



Rizzetta & Company

Gramercy Farms Community Development District

**Board of Supervisors
Meeting
February 28, 2024**

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

www.gramercyfarmscdd.org

GRAMERCY FARMS
COMMUNITY DEVELOPMENT DISTRICT

www.gramercyfarmscdd.org

Board of Supervisors	Rolando Fernandez Joel Sanchez Elizabeth Fernandez Maria Borrero Bob Bishop	Chairman Vice Chairman Board Supervisor Board Supervisor Board Supervisor
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Kutak Rock
District Engineer	Greg Woodcock	Stantec

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

GRAMERCY FARMS DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471

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

www.gramercyfarmscdd.org

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

February 21, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Gramercy Farms Community Development District will be held on **February 28, 2024, at 9:00 a.m.** at the **Anthem Park Clubhouse** located at **2090 Continental Street, St. Cloud, Florida 34769**. The following is the **final** agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
 - A. Landscape Inspection Reports Tab 1
 - B. Monthly Report from Aquatic Weed Management
 - C. Down to Earth Updates
 - D. HP Home Solutions Monthly Updates
 1. Pond Signs
 2. Pressure Washing
 3. Monument Painting
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors Meeting held on December 20, 2023..... Tab 2
 - B. Ratification of Operation and Maintenance Expenditures for November, December 2023 & January 2024 Tab 3
- 5. BUSINESS ITEMS**
 - A. Consideration of Water Fountain Proposal..... Tab 4
 - B. Consideration of Aquatic Maintenance Proposal Tab 5
 - C. Consideration of Mulch Proposal..... Tab 6
 - D. Consideration of Resolution 2024-01, Conducting the General Election Tab 7
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Splash Pad Update
 - C. District Manager
 1. Update on Grass Area
 2. Website Audit..... Tab 8
- 7. SUPERVISOR REQUESTS AND COMMENTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,
Brian Mendes

Brian Mendes

TAB 1

GRAMERCY FARMS

LANDSCAPE INSPECTION REPORT



January 5, 2024
Rizzetta & Company
Bryan Schaub - Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Summary, Dog Park & Main Entrance

General Updates, Recent & Upcoming Maintenance Events

- Upcoming plant cutbacks and winter pruning events.
- Moss removal needs to be completed.
- Diagnose and treat all Schilling's Holly. It is spreading.

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

1. At the dog park parking area, the new plants were installed professionally & look healthy. Great Job, DTE. (Pic 1)



6. **In the eastern most Viburnum hedge behind the court, the hedge is still stressed and heading into decline. Diagnose & treat. Prune out dead material. (Pic 6)**



2. **At the dog park area, repair drip irrigation lines and bury.**

3. In the dog park, diagnose & treat the Viburnum hedge. Looks like a new Aphid infestation.

4. **Property-wide, remove all mosses from trees and shrubs.**

5. Continue to remove the Live Oak suckers to the east of the dog run in the dog park. The area is improving.

7. Property-wide, treat all active ant mounds. Raking out inactive mounds.

8. Property-wide, treat all expansion joint crack weeds.

9. Near the court and around the dog run, prune out all dead material in the shrubs.

10. **There was some unavoidable damage to the irrigation system due to plant installs, the cost was included in the proposals.**



GFB, Main Entrance & Ivy Stable

11. The new plants were installed at the entrance monuments. Great Job! DTE. (Pic 11)



12. In the north ROW of GFB, continue to remove all dead plant material, especially the dead or almost dead Roses & Schillings Holly.

13. Behind the north monument, the Pine that died, has been removed. Good job! DTE.

14. The installation of Viburnum units to replace the dead and missing units was under way during our inspection. DTE's crew was handling the demo, irrigation and installation of the new plants, sod, and mulch. The process was moving along professionally, and the plants looked healthy. Great job! (Pic 14)



15. Property-wide, schedule a palm pruning event for the coming month as there are dead seed pods & brown fronds present.

16. There were multiple irrigation breaks & damaged heads along GFB. Repair. DTE scheduled a tech for the upcoming week.

17. Along GFB in the median and both ROWs, remove all suckers from the Live Oaks. (Pic 17)



18. The Ornamental Grasses have been pruned. Thank you. Now that their footprint is small, let's get all the weeds in the beds treated and/or removed. Most especially the Vetch, as it takes over and gets on top of the Grasses in the summer. (Pic 18)



GFB, Shelbourne, Sweet Acres

19. In both ROWs of GFB, but mostly in the north ROW, remove all dead Juniper material and units. Do not replace with Juniper.

20. In the west ROW of Valley Creek, cut back overgrowing brush area, especially the Brazilian Pepper. (Pic 20)



21. Remove the weeds in the north ROW of GFB and set strong bed lines. (Pic 21)



22. At the Ivy Stable park, lift the trees to 8 feet over maintained areas & sidewalks.

23. Behind the homes in the north ROW of Shelbourne Way, continue to prune the hedges, remove the weed trees (Brazilian Pepper), weed, remove vines & set strong bed lines.

24. At the Shelburne cul-de-sac, continue to mow/trim the natural area back to the conservation signage and continue to maintain. The sign is almost overgrown.

25. Along the north boundary of Shelburne, continue to clear out the area and maintain the area including mowing.

26. At the Baler lift station, continue to weed the beds, remove vines, set strong bed lines, prune the hedges, line trim the entire area.

27. In the same area, replace the broken valve box cover.

28. Prune the roses & remove dead units at the corner of GFB & Lakes Crest.

29. At the end of GFB at Harlow, diagnose & treat the Juniper. This may have been caused by the irrigation repairs. If so, remove and replace dead units. (Pic 29)



30. In the bed behind the pond at the end of GFB, off road vehicles are using a newly created access point. When they turn; they are breaking hedges & damaging trees. This area need some sort of barrier. Damage is getting worse.

31. The area along Packard is being maintained & the triangle area was sprayed.



32. In the boundary area between homes on Packard & Sweet Acres, high winds have knocked down some branches. Clean up as possible. (Pic 32)



37. Start pruning back the plant material that is encroaching on the pond bank from the adjacent natural area behind the Townhomes and Round About pond.

38. In the east ROW of Harlow, remove & repair this irrigation bubbler or remove & cap it. It is damaging the tree.

33. See if you can get this one straight. It may need some root shaving & equipment. Report findings, if a proposal is needed. (Pic 33)



34. At the Sweet Acres park, treat for new broadleaf weeds and make sure we have the fertilizer dialed in for the next application.

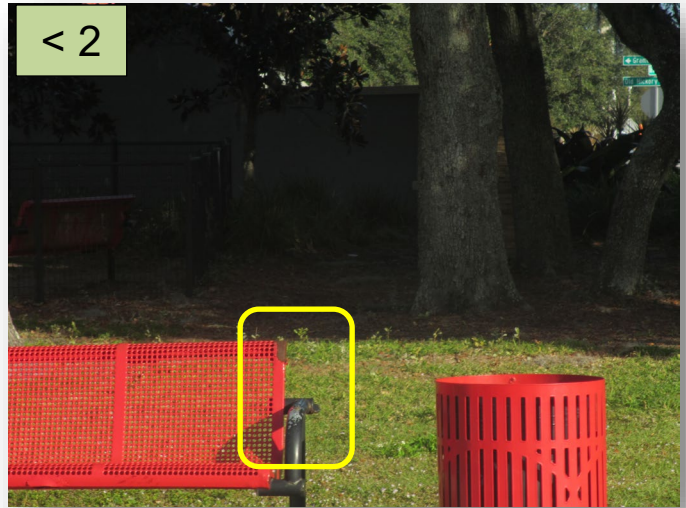
35. Along the ROWs of GFB, remove any dead plants.

36. Near the town homes, the Firebush bed has been cleared and mowed. Great start. Keep up the maintenance and develop bed lines and tree rings.



Walls, Fences, Benches & Equipment

1. At the dog park, the water fountains are not working.
2. In the same park, the metal frame of the gazebo has surface rust.
3. In the same park, benches need paint. (Pic 3 >)
4. Fence needs to be painted to match the new color palette. (Pic 4 >)
5. At the Ivy Stable park, there is some weed matting that is coming up through the new mulch.



Proposals

1. Down to Earth to generate a proposal for monthly mowing or brush hogging of the non-maintained area between the townhomes and GFB and east of the Round About. (Pic 1 >)



GRAMERCY FARMS

LANDSCAPE INSPECTION REPORT



February 16, 2024
Rizzetta & Company
Bryan Schaub - Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Summary, Dog Park & Main Entrance

General Updates, Recent & Upcoming Maintenance Events

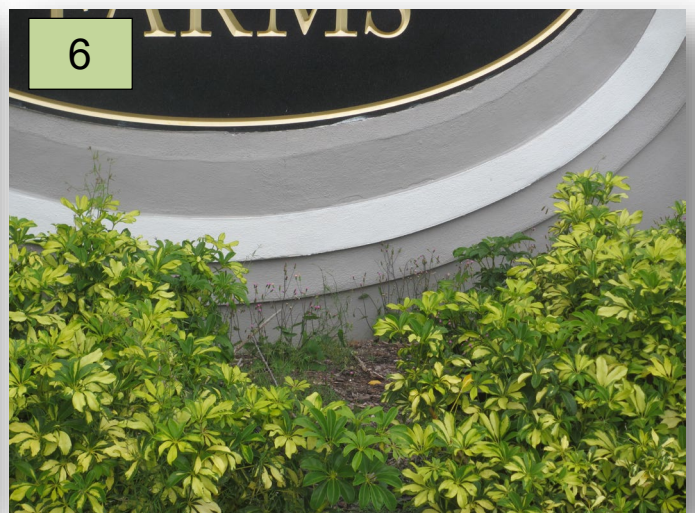
- Upcoming fertilization events for beds, turf and palms.
- Continue to cut back encroaching natural areas.
- Upcoming palm pruning event.

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

1. **At the dog park parking area, the new plants are suffering from drought stress. Correct the irrigation issues. (Pic 1)**



6. In both entrance monument beds, remove all weeds especially in the Arboricola beds. (Pic 6)



2. **At the dog park area, repair drip irrigation lines and bury.**

3. In the dog park, diagnose & treat the Viburnum hedge. There are signs of stress in multiple units.

4. **Property-wide, remove all mosses from trees and shrubs.**

5. Property-wide, treat all active ant mounds. Raking out inactive mounds.

7. Property-wide, treat all expansion joint crack weeds.

8. The Viburnum along Old Hickory are starting to come back. Good Job, DTE. Let's hand prune the spikes.

9. In the same beds, now that the sod is established, please set strong bed lines.

10. Continue to monitor the Pine tree behind the south entrance monument. It appears to be Pine Bores. It may have to be taken down.



GFB, Main Entrance & Ivy Stable

11. Improve the vigor of the Mammy Croton in the north entrance beds. (Pic 11)



12. Pencil prune the Crape Myrtle, property-wide. Pruning only those branches that are a thumb's diameter or smaller.

13. Property-wide, schedule a palm pruning event for the coming month as there are dead seed pods & brown fronds present.

14. Along GFB, set strong bed lines for all tree rings.

15. At the Round About, the Crinum Lily are stressed. Diagnose & treat.

16. In the north ROW of GFB at the Round About, remove these failing Duranta. (Pic 16)



17. In the west ROW of Valley Creek, continue to cut back overgrowing brush area, especially the Brazilian Pepper. Great Job, so far. (Pic 17)



18. Property-wide, continue to lift all trees over roads, sidewalks & maintained areas. (Pic 18)



19. Along both ROWS of GFB, treat the Juniper with a selective herbicide for grassy weeds.

20. In the Ivy Stable park, remove the Crape Myrtle trunk that was broken off. Most likely a golf cart or ATV.

21. Behind the homes in the north ROW of Shelburne Way, continue to detail and maintain this area.



GFB, Shelbourne, Sweet Acres

22. In both ROWs of GFB, but mostly in the north ROW, remove all dead Juniper material and units. Do not replace with Juniper.

23. At the Shelburne cul-de-sac, continue to mow/trim the natural area back to the conservation signage and continue to maintain.

24. At the Baler lift station, continue to weed the beds, remove vines, set strong bed lines, prune the hedges, line trim the entire area. Good Job so far.

24. In the bed behind the pond at the end of GFB, off road vehicles are using a newly created access point. When they turn; they are breaking hedges & damaging trees. This area need some sort of barrier. Damage is getting worse.

25. At the Sweet Acres park, treat for ants in the active mounds. Make sure to rake out inactive mounds. Some of the hills are getting close to the playground area.

26. At the Sweet Acres park, remove all mosses from the trees.

27. The turf at the Sweet Acres park is improving. DTE's nutrition program is working. Continue to dial in the program and let's add some targeted weed control, now that the turf has rebounded.

28. In the same park, the Arboricola's health has improved noticeably. The nutrition plan is succeeding, as evidenced by flowering and increased fruit production. Great Job! DTE. (Pic 28 >)

29. Continue to maintain the plant material that keeps encroaching on the pond bank from the adjacent natural area behind the Townhomes and Round About pond. Good Job, with the cutbacks.

30. In the NE corner of GFB & Greenhouse, there is an irrigation leak. It is most likely a resident or an HOA issue, but let's rule out CDD involvement. (Pic 30)



31. In the SE corner of GFB & Harlow, there is a bed with a broken drip irrigation fitting. Repair. (Pic 31)



GFB, Shelbourne, Sweet Acres

32. In the south ROW of GFB near the townhome entrance, there are three Pine Trees that look to have Pine Bores. They will have to be removed within the next 18 months. (Pic 32)

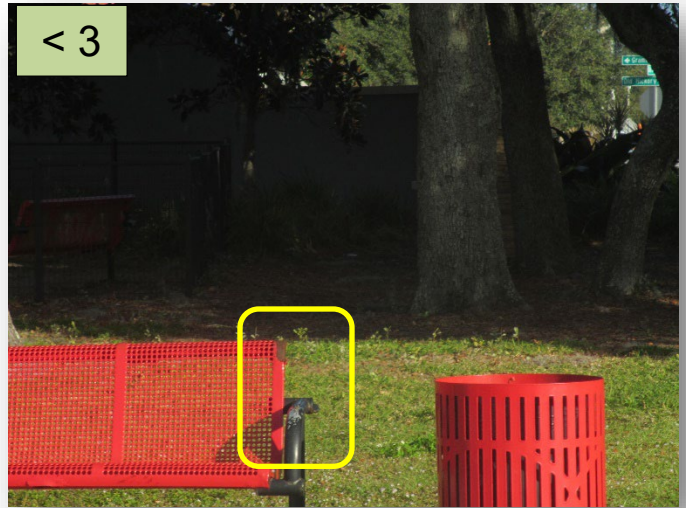


33. Behind the townhomes on the pond, a resident has installed a drain line that flows directly into the District's pond. It is causing erosion and might be contaminating the pond water. Have Engineer investigate ASAP. (Pic 33)



Walls, Fences, Benches & Equipment

1. At the dog park, the water fountains are not working.
2. In the same park, the metal frame of the gazebo has surface rust.
3. In the same park, benches need paint. (Pic 3 >)
4. The playground equipment at both parks has mildew and needs to be cleaned. (Pic 4 >)
5. At the Ivy Stable park, there is some weed matting that is coming up through the new mulch.
6. In the same park, there is new damage to the benches.
7. The fence at the Sweet Acre park is out of socket. (Pic 7 >)



Proposals

A large, empty rectangular box with a dark green border, intended for writing proposals.



TAB 2

MINUTES OF MEETING

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

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on **Wednesday, December 20, at 9:01 a.m.** at the Anthem Park Clubhouse located at **2090 Continental Street, St Cloud, Florida 34769.**

Present and constituting a quorum:

Rolando Fernandez	Board Supervisor, Chairman
Maria Borrero	Board Supervisor, Assistant Secretary
Elizabeth Fernandez	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Co., Inc.
Bryan Schaub	Field Services Manager, Rizzetta & Co, Inc
Wes Haber	District Counsel, Kutak Rock, LLP
Greg Woodcock	District Engineer, Stantec
Micheal Furber	Landscape, Down 2 Earth
Justin Kaber	Landscape, Down 2 Earth

Audience	Not Present
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FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Mendes called the meeting to order and confirmed a quorum.

SECOND ORDER OF BUSINESS **Public Comment**

No audience present.

THIRD ORDER OF BUSINESS **Community Updates**

A. Landscape Inspection Report

Mr. Schaub presented his report to the board.

It is stated that Down to Earth will provide proposal from Bryan Schaub's report.

Mr. Schaub reported that the irrigation hole is filled in the park.

49 Mr. Schaub stated that item 37 needs weed treatment.

50
51 Ms. Borrero commented on some issues for community improvement. She stated
52 that there are irrigation issues behind the townhomes, and now there is an erosion
53 issue. It is stated that the district engineer is involved and the landscaping team is
54 in communication with home owner to resolve this issue.

55
56 **B. Monthly Report from Aquatic Weed Management**

57
58 Mr. Mendes briefed the board.

59
60 Ms. Borrero commented on how great the ponds have been looking. She also
61 commented on the entry park is missing a bench.

62
63 It is stated the HP Home Solutions is to bring it back.

64
65 **C. Hp Home Solutions Project Update**

66
67 Mr. Pastrana briefed the board and stated that HP will inspect street sign in the
68 community.

69
70 Ms. Borrero commented on pressure washing the playgrounds and requested
71 district staff to gather proposals.

72
73 Mr. Pastrana stated that he will add leak repairs to fountain proposal and have it
74 ready to present next meeting.

75
76 Mr. Mendes struck "consideration of sign repairs" off the record.

77
78 Ms. Borrero requested a proposal to repaint trim on monuments and little fences
79 throughout the district.

80
81 **FOURTH ORDER OF BUSINESS**

82 **Consideration of the Minutes of the**
83 **Board of Supervisors Meeting held on**
84 **November 29, 2023**

85 Mr. Mendes presented the meeting minutes of the board of Supervisors meeting held
86 on November 29, 2023 and asked if any changes are requested. No changes were requested.

87
88 Mr. Mendes presented and touched on some of the landscape items mentioned in the
89 previous board meeting.

90
91
92
93

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on November 29, 2023, for the Gramercy Farms Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Operations and
Maintenance Expenditures for October
2023**

Mr. Mendes presented the operation and maintenance expenditures for October 2023 to the board of Supervisors and asked if there were any questions.

Mr. Mendes stated he will following up with accounting.

On a motion by Ms. Borrero, seconded by Ms. Fernandez, with all in favor, the Board ratified the operations and maintenance expenditures for October 2023, for the Gramercy Farms Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Down to Earth
Proposals
(Under Separate Cover)**

Discussion ensued amongst the board and after the proposals were presented.

On a motion by Ms. Borrero, seconded by Ms. Fernandez, with all in favor, the Board approved the Down to Earth proposals 68144, 68145, and 68146 under the contingency they are revised and does not exceed \$6,000, for the Gramercy Farms Community Development District.

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board approved the Down to Earth proposal 67895 involving irrigation decoder, for the Gramercy Farms Community Development District.

Down to Earth reported maintenance updates.

Mr. Mendes commented on the city grass area maintenance updates with communication thread.

SEVENTH ORDER OF BUSINESS

**Consideration of Lighting Service
Agreement for Phase 9**

Mr. Mendes presented the proposed agreement to the board of supervisors and asked if they had any questions. There were none.

On a motion by Mr. Fernandez, seconded by Ms. Borrero, with all in favor, the Board approved the lighting service agreement for Phase 9, for the Gramercy Farms Community Development District.

126 **EIGHTH ORDER OF BUSINESS** **Consideration of LLS Tax Solutions Inc.**
127 **Engagement Letter**
128

129 Mr. Mendes presented the proposed engagement letter to the board of supervisors
130 and asked if they had any questions. There were none.
131

On a motion by Ms. Borrero, seconded by Ms. Fernandez, with all in favor, the Board approved the engagement letter, for the Gramercy Farms Community Development District.

132 **NINTH ORDER OF BUSINESS** **Ratification of 1st Addendum for**
133 **Rizzetta & Company Professional**
134 **Technology Services Agreement**
135
136

137 Mr. Mendes presented the addendum to the board of supervisors and asked if they
138 had any questions. There were none.
139

On a motion by Mr. Fernandez, seconded by Ms. Borrero, with all in favor, the Board ratified the 1st Addendum for Rizzetta & Company Professional Technology Services Agreement, for the Gramercy Farms Community Development District.

140 **TENTH ORDER OF BUSINESS** **Consideration of 1st Addendum for**
141 **Rizzetta & Company Contract for**
142 **Professional Landscape Inspection**
143 **Services**
144
145

146 Mr. Mendes presented the addendum to the board of supervisors and asked if they
147 had any questions. There were none.
148

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board approved the 1st Addendum for Rizzetta & Company Professional Technology Services Agreement, for the Gramercy Farms Community Development District.

149 **TENTH ORDER OF BUSINESS** **Staff Reports**
150

151 **A. District Counsel**

152 District counsel briefly touched on potential litigation with the board.
153

154 Counsel encouraged the board to reach out to counsel directly.
155

156 Mr. Fernandez requested counsel to email the board of supervisors his contact
157 information.
158

159 **B. District Engineer**
160
161
162

163 Mr. Woodcock briefed the board of supervisors.

164

165 He updated the board on Backflow.

166

167 He also touched on erosion issues on the pond behind the townhome. He stated that
168 he will be doing a site review next week.

169

170 Mr. Mendes touched on splash pad project. He stated he will schedule a call with the
171 district engineer to review the next course of action to take.

172

173 **C. District Manager**

174

175 The district manager had nothing to report and asked the board if they had any
176 questions. There were none.

177

178 **TENTH ORDER OF BUSINESS**

Supervisor Requests and Comments

179

180 There were no supervisor requests.

181

182 **ELEVENTH ORDER OF BUSINESS**

Adjournment

183

On a motion by Ms. Borrero, seconded by Ms. Fernandez, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:15 a.m. for Gramercy Farms Community Development District.

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Assistant Secretary

Chairperson/Vice Chairman

TAB 3

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.GRAMERCYFARMSCDD.ORG

Operation and Maintenance Expenditures November 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023 through November 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$70,348.83**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Weed Management, Inc	100153	16624	Pond Maintenance 09/23	\$ 1,250.00
Aquatic Weed Management, Inc	100153	16814	Pond Maintenance 10/23	\$ 1,250.00
Elizabeth Fernandez	100154	EF102523 -225	Board of Supervisors Meeting 10/25/23	\$ 200.00
Florida Department of Commerce	100152	88834	Special District Fee FY 23/24	\$ 175.00
Innersync Studio, Ltd	100155	21633	Website & Compliance Services 10/23	\$ 384.38
Joel Sanchez	100156	JS102523	Board of Supervisors Meeting 10/25/23	\$ 200.00
Kutak Rock, LLP	100157	3292733	Legal Services 08/23	\$ 1,553.50
Kutak Rock, LLP	100157	3298066	Legal Services 09/23	\$ 1,245.97
Lerner Reporting Services, Inc.	100158	342	Annual Disclosure Fee FY 23-24	\$ 2,500.00
Maria V. Borrero	100159	MB102523	Board of Supervisors Meeting 10/25/23	\$ 200.00
Orlando Sentinel Communications	100160	082016225000	Legal Advertising 10/23	\$ 438.84
Orlando Utilities Commission	ACH	Monthly Summary 09/23A ACH	Electric Services 09/23	\$ 15,948.53

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100151	INV0000084909	District Management Fees 11/23	\$ 4,737.58
Rolando Fernandez	100161	RF102523	Board of Supervisors Meeting 10/25/23	\$ 200.00
SSS Down To Earth Opco, LLC	100162	INV169815	Landscape Maintenance 10/23	\$ 18,371.25
SSS Down To Earth Opco, LLC	100162	INV172705	Landscape Maintenance 11/23	\$ 18,371.25
Stantec Consulting Services, Inc.	100163	2153496	Engineering Services 09/23	\$ 3,010.20
Toho Water Authority	ACH	Monthly Summary 10/23 ACH	Monthly Summary 10/23 ACH	<u>\$ 312.33</u>
Report Total				<u>\$ 70,348.83</u>

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.GRAMERCYFARMSCDD.ORG

Operation and Maintenance Expenditures December 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2023 through December 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$46,364.90**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Weed Management, Inc	100169	16912	Pond Maintenance 11/23	\$ 1,250.00
Elizabeth Fernandez	100166	EF112923	Board of Supervisors Meeting 11/29/2023	\$ 200.00
First American Title Insurance Company	100170	060922 First American Title	Overpayment of Lot 676 06/22	\$ 6.83
First American Title Insurance Company	100170	113023 First American Title	Overpayment of Lot 688 11/23	\$ 622.53
HP Home Maintenance Solutions, LLC	100171	250	Installation Christmas Lights 11/23	\$ 1,657.86
Kutak Rock, LLP	100172	3323241	Legal Services 10/23	\$ 752.00
Maria V. Borrero	100167	MB112923	Board of Supervisors Meeting 11/29/2023	\$ 200.00
OnSight Industries LLC	100174	W000361524	50% Deposit -No Fishing-Sign 12/23	\$ 1,345.50
Orlando Utilities Commission	20231201-1	Monthly Summary 10/23 ACH	Electric Services 10/23	\$ 15,949.87
Rizzetta & Company, Inc.	100165	INV0000085713	District Management Fees 12/23	\$ 5,037.58
Rolando Fernandez	100168	RF112923	Board of Supervisors Meeting 11/29/2023	\$ 200.00
SSS Down To Earth Opco, LLC	100164	INV170782	Tree Removal 10/23	\$ 520.00
SSS Down To Earth Opco, LLC	100173	INV175510	Landscape Maintenance 12/23	\$ 18,371.25

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Toho Water Authority	20231215-1	Monthly Summary 11/23 ACH	Water-Sewer Services 11/23	\$ 196.90
Toho Water Authority	20231222-1	00039375 11/23 Autopay	Water-Sewer Services 11/23	\$ 30.07
Toho Water Authority	20231222-1	00057874 11/23 Autopay	Water-Sewer Services 11/23	<u>\$ 24.51</u>
Report Total				<u>\$ 46,364.90</u>

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

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

WWW.GRAMERCYFARMSCDD.ORG

Operation and Maintenance Expenditures January 2024 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$77,880.55**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anthem Park CDD	100176	121823 Anthem Park CDD	Board of Supervisors Meeting Room Rental 12/23	\$ 340.00
Aquatic Weed Management, Inc	100177	17081	Pond Maintenance 12/23	\$ 1,250.00
Elizabeth Fernandez	100178	EF122023	Board of Supervisors Meeting 12/20/23	\$ 200.00
HP Home Maintenance Solutions, LLC	100183	214	Property Maintenance 11/23	\$ 1,456.00
HP Home Maintenance Solutions, LLC	100184	268	Trash Removal 12/23	\$ 250.00
HP Home Maintenance Solutions, LLC	100191	266	Property Maintenance 12/23	\$ 1,450.00
HP Home Maintenance Solutions, LLC	100193	279	Pond Signs 01/24	\$ 500.00
HP Home Maintenance Solutions, LLC	100193	280	Disposal Items 01/24	\$ 200.00
Innersync Studio, Ltd	100185	21898	Website & Compliance Services 01/24	\$ 384.38
Kutak Rock, LLP	100189	3338753	Legal Services 11/23	\$ 1,175.00
LLS Tax Solutions, Inc.	100190	3253	Special Assessment Bonds Series 2011 Ending 09/13/23	\$ 500.00
Maria V. Borrero	100179	MB122023	Board of Supervisors Meeting 12/20/23	\$ 200.00
Orlando Sentinel Communications	100180	83557226000	Legal Advertising 11/23	\$ 189.42

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Orlando Sentinel Communications	100186	085473227000 12/11/23	Legal Advertising 12/23	\$ 189.42
Orlando Utilities Commission	01312024-1	Monthly Summary 12/23 ACH	Electric Services 12/23	\$ 16,035.29
Orlando Utilities Commission	20240102-1	Monthly Summary 11/23 ACH	Electric Services 11/23	\$ 15,959.40
Rizzetta & Company, Inc.	100175	INV0000086434	District Management Fees 01/24	\$ 4,837.58
Rolando Fernandez	100181	RF122023	Board of Supervisors Meeting 12/20/23	\$ 200.00
SSS Down To Earth Opco, LLC	100182	INV177392	Main Line Repair 12/23	\$ 2,618.62
SSS Down To Earth Opco, LLC	100182	INV177721	Maintenance & Repair 12/23	\$ 520.00
SSS Down To Earth Opco, LLC	100187	INV178807	Landscape Maintenance 01/24	\$ 18,371.25
SSS Down To Earth Opco, LLC	100192	INV179232	Removed & Replaced Viburnum 01/24	\$ 1,685.60
SSS Down To Earth Opco, LLC	100192	INV179278	Irrigation Repairs 01/24	\$ 2,230.26
SSS Down To Earth Opco, LLC	100192	INV179279	Landscape Replacement 01/24	\$ 3,141.16
SSS Down To Earth Opco, LLC	100192	INV179280	Plant Replacement 01/24	\$ 1,094.98
Stantec Consulting Services, Inc.	100188	2177236	Engineering Services 01/24	\$ 2,703.53

Gramercy Farms Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Toho Water Authority	2021010-1	Monthly Summary 12/23 ACH	Water-Sewer Services 12/23	\$ 144.08
Toho Water Authority	20240117-1	00039375 12/23 Autopay	Water-Sewer Services 12/23	\$ 30.07
Toho Water Authority	20240117-1	00057874 12/23 Autopay	Water-Sewer Services 12/23	\$ <u>24.51</u>
Report Total				\$ <u><u>77,880.55</u></u>

TAB 4

ESTIMATE



Prepared For

Gramercy Farms Master HOA Cdd
3434 Colwell avenue suite 200 Tampa, FL
33614 Jcasanova@rizzetta.com
Tampa, Florida 33614

HP Home Maintenance Solutions LLC

2812 Shelburne Way
Saint Cloud , Florida 34772
Phone: (407) 412-3731
Email: hphomemaintenancesolutions@gmail.com
Web: Www.hphomemaintenancesolutions.com

Estimate # 93
Date 12/13/2023

Description	Rate	Quantity	Total
Repairs water fountain	\$1,675.00	1	\$1,675.00
Remove rust prime and paint for 2 water fountains on the park materials labor included. Also, the water leak will be repaired			
Subtotal			\$1,675.00
Total			\$1,675.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

Gramercy Farms Master HOA Cdd

TAB 5

ESTIMATE

Aquatic Weed Management, Inc.
PO Box 1259
Haines City, FL 33845

WATERWEED1@AOL.COM
+1 (863) 412-1919



Gramercy Farms CDD

Bill to

Gramercy Farms CDD
c/o Rizzetta & Company
3434 Caldwell Ave. Ste. 200
Tampa, FL 33614

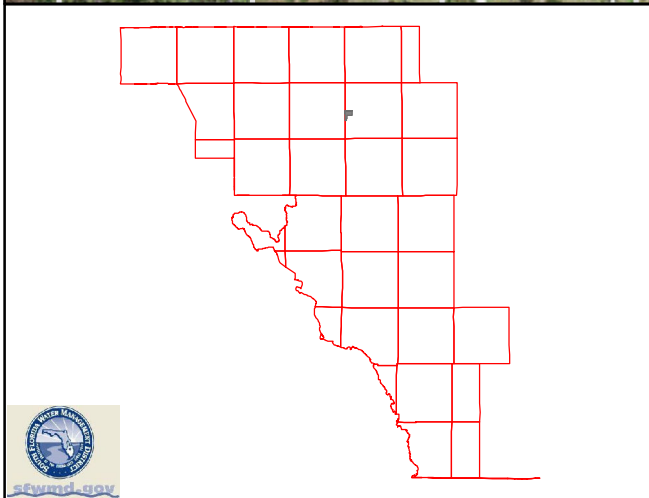
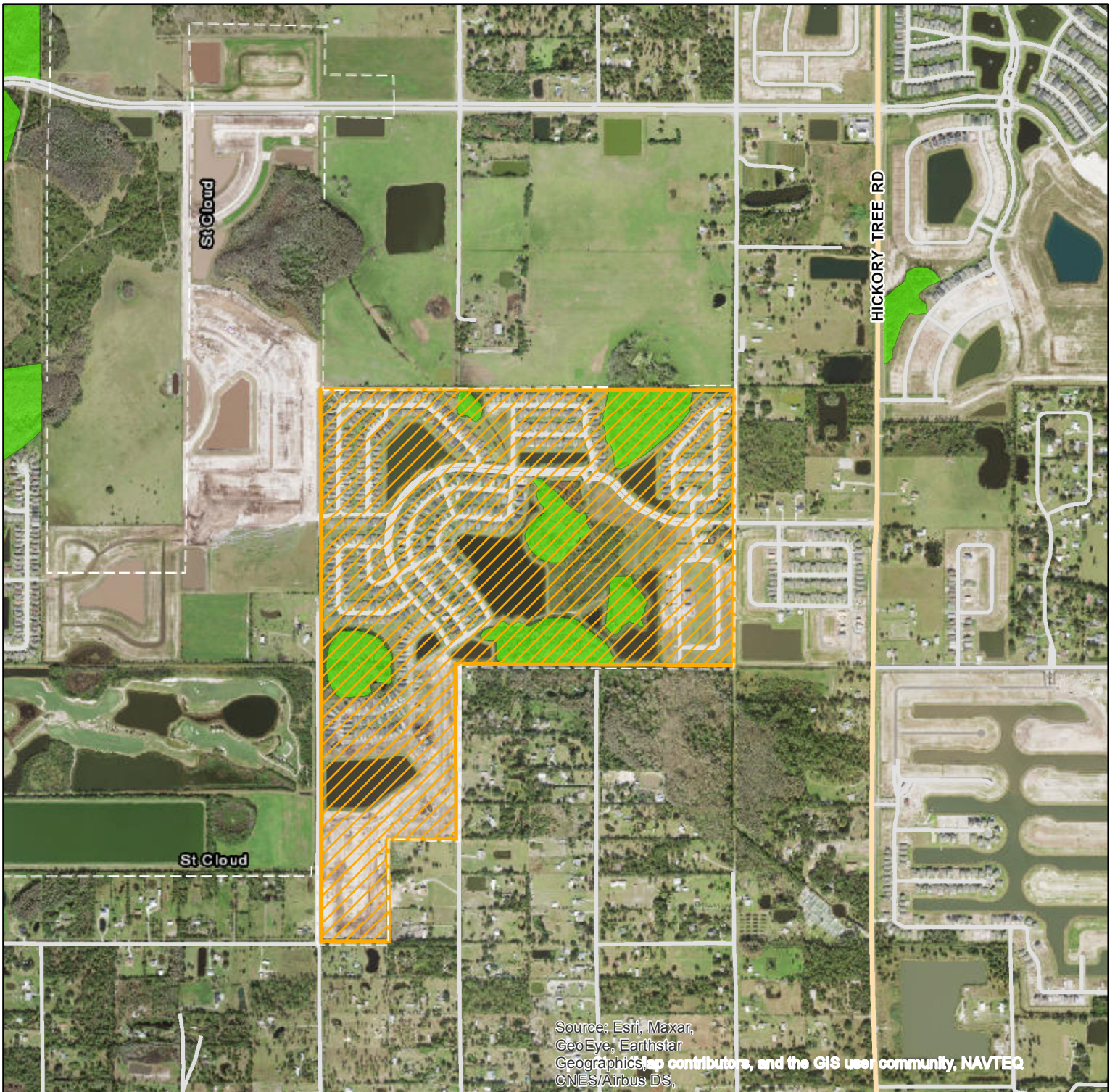
Estimate details


Estimate no.: 1385
Estimate date: 01/11/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Scope of Work Conservation easement exotics maintenance 2024 This treatment is in an effort to keep you compliant with SFWMD regulations. Price includes all materials and labor. Price assumes this treatment will be completed prior to 3/31/2024.		1	\$22,225.00	\$22,225.00
Total						\$22,225.00

Note to customer

Thank you for your business!



 Application
 OSCEOLA COUNTY, FLORIDA
N
▲

Map Date: 2022-03-16

Application No: 051026-4
 Permit No: 49-01633-P
 Sec 19 / Twp 26 / Rge 31
 Project Name: GRAMERCY FARMS

Exhibit No: 3

0 0.3 0.6
 Miles



TAB 6



**Down to Earth
Landscape & Irrigation**
2701 Maitland Center Pkwy.
Suite 200
Maitland, Florida 32751
(321) 263-2700

Estimate: #76128

Customer Address
Rizzetta & Company
Richard Hernandez
8529 Southpark Cir Ste 330
Orlando, Florida 32819
rhernandez@rizzetta.com
407-472-2471 EXT 0864

Billing Address
CDD Invoice
Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Physical Job Address
Gramercy Farms CDD
4599 Calumet Drive
St. Cloud, FL 34772

<u>Job</u>	<u>Estimated Job Start Date</u>	<u>Proposed By</u>	<u>Due Date</u>
2024 Mulch Installation	March 13, 2024	Justin Baker	March 13, 2024

Estimate Details

Description of Services & Materials	Unit	Quantity	Rate	Amount
Mulch Installation				
Sub installed - Chocolate/Cocoa Mulch	Cubic Yard	350	\$59.40	\$20,790.00
			Subtotal	\$20,790.00
			Job Total	\$20,790.00

Proposed By:

Agreed & Accepted By:

Justin Baker
Down to Earth
Landscape & Irrigation

02/09/2024
Date

Rizzetta & Company

Date

TAB 7

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE OSCEOLA COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Gramercy Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Osceola County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 2, currently held by Robert Bishop, and Seat 3, currently held by Maria Borrero, are scheduled for the General Election beginning in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Osceola County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 28th day of February 2024.

**GRAMERCY FARMS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRPERSON / VICE CHAIRPERSON

ATTEST:

SECRETARY / ASSISTANT SECRETARY

EXHIBIT A

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Gramercy Farms Community Development District (“District”) will commence at noon on June 10th, 2024 and close at noon on June 14th, 2024. Candidates must qualify for the office of Supervisor with the Osceola County Supervisor of Elections located at 2509 E. Irlo Bronson Memorial Highway, Kissimmee FL, 34744; Ph: 407-742-6000. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Osceola County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Gramercy Farms Community Development District has a total of two seats up for election, specifically seats two and three. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5th, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Osceola County Supervisor of Elections.

Publish on or before May 24th, 2024.

TAB 8



Quarterly Compliance Audit Report

Gramercy Farms

Date: December 2023 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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ADA Compliance Categories	7
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Compliance Audit Overview

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

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

Compliance Criteria

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



ADA Website Accessibility

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



Florida Statute Compliance

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

Audit Process

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

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

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



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	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**

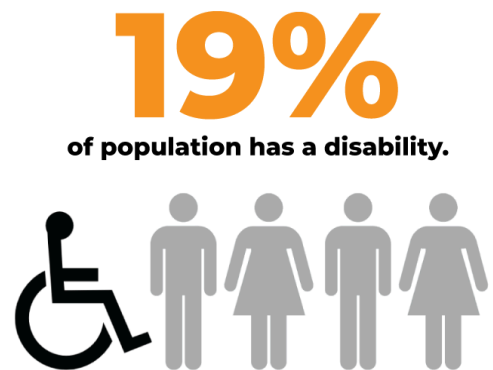
Compliance Criteria

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
X	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.



Sight, hearing, physical, cognitive.

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/sitertools/>



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