



Rizzetta & Company

# **Greater Lakes/Sawgrass Bay Community Development District**

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## **Board of Supervisors Meeting October 15, 2025**

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

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

## **GREATER LAKES SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT**

Cagan Crossings County Library, at 16729 Cagan Oaks, Clermont, Florida 34714  
[www.glsbcdd.org](http://www.glsbcdd.org)

<b>Board of Supervisors</b>	James Walker James Klinck Christina Cruz Pagan Gary Hayward Deborah Swansiger	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Brian Mendes	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tina Garcia	Greenspoon Marder Law
<b>District Engineer</b>	Rey Malave	Dewberry Engineering

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 (239) 936-0913. 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.

# GREATER LAKES / SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.glsbcdd.org](http://www.glsbcdd.org)

**Board of Supervisors  
Greater Lakes/Sawgrass Bay Community  
Development District**

October 8, 2025

## FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Greater Lakes/Sawgrass Bay Community Development District will be held on **October 15, 2025**, at **11:00 a.m.** at the **Cagan Crossings County Library** located at **16729 Cagan Oaks, Clermont, Florida 34714**.

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. COMMUNITY UPDATES**
  - A. Down to Earth Updates
  - B. Field Service Updates ..... Tab 1
    1. Landscape Inspection Reports
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on August 20, 2025, .....Tab 2
  - B. Ratification of the Operation and Maintenance Expenditures for August 2025 .....Tab 3
  - C. Consideration of Establishing an Audit Committee & Setting a Date for the First Meeting of the Audit Committee
- 5. BUSINESS ITEMS**
  - A. Ratification of District Items
    1. First Addendum to Rizzetta & Company's Contract for District Management Services .....Tab 4
    2. Landscape Service Agreement .....Tab 5
- 6. STAFF REPORTS**
  - A. District Counsel
    1. Updates on Landscape Services Termination
  - B. District Engineer
    1. Wall Repair Completion Report .....Tab 6
    2. 2026 District Engineering Services Agreement .....Tab 7
  - C. District Manager
    1. Website Audit .....Tab 8
    2. Updates on Oak Tree Removal
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 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*

District Manager



**TAB 1**

# GREATER LAKES @ SAWGRASS BAY

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## LANDSCAPE INSPECTION REPORT



August 4, 2025  
Rizzetta & Company  
Matthew Mironchik - Landscape Specialist  
Landscape Inspection Services



Rizzetta & Company  
Professionals in Community Management



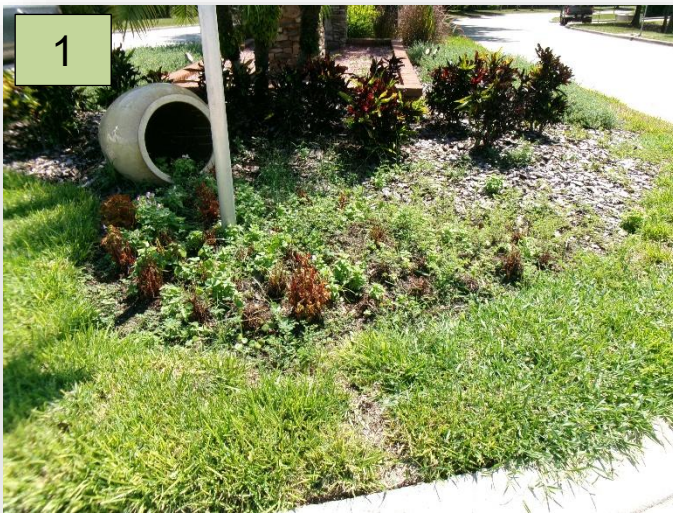
# Summary & Main Entrance

## General Updates, Recent & Upcoming Maintenance Events

- Throughout property, irrigation continues to be a problem. I observed multiple valve boxes either broken or just left open and broken drip lines. Irrigation should be checked regularly and fixed prior to the hotter months of summer.
- In high visibility areas, such as the entrance bed and stop signs, priority detailing and irrigation monitoring should be happening. Detail crews should be instructed to alert their superiors to hot spots or broken irrigation they see while they are in the beds. Being proactive will ensure the beds are getting what they need.

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

1. **'At the main entrance monument, the Poinsettia are struggling. DTE will be replacing them 3/6/2025 with Green Leaf Begonias with red and white flowers.'** This was in the last report. Since then, the annuals have passed, and the bed space has been taken over by weeds. This bed is a priority detail and should be checked every week.(pic.1)



3. The bed around the entrance monument should be getting a hard edge each mow to maintain a crisp look. This is the first and last thing residents see when they are coming home or going to work.

4. **At the main entrance, cut back unwanted seed pod growth on the Palmetto grouping.(pic 4>)**

5. The turf around the main entrance bed looks week in the area that was replaced. Let's make sure that the irrigation is functional and that we are allowing it to establish before mowing.(pic 5>)

2. Monument sign at main entrance has weeds in bed and the much is dull and faded. DTE should submit proposal to refresh mulch around sign on an as needed basis.(Pic. 2>)





# Sawgrass Bay Blvd



8. On Sawgrass Bay Blvd median heading East bound, approximately 100 yards from 4-way stop, there are open valve boxes that appear to have been open for a while. They look to have been worked on and left. The amount of debris in the box suggests this has been like this for a while. Why is this like this?(pic.8>>)
9. At the intersection of Sawgrass Bay Blvd. and Fetterbush, the Westside bed has broken drip irrigation. The lack of supplemental water will never allow these beds to thrive.(pic.9>>)
10. In that same bed, there are plants growing into each other, as well as other plants just not being detailed at all. Detail crews should be making sure to hit main thorough fairs more often.(pics.10a;10b>>)



6. The median grass along Sawgrass Bay Blvd. is weak and bare. Upon inspection, I observed the turf is being mowed way too low for this time of year. A proposal for replacement should be submitted after complete inspection of irrigation.(pic.6>)
7. Along sidewalks, all lower hanging branches and limbs should be trimmed at 8.5 ft. clearance for pedestrian safety.(pic.7>)
8. Many of the lower canopies of the trees in the median should be elevated to a uniform height. Not only does it look better, but it helps with maintenance and overall tree health.





# Sawgrass Bay Blvd/Fetterbush

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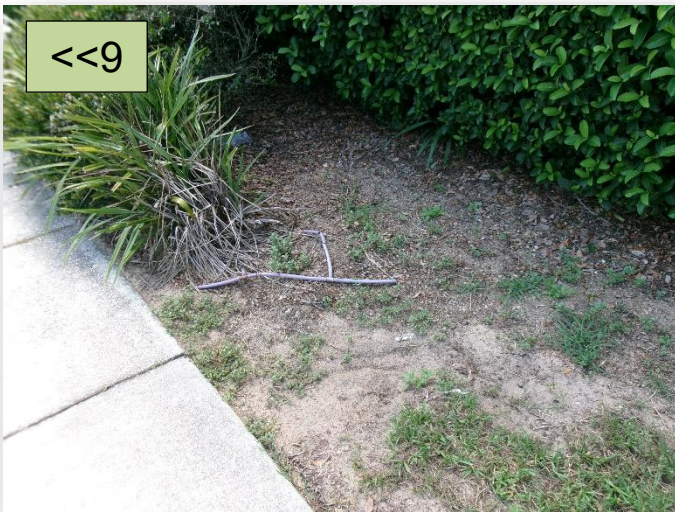


11. As you turn South onto Fetterbush from Sawgrass Bay Blvd., to the left the bed around the utility pole has lost its definition and been overtaken by grassy weeds. These need to be killed and hand pulled to reclaim the bed.(pic.11)

11



<<9



12. In that same bed, the Ligustrum seems to have only been trimmed halfway. The back half towards the resident's side also need to be trimmed.

13. In that same bed, we need to make sure we are continuing to soft edge the beds for definition.(pic.13)

<<10a



13





# Sawgrass Bay Blvd./Fetterbush

14. In that same bed, on the resident's side near the wall, there is a dead bush that should be removed.(pic.14)



21. Grass clippings should not be blown into bed areas. (Pic. 21)



15. Again, we need to be diligent on soft edging all maintained beds. Even if the grass is weak in these areas, we want to make sure there is clear separation.(pic.15)



22. Fakahatchee grasses along Sawgrass Bay Blvd. are browning. This may be spider mites or drought. Please check IPM program to see if we can mitigate this.(pic.22)



19. Throughout property, bushes and plant material are being trimmed at different heights. Detail crews should be making sure that they are trimming all plant material uniformly.

20. In the East Fetterbush entrance bed, there is a volunteer Sabal palm growing(for a while), that needs to be removed.(pic.20>)

23. As detail crews are in their areas, we should be removing suckers and water sprouts from all Oaks and Crape Myrtles. This will help keeps these trees healthy during the hot/dry months.





# Sawgrass Bay Blvd./Fescue

23. At Fescue and Sawgrass Bay Blvd., the Indian Hawthorne has been overtaken by Bermuda grass. This should be hand pulled and cleaned out.(pic.23)



26. On the East bed of Fescue and Sawgrass Bay Blvd., there is an area that is absent of a corner bed. It looks out of place. Since it looks like there was a bed there at one time, I will recommend DTE submit a proposal to replace bed or simply replace with turf.(pic.26)



24. In this same bed, the Liriope and Aztec Grasses need to be detailed, and weeds need to be pulled to give clear delineation between shrubs and perennials.(pic.24)



26. Ligustrums along Sawgrass Bay Blvd. should be trimmed at uniformed shapes and heights. I recommend keeping them approximately 18" above the wall as a good standard. Hand pruning may need to be done first to get them back into shape.

27. I have also been observing dead/bare areas around most signs and poles. Mow crew should be line trimming adequate clearance for mowers in these areas, being mindful not to scalp these areas as well.(pic.27>>)

24. At the N US 27 Entrance, DTE is doing a great job of maintaining the turf up to the boundary in either ROW.

25. We need to make sure we are weeding behind the hedge shrubs in the beds and removing debris as we go.(pic.25>)

28. Eastbound, along Sawgrass Bay Blvd., there are some(one in particular)Crape Myrtles that have be struck multiple times. This is just another reason to make sure that we are defining bed spaces and line trimming where needed.(pic.28>>)





# Sawgrass Bay Blvd./Yelloweyed

29. At the intersection of Yelloweyed and Sawgrass Bay Blvd., once again, lets be sure to be trimming the Ligustrum uniformly.(pic.29)

29



<<27



<<28



30. The Duranta 'Gold Mound' is getting leggy. We should be detailing these as soon as they get 'hairy' in order to keep them full. They are very mature and may need to be replaced soon.(pic.30)

30



31. On Sawgrass Bay Blvd., heading Westbound, some of the beds with Fakahatchee grass are starting to get 'volunteers' in other parts of the bed. Please make sure plant material stays in its designated area. This ensures a clean look.(pic.31)

31



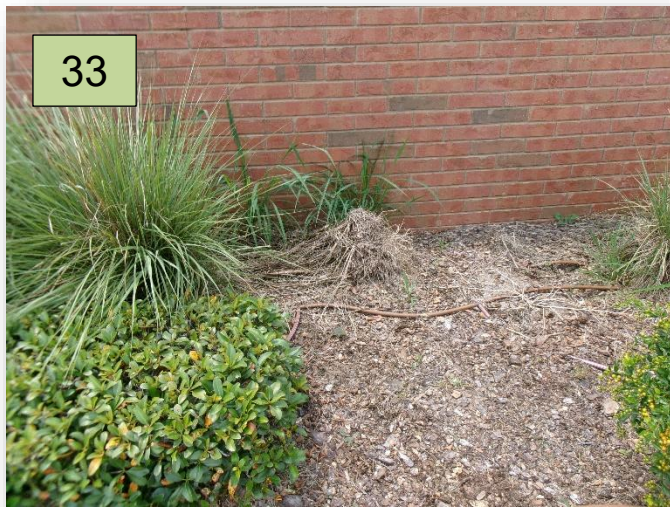


# Sawgrass Bay Blvd East End

32. I have noticed a lot of rubbish in the bed areas. Please make sure the detail and mow crews are collecting trash when they see it.(pic.32)



33. Along Sawgrass Bay Blvd., Westbound, there are multiple beds with dead ornamental grasses. These should either be replaced or just removed entirely.(pic.33)



34. Another valve box broken and exposed.(Sawgrass Bay Blvd. Westbound from Edgemont Ln.) Looks like it has been like this for a while. These need to be repaired ASAP.(pic.34)



35. On Sawgrass Bay Blvd., heading Westbound from Edgemont Ln., just before the wall starts, there is a weak Ligustrum that should be removed or replaced.(pic.35)





# Sawgrass Bay Blvd./Fescue

36. As the crew is detailing the beds, once again, they should be removing dead plant material and reporting it to their supervisor so that we can figure out why these plants are dying and come up with a plan/proposal for replacement.(pic.36)



37. Along Sawgrass Bay Blvd., Westbound, by Fescue, the Fakahatchee grasses seem to be failing. This could be drought or pest related. All dead plant material should be removed.(pic.37)



38. In that same area, the bed definition is nonexistent. A proposal for replacing any weak turf along Sawgrass Bay Blvd. should be placed after irrigation has been figured out.(pic.38)



39. In that same area, I have observed areas that have been run over by the mower or the blowers are being used to close to the beds and mulch has been blown out of the bed, but grass clipping have been blown in. Mow crews need to be more careful around bed areas.(pic.39 )





# Sawgrass Bay Blvd./Fescue/Superior Blvd.

39. At Sawgrass Bay Blvd. and Fescue on the Westbound side, the ornamental grasses are growing into the sidewalk and should be pruned back.(pic.39)



41. Northbound along Superior the first Sabal palm after the Oaks, still has a hurricane brace collar attached to it. This should have been removed with the braces.(pic.41)



40. At the east bed of Sawgrass Bay Blvd. and Superior there are pieces of irrigation pipe laying in the bed. We should check to make sure this bed is being properly watered.(pic.40)



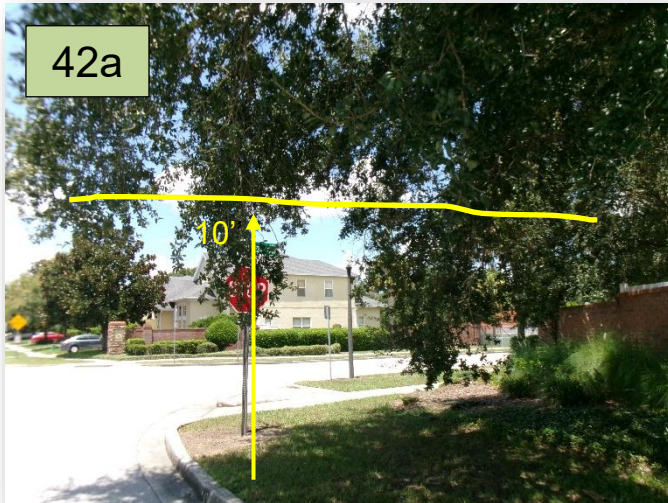
42. At the Southern bed at the corner of Superior Blvd. and Ryegrass, the bed of Liriope is almost completely gone. A proposal should be made to replace or re-do the bed(rubbish should be removed as well).(pic.42 )





# Superior Blvd.

39. In the North side bed of Superior Blvd. and Ryegrass, the Oak trees need to have the canopy elevated. There is an Oak on the other side of the wall whose canopy should also be lifted off the wall. (pic.42a,42b)



43. Grass trimmings should be blown of roads and sidewalks before moving to the next area. Sometimes things are missed, areas should be double checked before moving on. These clippings seem to have been here for a while (pic.43>)

44. All trees along Superior Blvd. need to have canopies elevated 8.5' over any sidewalk for pedestrian safety. This should be done in the middle of the day when school is in session to avoid foot traffic. (pic.44)





# GREATER LAKES @ SAWGRASS BAY

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## LANDSCAPE INSPECTION REPORT



September 2, 2025  
Rizzetta & Company  
Matthew Mironchik - Landscape Specialist  
Landscape Inspection Services



Rizzetta & Company  
Professionals in Community Management



# Summary & Main Entrance

## General Updates, Recent & Upcoming Maintenance Events

- Throughout property, irrigation continues to be a problem. I observed multiple valve boxes either broken or just left open and broken drip lines. Irrigation should be checked regularly and fixed prior to the hotter months of summer.
- In high visibility areas, such as the entrance bed and stop signs, priority detailing and irrigation monitoring should be happening. Detail crews should be instructed to alert their superiors to hot spots or broken irrigation they see while they are in the beds. Being proactive will ensure the beds are getting what they need.

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. Annuals in the monument bed have been replaced since last inspection, however, some annuals have already died and bed edge was not redefined. Missing annuals must be replaced to fill bed.(pic.1)



2. Turf around perimeter of monument bed is very weedy and lack edge definition. Please check with AG team to see what was applied and where on 7/30.(Pic. 2>)

3. **Turf that was replaced along perimeter of monument bed heading East is still in the same condition as last report and must be replaced.(pic.3>>)**

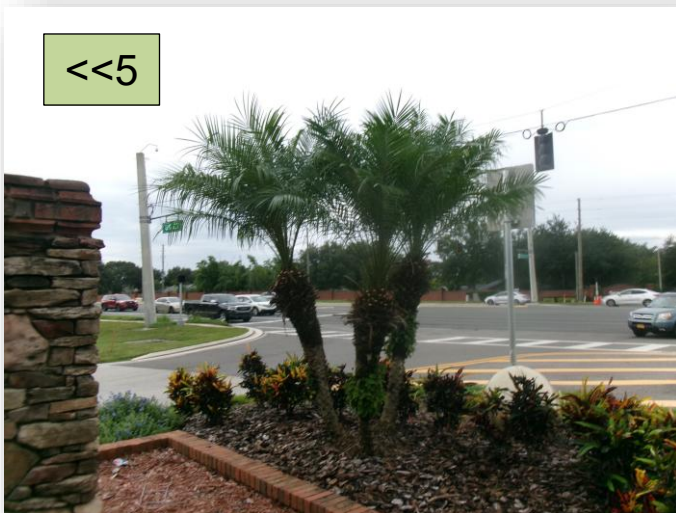
4. The Palmettos in the median near the monument sign have been pruned back, but there is rubbish that was never removed. While detailing beds, please dispose of trash.

5. Pygmy Date Palms at the Western tip of monument bed have been pruned too much. Please ensure that all palms are pruned 9 to 3.(pic.5>>)





# Sawgrass Bay Blvd



6. Areas around utilities that cannot be mowed should be line trimmed when possible.(pic.6)



7. As stated during last inspection. All Oak trees in the CDD maintenance area should have their canopies elevated to 10ft. This includes all medians and sidewalk areas.(pics.7a,7b,7c)





# Sawgrass Bay Blvd

8. Heading East on Sawgrass Bay Blvd., just past the first retention pond, there is a Sabal palm that looks to have been planted within the past year but is now dead. This should be removed and a proposal made to replace.(pic.8)



9. In the median along Sawgrass Bay Blvd, heading East, the irrigation box that was reported open is still there and needs to be closed. The cardboard box has been removed, but the valve box remains open.(pic.9)



11. On Sawgrass Bay, heading West near the retention pond, there is a Utility Box with an Oak whose lower canopy is touching the box. This needs to be trimmed for clearance.(pic.10)



10. All sucker growth from Crape Myrtles and Oak trees in the CDD maintained areas should be pruned.

11. All Lamp Posts along the sidewalks should be pruned for clearance to allow light to the pedestrian walkways for safety.(pic.11)





# Sawgrass Bay Blvd./Fetterbush/Yelloweyed

14. Debris from pruning grasses and other plant material needs to be pick up as well as possible.(pic.14)



17. All utility/valve boxes and storm grates should be edged at every mow event to prevent grass from covering them up.(pic.17)



15. Bed definition is still an issue. We need to make sure that we are soft edging our bed lines every other mow event.

16. The bed area near the pole at Sawgrass Bay Blvd and Fetterbush is still overgrown and needs to be weeded as soon as possible. High visibility areas such as the street entrances and stop signs should be high priority detail.(pic.16)



18. The weeds in the beds are mature and were present during last inspection(pic.18)



19. The Duranta hedge at the corner of Sawgrass Bay Blvd and Yelloweyed North still has not been trimmed and is impeding on the sidewalk.(pic.19>>)

20. Grassy weeds are still present in all or most of Indian Hawthorne hedges throughout CDD maintained property and need to be hand pulled out to prevent further infestation.(pic.20a,





# Sawgrass Bay Blvd./Fescue



21. All broken valve boxes need to be replaced for safety purposes.(pic.21)



22. Heading west on Sawgrass Bay Blvd., just before you reach Yelloweyed, the bed along the wall is full of weeds and weak/dead ornamental grasses. Beds needs to be heavily weeded and dead grasses pulled.(pic.22)



23. Weeds that are present in storm drains along the roadway should be line trimmed during each mow event.(pic.23>>)





# Sawgrass Bay Blvd./Superior Blvd./Ryegrass/St. Augustine

24. In the East entrance bed from Sawgrass Bay Blvd. to Superior Blvd., there is heavy weed pressure. All weeds should be pulled at every detail event to prevent the beds filling with weeds.(pic.24)



27. Liriope bed at the corner of St. Augustine and Superior Blvd. is still full of weeds. Weak/dead Liriope should be pulled and a proposal to replace following irrigation inspection should be made.(pic.27>>)

28. Palm support bracket is still present on the Sabal Palm just before Ryegrass, heading North on Superior Blvd.(pic.28>>)

29. The canopy of the Oak tree at the stop sign of St. Augustine and Superior Blvd. needs to be elevated to a height of 10ft for safety.(pic29>>)

25. On the West bed at the Sawgrass Bay Blvd. and Superior Blvd. entrance, there are mower ruts in the bed. If driving in the bed is not avoidable, please instruct crew members to fix the ruts after they have made them.(pic.25>)



26. Jasmine beds at the entrances of Ryegrass and St. Augustine Streets on Superior Blvd. are full of Torpedo grass. If hand pulling is insufficient, a proposal to redo the beds should be made.(pic.26>)





# Superior Blvd.



30. Heading North on Superior Blvd., just after second row of Crape Myrtles, there is a green utility box that has been scalp by a mower and the lid should be replaced to prevent water and debris from getting inside.(pic.30)



## 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.

**GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Greater Lakes/Sawgrass Bay Community Development District was held on **August 20, 2025, at 11:01 a.m.** at the **Clermont Art & Recreation Center**, located at **3700 South Highway 27, Clermont, Florida 34711.**

Present and constituting a quorum were:

Jim Walker	<b>Board Supervisor, Chairman</b>
James Klinck	<b>Board Supervisor, Vice Chairman</b>
Gary Hayward	<b>Board Supervisor, Assistant Secretary</b>
Deborah Swansiger	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Brian Mendes	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Tina Garcia	<b>District Counsel, Greenspoon Marder Law</b> <i>(via phone)</i>
Chase Arrington	<b>District Engineer, Dewberry</b> <i>(via phone)</i>
Joey Duncan	<b>District Engineer, Dewberry</b>
Audience Members	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Mendes called the meeting to order at 11:01 a.m. and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on the Agenda**

A member of the audience inquired about the bonds and debt services.

Mr. Walker responded to the audience members' inquiries.

**THIRD ORDER OF BUSINESS**

**Down to Earth Updates**

Mr. Mendes reviewed the front monument maintenance, turf mower height, detail work and irrigation repairs with the Board of Supervisors.

Mr. Mendes reviewed the dead vegetation in the front monument with the Board.

Down to Earth staff stated they will provide proposals for the irrigation repairs and plant replacement.

Mr. Klinck Reviewed updates on County repairs with the Board of Supervisors and District Staff.

Ms. Swansiger commented on trash pickup and vegetation near monuments.

Mr. Mendes reviewed landscaping items 6 and 7.

Down to Earth staff confirmed that landscaping item 22 is currently in progress.

Ms. Swansiger commented on the grass clippings regarding landscape item 21.

Down to Earth staff stated they will provide an irrigation map to the Board In the next two weeks.

Down to Earth staff requested to follow-up with Dehlinger regarding the trash clean up.

Down to Earth staff requested a follow-up meeting with the new landscape specialist.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of  
Supervisors' Regular Meeting held  
July 16, 2025**

Mr. Mendes presented the meeting minutes from the Board of Supervisors meeting held on July 16, 2025, and asked if any changes were requested.

Mr. Mendes reviewed a revision of the previous minutes, correcting the start time from 11am to 11:02am.

Mr. Mendes reviewed notes with the Board of supervisors regarding Lake County oak tree removal, Down to Earth billing credits, and SECO meter tracking.

Mr. Mendes stated Sunscape refused \$11,000 Proposal and J. Fisher will be the replacement.

Mr. Mendes stated he will review previous increases and determine credits upon final payment to Down to Earth landscape.

Mr. Mendes reviewed PTO and annual goals with the Board of Supervisors.

Ms. Garcia stated she will create an E-blast on annual goals and post on CDD website.

The Board of Supervisors agreed to move forward with Rizzetta & Company landscape services.

On a motion by Mr. Klinck, seconded by Ms. Swansiger, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on July 16, 2025, In substantial form, for Greater Lakes/Sawgrass Bay Community Development District.

#### **FIFTH ORDER OF BUSINESS**

#### **Ratification of the Operation and Maintenance Expenditures for June 2025 – July 2025**

Mr. Mendes reviewed the operation and maintenance expenditures to the board and asked if there were any questions.

Mr. Hayward inquired about trustee fees.

The District Staff responded to Mr. Hayward's inquiry.

The Board of Supervisors reviewed the budget and considered Down to Earths proposal.

On a motion by Mr. Klinck, seconded by Mr. Hayward, with all in favor, the Board approved estimate #125908 for irrigation repairs, for Greater Lakes/Sawgrass Bay Community Development District.

Mr. Mendes stated he will follow up with the County regarding reimbursement.

On a motion by Mr. Walker, seconded by Mr. Hayward, with all in favor, the Board ratified the operation & maintenance expenditures for June 2025 (\$33,176.85) and July 2025 (\$24,016.23), for Greater Lakes/Sawgrass Bay Community Development District.

#### **SIXTH ORDER OF BUSINESS**

#### **Discussion of Landscape Operations**

Mr. Mendes distributed landscape proposals to the Board of Supervisors for review.

Mr. Walker commented on landscape operations and consideration of future agreements.



Mr. Mendes reviewed proposals for consideration.

The Board of Supervisors reviewed the proposals.

Discussion ensued amongst the board regarding vendors for consideration.

The Board inquired about final billing options.

The Board continued the discussion regarding these matters.

On a motion by Ms. Swansiger, seconded by Mr. Walker, with all in favor, the Board approved Mr. Mendes to work with Ms. Garcia on award letter to Prince & Sons and send termination to D2E. termination to go out September 1<sup>st</sup>, 2025, and new vendor to start October 1<sup>st</sup>, 2025, for Greater Lakes/Sawgrass Bay Community Development District.

## SEVENTH ORDER OF BUSINESS

### Staff Reports

#### A. District Counsel

No comments.

#### B. District Engineer

Mr. Arrington stated there were no updates at this time.

Mr. Arrington stated he is working on the final inspection of the wall repairs.

Ms. Swansiger inquired about the 16824 area regarding the repairs.

Mr. Mendes and Mr. Arrington stated they will work on coordinating the final wall inspection.

Mr. Mendes stated he will send E-blast to residents notifying them that Mr. Arrington will need access to resident property for inspection.

Mr. Mendes stated he will include the County in the discussion of oak trees between the sidewalk and CDD owned wall, for maintaining the root systems to avoid jeopardizing the integrity of CDD owned wall.

#### B. District Manager

##### 1. Website Audit

##### 2. Annual Goal Updates

Mr. Mendes reviewed the items under his section of the agenda with the Board and asked if there were any questions. There were none.

Mr. Mendes reviewed the 1<sup>st</sup> addendum from Rizzetta & Company reflecting the approved budget with the Board of Supervisors.

On a Motion by Ms. Swansiger, seconded by Mr. Hayward, with all in favor, the Board accepted the 1<sup>st</sup> addendum of Rizzetta & Company District Management services, for Greater Lakes/Sawgrass Bay Community Development District.

## **EIGHTH ORDER OF BUSINESS**

### **Supervisor Requests & Audience Comments**

### **AUDIENCE COMMENTS**

A member of the audience inquired about the landscaping operations.

Discussion ensued amongst the Board regarding the landscaping projects.

Mr. Mendes stated he will develop a landscape project tracker covering operations, lighting, and wall projects.

A member of the audience Inquired about updates on the wall inspections.

### **SUPERVISORS**

No comments.

## **NINTH ORDER OF BUSINESS**

### **Adjournment**

On a Motion by Mr. Klinck, seconded by Mr. Hayward, with all in favor, the Board adjourned the meeting at 12:54 p.m., for Greater Lakes/Sawgrass Bay Community Development District.

[SIGNATURES ON FOLLOWING PAGE]

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

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

**TAB 3**

# GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

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District Office · Orlando, FL 32819

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

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

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

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

The total items being presented:      **\$13,207.43**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Greater Lakes/Sawgrass Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2025 Through August 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Deborah S Swansiger	100230	DS082025	Board of Supervisors Meeting 08/20/25	\$ 200.00
DR Media and Investments, LLC	100228	300302682	Account 00043906 - Legal Advertising 06/25	\$ 356.00
DR Media and Investments, LLC	100228	300303576	Account 00043906 - Legal Advertising 07/25	\$ 351.00
Gary Hayward	100231	GH082025	Board of Supervisors Meeting 08/20/25	\$ 200.00
James W Klinck	100232	JK082025	Board of Supervisors Meeting 08/20/25	\$ 200.00
James Walker	100233	JW082025	Board of Supervisors Meeting 08/20/25	\$ 200.00
Lake County Property Appraiser	100229	2025NonAd031	NAL File for Non Ad Valorem Assessment 07/25	\$ 50.00
Rizzetta & Company, Inc.	100227	INV0000101201	District Management Fees 08/25	\$ 3,613.50
SECO Energy	20250814	Monthly Summary 07/25 ACH 285	Electric Services 07/25	\$ 7,117.26
Sunshine Water Services	20250813	8089510000 07/25 ACH	Water Services 07/25	<u>\$ 919.67</u>
<b>Report Total</b>				<u><b>\$ 13,207.43</b></u>

**TAB 4**

## FIRST ADDENDUM TO THE CONTRACT FOR DISTRICT MANAGEMENT SERVICES

---

This First Addendum to the Contract for District Management Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2025 (the “**Effective Date**”), by and between **Greater Lakes / Sawgrass Bay Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Lake County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for District Management Services dated October 1, 2024 (the “**Contract**”), incorporated by reference herein; and

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

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

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

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

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

*(Remainder of this page is left blank intentionally)*



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

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY:

*William J. Rizzetta*

PRINTED NAME:

William J. Rizzetta

TITLE:

President

DATE:

Aug 11, 2025

**GREATER LAKES / SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT**

BY:

PRINTED NAME:

TITLE:

Chairman/Vice Chairman

DATE:

ATTEST:

Vice Chairman/Assistant Secretary  
Board of Supervisors

Print Name

**Exhibit B – Schedule of Fees**

**Exhibit B  
Schedule of Fees**

**STANDARD ON-GOING SERVICES:**

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

	MONTHLY	ANNUALLY
Management:	\$1,405.67	\$16,868
Administrative:	\$451.83	\$5,422
Accounting:	\$1,331.17	\$15,974
Financial & Revenue Collections:	\$361.42	\$4,337
Assessment Roll <sup>(1)</sup>		\$5,849
<b>Total Standard On-Going Services:</b>	<b>\$3,550.08</b>	<b>\$48,450</b>

(1) Assessment Roll is to paid in one lump-sum upon completion.

<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 400
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 400
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 125
Two+ Lots (on tax roll)	Per Occurrence	\$ 150
One Lot (direct billed by the District)	Per Occurrence	\$ 150
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 200
Six-Ten Lots (direct billed by the District)	Per Occurrence	\$ 250
Elevent+ Lots (direct billed by the District)	Per Occurrence	\$ 300
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 150/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 150
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Bond Amortization Schedules	Per Occurrence	\$ 600
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:**

Litigation Support Services shall be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
President	\$ 500.00
Chief Financial Officer	\$ 450.00
Vice President	\$ 400.00
Controller	\$ 350.00
Regional District Manager	\$ 300.00
Accounting Director	\$ 300.00
Finance Manager	\$ 300.00
Senior District Manager	\$ 275.00
District Manager	\$ 250.00
Amenity Services Manager	\$ 250.00
Business Development Manager	\$ 250.00
Landscape Inspection Services Manager	\$ 250.00
Financial Analyst	\$ 250.00
Senior Accountant	\$ 225.00
Landscape Specialist	\$ 200.00
Administrative Support Manager	\$ 200.00
Senior Financial Associate	\$ 200.00
Senior Administrative Assistant	\$ 200.00
Staff Accountant II	\$ 200.00
District Coordinator	\$ 175.00
Administrative Assistant II	\$ 150.00
District Compliance Associate	\$ 150.00
Staff Accountant	\$ 150.00
Financial Associate	\$ 150.00
Administrative Assistant	\$ 100.00
Accounting Clerk	\$ 100.00
Client Relations Specialist	\$ 100.00






# 2025-10-01 - Greater Lakes - Sawgrass Bay CDD - First Addendum - Contract for Professional District Services, unexecuted

Final Audit Report

2025-08-11

Created:	2025-08-11
By:	Scott Brizendine (sbrizendine@rizzetta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwOfcYNwWT3uzNyKQwJlhhi7KaqrEOPuK

## "2025-10-01 - Greater Lakes - Sawgrass Bay CDD - First Addendum - Contract for Professional District Services, unexecuted" History

-  Document created by Scott Brizendine (sbrizendine@rizzetta.com)  
2025-08-11 - 11:38:01 AM GMT
-  Document emailed to Bill Rizzetta (brizzetta@rizzetta.com) for signature  
2025-08-11 - 11:38:04 AM GMT
-  Email viewed by Bill Rizzetta (brizzetta@rizzetta.com)  
2025-08-11 - 11:38:26 AM GMT
-  Document e-signed by Bill Rizzetta (brizzetta@rizzetta.com)  
Signature Date: 2025-08-11 - 12:23:23 PM GMT - Time Source: server
-  Agreement completed.  
2025-08-11 - 12:23:23 PM GMT

**TAB 5**

# Landscape Maintenance Proposal

## SAWGRASS BAY

October 1, 2025

Greater Lakes Sawgrass Bay Community Development District  
c/o Rizzetta

We sincerely appreciate the opportunity to propose how Prince and Sons can help enhance the quality of your landscape. Our proposal includes integrating a custom maintenance plan to meet the needs and demands of your property while considering service expectations and community budget.

We hereby propose the following for your review:

### LANDSCAPE MAINTENANCE FOR COMMON GROUNDS

Service	Price Per Month	Price Per Year
Landscape Maintenance	\$6,000	\$72,000
Turf Fertilization	\$120	\$1,440
Tree & Shrub Fertilization	\$84	\$1,008
Irrigation Inspection	\$270	\$3,240
<b><u>TOTAL</u></b>	<b><u>\$6,474</u></b>	<b><u>\$77,688</u></b>



## Landscape Maintenance Program

### *Scope of Services*

#### TURF CARE

Mowing	Rotary lawn mowers will be used with sufficient power to leave a neat, clean, and uncluttered appearance <u>40 times</u> per calendar year. It is anticipated that mowing services shall be provided weekly during the growing season <u>April through September</u> and every other week during the non-growing season or as needed <u>October through March</u> .
Trimming	Turf areas inaccessible to mowers, areas adjacent to buildings, trees, fences, etc. will be controlled by a string trimmer. When string trimming, a continuous cutting height will be maintained to prevent scalping.
Edging	All turf edges of walks, curbs, and driveways shall be performed every mowing ( <u>40 times</u> per year). A soft edge of all bed areas will be performed every month. A power edger will be used for this purpose. A string trimmer may be used only in areas not accessible to a power edger.
Fertilization	St. Augustine turf will be fertilized <u>4 times</u> per year. All fertilizations will be designed to address site specific nutritional needs. Timing of applications will be adjusted to meet horticultural conditions. Bahia turf areas may be fertilized at an additional cost that is outside of the scope of work for this contract.

#### TREE, SHRUB, AND GROUNDCOVER CARE

Pruning	All shrubs and trees (up to 10 feet) shall be pruned and shaped a maximum of <u>10 times</u> per year to ensure the following: <ul style="list-style-type: none"><li>● Maintain all sidewalks to eliminate any overhanging branches or foliage which obstructs and/or hinders pedestrian or motor traffic.</li><li>● Retain the individual plant's natural form and prune to eliminate branches which are rubbing against walls and roofs.</li><li>● The removal of dead, diseased, or injured branches and palms will be performed as needed</li><li>● Ground covers and vines can maintain a neat and uniform appearance.</li></ul>
Weeding	Weeds will be removed from all plant, tree, and flower beds <u>18 times</u> per year. This incorporates <u>2 times</u> per month during the growing season and <u>1 time</u> per month during the non-growing season on an as-needed basis. Manual hand pulling and chemical herbicides will be used as control methods.
Fertilization	Palms and hardwood trees will be fertilized <u>2 times</u> per year. Shrubs and groundcovers will be fertilized <u>4 times</u> per year. All fertilizations of tree, shrub, and groundcovers will be designed to address site specific nutritional needs. Timing of applications will be adjusted to meet horticultural conditions.
Insect, & Disease Control	All landscape beds shall be monitored and treated with appropriate pesticides as needed throughout the contract period. Plants will be monitored, and issues addressed as necessary to effectively control insect infestation and disease as environmental, horticultural, and weather conditions permit. Prince and Sons does not guarantee the complete absence of any insect or disease. We will, however, notify the customer and provide professional options at an additional cost outside the scope of this contract.

#### IRRIGATION

Overview	At the commencement of the contract, we will perform a complete irrigation evaluation and furnish the customer with a summary of each clock and zone operation. Prince and Sons will submit recommendations for all necessary repairs and improvements to the system with an itemized cost for completing the proposed work. Prince and Sons is not responsible for turf or plant loss due to water restrictions set by city, county, and/or water management district ordinances.
Inspections	All irrigation zones shall be inspected <u>1 time</u> per month to insure proper operation. All zones will be turned on to check for proper coverage and any broken irrigation components. Management shall receive a monitoring report after each monthly irrigation inspection.
Repairs	Any repairs that have been caused by Prince and Sons will be repaired at no cost. All repairs to the irrigation system other than those caused by Prince and Sons will be performed on a time and materials basis with the hourly labor rate being <u>\$60.00</u> per hour. Faults and failures of the irrigation system communicated to Prince and Sons will be addressed in a fair and responsible time period, but Prince and Sons cannot guarantee a specific time response.





## MISCELLANEOUS

### Clean-Up

All non-turf areas will be cleaned with a backpack or street blower to remove debris created by landscaping process. All trash shall be picked up throughout the common areas before each mowing 40 times per year. Construction debris or similar trash is not included. Trash shall be disposed of offsite.

## OPTIONAL ITEMS & ADDITIONAL SERVICES

- Landscape design & installation
- Annual flower bed design & installation
- Thin & prune trees over 10' in height
- New plant installation
- Sodding and/or Seeding
- Mulching
- Prune Palms over 15' of clear trunk
- Leaf clean-up

## COMPENSATION

Prince and Sons agrees to provide all the above services for an annual fee of \$77,688 to be paid in monthly fees of \$6,474 for the landscape maintenance of common areas. An invoice will be delivered the first week of the current month's service. It is agreed that the invoice will be paid within 30 days of submittal.

**TAB 6**



## MEMORANDUM

DATE: September 25, 2025

TO: Greater Lakes Sawgrass Bay CDD

FROM: Dewberry Engineers

SUBJECT: Phase 2 Wall Repair

### Message

A follow-up walkthrough was conducted to assess the wall repairs on September 17<sup>th</sup>, 2025. The following figures show areas of concern along the wall that were listed for repair but were not repaired to an acceptable standard.

The following points from the original report are the areas of concern:

- 9 - Missing Repair
- 15 - Located
- 18 – Holes in Mortar
- 20 – East Side not tucked
- 27 – Foundation Concern
- 31 – Not Tucked
- 33 – Missing Repair, irrigation Box disconnected from wall.
- 35 – Small Holes in Mortar
- 40 – Repair Not Completed
- 41 - Broken
- 44 – Mortar cracked
- 45 - Broken
- 48 - Untucking
- 49 –Mortar Chipped
- 50 – Mortar Cracking on Cap
- 51 – Repair Not Level
- 52 - Repair Not Level
- 72 - Repair Not Level
- 75 – Holes in Mortar
- 77 - Holes in Mortar
- 78 – Mortar Missing Between Bricks, Column Damaged
- 80 – Could Not Locate
- 84 – Could Not Locate
- 86 – Cap Not Level
- 90 - Grout Separating
- 91 – Grout Separating

### Attachments

1. **Attachment A:** District Map
2. **Attachment B:** Inspection Photos



**Attachment A:**



## Legend

- Wall Repair Phase 2 Inspection Issues
- Urgent
- Poor
- CDD Wall
- DR Horton Wall

**FIGURE 1**  
**Wall Repair**  
**Inspection**  
 Greater Lakes Sawgrass  
 Bay CDD



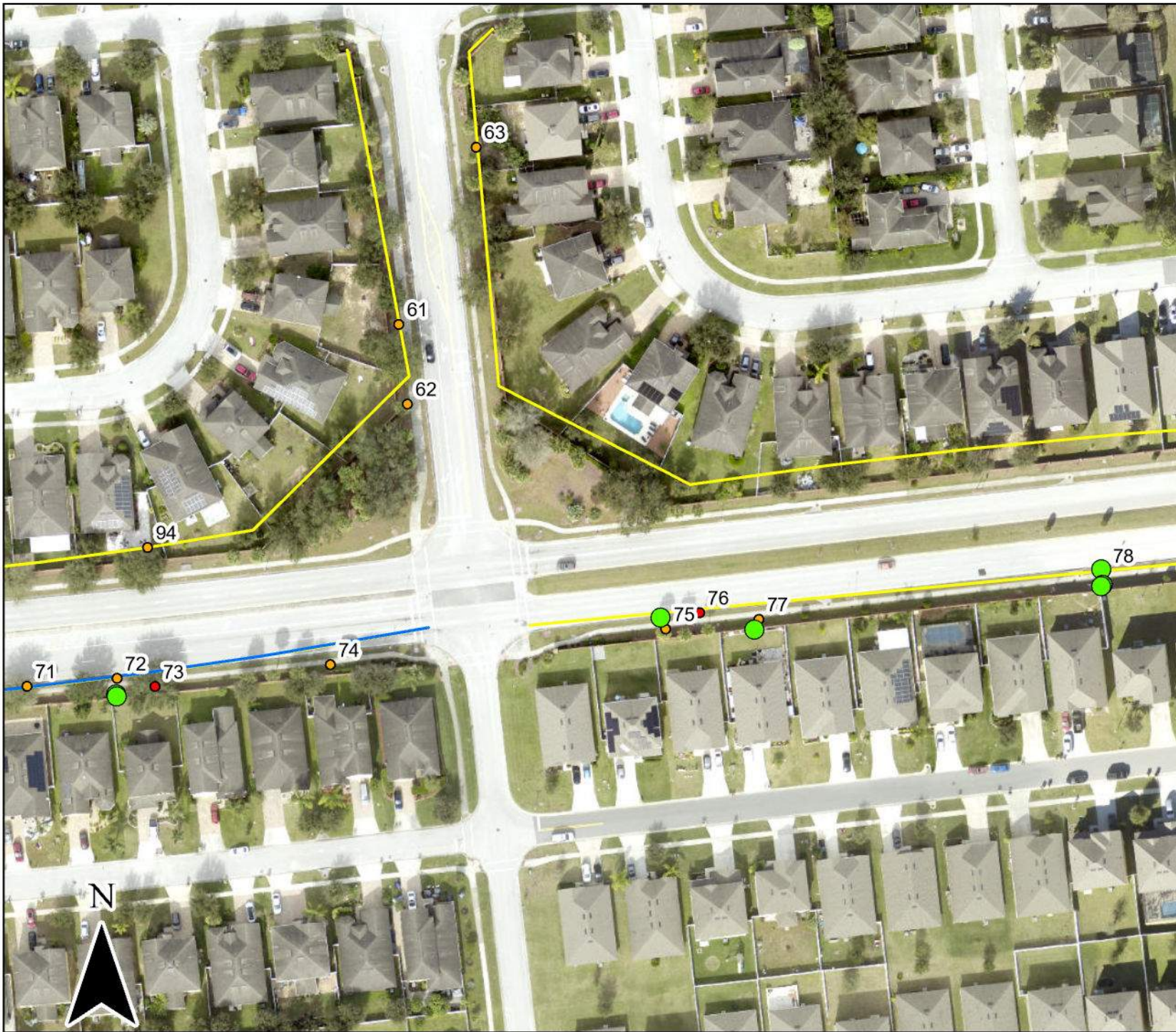


## Legend

- Wall Repair Phase 2 Inspection Issues
- Urgent
- Poor
- CDD Wall
- DR Horton Wall

**FIGURE 2**  
**Wall Repair**  
**Inspection**  
 Greater Lakes Sawgrass  
 Bay CDD



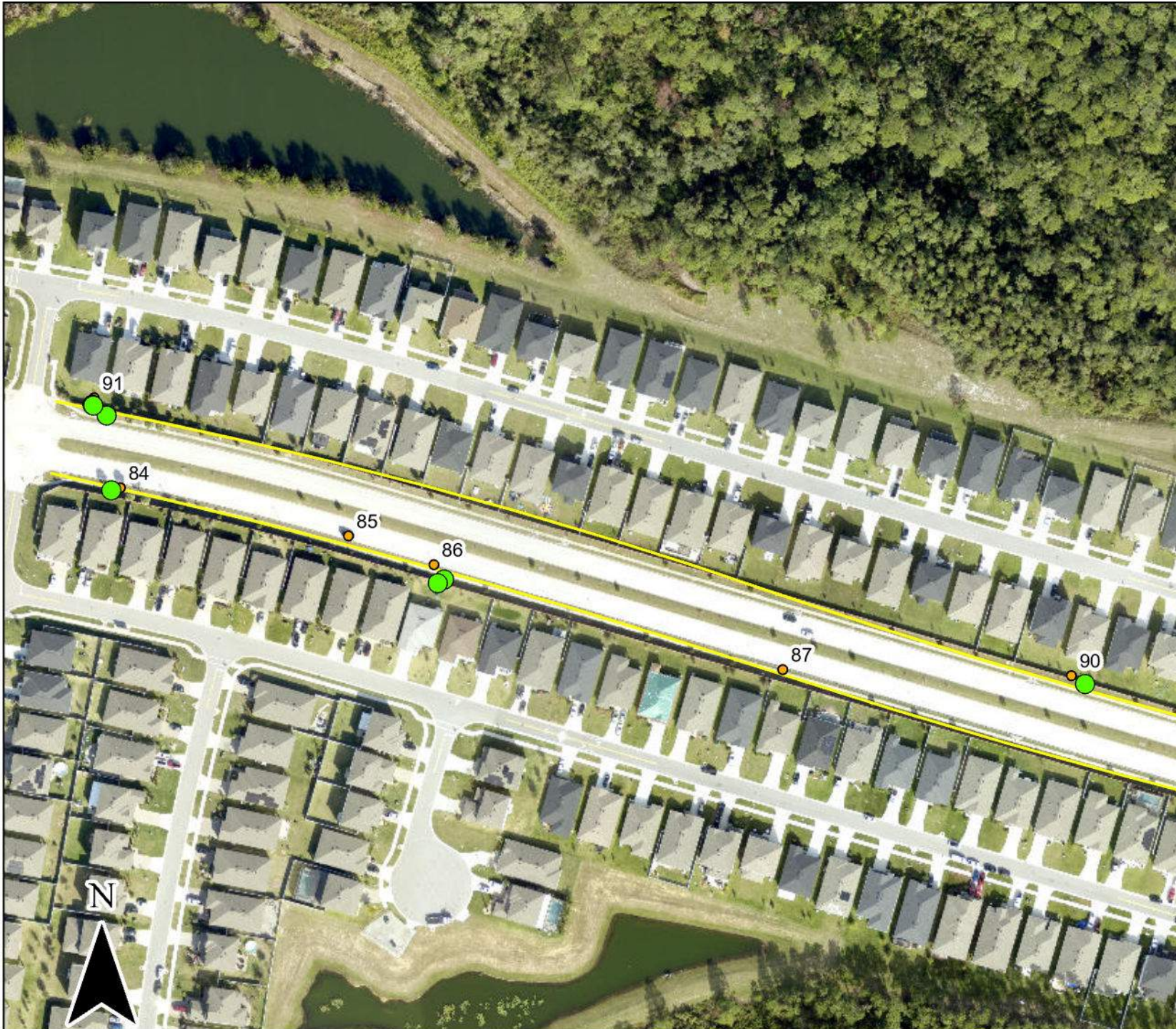


## Legend

- Wall Repair Phase 2 Inspection Issues
- Urgent
- Poor
- CDD Wall
- DR Horton Wall

**FIGURE 3**  
**Wall Repair**  
**Inspection**  
 Greater Lakes Sawgrass  
 Bay CDD





## Legend

- Wall Repair Phase 2 Inspection Issues
- Urgent
- Poor
- CDD Wall
- DR Horton Wall

**FIGURE 4**  
**Wall Repair**  
**Inspection**  
 Greater Lakes Sawgrass  
 Bay CDD



**Attachment B:**

The following points from the original report are the areas of concern:

**9 - Missing repair**







15- Located









18 – Holes in mortar











20 – East side not tucked









27 – Foundation concern





31 – Not tucked







33 – Missing repair; irrigation box disconnected from wall.









35 – Small holes in mortar





40 – Repair not completed

























41– Broken









44 – Mortar cracked





45 – Broken









## 48 – Untucking





49 – Mortar chipped





50 – Mortar cracking on cap





51 – Repair not level











52 - Repair not level



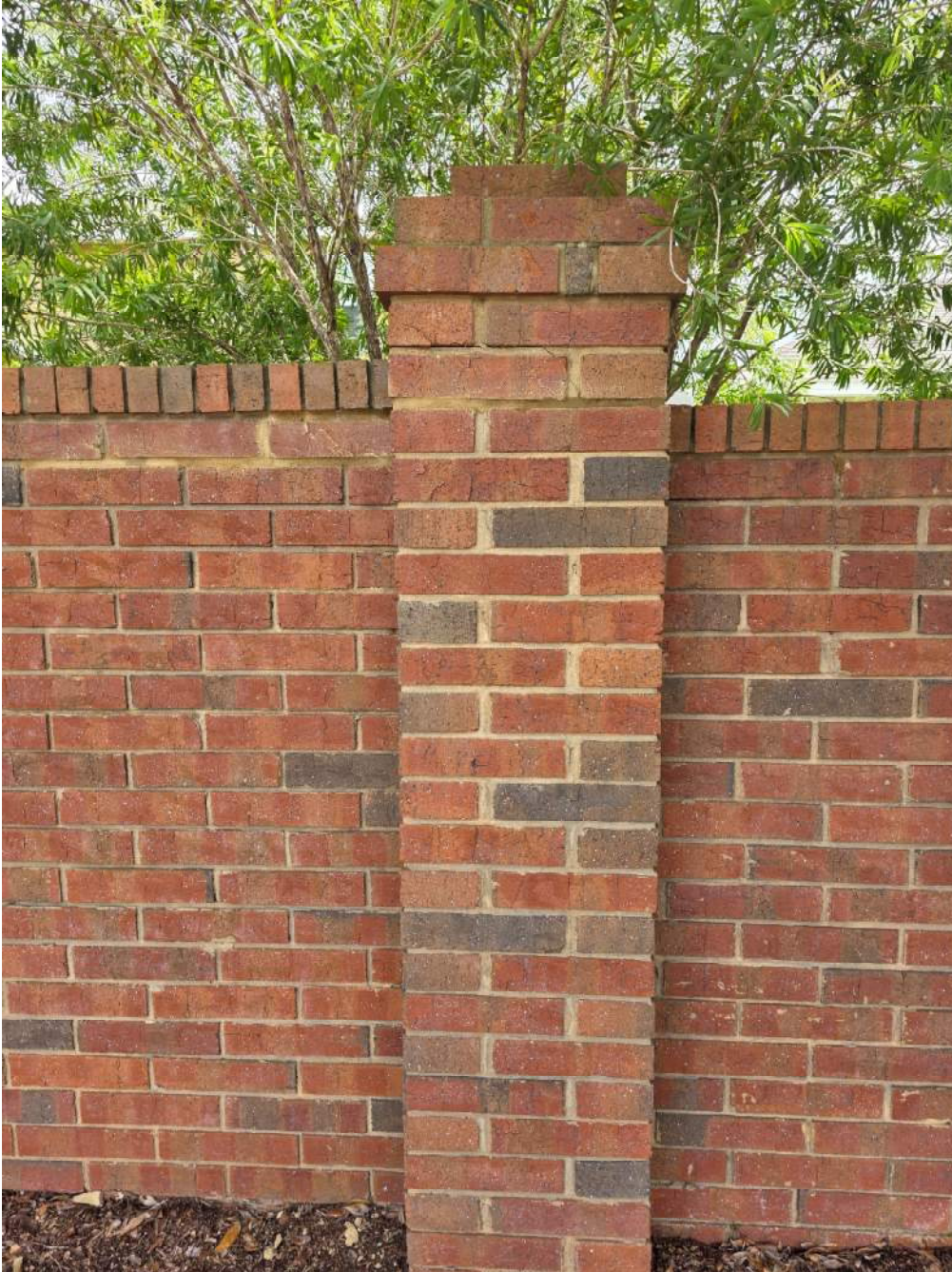








72 - Repair not level











75 – Holes in mortar















77 - Holes in mortar

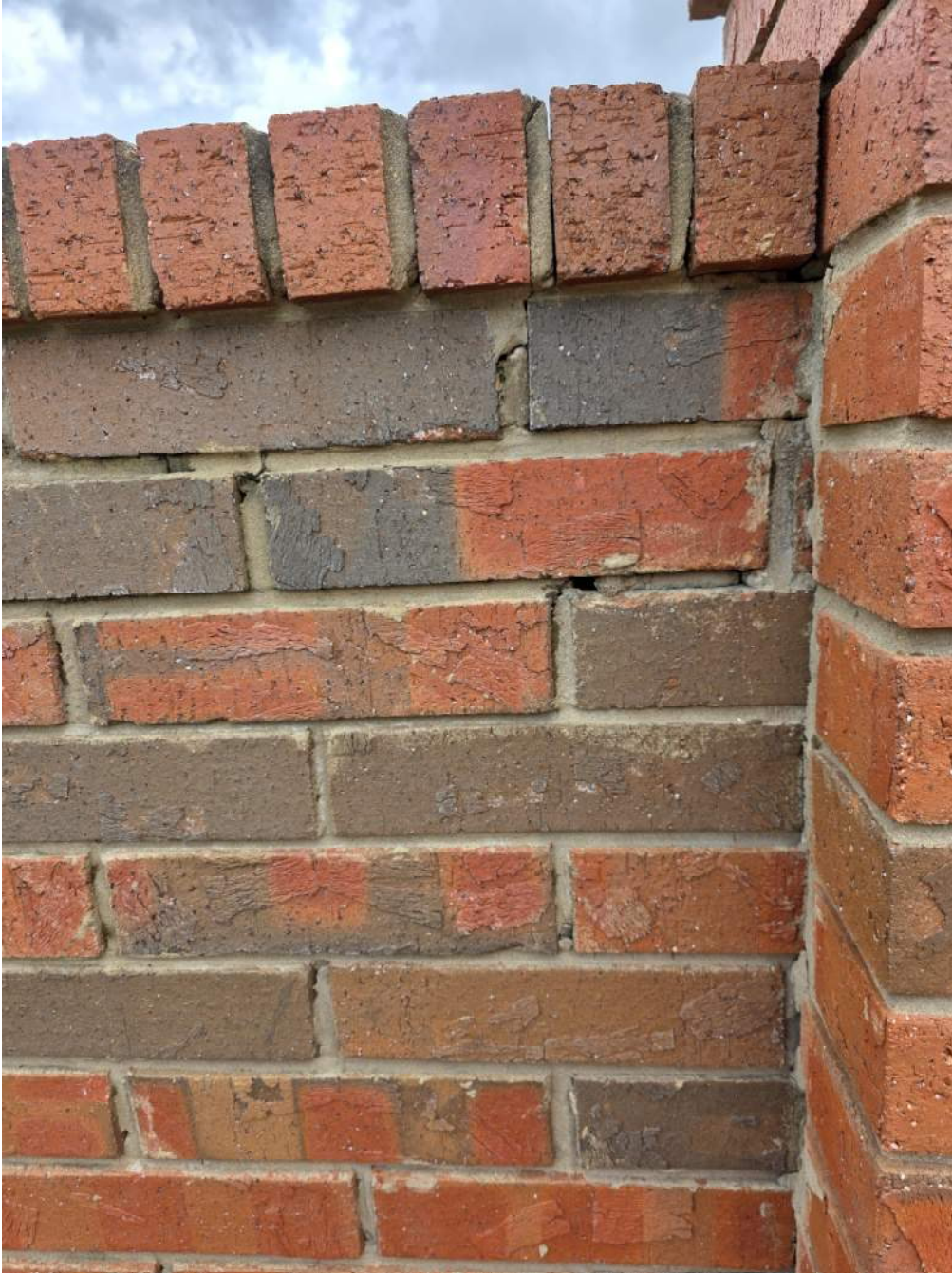














78 – Mortar missing between bricks; column damaged











80 – Could not locate, no photos

84 – Could not locate





86 – Cap not level













90 - Grout separating







91 – Grout separating



















**TAB 7**





Dewberry Engineers Inc. | 407.843.5120  
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax  
Orlando, FL 32803 | www.dewberry.com

**Sent Via Email: [bmendes@rizzetta.com](mailto:bmendes@rizzetta.com)**

September 26, 2025

Mr. Brian Mendes, District Manager  
Greater Lakes/Sawgrass Bay Community Development District  
2806 N. Fifth Street  
Suite 403  
St. Augustine, Florida 32084

**Subject: Work Authorization Number 2026-1  
Greater Lakes/Sawgrass Bay Community Development District  
District Engineering Services – FY 2026  
Lake County, Florida**

Dear Mr. Mendes:

Dewberry Engineers Inc. is pleased to submit this Work Authorization to provide general engineering services for the Greater Lakes/Sawgrass Bay Community Development District (District). We will provide these services pursuant to our current agreement ("District Engineering Agreement") as follows.

**I. General Engineering Services**

The District will engage the services of Dewberry Engineers Inc. (Engineer) as District Engineer to perform those services as necessary, pursuant to the District Engineering Agreement, including attendance at Board of Supervisors meetings, review and approval of requisitions, or other activities as directed by the District's Board of Supervisors.

Our fee for this task will be based on time and materials, in accordance with the enclosed Schedule of Charges. The referenced Schedule of Charges is valid for fiscal year 2026 only. We estimate a budget of \$11,000, plus other direct costs.

**II. Other Direct Costs**

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera. This does not include any of the application fees for the various agencies, which are the owner's responsibility and have not been accounted for in this proposal. We estimate a budget of \$100.

This proposed Work Authorization, together with the referenced District Engineering Agreement, represents the entire understanding between the District and the Engineer with regard to the referenced Work Authorization. If you wish to accept this Work Authorization, please sign where indicated and return one complete copy to Aimee Powell, Senior Office Administrator, in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at [apowell@dewberry.com](mailto:apowell@dewberry.com)). Upon receipt, we will promptly schedule our services.

Mr. Brian Mendes  
Greater Lakes/Sawgrass Bay CDD  
Work Authorization 2026-1  
September 26, 2025

Thank you for choosing Dewberry Engineers Inc. We look forward to continuing to work with you and your staff.

Sincerely,



Reinardo Malavè, P.E.  
Associate Vice President

RM:ap

J:\Greater Lakes Sawgrass Bay CDD\Administrative\Correspondence\Greater Lakes-Sawgrass Bay CDD FY 2026 District  
Engineering Services – 09-26-2025  
Enclosures

APPROVED AND ACCEPTED

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

Authorized Representative of  
Greater Lakes – Sawgrass Bay Community Development District

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



**STANDARD HOURLY BILLING RATE SCHEDULE****Professional/Technical/Construction/Surveying Services**

<b>LABOR CLASSIFICATION</b>	<b>HOURLY RATES</b>
<b>Professional</b>	
Engineer I, II, III	\$125.00, \$140.00, \$160.00
Engineer IV, V, VI	\$185.00, \$210.00, \$240.00
Engineer VII, VIII, IX	\$270.00, \$300.00, \$335.00
Environmental Specialist I, II, III	\$110.00, \$135.00, \$160.00
Senior Environmental Scientist IV, V, VI	\$175.00, \$195.00, \$220.00
Planner I, II, III	\$110.00, \$135.00, \$160.00
Senior Planner IV, V, VI	\$175.00, \$195.00, \$220.00
Landscape Designer I, II, III	\$110.00, \$135.00, \$160.00
Senior Landscape Architect IV, V, VI	\$175.00, \$195.00, \$220.00
Principal	\$375.00
<b>Technical</b>	
CADD Technician I, II, III, IV, V	\$90.00, \$110.00, \$130.00, \$145.00, \$190.00
Designer I, II, III	\$110.00, \$140.00, \$170.00
Designer IV, V, VI	\$190.00, \$210.00, \$245.00
<b>Construction</b>	
Construction Professional I, II, III	\$125.00, \$160.00, \$190.00
Construction Professional IV, V, VI, VII	\$225.00, \$255.00, \$305.00, \$340.00
<b>Survey</b>	
Surveyor I, II, III	\$70.00, \$85.00, \$110.00
Surveyor IV, V, VI	\$130.00, \$145.00, \$160.00
Surveyor VII, VIII, IX	\$180.00, \$210.00, \$255.00
Senior Surveyor IX	\$310.00
Fully Equipped 1, 2, 3 Person Field Crew	\$160.00, \$200.00, \$270.00
<b>Administration</b>	
Administrative Professional I, II, III, IV	\$72.00, \$105.00, \$125.00, \$155.00
Other Direct Costs (Printing, Postage, Etc.)	Cost + 15%

**TAB 8**





# Quarterly Compliance Audit Report

---

## Greater Lakes/Sawgrass Bay

**Date:** July 2025 - 2nd Quarter

**Prepared for:** Matthew Huber

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Susan Morgan - *SchoolStatus Compliance*

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

# Table of Contents

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## **Compliance Audit**

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<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
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ADA Compliance Categories	7
Web Accessibility Glossary	11

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# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.





# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard



# Florida F.S. 189.069 Requirements

Result: **PASSED**

## Compliance Criteria

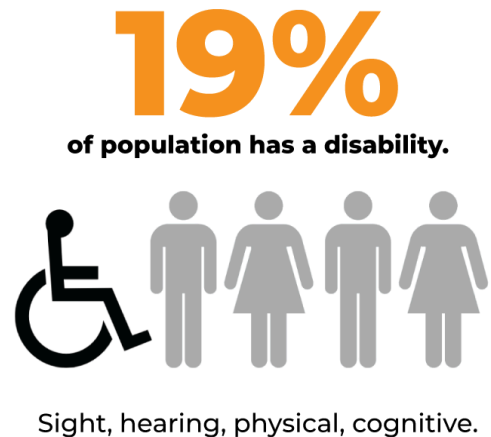
Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	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