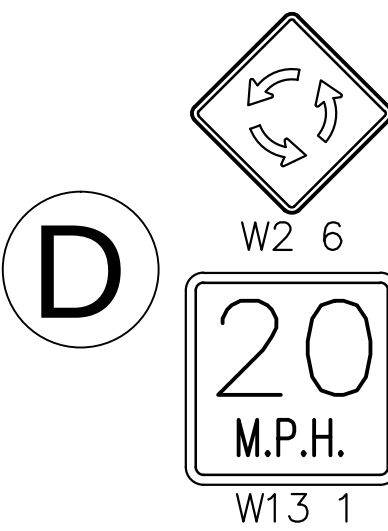
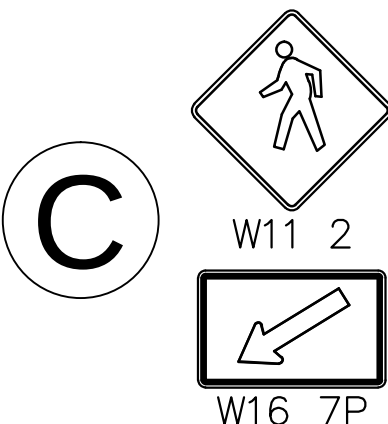
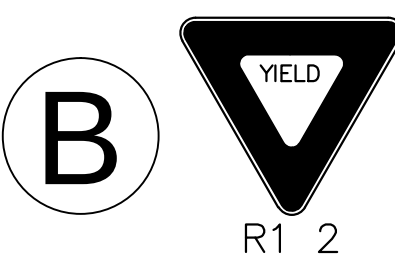
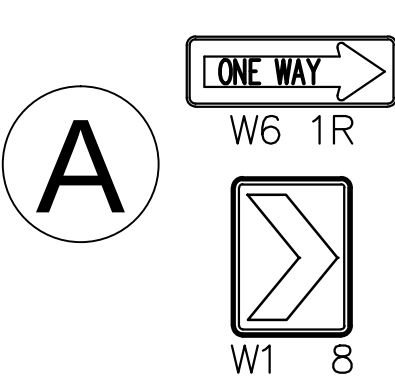
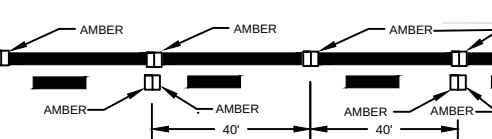


RPM's at median nose:



All medians shall be outlined with yellow stripe. Edge lines will not be used adjacent to curb on the outside of roadways except where curb is intermittent.

RPM's on yellow stripe:



SIGNAGE AND STRIPING PLAN

ST. CLOUD

FLORIDA

Description

By

ata

Wilson Miller **Stantec**

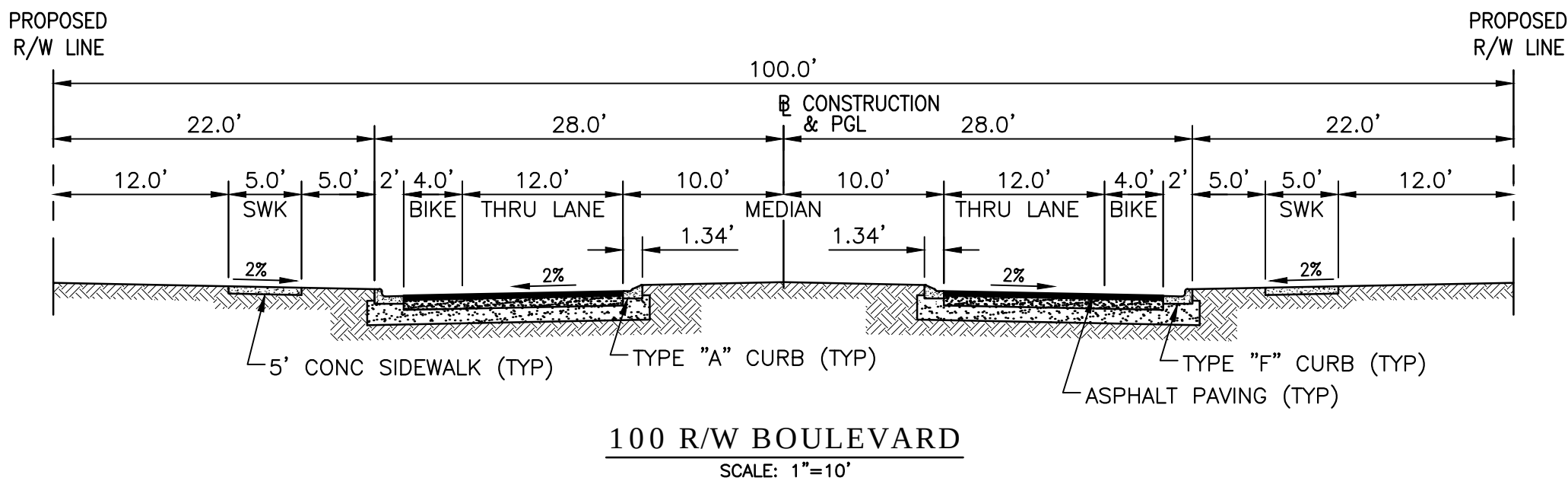
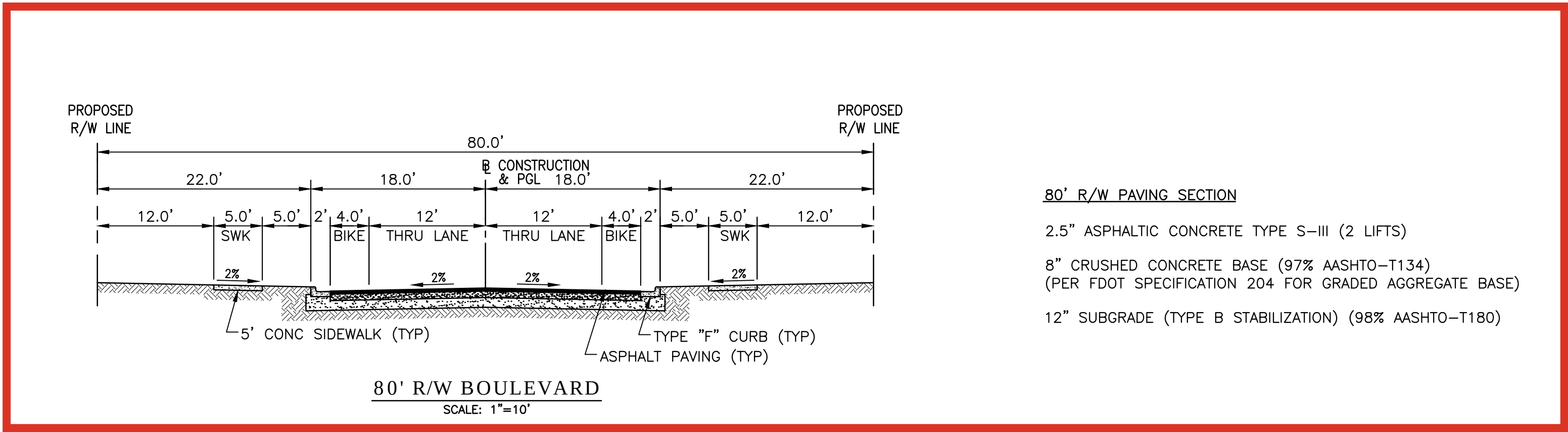
2205 North 20th Street, Tampa, FL 33605
00.643.4336 • 813.223.9500 • F 813.223.0009

Certificate of Authorization #43 • FL Lic. # LC-C000170 • startec.com

WilsonMiller, Inc. became a wholly-owned subsidiary of Stantec Consulting Services Inc. on July 23, 2010.

John A. Eveland, P.E. Florida License No. 56841	
Project No.	215610577
Proj. Manager	JAE
Proj. Designer	EPL
Drawn By	MCOEN
Checked By	
Scale	1"=200'
Approved	
Date	Feb. 13, 2012
Sheet	100 of 100
D	215610577

Sheet 100 of 100



Rev.	Description	By	Date



TYPICAL ROAD SECTIONS & LOT LAYOUTS

FLORIDA

ST. CLOUD

Project No. 215610577		John A. Eveland, P.E. Florida License No. 56841	
Proj. Manager	JAE	Proj. Designer	EL
Drawn By	RDG	Checked By	
Scale	AS SHOWN	Approved	
Date	Feb. 13, 2012		
Sheet 30 of 100			
D	215610577		

TAB 7



Quarterly Compliance Audit Report

Gramercy Farms

Date: September 2026 - 3rd Quarter

Prepared for: Brian Mendes

Developer: Rizzetta

Insurance agency:



Preparer:

Susan Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

Compliance Audit

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

Audit results

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Florida F.S. 189.069 Requirements	5

Helpful information:

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

Special Message

Hello,

This letter regards the new Florida electronic payments law that was recently passed and becomes effective 1/1/2027:

CS/HB 967: Electronic Payments Made to Units of Local Governments

GENERAL BILL by State Affairs Committee; Buchanan; (CO-INTRODUCERS) McFarland; Salzman.

Electronic Payments Made to Units of Local Governments; Requires units of local government to accept certain forms of payments; requires such local governments to accept payments online.

Link:

<https://www.flsenate.gov/Session/Bill/2026/967><https://www.flsenate.gov/Session/Bill/2026/967>

Our platform does not include built-in ecommerce or payment-processing capabilities; therefore, we are not able to accept online payments directly on your behalf.

We recommend contacting your bank or another authorized payment processor to implement a compliant electronic payments solution. Once you have chosen a provider, they can generate a hosted payment link, which we can place on a page within your site so residents can click and complete payments online directly with your payment processor. The processor will be responsible for supplying the link and handling the actual transaction.

Thank you,
Susan

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	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse

Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map 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

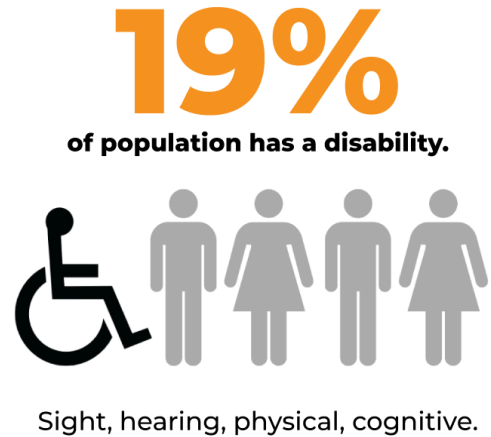
Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, 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

Notes:

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

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
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	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