



Rizzetta & Company

Mitchell Ranch Community Development District

**Board of Supervisors' Regular
Meeting
February 10, 2026**

District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813.994-1001

www.mitchellranchcdd.org

**MITCHELL RANCH
COMMUNITY DEVELOPMENT DISTRICT**

Hilton Garden Inn Tampa Suncoast Parkway, 2155 Northpointe Parkway Lutz, FL
33558
www.mitchellranchcdd.org

Board of Supervisors	Kelly Evans Lori Campagna Jennifer Hoerle Jacob Walsh Lori Rice	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Sean Craft	Rizzetta & Company
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Brian Surak	Clearview Land Design

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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 (813) 994-1001. 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.

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
mitchellranchcdd.org

February 2, 2026

Board of Supervisors
Mitchell Ranch Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on **Tuesday, February 10, 2026 at 10:00 a.m.**, at the Hilton Garden Inn Tampa Suncoast Parkway, 2155 Northpointe Parkway Lutz, FL 33558. The following is the agenda for the meeting:

BOS MEETING:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Discussion regarding Re-designation of Board Seats
 - B. Ratification of Proposal to Repair Potholes and Replace Traffic Signs..... Tab 1
 - C. Ratification of Proposal for Irrigation Repair Tab 2
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held on January 13, 2026 Tab 3
 - B. Consideration of Operation and Maintenance Expenditures for December 2025..... Tab 4
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - i. Review of Updated Labor Rates Tab 5
 - C. Aquatics Report Tab 6
 - D. Field Inspection Services Report Tab 7
 - i. Contractor Response to Field Inspection..... Tab 8
 - ii. Consideration of Proposal to Fertilize Palm Tree at Front Entrance..... Tab 9
 - iii. Consideration of Proposal to Install Mulch Tab 10
 - E. Horticulture – Monthly Chemical Reports Tab 11
 - F. Irrigation Report (Under Separate Cover)
 - G. District Manager..... Tab 12
 - i. Presentation of 4th Quarter Website Compliance Audit Report..... Tab 13

6. SUPERVISOR REQUESTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, or need to obtain a copy of the full agenda, please do not hesitate to contact Sean Craft at scraft@rizzetta.com.

Sincerely,

Sean Craft

Sean Craft
District Manager

Tab 1

ROMANER
GRAPHICS

design • illustration • printing • signage
brochures • photography

20108 Pond Spring Way
Tampa, FL 33647
(813) 991-6069
FAX (813) 907-8205

JOB ESTIMATE

TO: _____
COMPANY NAME: Mitchell Ranch
DATE: 1/26/26

QUOTE: Mitchell Ranch: _____

Jogging Trail asphalt pothole repairs:
7 Locations - \$455.00

Traffic Circle - replace missing arrows.
DOT R-6 - 4a 48" x 24"
Installed on 2 U-Channel posts
3 @ \$325.00 = \$975.00

TOTAL: \$1,430.00

Authorized By:

Sean Craft

District Manager

Date:

1/29/26

Thank You: Romaner Graphics

Tab 2

Date: January 26, 2026
Proposal #: 22489

Mailing Address

Rizzetta & Company
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

Home Phone:

Job Address

Mitchell Ranch CDD
8447 FL-54
New Port Richey, FL 34655

Business Phone: 813-994-1001

Job Summary:

Complete the following Irrigation Repairs:

Repair main line break on east side of Legends Pasture and Houndstooth Enclave

Excavator needed to locate mainline

Repair main line - couplings, slip fixes and pipe.

Estimate includes equipment, labor and parts.

Sod and soil restoration after irrigation repair is completed.



Quote Total: \$4,065.23

Terms & Conditions

Acceptance of Work

- **Fieldstone Landscape Services, LLC (Contractor) and Mitchell Ranch CDD (Client)** agree to services, conditions, materials, and total dollar amount.
- Contractor will commence the Work at the agreed time and place, and continue such Work diligently and without delay, in a good and workmanlike manner, and in strict conformity with the specifications and requirements contained herein and in any related Order.

Payment Terms and Conditions

- The client is subject to a Progress Billing & Payment Schedule based on the total size of the proposed project. Payment Schedule may include up to a 50% Deposit to schedule work.
- Client agrees to pay the balance before the due date on final invoice to avoid 1.5% penalty for late payment.

Procedure for Extra Work and Changes

- If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, reports, or specifications for any part of the project or reasons over which Contractor has no control, or are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis.
- All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.
- Extras to the Contract are payable by the Client forthwith upon receipt of the Contractor's invoice.

Warranty and Tolerances

- Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- Diligence: the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost, and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Quotation and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.
- Underground Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities. Damage to neighbor's utilities on the Client's property is the responsibility of the Client.

Material Tolerances

- Landscape: Contractor warrants the installation, workmanship, and material. Material is guaranteed to be true to name and maintain a healthy condition except for normal shock of installation.
 - Hardwood & Palm Trees: (6) Months
 - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
 - Sod: (30) Days
 - Seasonal Annual Flowers: (30) Days
- Irrigation/Drainage/Lighting: Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

- Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone.
- The warranty is not valid on relocated material, annuals and any existing irrigation, drainage, and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by Contractor will void warranty.

Signature: *Sean Craft* **Date:** *1/26/26*
Rizzetta & Company

We wanted to share with you our new customer portal. This will allow you to manage your account online by having access to: viewing proposals and being able to electronically sign for new proposed work, viewing and submitting issues, as well as viewing and electronically paying your invoices.

To register, please use the following link: Fieldstone.PropertyServicePortal.com

Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact accountsreceivable@fieldstonels.com

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.

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular Meeting of the Board of Supervisors of the Mitchell Ranch Community Development District was held on **Tuesday, January 13, 2026, at 10:12 a.m.** at the Hilton Garden Inn Tampa Suncoast Parkway. 2155 Northpointe Parkway, Lutz, Florida 33588

Present and constituting a quorum were:

15 Kelly Evans
16 Lori Campagna
17 Jake Walsh
18 Jennifer Hoerle

Board Supervisor, Chair
Board Supervisor, Vice-Chair
Board Supervisor, Assistant Secretary
Board Supervisor, Assistant Secretary

Also Present were:

22 Sean Craft
23 Kathryn Hopkinson
24 Liz Moore
25 Amiee Brodeen

District Manager, Rizzetta & Company, Inc.
District Counsel, Straley, Robin Vericker
Representative, Fieldstone Landscaping
LIS, Rizzetta & Company, Inc.

27 Audience

Present

FIRST ORDER OF BUSINESS

Call to order and Roll Call

32 Mr. Craft called the meeting to order and confirmed a quorum.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

37 An audience member commented about parking on the street.

38 The Board directed Mr. Craft to obtain a proposal for the removal of a fallen sign at the
39 commercial parcels off State Road 54 and to replace or re-install the sign.

THIRD ORDER OF BUSINESS

**Discussion regarding Re-designation
of Board Seats**

45 The Board tabled this discussion until the February meeting.

48 **FOURTH ORDER OF BUSINESS**

49 **Consideration of the Minutes of the**
50 **Regular Meeting held on December 9,**
51 **2025**

52 On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of
53 Supervisors approved the minutes of the regular meeting held on December 9, 2025, as
54 presented, for Mitchell Ranch Community Development District.

55 **FIFTH ORDER OF BUSINESS**

56 **Ratification of O&M Expenditures for**
57 **November 2025**

58 On a Motion by Ms. Evans, seconded by Ms. Hoerle, with all in favor, the Board of
59 Supervisors ratified the O&M expenditures for November 2025 (\$14,045.59), for Mitchell
60 Ranch Community Development District.

61 **SIXTH ORDER OF BUSINESS**

62 **Staff Reports**

63 **A. District Counsel**

64 Nothing to report.

65 **B. District Engineer**

66 Nothing to report.

67 **C. Aquatic Report**

68 The Board reviewed the aquatics report.

69 **D. Field Inspection Services Report**

70 Ms. Brodeen reviewed her report with the Board. The Board set a not to exceed
71 amount of \$5,000 to fill in the holes in the asphalt along Legends Pasture.

72 On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of
73 Supervisors approved to fill in the holes in the asphalt along Legends Pasture and set a
74 not to exceed amount of \$5,000, for Mitchell Ranch Community Development District.

75 **Consideration of Proposal for Fire Ant Treatment**

76 On a Motion by Ms. Hoerle, seconded by Ms. Evans, with all in favor, the Board of
77 Supervisors approved the proposal from Fieldstone Landscape for fire ant treatment in the
78 amount of \$8,935.64, for Mitchell Ranch Community Development District.

79 **E. Horticulture – Monthly Chemical Report**

80 The Board reviewed the report.

81 **F. Irrigation Report**

82 The Board reviewed the report.

84 **G. District Manager**

85 Mr. Craft reminded the Board that the next regular meeting is scheduled for
86 February 10, 2026, at 5:00 p.m at the Hilton Garden Inn. The Board approved to
87 change the meeting start time to 10:00 a.m.

88 On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of
89 Supervisors approved to change the February 2026 meeting start time from 5:00 p.m. to
90 10:00 a.m., for Mitchell Ranch Community Development District.

91 **SEVENTH ORDER OF BUSINESS**

Supervisor Requests

92 There were no supervisor requests made.

93 **EIGHTH ORDER OF BUSINESS**

Adjournment

94 Mr. Craft stated that there were no other matters to come before the Board of
95 Supervisors at this time.

96 On a Motion by Ms. Evans, seconded by Ms. Rice, with all in favor, the Board of
97 Supervisors adjourned the meeting at 10:35 a.m. for Mitchell Ranch Community
98 Development District.

100
101
102
103 Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 4

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE - RIVERVIEW, FLORIDA

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

Operation and Maintenance Expenditures

December 2025

For Board Approval

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

The total items being presented: **\$71,072.78**

Approval of Expenditures:

Chairperson

Vice Chairperson

Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Brletic Dvorak, Inc.	100562	2174	Engineering Services 10/25	\$ 540.00
Brletic Dvorak, Inc.	100571	2219	Engineering Services 11/25	\$ 720.00
Duke Energy	20251209-9	9100 8922 3793 11/25 ACH	2965 Bear Landing Way 11/25	\$ 33.25
Duke Energy	20251209-8	9100 8922 3967 11/25 ACH	00000 State Rd 54 Lite 11/25	\$ 870.89
Duke Energy	20251209-10	9100 8922 4306 11/25 ACH	0000 Little Rd Lite 11/25	\$ 3,232.91
Duke Energy	20251209-7	910089223115 11/25 ACH	2809 Legend Pasture Rd 11/25	\$ 33.25
Duke Energy	20251209-3	910089223602 11/25 ACH	2911 Legend Pasture Rd 11/25	\$ 33.25
Duke Energy	20251209-11	910089224463 11/25 ACH	3043 Legend Pasture Rd 11/25	\$ 33.25
Duke Energy	20251209-2	910089224645 11/25 ACH	2609 Legend Pasture Rd 11/25	\$ 34.88
Duke Energy	20251209-5	910138415332 11/25 ACH	8163 Rolling Tides Dr 11/25	\$ 19.79
Duke Energy	20251209-4	910138417178 11/25 ACH	3159 Bear Landing Way MNMT Sign 11/25	\$ 20.69
Duke Energy	20251209-6	910138420123 11/25 ACH	2696 Welbilt Blvd Mnmt Sign 11/25	\$ 19.79
Duke Energy	20251209-1	910139588485 11/25 ACH	0000 State Rd 54 Lite 11/25	\$ 1,741.03

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fieldstone Landscape Services	100563	26534	Monthly Landscaping Maintenance 10/25	\$ 14,613.00
Fieldstone Landscape Services	100563	26741	Monthly Landscaping Maintenance 11/25	\$ 14,613.00
Fieldstone Landscape Services	100563	26843	Irrigation Repairs 11/25	\$ 1,024.20
Fieldstone Landscape Services	100563	26844	Turf Damage Repair 11/25	\$ 2,064.67
Fieldstone Landscape Services	100572	26874	Monthly Landscaping Maintenance 12/25	\$ 14,613.00
Florida Governmental Utility Authority	100564	10000010518	2778 Legend Pasture Road - Reclaimed Water 11/25	\$ 176.94
Florida Governmental Utility Authority	100564	10000012771	8553 Houndstooth Enclave Dr 11/25	\$ 90.95
Florida Governmental Utility Authority	100565	10000016923	8087 Capstone Ranch Drive 11/25	\$ 22.01
Florida Governmental Utility Authority	100564	10000018707	2997 Bearlanding Way 11/25	\$ 201.22
Jacob Walsh	100574	JW111125-478	Board of Supervisors Meeting 11/11/25	\$ 200.00
Jacob Walsh	100578	JW120925	Board of Supervisors Meeting 12/09/25	\$ 200.00
Jennifer B. Hoerle	100579	JH11112025	Board of Supervisors Meeting 11/11/25	\$ 200.00
Kelly Evans	100575	KE111125-478	Board of Supervisors Meeting 11/11/25	\$ 200.00
Kelly Evans	100580	KE120925	Board of Supervisors Meeting 12/09/25	\$ 200.00

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Lori A. Rice	100577	LR111125-478	Board of Supervisors Meeting 11/11/25	\$ 200.00
Lori A. Rice	100581	LR120925	Board of Supervisors Meeting 12/09/25	\$ 200.00
Lori Campagna	100576	LC111125-478	Board of Supervisors Meeting 11/11/25	\$ 200.00
Lori Campagna	100582	LC120925	Board of Supervisors Meeting 12/09/25	\$ 200.00
Pinnacle Holdings - XIV, LLC	100583	011326 BOS	Rental - BOS Meeting 01/13/26	\$ 203.34
Rizzetta & Company, Inc.	100561	INV0000105314	Accounting Services 12/25	\$ 5,938.09
Sitex Aquatics, LLC	100567	10428-b	Monthly Lake Maintenance 11/25	\$ 2,730.00
Sitex Aquatics, LLC	100566	10519-b	Monthly Lake Maintenance 12/25	\$ 3,180.00
Sitex Aquatics, LLC	100566	10549-b	Mosquito ULV Fogging 11/25	\$ 660.00
Straley Robin Vericker	100568	27439	Legal Services 10/25	\$ 1,752.50
The Observer Group, Inc.	100573	25-02483P	Legal Advertising 11/25	\$ 56.88
Total				\$ 71,072.78

Tab 5



CDD Labor Rates

(January 1, 2026 – September 30, 2026)

<u>Classification</u>	<u>Rates</u>
Principal	\$240
Project Manager I	\$210
Project Manager II	\$180
Senior Engineer	\$190
Project Engineer	\$150
Engineer	\$120
Senior Environmental Scientist	\$150
Environmental Scientist	\$110
Senior Designer	\$120
Designer	\$100
Senior Engineering Technician	\$90
Engineering Technician	\$70
Field Manager	\$135
Senior Inspector	\$120
Inspector	\$80
Clerical	\$50

Tab 6



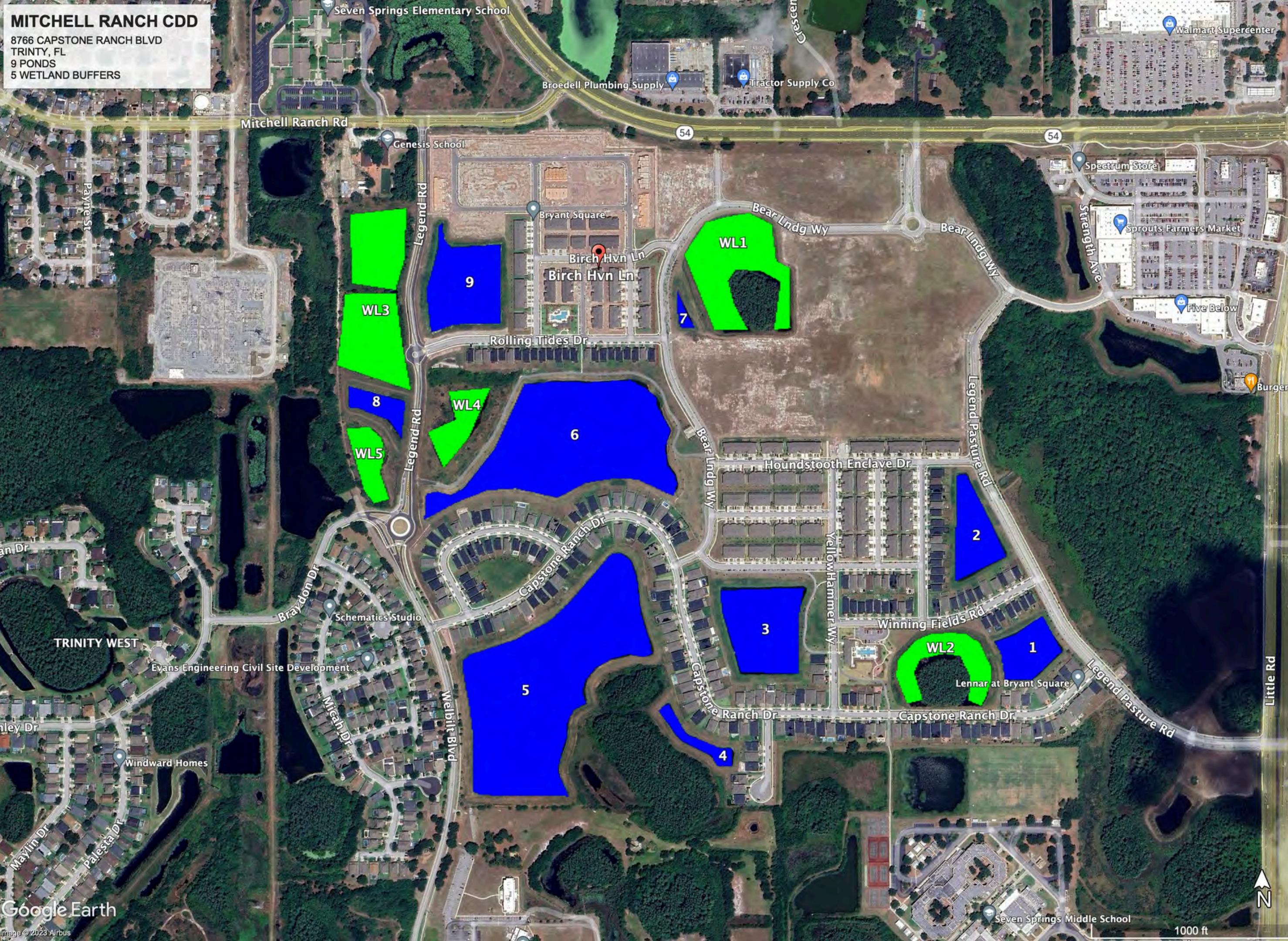
MONTHLY REPORT

FEBRUARY, 2026



MITCHELL RANCH CDD

8766 CAPSTONE RANCH BLVD
TRINITY, FL
9 PONDS
5 WETLAND BUFFERS



SUMMARY:

Very nice having the cold temperatures this year. Points to remember when having these cold days in Florida in regards to storm water ponds. Algae, plants, and larvae go dormant during these times so expect that when warm days come we will receive a bloom or some sort. Algae and larvae pop during warm winter days. Our teams will be diligent in algae service calls out side of contractual visits. Hope fully this cool air sticks around for a bit as summer is right around the corner.

Jan 21, 2026 at 9:27:08 AM



Pond #1 Treated for Shoreline Vegetation.

Jan 21, 2026 at 9:22:32 AM



Pond #2 Treated for Shoreline Vegetation.

Jan 21, 2026 at 9:43:36 AM



Pond #3 Treated for Shoreline Vegetation.

Jan 21, 2026 at 10:50:06 AM



Jan 21, 2026 at 10:41:14 AM



Jan 21, 2026 at 10:28:04 AM



Pond #4 Treated for Algae and
Shoreline Vegetation.

Pond #5 Treated for Shoreline
Vegetation.

Pond #6 Treated for Shoreline
Vegetation.

Jan 21, 2026 at 11:29:22 AM



Jan 21, 2026 at 10:57:59 AM



Jan 21, 2026 at 10:29:59 AM



Pond #7 Treated for Shoreline Vegetation.

Pond #8 Treated for Shoreline Vegetation.

Pond #9 Treated for Algae and Shoreline Vegetation.

Tab 7

Mitchell Ranch

LANDSCAPE INSPECTION REPORT



January 16, 2026
Rizzetta & Company
Amiee Brodeen – Landscape Specialist
Landscape Inspection Services



Rizzetta & Company
Professionals in Community Management

Summary, Birch Haven Ln, Bear Landing Dr,

General Updates, Recent & Upcoming Maintenance Events

- **Plant Bed Maintenance:** During the cooler months, please have the crew focus on removing any unwanted plant material from all planting beds.
- **Ant Mound Control:** Continue spot-treating the ant mounds during each visit, as there are numerous infestations throughout the large field, parks, and ROWs.

The following are action items for Fieldstone 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. **Bold & underlined is info. or questions for the BOS.**

1. **Birch Haven:** Turf on the two corners of Birch Haven remains heavily weedy. Is the irrigation functioning properly in this area? Has it been receiving fertilization? Please provide the treatment plan to restore healthy, green turf. (Pic 1a, 1b>)



2. **Birch Haven:** There is an irrigation break along the planting bed on the south side of Birch Haven. Has this issue been addressed and repaired? (Pic 2>)



3. **Birch Haven:** The front bottlebrush tree is declining to the point where removal is necessary. For reference, the bottlebrush tree in the back demonstrates the desired color and condition. I recommend removing the declining tree and planning for a replacement in March. (Next page – Pic 3>)

4. **Bear Landing:** During the next visit, if not already completed, please have the crew lightly tip the jasmine hedge.

5. **Bear Landing (ROW):** A few of the ROW trees still have rotted stakes.... **(Nxt pg)**

Bear Landing Way

(Cont.).... attached to their trunks. When the crew works in this area, please have them remove all stakes that are no longer needed. (Pic 5a, 5b)



6. Bear Landing (West Side): The turf is failing and becoming patchy. Please have the team assess the area and implement appropriate treatments. (Pic 6a, 6b)



7. Bear Landing (West Side): Between the muhly grasses and the hedge, there is sprawling grass attempting to establish. Please have the crew remove it during the next visit to prevent further growth.



Rizzetta & Company
Professionals in Community Management

Bear Landing Way, Birch Haven Ln

8. **Bear Landing/Birch Haven:** The turf behind the monument is becoming increasingly weedy with each visit. What is the treatment plan for this area, and are the turf weeds being addressed? (Pic 8a, 8b>)



9. **Bear Landing (Utility Fence):** The large viburnum hedge contains a few beggarstick plants growing within the shrubs, currently taller than myself. Please remove them at the base; do not apply treatment. Same area, there is a rather large section of dollarweed growing and over-taking the turf. Is the irrigation running too often? Is it possibly a drainage issue? (Pic 9a, 9b>)



10. **Bear Landing (Utility Fence):** During the next detailing event, please have the crews trim the viburnums down to the top of the chain-link fence.



Bear Landing Way, Harmon Park

12. Bear Landing: The turf reported last month has filled in. Going forward, this area should be fertilized, treated for weeds, and regularly monitored. (Pic 12)



(Cont.).... Please make this a priority during the next visit, as the new leaves are emerging and may prevent a full bloom if not addressed. (Pic 15)



13. Bear Landing (New Walkway): The new sod installed along the walkway appears to be struggling. Has the irrigation system been repaired following last month's damage? Please treat and fertilize the area as needed. (Pic 13a, 13b>)



14. Bear Landing: Near the utility fence on the north side, there is an active ant mound in and around the irrigation box. Please treat the mound before performing any irrigation work in the area.

15. Harmon Park: The Spanish moss has not yet been removed from the tree canopies.....



16. Harmon Park: There is still a significant amount of Bermuda grass growing within the muhly grasses. Please have this removed before the next growing season.

17. Harmon Park: Continue removing the Bermuda grass growing within the jasmine shrubs, throughout the park.

18. Sidewalks: In several areas around the park, cool-season crack weeds are beginning to emerge. Please treat them during the next visit to prevent further spread.



Rizzetta & Company
Professionals in Community Management

Legends Pasture Way, Campus Woods Way

19. Harmon Park: When the mowing crew passes over the sidewalks and leaves debris, please remind them to remove tire tracks using either sweeping or power washing. (Pic 19)



20. Campus Woods Way: The turf running parallel to the road is showing signs of stress, possibly due to drought. Please send a team to assess the area, identify the cause, and implement appropriate treatments. (Pic 20)



21. Legends Pasture: Heading north, just before Capstone Ranch, the ROWs are showing signs of stress and browning. Please assess the area and apply appropriate treatments. (Pic 21a>, 21b>)

22. Legends Pasture: An irrigation break was reported during my visit. Has this been repaired?

23. Legends Pasture: Cogongrass is reappearing within the fakahatchee grasses. Please address it now to prevent it from spreading, as it can quickly take over if left uncontrolled. (Pic 23)



Rizzetta & Company
Professionals in Community Management

Tab 8

MITCHELL RANCH

LANDSCAPE INSPECTION REPORT



1,2,8 - Birch Haven Turf- Turf was treated for weeds on 12/16/25 and 1/26/26. We specifically checked and treated this area. The irrigation is being checked on 1/28/25 for operation and for coverage. As well as the potential break along the planting bed. We will continue to treat the weeds and when weather warms, we will fertilize the area.

3- Bottlebrush tree- Remove and Replace in March – Proposal attached.

4,7- Bear Landing Jasmine Hedge – trimming completed 1/20/26



5- Tree stakes – Bear Landing ROW – Completed 1/20/26



6- Turf Browning Bear Landing West Side – Turf was evaluated and treated on 12/16/25 for fungus. Turf was rechecked on 1/26/26 and no active fungus but we will continue to monitor. Irrigation has been reduced to 2 times a week to help with fungus control.

9,10- Utility fence on Bear Landing – Both utility fence hedges trimmed and weeded.



9 b- Dollar weed. – Irrigation has been reduced to 2 times a week. The watering was increased recently for new sod but has since been reduced. Will continue to monitor control of Dollar Weed.

11 – Monument sign - Plants will be checked after the cold spell and provide a proposal for the monument sign.

12- Tire ruts on Bear Landing – Treat area for weeds and fertilize on February visit. Will continue to monitor for recovery.

13- Bear Landing new walkway – Irrigation has been checked and repaired along walkway. Turf is stressed due to previous drying out. Will fertilize on next visit in February. Ongoing monitoring for recovery.

14- Ant mound retreating – ongoing. Topchoice ant treatment will be done in February.

15- Harmon Park – Spanish Moss removed from trees up to 10'. 1 tree is above 10' and will be completed next visit on 2/3/26.

16,17 - Bermuda Grass in Muhly and Jasmine - Liz showed crew on 1/27 the exact location. This will be addressed next visit on 2/3/26.

18,19- Harmon Park – Treating weeds in cracks and crevices scheduled for 2/3/26 and ongoing. The tire marks on the sidewalk – this has been discussed with crew that they need to clean these off promptly using a broom or blower.

20 – Campus Woods Way – turf by pond browning - This area will be treated for weeds and fertilized next visit in February. Irrigation technician confirmed the turf closest to the pond is not irrigated.

21- Legends Pasture – browning turf – Turf has been treated for fungus on 12/16/25 and again on 1/26/26. Irrigation has been reduced to 2 times a week. We will continue to monitor and treat as needed.

22 – Irrigation repair report - Yes, the reported irrigation leak was repaired on 1/16/26.

23- Cogongrass will be removed next visit on 2/3/26.

General Notes –

Ground cover trimmed in median on Legends pasture

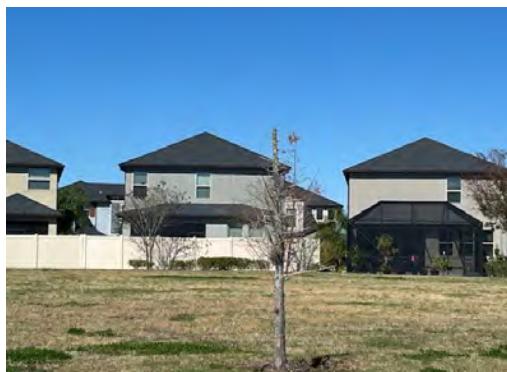


Crew picked up and staked a couple of trees that had blown down. – 1/27/26.

Irrigation Leak – Mainline on Legends Pasture - water is temporarily off (should be ok with cold weather this week)

Palm drench for Palm at Little Road Monument has not been approved as of 1/29/26.

Broken tip of Cypress at Park on Capstone Ranch



Tab 9

Date: January 14, 2026

Proposal #: 22448

Mailing Address

Rizzetta & Company
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

Home Phone:

Job Address

Mitchell Ranch CDD
8447 FL-54
New Port Richey, FL 34655

Business Phone: 813-994-1001

Job Summary:**Fieldstone Landscape Service proposes to do the following scope of work:**

- Root drench and fertilize sickly palm tree at front entrance of community
- Root drench will contain fungicide, insecticide and liquid nutrients to help boost overall health of the tree



8-2-12 Fertilizer contains macro-nutrients, such as nitrogen (N), potassium (K) and magnesium (Mg), in slow release form.

Bifenthrin Insecticide that will trans-locate upward with new frond growth, helping to protect against Insect feeding.

Subdue Maxx Fungicide has broad spectrum disease control that contains systemic activity providing even distribution throughout the plant

High Mag Fertilizer Improves photosynthesis and energy production, aids in formation of fats, sugars, and oils, and Improves vigor.

Quote Total: \$337.07

Terms & Conditions

Acceptance of Work

- **Fieldstone Landscape Services, LLC (Contractor) and Mitchell Ranch CDD (Client)** agree to services, conditions, materials, and total dollar amount.
- Contractor will commence the Work at the agreed time and place, and continue such Work diligently and without delay, in a good and workmanlike manner, and in strict conformity with the specifications and requirements contained herein and in any related Order.

Payment Terms and Conditions

- The client is subject to a Progress Billing & Payment Schedule based on the total size of the proposed project. Payment Schedule may include up to a 50% Deposit to schedule work.
- Client agrees to pay the balance before the due date on final invoice to avoid 1.5% penalty for late payment.

Procedure for Extra Work and Changes

- If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, reports, or specifications for any part of the project or reasons over which Contractor has no control, or are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis.
- All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.
- Extras to the Contract are payable by the Client forthwith upon receipt of the Contractor's invoice.

Warranty and Tolerances

- Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- Diligence: the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost, and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Quotation and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.
- Underground Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities. Damage to neighbor's utilities on the Client's property is the responsibility of the Client.

Material Tolerances

- Landscape: Contractor warrants the installation, workmanship, and material. Material is guaranteed to be true to name and maintain a healthy condition except for normal shock of installation.
 - Hardwood & Palm Trees: (6) Months
 - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
 - Sod: (30) Days
 - Seasonal Annual Flowers: (30) Days
- Irrigation/Drainage/Lighting: Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

- Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone.
- The warranty is not valid on relocated material, annuals and any existing irrigation, drainage, and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by Contractor will void warranty.

Signature: _____ **Date:** _____
Rizzetta & Company

We wanted to share with you our new customer portal. This will allow you to manage your account online by having access to: viewing proposals and being able to electronically sign for new proposed work, viewing and submitting issues, as well as viewing and electronically paying your invoices.

To register, please use the following link: Fieldstone.PropertyServicePortal.com

Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact accountsreceivable@fieldstonels.com

Tab 10

FIELDSTONE**LANDSCAPE****QUOTATION**

Date: January 14, 2026

Proposal #: 22436

Mailing Address

Rizzetta & Company
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

Home Phone:

Job Address

Mitchell Ranch CDD
8447 FL-54
New Port Richey, FL 34655

Business Phone: 813-994-1001

Job Summary:

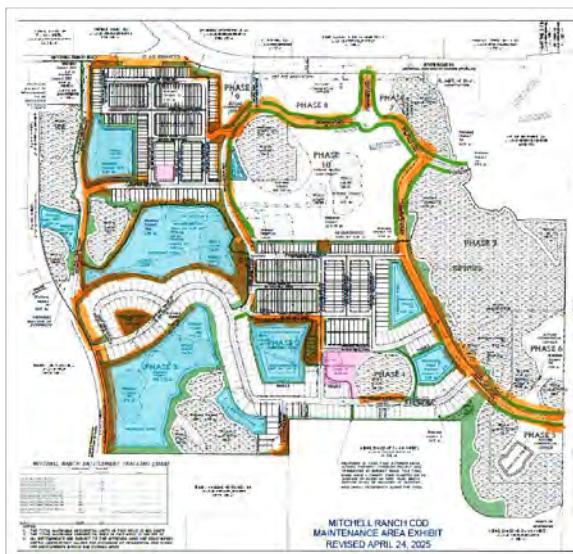
Supply and install Pine Bark mulch for Legends Pasture, Bear Landing, Welbilt along with

Community Parks - Harmon, Yellowhammer, Large pond all tree rings and beds.

Includes highlighted in orange CDD property.

450 yards of Pine Bark Mulch installed

-



Quote Total: \$33,750.00

Terms & Conditions

Acceptance of Work

- **Fieldstone Landscape Services, LLC (Contractor) and Mitchell Ranch CDD (Client)** agree to services, conditions, materials, and total dollar amount.
- Contractor will commence the Work at the agreed time and place, and continue such Work diligently and without delay, in a good and workmanlike manner, and in strict conformity with the specifications and requirements contained herein and in any related Order.

Payment Terms and Conditions

- The client is subject to a Progress Billing & Payment Schedule based on the total size of the proposed project. Payment Schedule may include up to a 50% Deposit to schedule work.
- Client agrees to pay the balance before the due date on final invoice to avoid 1.5% penalty for late payment.

Procedure for Extra Work and Changes

- If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, reports, or specifications for any part of the project or reasons over which Contractor has no control, or are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis.
- All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.
- Extras to the Contract are payable by the Client forthwith upon receipt of the Contractor's invoice.

Warranty and Tolerances

- Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- Diligence: the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost, and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Quotation and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.
- Underground Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities. Damage to neighbor's utilities on the Client's property is the responsibility of the Client.

Material Tolerances

- Landscape: Contractor warrants the installation, workmanship, and material. Material is guaranteed to be true to name and maintain a healthy condition except for normal shock of installation.
 - Hardwood & Palm Trees: (6) Months
 - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
 - Sod: (30) Days
 - Seasonal Annual Flowers: (30) Days
- Irrigation/Drainage/Lighting: Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

- Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone.
- The warranty is not valid on relocated material, annuals and any existing irrigation, drainage, and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by Contractor will void warranty.

Signature: _____ **Date:** _____
Rizzetta & Company

We wanted to share with you our new customer portal. This will allow you to manage your account online by having access to: viewing proposals and being able to electronically sign for new proposed work, viewing and submitting issues, as well as viewing and electronically paying your invoices.

To register, please use the following link: Fieldstone.PropertyServicePortal.com

Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact accountsreceivable@fieldstonels.com

Tab 11

Mitchell Ranch CDD - #22106 - Landscape Management Contract Renewal 2025

8447 FL-54
New Port Richey, FL 34655

CM - Monthly Chemical

Materials: Bifen I/T Insecticide / Bifen XTS Insecticide / Fertilizer 18-0-10 w/ Allectus; 72%

01-26-2026

Hours

1. Joe B Bratsch			
2.		Estimated Hours	7.08
3.		Actual Hours	0.00
4.		Remaining Hours	7.08
5.			

1. TANK

Materials	Qty	Units	Notes
Fertilizer 18-0-10 w/ Allectus; 72%	48.00	lb	<u>Afsozine</u> - 20oz
Fungicide Lesco Spectator T&O	7.25	oz	
Herbicide Specticle Total Herbicide	1.75	oz	<u>80 - 20</u> - 4oz
Insecticide Bandit 2F	18.75	oz	
Bifen I/T Insecticide	12.50	oz	
Bifen XTS Insecticide	1.88	oz	
Insecticide Triple Crown	12.50	oz	
Fertilizer Liquid T&O Chelated Micronutrients	308.33	oz	
Fertilizer 24-0-11; 25% Slow Release	104.00	lb	
Herbicide Prodiamine	18.75	oz	
Fungicide Myclobutanil 20EW	15.00	oz	
Fertilizer 8-0-10 100%SRN	83.33	lb	
Insecticide Orthene	9.17	oz	
Insecticide Bandit	12.50	lb	
Fertilizer Macron 20-20-20 25#Pail	2.75	lb	
Horticulture Technician	7.08	hr	

* Pictures on file

- Treated weeds

- NO aggressive fungus

- Healthy growth

- Slight pfor water damage
eastern side

Mitchell Ranch CDD - #22106 - Landscape Management Contract Renewal 2025

8447 FL-54
New Port Richey, FL 34655

CM - Monthly Chemical

Materials: Bifen I/T Insecticide / Bifen XTS Insecticide / Fertilizer 18-0-10 w/ Allectus; 72%

12-16-2025		Hours	
1. Joe B Bratsch			
2.		Estimated Hours	7.08
3.		Actual Hours	0.00
4.		Remaining Hours	7.08
5.			

Materials	Qty	Units	Notes
Fertilizer 18-0-10 w/ Allectus; 72%	48.00	lb	<u>Atrazine</u> - 27oz
Fungicide Lesco Spectator T&O	7.25	oz	
Herbicide Specticle Total Herbicide	1.75	oz	<u>80-20</u> - 6oz
Insecticide Bandit 2F	18.75	oz	
Bifen I/T Insecticide	12.50	oz	
Bifen XTS Insecticide	1.88	oz	<u>TRANSOM</u> - 8oz
Insecticide Triple Crown	12.50	oz	
Fertilizer Liquid T&O Chelated Micronutrients	308.33	oz	<u>0-0-25</u> - 72oz
Fertilizer 24-0-11; 25% Slow Release	104.00	lb	
Herbicide Prodiamine	18.75	oz	
Fungicide Myclobutanil 20EW	15.00	oz	
Fertilizer 8-0-10 100%SRN	83.33	lb	
Insecticide Orthene	9.17	oz	
Insecticide Bandit	12.50	lb	
Fertilizer Macron 20-20-20 25#Pail	2.75	lb	
Horticulture Technician	7.08	hr	

*check townhome entrance for weeds

* Pictures provided

- Treated weeds
- Treated Hot-Spots
- Healthy growth
- Slight turf damage

Tab 12



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** March 10th, 2026 at 10am

District Manager's Report

February 10

2026

M
I
T
C
H
E
L
L

R
A
N
C
H
C
D
D

<u>FINANCIAL SUMMARY</u>	<u>12/31/2025</u>
General Fund Cash & Investment Balance:	\$756,981
Reserve Fund Cash & Investment Balance:	\$142,124
Debt Service Fund Investment Balance:	\$1,075,555
Capital Project Fund	\$0
Total Cash and Investment Balances:	\$1,974,660
General Fund Expense Variance:	\$38,361
	Under Budget



Rizzetta & Company

- Traffic Enforcement Agreement signed and sent to County on 7/29. Awaiting final signature approval from County Commissioners and Sheriff's Department.

Tab 13



Quarterly Compliance Audit Report

Mitchell Ranch

Date: December 2025 - 4th Quarter

Prepared for: Matthew Huber

Developer: Rizzetta

Insurance agency:



Preparer:

Susan Morgan - *SchoolStatus Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

Compliance Audit

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

Audit results

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

Helpful information:

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

Compliance Audit Overview

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

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

Compliance Criteria

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



ADA Website Accessibility

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



Florida Statute Compliance

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

Audit Process

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

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

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



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	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

Accessibility overview

Everyone deserves equal access.

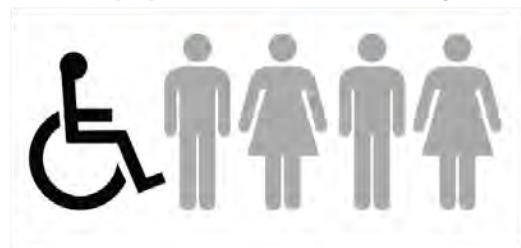
With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.

The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.

19%

of population has a disability.



Sight, hearing, physical, cognitive.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

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