Rizzetta & Company

Grace Groves Community Development District

Board of Supervisors Meeting
February 9, 2026

District Office:
8529 South Park Circle
Suite 330
Orlando, FL 32819

Professionals in Community Management

GRACE GROVES
COMMUNITY DEVELOPMENT DISTRICT

Fruitland Park Library, 604 W. Berckman Street, Fruitland Park, FL 34731

Board of Supervisors	Bill Fife	Chairman
	Owen Budorick	Vice Chairman
	Greg Beliveau	Assistant Secretary
	Pete Williams	Assistant Secretary
	Stephanie Vaughn	Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Jere Earlywine	Kutak Rock LLP
District Engineer	Duane Booth Brett Tobias Scott Harp	Booth, Ern, Straughan & Hoitt, Inc.

All cellular phones and pagers must be turned off during the meeting.

The audience comments portion of the agenda is when 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 (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, 1-800-955-8771 (TTY), or 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.

GRACE GROVES COMMUNITY DEVELOPMENT DISTRICT
District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.gracegrovescdd.org

January 30, 2026

Board of Supervisors
Grace Groves
Community Development District

AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Grace Groves Community Development District will be held on **Monday February 9, 2026, at 1:30 p.m.** at Fruitland Park Library located at 604 W. Berckman Street, Fruitland Park, Florida 34731. The following is the agenda for the meeting:

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENT
3. BUSINESS ADMINISTRATION
A. Consideration of the Minutes of the Board of Supervisors' Meeting held on November 10, 2025..... Tab 1
B. Ratification of Operation and Maintenance Expenditures For October thru December 2025..... Tab 2
4. BUSINESS ITEMS
A. Consideration of Field Inspection Services Proposal..... Tab 3
B. Consideration of Resolution 2026-03; Boundary Amendment ..... Tab 4
C. Consideration of Boundary Amendment Funding Agreement ..... Tab 5
5. STAFF REPORTS
A. District Counsel
B. District Engineer
C. District Manager
i. Presentation of District Manager's Report ..... Tab 6
ii. Presentation of Website Compliance Reports ..... Tab 7
6. SUPERVISOR REQUESTS AND COMMENTS
7. 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 (813) 994-1001.

Very truly yours,

Lynn Hayes

Lynn Hayes
District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

GRACE KEY GROVES
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Grace Key Groves Community Development District was held on **November 10, 2025,** at **1:30 p.m.,** at Fruitland Park Library located at 604 W. Berckman Street, Fruitland Park, Florida 34731.

Present and constituting a quorum:

Bill Fife	**Board Supervisor, Chairperson**
Owen Budorick	**Board Supervisor, Vice Chair**
Greg Beliveau	**Board Supervisor, Assistant Secretary**

Also present were:

Lynn Hayes	**District Manager, Rizzetta & Company, Inc.**
Jere Earlywine	**District Counsel, Kutak Rock**
Audience	**None**

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Hayes called the meeting to order at 1:33 p.m. and read the roll confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS **Audience Members Comments on Agenda Items**

No audience members were present.

THIRD ORDER OF BUSINESS **Consideration of Minutes of the Board of Supervisors' Meeting held on September 8, 2025**

On a motion by Mr. Budorick, seconded by Mr. Fife, with all in favor, the Board of Supervisors approved the Regular Meeting Minutes for September 8, 2025, for Grace Key Groves Community Development District.

DRAFT

FOURTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures for the Months of August & September 2025**

Mr. Hayes explained to the Board of Supervisors there were $0 (zero) dollars in expenditures for August 2025 and September 2025.

FIFTH ORDER OF BUSINESS **Ratification of TLC Land Consulting Agreement**

Mr. Earlywine presented and requested a motion to ratify the TLC Land Consulting Agreement to the Board of Supervisors.

> On a motion by Mr. Fife, seconded by Mr. Beliveau, with all in favor, the Board ratified the TLC Land Consulting Agreement for Grace Key Groves Community Development District.

SIXTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel
Mr. Earlywine asked for an update on lots closing at Grace Key Groves. Board Supervisor Mr. Budorick told all Board Supervisors and Mr. Earlywine that they should be closing in about a month. Mr. Earlywine stated he wanted to start with issuing a bond at the January 2026 Grace Key Groves Community Development District meeting.

B. District Engineer
Not present.

C. District Manager
Mr. Hayes presented the District Manager's Report to the Board of Supervisors and reminded the Board the next regular meeting will be on December 8, 2025, at 1:30 p.m. Mr. Hayes also told the Board Supervisors that he received the 3rd quarter website site compliance report, and the district passed all ADA Website Accessibility and Florida Statute 189.069 requirements.

SEVENTH ORDER OF BUSINESS **Supervisor Requests & Audience Comments**

There were no supervisor requests.

DRAFT

EIGHTH ORDER OF BUSINESS **Adjournment**

On a motion by Mr. Budorick, seconded by Mr. Fife, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 1:40 p.m., for Grace Key Groves Community Development District

_____ _____
Secretary/Assistant Secretary Chairperson/Vice Chairperson

DRAFT

Tab 2

GRACE KEY GROVES COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures
October 2025
For Board Approval

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

The total items being presented:

Approval of Expenditures: **$20,035.00**

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Grace Key Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

Vendor Name	Number	Invoice Number	Invoice Description	Invoice Amount
Egis Insurance Advisors, LLC	100048	28961	Policy #1001251053 10/01/2025-10/01/2026	$ 5,300.00
F Peter Williams	100044	PW071425	Board of Supervisors Meeting 07/14/25	$ 222.11
F Peter Williams	100044	PW081125	Board of Supervisors Meeting 08/11/25	$ 243.89
Florida Department of Commerce	100051	93818 ACH	Special District Fee FY2025-2026	$ 175.00
Gregory A Beliveau	100045	GB071425	Board of Supervisors Meeting 07/14/25	$ 200.00
Gregory A Beliveau	100045	GB081125	Board of Supervisors Meeting 08/11/25	$ 200.00
Gregory A Beliveau	100049	GB090825	Board of Supervisors Meeting 09/08/25	$ 200.00
Kutak Rock, LLP	100050	3638280	Legal Services 06/25-09/25	$ 294.00
Rizzetta & Company, Inc.	100042	INV0000099723	District Management Services 06/25	$ 3,300.00
Rizzetta & Company, Inc.	100041	INV0000100537	District Management Services 07/25	$ 3,300.00
Rizzetta & Company, Inc.	100040	INV0000101265	District Management Services 08/25	$ 3,300.00
Rizzetta & Company, Inc.	100043	INV0000102310	District Management Services 09/25	$ 3,300.00
Total				$ 20,035.00

INVOICE

Customer	Grace Key Groves Community Development District
Acct #	1572
Date	08/28/2025
Customer Service	Yvette Nunez
Page	1 of 1

Payment Information	
Invoice Summary	$ 5,300.00
Payment Amount	
Payment for:	Invoice#28961
1001251053	

Grace Key Groves Community Development District
c/o Rizetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

Thank You

Please detach and return with payment

Customer: Grace Key Groves Community Development District

Invoice	Effective	Transaction	Description	Amount
28961	10/01/2025	Renew policy	Policy #1001251053 10/01/2025-10/01/2026 Florida Insurance Alliance Package - Renew policy Due Date: 8/28/2025	5,300.00

Please Remit Payment To:
Egis Insurance and Risk Advisors
P.O. Box 748555

Total
$ 5,300.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
TO PAY VIA ACH: Accretive Global Insurance Services LLC
Routing ACH: 121000358 Account: 1291776914

Remit Payment To: Egis Insurance Advisors (321)233-9939
P.O. Box 748555
Atlanta, GA 30374-8555 accounting@egisadvisors.com

Date
08/28/2025

GRACE KEY GROVES CDD
Meeting Date: July 14, 2025

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid
Bill Fife*	
Owen Budorick*	
Greg Beliveau	✓
Stephanie Vaughn *	
Pete Williams	✓

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

EXTENDED MEETING TIMECARD

Meeting Start Time:	12:36 pm
Meeting End Time:	12:51 pm
Total Meeting Time:	15 minutes

Time Over Ø (3) Hours:	Ø

Total at $175 per Hour:	Ø

ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	Ø
Additional or Continued Meeting?	Ø
Total Meeting Time:	Ø
Total at $175 per Hour:	Ø

Business Mileage Round Trip	Ø
IRS Rate per Mile	$0.700
Mileage to Charge	

DM Signature _____

Mileage Reimbursement Pete Williams from Grace Key Groves CDD			
Date	Mileage	Rate	Owed
07/14//2025	33.00	$0.670	$22.11
Totals			$22.11

Round Trip when Twisted Oaks Pointe Meets is	53.04%
Total Mileage is normally	131
Mileage When Hammock Oaks Meets	33

131	53.04%
116	46.96%
247	100.00%

GRACE KEY GROVES CDD

Meeting Date: August 11, 2025

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid
Bill Fife*	
Owen Budorick*	
Greg Beliveau	
Stephanie Vaughn *	
Pete Williams	

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

EXTENDED MEETING TIMECARD

Meeting Start Time:	12:03 pm
Meeting End Time:	12:06 pm
Total Meeting Time:	3 minutes

Time Over 0 (3) Hours:	0

Total at $175 per Hour:	0

ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	0
Additional or Continued Meeting?	0
Total Meeting Time:	0
Total at $175 per Hour:	0

Business Mileage Round Trip	0
IRS Rate per Mile	$0.700
Mileage to Charge	

DM Signature _____

Mileage Reimbursement Pete Williams from Grace Key Groves CDD			
Date	Mileage	Rate	Owed
08/11//2025	65.50	$0.670	$43.89
Totals			$43.89

Round Trip when Twisted Oaks Pointe Meets is	53.04%
Total Mileage is normally	131
Mileage When Hammock Oaks Meets	33

131	53.04%
116	46.96%
247	100.00%

FloridaCommerce, Special District Accountability Program

Fiscal Year 2025 - 2026 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2025				**Invoice No: 93818**
Annual Fee: $175.00	**1st Late Fee: $0.00**	**2nd Late Fee: $0.00**	**Received: $0.00**	**Total Due, Postmarked by 12/02/2025: $175.00**

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

Grace Key Groves Community Development District
Mr. William J. Rizzetta
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

FLORIDA COMMERCE

2. Telephone:	813-514-0400 Ext:
3. Fax:	813-514-0401
4. Email:	brizzetta@rizzetta.com
5. Status:	Independent
6. Governing Body:	Elected
7. Website Address:	Not on file - Due by the end of the first fiscal year after creation. www.gracegrovescdd.org
8. County(ies):	Lake
9. Special Purpose(s):	Community Development
10. Boundary Map on File:	08/20/2024
11. Creation Document on File:	08/20/2024
12. Date Established:	07/22/2024
13. Creation Method:	Local Ordinance
14. Local Governing Authority:	City of Leesburg
15. Creation Document(s):	City Ordinance 24-33
16. Statutory Authority:	Chapter 190, Florida Statutes
17. Authority to Issue Bonds:	Yes
18. Revenue Source(s):	Assessments

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: _____ Date OCT 17 2025

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. Pay the Annual Fee: Pay the annual fee by following the instructions at www.FloridaJobs.org/SpecialDistrictFee.

b. Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.___ This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects $3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying $3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved:____ Denied: ____ Reason:_____

STEP 4: Make a copy of this document for your records.

STEP 5: Email this document to SpecialDistricts@Commerce.fl.gov or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

GRACE KEY GROVES CDD

Meeting Date: September 8, 2025

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid
Bill Fife*	
Owen Budorick*	
Greg Beliveau	✓
Stephanie Vaughn *	
Pete Williams	

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

EXTENDED MEETING TIMECARD

Meeting Start Time:	12:00 pm
Meeting End Time:	12:07 pm
Total Meeting Time:	7 minutes

Time Over 0 (3) Hours:	0

Total at $175 per Hour:	0

ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	0
Additional or Continued Meeting?	0
Total Meeting Time:	0
Total at $175 per Hour:	0

Business Mileage Round Trip	0
IRS Rate per Mile	$0.700
Mileage to Charge	

DM Signature _____

K U T A K R O C K L L P

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3638280
Client Matter No. 50823-1
Notification Email: eftgroup@kutakrock.com

October 6, 2025

Grace Groves CDD
c/o Rizzetta & Company
Ste. 200
3434 Colwell Avenue
Tampa, FL 33614

Invoice No. 3638280
50823-1

Re: General Counsel

For Professional Legal Services Rendered

08/01/25	J. Earlywine	0.20	63.00	Email regarding funding agreement
08/02/25	M. Rigoni	0.10	28.50	Review applicability of worker's compensation statute to supervisors
08/03/25	J. Earlywine	0.20	63.00	Email regarding master engineers report
08/04/25	A. Ligas	0.30	76.50	Prepare budget funding agreement; send the same for signature
08/25/25	J. Earlywine	0.20	63.00	Review draft agenda; email regarding same
TOTAL HOURS		1.00		

TOTAL FOR SERVICES RENDERED		$294.00
TOTAL CURRENT AMOUNT DUE		$294.00
UNPAID INVOICES:		
June 23, 2025	Invoice No. 3582853	615.00
July 22, 2025	Invoice No. 3597552	241.50
September 5, 2025	Invoice No. 3623408	886.00
TOTAL DUE		$2,036.50

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

Invoice

Date	Invoice #
7/2/2025	INV0000100537

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00701

Description	Qty	Rate	Amount
Accounting Services	1.00	$1,250.00	$1,250.00
Administrative Services	1.00	$350.00	$350.00
Management Services	1.00	$1,600.00	$1,600.00
Website Compliance & Management	1.00	$100.00	$100.00

Subtotal	$3,300.00
Total	$3,300.00

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

Invoice

Date	Invoice #
7/2/2025	INV0000100537

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00701

Description	Qty	Rate	Amount
Accounting Services	1.00	$1,250.00	$1,250.00
Administrative Services	1.00	$350.00	$350.00
Management Services	1.00	$1,600.00	$1,600.00
Website Compliance & Management	1.00	$100.00	$100.00

Subtotal	$3,300.00
Total	$3,300.00

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

Invoice

Date	Invoice #
8/2/2025	INV0000101265

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00701

Description	Qty	Rate	Amount
Accounting Services	1.00	$1,250.00	$1,250.00
Administrative Services	1.00	$350.00	$350.00
Management Services	1.00	$1,600.00	$1,600.00
Website Compliance & Management	1.00	$100.00	$100.00

Subtotal	$3,300.00
Total	$3,300.00

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

Invoice

Date	Invoice #
9/2/2025	INV0000102310

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
September	Upon Receipt	00701

Description	Qty	Rate	Amount
Accounting Services	1.00	$1,250.00	$1,250.00
Administrative Services	1.00	$350.00	$350.00
Management Services	1.00	$1,600.00	$1,600.00
Website Compliance & Management	1.00	$100.00	$100.00

Subtotal	$3,300.00
Total	$3,300.00

GRACE KEY GROVES COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures
November 2025
For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2025 through November 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **$15,201.50**

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Grace Key Groves Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

Vendor Name	Number	Invoice Number	Invoice Description	Invoice Amount
Gregory A Beliveau	100057	GB111025	Board of Supervisors Meeting 11/10/25	$ 200.00
Kutak Rock, LLP	100056	3623408	Legal Services 07/25	$ 1,742.50
Kutak Rock, LLP	100056	3638281	Legal Services - Boundary Amendment 08/25	$ 777.00
Kutak Rock, LLP	100055	3642317	Legal Services - Boundary Amendment 09/25	$ 882.00
Rizzetta & Company, Inc.	100052	INV0000102439	Boundary Amendment - SERC	$ 5,000.00
Rizzetta & Company, Inc.	100053	INV0000103630	District Management Services 10/25	$ 3,300.00
Rizzetta & Company, Inc.	100054	INV0000104542	District Management Services 11/25	$ 3,300.00
Total				$ 15,201.50

GRACE KEY GROVES CDD

Meeting Date: November 10, 2025

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid
Bill Fife*	
Owen Budorick*	
Greg Beliveau	✓
Stephanie Vaughn *	
Pete Williams	

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

EXTENDED MEETING TIMECARD

Meeting Start Time:	1:33 pm
Meeting End Time:	1:40 pm
Total Meeting Time:	7 minutes

Time Over 0 (3) Hours:	0

Total at $175 per Hour:	0

ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	0
Additional or Continued Meeting?	0
Total Meeting Time:	0
Total at $175 per Hour:	0

Business Mileage Round Trip	0
IRS Rate per Mile	$0.700
Mileage to Charge	

DM Signature _____

K U T A K R O C K L L P

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3623408
Client Matter No. 50823-1
Notification Email: eftgroup@kutakrock.com

September 5, 2025

Grace Groves CDD
c/o Rizzetta & Company
Ste. 200
3434 Colwell Avenue
Tampa, FL 33614

Invoice No. 3623408
50823-1

Re: General Counsel

For Professional Legal Services Rendered

07/02/25	J. Earlywine	0.40	126.00	Conference call regarding boundary amendment; follow-up notes
07/04/25	J. Earlywine	0.80	252.00	Prepare project management agreement for Lybbert contract; email regarding same
07/05/25	J. Earlywine	0.70	220.50	Review prior engineers' reports; prepare updated form to address boundary amendment; email regarding same
07/07/25	A. Ligas	0.20	52.00	Prepare final district records
07/14/25	J. Earlywine	0.50	157.50	Prepare for and attend Board meeting; follow-up; update funding agreement; email regarding same
07/15/25	A. Ligas	0.20	52.00	Prepare funding agreement; correspond with developer regarding the same; correspond with district staff regarding auditor agreement
07/30/25	A. Ligas	0.10	26.00	Correspond with developer regarding funding agreement
TOTAL HOURS		2.90		

TOTAL FOR SERVICES RENDERED		$886.00
TOTAL CURRENT AMOUNT DUE		$886.00
UNPAID INVOICES:		
June 23, 2025	Invoice No. 3582853	615.00
July 22, 2025	Invoice No. 3597552	241.50
TOTAL DUE		$1,742.50

K U T A K R O C K L L P

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3638281
Client Matter No. 50823-5
Notification Email: eftgroup@kutakrock.com

October 6, 2025

Scott Brizendine
Grace Groves CDD
c/o Rizzetta & Company
Ste. 200
3434 Colwell Avenue
Tampa, FL 33614

Invoice No. 3638281
50823-5

Re: 2025 Boundary Amendment

For Professional Legal Services Rendered

08/12/25	K. Ibarra	0.10	21.00	Prepare petition to amend boundaries
08/14/25	K. Ibarra	0.70	147.00	Prepare petition to amend boundaries
08/16/25	K. Ibarra	1.30	273.00	Prepare petition to amend boundaries and change name
08/17/25	K. Ibarra	0.10	21.00	Prepare petition to amend boundaries
08/19/25	K. Ibarra	0.20	42.00	Prepare petition to amend boundaries
08/24/25	J. Earlywine	0.20	63.00	Email regarding name change and boundary amendment
08/27/25	K. Ibarra	0.40	84.00	Prepare petition to amend boundaries
08/28/25	K. Ibarra	0.60	126.00	Prepare petition to amend boundaries

TOTAL HOURS 3.60

TOTAL FOR SERVICES RENDERED $777.00

TOTAL CURRENT AMOUNT DUE $777.00

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

K U T A K R O C K L L P

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3642317
Client Matter No. 50823-5
Notification Email: eftgroup@kutakrock.com

October 24, 2025

Scott Brizendine
Grace Groves CDD
c/o Rizzetta & Company
Ste. 200
3434 Colwell Avenue
Tampa, FL 33614

Invoice No. 3642317
50823-5

Re: 2025 Boundary Amendment

For Professional Legal Services Rendered

09/08/25	K. Ibarra	0.10	21.00	Correspondence with district manager regarding boundary amendment resolution
09/09/25	J. Earlywine	0.20	63.00	Emails and follow-up regarding boundary amendment
09/09/25	K. Ibarra	0.30	63.00	Review executed copy of boundary amendment resolution; correspondence with city regarding petition review status
09/10/25	J. Earlywine	0.40	126.00	Confer with City Staff regarding boundary amendment hearing; follow-up email
09/14/25	K. Ibarra	0.80	168.00	Prepare ordinance establishing district and notice of boundary amendment hearing
09/15/25	J. Earlywine	0.50	157.50	Review draft notice and ordinance; compare to petition; follow-up regarding same
09/16/25	K. Ibarra	0.10	21.00	Review status of execution of boundary amendment funding agreement

09/22/25	J. Earlywine	0.50	157.50	Confer with City Staff regarding boundary amendment; revise notices; email regarding same
09/24/25	K. Ibarra	0.20	42.00	Prepare for boundary amendment hearing
09/30/25	K. Ibarra	0.30	63.00	Correspondence with newspaper regarding notice of boundary amendment hearing and name change

TOTAL HOURS	3.40	
TOTAL FOR SERVICES RENDERED		$882.00
TOTAL CURRENT AMOUNT DUE		$882.00

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

Invoice

Date	Invoice #
9/18/2025	INV0000102439

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
September	Upon Receipt	00701

Description	Qty	Rate	Amount
Boundary amendment SERC	1.00	$5,000.00	$5,000.00

Subtotal	$5,000.00
Total	$5,000.00

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

Invoice

Date	Invoice #
10/2/2025	INV0000103630

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00701

Description	Qty	Rate	Amount
Accounting Services	1.00	$1,250.00	$1,250.00
Administrative Services	1.00	$350.00	$350.00
Management Services	1.00	$1,600.00	$1,600.00
Website Compliance & Management	1.00	$100.00	$100.00

Subtotal	$3,300.00
Total	$3,300.00

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

Invoice

Date	Invoice #
11/2/2025	INV0000104542

Bill To:

Grace Key Groves CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
November	Upon Receipt	00701

Description	Qty	Rate	Amount
Accounting Services	1.00	$1,250.00	$1,250.00
Administrative Services	1.00	$350.00	$350.00
Management Services	1.00	$1,600.00	$1,600.00
Website Compliance & Management	1.00	$100.00	$100.00

Subtotal	$3,300.00
Total	$3,300.00

GRACE GROVES 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:

Approval of Expenditures: **$1,102.50**

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Grace Key Groves Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

Vendor Name	Number	Invoice Number	Invoice Description	Invoice Amount
Kutak Rock, LLP	100058	3658338 50823-5	Legal Services - Boundary Amendment 10/25	$ 1,102.50
Total				$ 1,102.50

K U T A K R O C K L L P

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

November 25, 2025

Reference: Invoice No. 3658338
Client Matter No. 50823-5
Notification Email: eftgroup@kutakrock.com

Scott Brizendine
Grace Groves CDD
c/o Rizzetta & Company
Ste. 200
3434 Colwell Avenue
Tampa, FL 33614

Invoice No. 3658338
50823-5

Re: 2025 Boundary Amendment

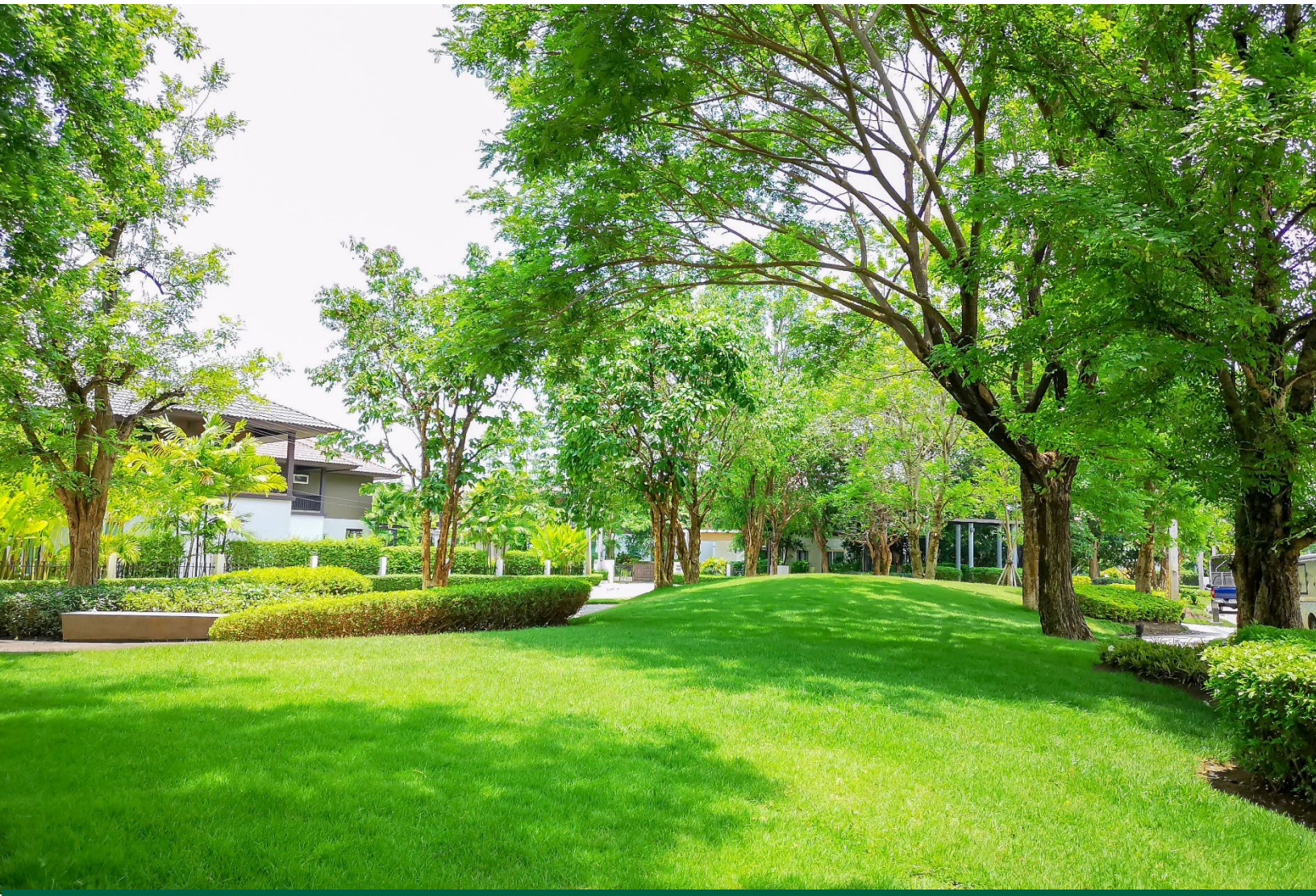
For Professional Legal Services Rendered

10/02/25	K. Ibarra	0.20	42.00	Correspondence with different newspaper regarding publication of notice of boundary amendment hearing
10/03/25	K. Ibarra	0.20	42.00	Review proof of publication of notice of boundary amendment and name change; correspondence with newspaper
10/06/25	J. Earlywine	0.70	220.50	Emails and call with City Staff regarding boundary amendment; follow-up
10/06/25	K. Ibarra	0.80	168.00	Conference with city regarding revised hearing dates; correspondence with newspaper regarding revised notice of establishment hearing
10/08/25	K. Ibarra	0.20	42.00	Review proof of publication of notice of boundary amendment and name change hearing
10/22/25	K. Ibarra	0.20	42.00	Review affidavit of publication of notice of boundary amendment and name change hearing

TOTAL HOURS	2.30		
TOTAL FOR SERVICES RENDERED			$556.50
DISBURSEMENTS			
Miscellaneous		546.00	VENDOR: VILLAGES DAILY SUN, THE; INVOICE#: 01272599; DATE: 10/8/2025 - Notice of Boundary Amendment Hearing
TOTAL DISBURSEMENTS			546.00
TOTAL CURRENT AMOUNT DUE			$1,102.50

Tab 3

Rizzetta & Company
Professionals in Community Management



PROPOSAL

LANDSCAPE INSPECTION SERVICES

Prepared for: Grace Groves Community Development District

COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITY LANDSCAPE

LANDSCAPE INSPECTION SERVICES

One of the largest expenses in any planned community is landscape maintenance. Why not have a professional, experienced landscape manager ensuring it is thriving and beautifully framing the community as it was intended to be?

Our Landscape Inspection Services team includes a Landscape Designer, a former commercial landscape maintenance company account manager, a prior owner of a multi-dimensional landscape service firm and others. Rizzetta & Company's Landscape Inspection Services team has a combined total of more than 100 years serving Florida community landscapes!

Each of our Landscape Specialists is Best Management Practices (BMP) certified in the state of Florida. Our team is committed to elevating the landscape maintenance in your community with detailed inspections, formal reporting, landscape planning, and effective vendor management strategies.

The first thing noticed in any community is its landscaping. It can convey a "Wow" factor to visitors, set a welcoming tone for residents, and help to increase home values within the community. Rizzetta & Company Landscape Inspection Services team provides the expertise needed for a well-planned, well-maintained community landscape now and for the future.

THE PROCESS

Our Landscape Inspection Services team is committed to preserving and enhancing the community landscape with detailed inspections, formal reporting, enhancement planning, and effective vendor communication strategies.

Community Asset Management Plan: Upon request and following fee agreement, perform a complete inventory of the community landscape assets and provide an inventory report to the board.

Landscape Design: Landscape designer on staff available for landscape consultation, enhancements, and design upon request and following fee agreement.

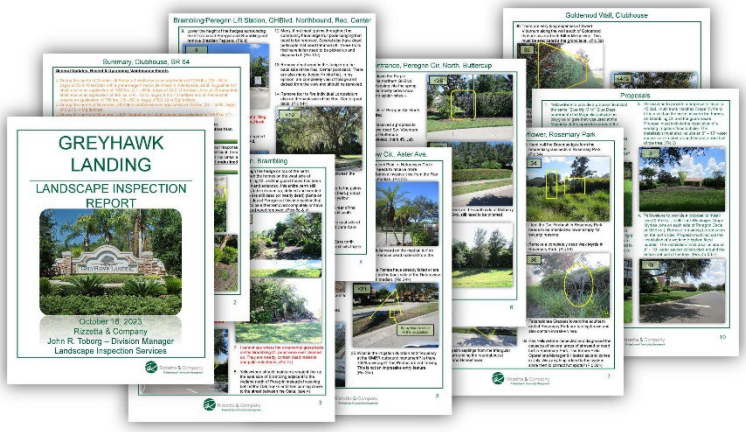
Landscape & Irrigation Specification Development: Upon request and following fee agreement, develop a Request for Proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. We will conduct the bidding process, review, and prepare bid tabulation documents for the board and assist the board with reviewing the bid tabulation and other pertinent information.

Landscape Maintenance Inspections: Perform grounds inspections of the CDD common areas, provide the board with an inspection report (see sample below), notify maintenance contractor of deficiencies in service, and obtain proposals for landscape projects. Residential landscapes, including street trees in ROWs, excluded.

Landscape Turnover Inspections: Attend landscape turnover meeting and participate in the inspection on behalf of the board. Follow up report provided.

Master Task Project Plan for Mature Communities: Upon request and following fee agreement, develop a project plan specific to landscape replacement and enhancement for the common areas. Emphasis is on maturing landscape in the community and budgeting accordingly.

Sample Report



SCOPE OF SERVICES

Rizzetta & Company is pleased to provide this proposal for professional Landscape Inspection Services. These services will be provided on a recurring basis, with a detailed description provided below.

Landscape Inspection Services Management

- Perform one (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape and irrigation maintenance contracts.
- Provide the District with one (1) monthly landscape inspection report, which shall be included in the District's agenda package and may contain, among other things, recommended action items.
- Upon request of the District, attend up to six (6) District meetings in person or electronically, per fiscal year, to review landscape inspection report or discuss other landscape-related issues.
- Notify landscape maintenance contractors, of deficiencies in service or the need for additional care.
- Monitor the progress of landscape maintenance contractors, in accordance with scope of work provided in maintenance contracts with the District.
- Upon request, provide input for preparation of the District's annual budget.
- Upon request and following fee agreement, prepare and develop a scope of services for landscape & irrigation maintenance proposals and oversee the entire bidding process. This service is provided once per a floating 12-month period.
- Obtain additional competitive landscape maintenance/enhancement proposals for incidental work as requested by the District and provide them to the District Manager.

LANDSCAPE INSPECTION

Services Fee

Based on the Scope of Services, Rizzetta & Company proposes the following Landscape Inspection Services fee:

– Scope of Services as presented (service fee will be billed monthly):

- **$500** (Until the next phase comes online (or approximately 50% of the total CDD-maintained landscape) at which point the fee increases to **$1000**

Submitted

By: _____

Lucianno Mastrionni
Vice President, Corporate Services
Rizzetta & Company

Date: 05/01/2025

Accepted

By: _____

Print: _____

For: Grace Groves
Community Development District

Date: _____

WE BUILD

PARTNERSHIPS

THAT LAST

Rizzetta & Company

Professionals in Community Management

CORPORATE OFFICE

3434 Colwell Avenue, Suite 200, Tampa, FL 33614

888-208-5008 | rizzetta.com

Tab 4

RESOLUTION 2026-03
[2026 AMENDMENT]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRACE GROVES COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE CHAIRMAN AND DISTRICT STAFF TO REQUEST THE PASSAGE OF AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AMENDING THE DISTRICT'S BOUNDARIES, AND AUTHORIZING SUCH OTHER ACTIONS AS ARE NECESSARY IN FURTHERANCE OF THAT PROCESS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Grace Groves Community Development District ("**District**") is a unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* ("**Uniform Act**"); and

WHEREAS, pursuant to the Uniform Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services; and

WHEREAS, the District desires to amend its boundaries to be consistent with the legal description set forth in **Exhibit A** ("**Boundary Amendment**"); and

WHEREAS, the Boundary Amendment is in the best interest of the District, and the area of land within the amended boundaries of the District will continue to be of sufficient size, sufficiently compact, and sufficiently contiguous to be developable as one functionally related community; and

WHEREAS, the Boundary Amendment of the District's boundaries will allow the District to continue to be the best alternative available for delivering community development services and facilities to the lands within the District, as amended; and

WHEREAS, Boundary Amendment is not inconsistent with either the State or local comprehensive plan and will not be incompatible with the capacity and uses of existing local and regional community development services and facilities; and

WHEREAS, the area of land that will lie in the amended boundaries of the District will continue to be amenable to separate special district government; and

WHEREAS, in order to seek a Boundary Amendment ordinance pursuant to Chapter 190, *Florida Statutes*, the District desires to authorize District staff, including but not limited to legal, engineering, and managerial staff, to provide such services as are necessary throughout the pendency of the process; and

WHEREAS, the retention of any necessary consultants and the work to be performed by District staff may require the expenditure of certain fees, costs, and other expenses by the District as authorized by the District's Board of Supervisors ("**Board**"); and

WHEREAS, the Developer has agreed to provide sufficient funds to the District to reimburse the District for any expenditures including, but not limited to, legal, engineering and other consultant fees, filing fees, administrative, and other expenses, if any; and

WHEREAS, the District hereby desires to request a Boundary Amendment in accordance with Chapter 190, *Florida Statutes*, by taking such actions as are necessary in furtherance of the same.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GRACE GROVES COMMUNITY DEVELOPMENT DISTRICT:

1. RECITALS. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

2. AUTHORIZATION FOR BOUNDARY AMENDMENT. Pursuant to Chapter 190, *Florida Statutes,* the Board hereby authorizes the Chairman and District Staff to proceed in an expeditious manner with the preparation and filing of any documentation necessary to seek the amendment of the District's boundaries as described in **Exhibit A.** The Board further authorizes the prosecution of the procedural requirements detailed in Chapter 190, *Florida Statutes*, for the Boundary Amendment.

3. AUTHORIZATION FOR AGENT. The Board hereby authorizes the District Chairman, District Manager and District Counsel to act as agents of the District with regard to any and all matters pertaining to the petition to amend the boundaries of the District. District Staff, in consultation with the District Chairman, is further authorized to revise **Exhibit A** in order to address any further boundary adjustments as may be identified by the District Engineer. The District Manager shall ensure that the final versions of **Exhibit A** as confirmed by the Chairman are attached hereto.

4. EFFECTIVE DATE. This Resolution shall become effective upon its passage.

[CONTINUED ON NEXT PAGE]

PASSED AND ADOPTED this ___ day of _____, 2026.

ATTEST:

GRACE GROVES COMMUNITY DEVELOPMENT DISTRICT

_____
Assistant Secretary

_____
Chairman/Vice-Chairman, Board of Supervisors

Exhibit A: Legal Description of District Boundaries, as Amended

Exhibit A:

Legal Description of District Boundaries, as Amended

.

Tab 5

BOUNDARY AMENDMENT FUNDING AGREEMENT
[2026 AMENDMENT]

This Agreement is made and entered into this ____ day of _____, 2026, by and between:

GRACE GROVES COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and whose mailing address is c/o Rizzetta & Company, Inc., 3434 Colwell Ave. Unit 200, Tampa, Florida 33614 (813)933-5571 ("**District**"); and

GRACE GROVES, LP, the developer of lands within the boundary of the District, whose mailing address is 3162 S. Falkenburg Road, Riverview, Florida 33637 ("**Developer**").

RECITALS

WHEREAS, the District was established pursuant to Chapter 190, *Florida Statutes* ("**Act**") for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure ("**Ordinance**"); and

WHEREAS, pursuant to the Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services; and

WHEREAS, pursuant to Resolution 2026-___ the District has authorized a "**Boundary Amendment**" to amend the District's boundaries, and, in consideration, the Landowner has agreed to fund all managerial, engineering, legal and other fees and costs that the District incurs in connection with the Boundary Amendment ("**Amendment Expenses**"); and

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **PROVISION OF FUNDS.** The Landowner agrees to make available to the District such monies as are necessary to fund the Amendment Expenses and enable the District to effect the Boundary Amendment. The Landowner will make such funds available on a monthly basis, within thirty (30) days of a written request by the District. The District Manager shall require consultants to provide invoices for the Amendment Expenses separate from other services provided to the District.

2. **DISTRICT USE OF FUNDS.** The District agrees to use the Amendment Expenses solely for the Boundary Amendment. The District agrees to use its good faith best efforts to proceed in an expeditious manner to effect the Boundary Amendment. The District shall not have any obligation to reimburse or repay the Landowner for funds made available to the District under this Agreement.

3. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages (but not consequential, special or punitive damages), injunctive relief and/or specific performance.

4. **ENFORCEMENT OF AGREEMENT.** In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' and paralegals' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

5. **AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement.

6. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both of the parties hereto.

7. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties to this Agreement, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

8. **NOTICES.** All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, at the addresses set forth above. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth in this Agreement. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the parties may deliver Notice on behalf of the parties. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addresses of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addresses set forth in this Agreement.

9. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties to this Agreement and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties to this Agreement any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the parties to this Agreement and their respective representatives, successors, and assigns.

10. **ASSIGNMENT.** Neither party may assign this Agreement or any monies to become due hereunder without the prior written approval of the other party.

11. **CONTROLLING LAW.** This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida.

12. **TERMINATION.** Either party may terminate this Agreement upon a breach by the other party, notice of which breach shall be provided to all parties at the addresses noted above, and only after the breaching party is provided fifteen (15) calendar day's period to cure said breach.

13. **PUBLIC RECORDS.** Landowner understands and agrees that all documents of any kind provided to the District or to District Staff in connection with the work contemplated under this Agreement may be public records and will be treated as such in accord with Florida law.

14. **ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and doubtful language will not be interpreted or construed against any party.

15. **SOVEREIGN IMMUNITY.** Landowner agrees that nothing in this Agreement shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statutes or law.

16. **HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

17. **COUNTERPARTS**. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

18. **EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties to this Agreement and shall remain in effect unless terminated by either of the parties.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

GRACE GROVES COMMUNITY DEVELOPMENT DISTRICT

_____
By: _____
Its: _____

GRACE GROVES, LP

_____
By: _____
Its: _____

Tab 6

Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Regular Meeting:** March 9, 2026 @ 1:30 PM

District Manager's Report

February 9

2026

GRACE GROVES CDD

FINANCIAL SUMMARY	12/31/2025
General Fund Cash & Investment Balance:	$2,104
Reserve Fund Cash & Investment Balance:	$0
Debt Service Fund Investment Balance:	$0
Total Cash and Investment Balances:	**$2,104**
General Fund Expense Variance: $35,753	**Under Budget**

Tab 7

Quarterly Compliance Audit Report

Grace Key Groves

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
Compliance Criteria 2
ADA Accessibility 2
Florida Statute Compliance 3
Audit Process 3

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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

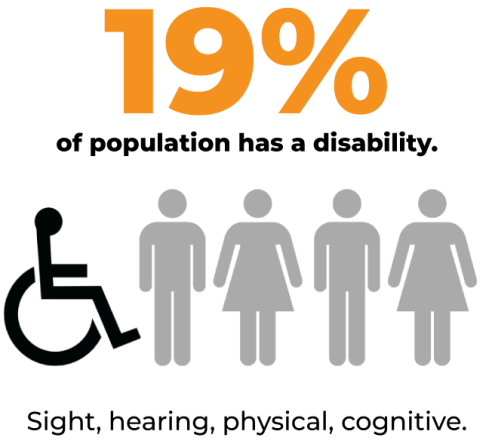
Compliance Criteria

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
X	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*
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/acroba*t

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