



Rizzetta & Company

Town of Kindred Community Development District

Board of Supervisors Meeting February 1, 2024

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

www.townofkindredcdd.org

TOWN OF KINDRED COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors	Jennifer Sanchez	Chair
	Byron Brown	Vice Chair
	Antonio Aponte	Assistant Secretary
	Jason Torres	Assistant Secretary
	Jorge Alverio	Assistant Secretary
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Jere Earlywine	Kutak Rock LLP
District Engineer	Xabier Guerricagoitia	Boyd Civil Engineering

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.

TOWN OF KINDRED COMMUNITY DEVELOPMENT DISTRICT
District Office · Orlando, Florida · (407) 472-2471
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.townofkindredcdd.org

**Board of Supervisors
Town of Kindred
Community Development District**

January 25, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Town of Kindred Community Development District will be held on **February 1, 2024, at 2:00 p.m.** at the **Osceola County Courthouse**, located at **1 Courthouse Square, Kissimmee, Florida 34741**. The following is the **final** agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
 - A. Aquatic Weed Management Report
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors Meeting held on December 7, 2023..... Tab 1
 - B. Ratification of Operation and Maintenance Expenditures for November and December 2023 Tab 2
- BUSINESS ITEMS**
 - A. Discussion of Lights Year Round
 - B. Discussion of Election Voting at the Clubhouse
 - C. Consideration of Field Manager (Under Separate Cover)
- 6. STAFF REPORTS**
 - A. District Counsel
 1. Speed Bumps
 - B. District Engineer
 1. Sidewalk Project
 2. Backflow Updates
 - C. District Manager
 1. Website Audit Tab 3
 2. Fountain Repair Updates
 3. Bench Install Updates
 4. Playground Repairs
 5. Handicap Chair
 6. Pool Equipment Painting
- 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

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.

TOWN OF KINDRED COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Town of Kindred Community Development District was held on **Thursday, December 7, 2023, at 2:00 p.m.** at the **Osceola County Courthouse**, located at **1 Courthouse Square, Kissimmee, Florida 34741.**

Present and constituting a quorum:

Jennifer Sanchez	Board Supervisor, Chairman
Byron Brown	Board Supervisor, Vice Chairman
Jason Torres	Board Supervisor, Assistant Secretary
Jorge Alverio	Board Supervisor, Assistant Secretary
Antonio Aponte	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Company
Bennett Davenport	District Counsel, Kutak Rock, LLP
Xabier Guerricagoitia	District Engineer, Boyd Civil Engineering, Inc.
Bill Snively	Aquatic Weed Management

Audience	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 Comments

No members of the audience made any comments.

THIRD ORDER OF BUSINESS

Aquatic Weed Management Report

Mr. Snively stated he has no information on the reports.

Mr. Mendes commented on the ponds in the community.

Mr. Brown stated there is still some algae in the pond.

Mr. Snively responded to Mr. Brown comments.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors Meeting held on
October 25, 2023**

Mr. Mendes presented the meeting minutes of the Board of Supervisors meeting held on October 25, 2023 and asked if any changes were requested. There were none.

On Motion by Mr. Aponte, seconded by Ms. Sanchez, with all in favor, the Board of Supervisors approved the minutes of the board of supervisors meeting held on October 25, 2023, for the Town of Kindred Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures August,
September, and October 2023**

Mr. Mendes presented the Operation and Maintenance Expenditures and asked if there were any questions. There were none.

On Motion by Ms. Sanchez, seconded by Mr. Torres, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for August (\$108,917.07), September (\$186,607.58), and October (\$56,379.37) for the Town of Kindred Community Development District.

SIXTH ORDER OF BUSINESS

Discussion of Window Tinting

Mr. Mendes opened the discussion.

Mr. Brown stated Artemis had expressed shades instead of tinting.

On Motion by Mr. Brown, seconded by Mr. Alverio, with all in favor, the Board of Supervisors approved the district staff work with the chair on getting shades installed, for the Town of Kindred Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Field Manager

Mr. Mendes opened the discussion.

The proposal is presented to the board of supervisors.

Mr. Brown inquired about what qualifications the field manager would have.

Ms. Sanchez briefed the board on additional information pertaining to the bid.

Mr. Torres inquired about the scheduling for the field manager.

Mr. Aponte commented on potential homelessness.

Mr. Torres stated that he would like to be a part of the interview process.

On Motion by Ms. Sanchez, seconded by Mr. Alverio, with all in favor, the Board of Supervisors approved Rizzetta's field manager contract in substantial form, for the Town of Kindred Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Pool Fountain Painting Proposal

Ms. Sanchez presented the proposals to the board of supervisors.

On Motion by Mr. Alverio, seconded by Mr. Aponte, with all in favor, the Board of Supervisors approved 360's painting proposal, for the Town of Kindred Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Pond Maintenance Proposal

Mr. Mendes presented the agenda item to the board.

Mr. Snively presented the proposal to the board.

Mr. Mendes inquired about starting the proposal in February.

Mr. Brown commented on the proposal.

Mr. Snively proposed starting treatments on January 20th.

Mr. Brown inquired about beneficial fishes to the pond.

Mr. Snively responded to the inquiry.

Ms. Guerricagoitia commented on the outfall fish net and stated she will provide district staff with the information.

On Motion by Ms. Sanchez, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved \$7,500 treatment on two ponds starting on January 20th in substantial form, for the Town of Kindred Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Basketball Court Proposals

Mr. Torres presented the proposals to the board.

Mr. Aponte recommended transitioning into a pickleball court.

Ms. Sanchez commented on some difficulties with basketball court transitions.

On Motion by Mr. Alverio, seconded by Mr. Brown, with a majority vote of 3-2 (Supervisor's Sanchez & Aponte opposed), the Board of Supervisors approved transitioning one of the tennis courts into a basketball court with the contingency of working with the annual budget, for the Town of Kindred Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of United Land Services

Mr. Mendes opens the discussion.

Mr. Brown inquired if it is only necessary just to replace the sod.

Mr. Alverio proposed speed bumps and Mr. Aponte agreed.

The board discussed working with the county on approval.

It is stated that the field manager will prep weekly reports with all updates.

On Motion by Mr. Torres, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved the proposal from united land services with contingency on Town of Kindred CDD II paying half in substantial form, for the Town of Kindred Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Fountain Repair Proposal

Mr. Mendes presented the proposal to the board of supervisors and asked if there were any questions. The board discussed the proposal.

On Motion by Mr. Brown, seconded by Mr. Torres, with all in favor, the Board of Supervisors approved proposal on contingency district staff work with Mr. Brown and it not to exceed \$5,187.46, for the Town of Kindred Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Dehlinger Proposal

Mr. Mendes presented the proposal to the board of supervisors and asked if there were any questions. The board discussed the proposal and agreed to ratify next meeting.

On Motion by Mr. Alverio, seconded by Mr. Torres, with all in favor, the Board of Supervisors approved proposal on contingency district staff work with Mr. Brown and it not to exceed \$1,500 on the concrete pad for bench, for the Town of Kindred Community Development District.

FOURTEENTH ORDER OF BUSINESS**Consideration of Handicap Chair Proposal**

Mr. Mendes presented the proposal to the board of supervisors and asked if there were any questions. The board discussed the proposal.

On Motion by Mr. Alverio, seconded by Mr. Aponte, with all in favor, the Board of Supervisors approved proposal on contingency it not to exceed \$6,200, for the Town of Kindred Community Development District.

FIFTEENTH ORDER OF BUSINESS**Consideration of Playground Repair Proposal**

Mr. Mendes presented the proposal to the board of supervisors and asked if there were any questions. The board discussed the proposal.

On Motion by Mr. Brown, seconded by Mr. Torres, with all in favor, the Board of Supervisors approved the proposal for playground repair, for the Town of Kindred Community Development District.

SIXTEENTH ORDER OF BUSINESS**Consideration of LLS Tax Solutions Arbitrage Engagement Letter**

The agenda item was strike from the record.

SEVENTEENTH ORDER OF BUSINESS**Consideration of Pressure Washing Proposal**

Ms. Sanchez presented the proposal to the board of supervisors and asked if there were any questions. The board discussed the proposal.

On Motion by Mr. Brown, seconded by Mr. Aponte, with all in favor, the Board of Supervisors approved proposal for pressure washing, for the Town of Kindred Community Development District.

EIGHTEENTH ORDER OF BUSINESS**Consideration of Resolution 2024-01, Designating Registered Agent and Registered Office**

Mr. Davenport presented the resolution to the board of supervisors and asked if there were any questions. There were none.

On Motion by Mr. Torres, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved Resolution 2024-01, Designating Registered Agent and Registered office, for the Town of Kindred Community Development District.

THIRDTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Davenport presented himself to the board.

B. District Engineer

Mr. Guerricagoitia reported on the annual review.

Mr. Mendes presented the engineer's annual report.

It is stated the district manager and engineer will work together on getting bids from contractors to resolve issues.

It is stated the district manager and counsel will work together on getting parking regulations in the community.

Mr. Brown inquired on officer patrol for the community and if the patrols can be marked vehicles. It is stated that district staff will work with Artemis on this.

C. District Manager

Mr. Torres inquired if the district could have Christmas lights annually, district manager will communicate with Denver about this.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests

No supervisor requests were made.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On Motion by Mr. Alverio, seconded by Mr. Brown, with all in favor, the Board of Supervisors adjourned the meeting at 4:37 pm, for the Town of Kindred Community Development District.

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Assistant Secretary

Chairman/Vice Chairman

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DRAFT

TAB 2

TOWN OF KINDRED COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614
WWW.TOWNOFKINDREDCDD.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: **\$64,924.62**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Access Control Technologies, Inc.	100350	C100526	HID Compatible Cards 10/23	\$ 902.95
Amazon Capital Services, Inc.	100351	1YC3-V467-9MQV	Janitorial Supplies 09/23	\$ 101.68
Amazon Capital Services, Inc.	100351	1YRD-4MV4-WHGQ	Janitorial Supplies 10/23	\$ 99.03
Aquatic Weed Management, Inc	100352	16608	Pond Maintenance 09/23	\$ 550.00
Aquatic Weed Management, Inc	100352	16804	Pond Maintenance 10/23	\$ 550.00
Boyd Civil Engineering, Inc.	100353	03804	Engineering Services 09/23	\$ 1,935.00
Commercial Fitness Products, Inc.	100354	AA10057	Preventative Maintenance 10/23	\$ 185.00
Commercial Fitness Products, Inc.	100354	AA10058	Inflight FT Cable 10/23	\$ 228.97
Commercial Fitness Products, Inc.	100354	AA10129	Weight Stack Pin for FT 10/23	\$ 30.00
Dallos Services, Inc.	100355	3954	Janitorial Services 02/04/23 - 02/10/23	\$ 366.00
Florida Department of Commerce	100349	89195	Special District Fee FY 23/24	\$ 175.00
Hidden Eyes, LLC	100356	733322	Video Monitoring Services & Maintenance 11/23	\$ 485.12

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
HP Home Maintenance Solutions, LLC	100357	222	Replace Pool Filters 09/23	\$ 3,585.65
HP Home Maintenance Solutions, LLC	100357	223	Fountain Repairs 09/23	\$ 2,896.75
HP Home Maintenance Solutions, LLC	100358	243	Fountain & Pool Maintenance 10/23	\$ 2,950.00
Innersync Studio, Ltd	100359	21733	Website & Compliance Services 10/23	\$ 384.38
Jorge Luis Alverio Nunez	100347	JA092123	Board of Supervisors Meeting 09/21/23	\$ 200.00
Kutak Rock, LLP	100360	3282467	Legal Services 08/23	\$ 2,909.50
Kutak Rock, LLP	100360	3296683	Legal Services 09/23	\$ 1,660.15
Kutak Rock, LLP	100360	3310160	Legal Services 08/23	\$ 2,678.50
Kutak Rock, LLP	100360	3310373	Legal Services 10/23	\$ 868.20
One Stop Pool Pros, Inc.	100361	FLN0001092	Hurricane Idalia Pool Prep 09/23	\$ 892.00
Orlando Sentinel Communications	100362	078608094000 08/23	Legal Advertising 08/23	\$ 495.11
Osceola County Sheriff's Office	100363	54801	Off Duty Patrol 08/23	\$ 319.08

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100346	INV0000084895	District Management Fees 11/23	\$ 4,615.33
Spectrum	ACH	16853601102123 11/23	Cable & Internet 11/23	\$ 320.09
SunScape Landscape Management Services, Inc.	100364	11884	Landscape Maintenance 10/23	\$ 1,550.00
SunScape Landscape Management Services, Inc.	100365	11936	Landscape Maintenance 11/23	\$ 1,550.00
Toho Water Authority	ACH	002604313-033284889 09/23	Water-Sewer Services 09/23	\$ 384.27
Toho Water Authority	ACH	Monthly Summary II 09/23	Water-Sewer Services 09/23	\$ 19,687.47
Toho Water Authority	ACH	002604313-033284889 08/23	Water-Sewer Services 08/23	\$ 365.97
Truly Nolen of America, Inc.	100366	711168703	Pest Control 10/23	\$ 79.00
Truly Nolen of America, Inc.	100366	711168704	Pest Control 10/23	\$ 77.00
Truly Nolen of America, Inc.	100366	711170299	Pest Control 11/23	\$ 79.00
Truly Nolen of America, Inc.	100366	711170300	Pest Control 11/23	\$ 77.00
U.S. Bank	100367	7100931	Trustee Fees Series 2017 - FY 10/01/23 - 09/30/24	\$ 4,310.00

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
U.S. Bank	100367	7101599	Trustee Fees Series 2016 - FY 10/01/23 - 09/30/24	\$ 4,310.00
United Land Services	100368	47764	Install Boulders - Cross Prairie 10/23	\$ 1,755.00
Waste Connections of Florida	100348	1470143	Account # 6460-132920 Waste Disposal Services 11/23	<u>\$ 316.42</u>
Report Total				<u>\$ 64,924.62</u>

TOWN OF KINDRED COMMUNITY DEVELOPMENT DISTRICT

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614
WWW.TOWNOFKINDREDCDD.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: **\$143,270.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Access Control Technologies, Inc.	100372	S102789	Proxpoint Card Reader Cover 11/23	\$ 29.40
Amazon Capital Services, Inc.	100373	1K3K-K94W-4K1Y	Janitorial Supplies 11/23	\$ 179.08
Commercial Fitness Products, Inc.	100378	AA11050	Fitness Equipment Repair 11/23	\$ 932.52
Dallos Services, Inc.	100374	4330	Janitorial Services 09/16/23 - 09/22/23	\$ 366.00
Dallos Services, Inc.	100374	4342	Janitorial Services 09/16/23 - 09/22/23	\$ 528.00
Dallos Services, Inc.	100374	4343	Janitorial Services 09/02/23-09/15/23	\$ 1,332.00
Dallos Services, Inc.	100374	4345	Janitorial Services 09/16/23 - 09/22/23	\$ 1,036.00
Dallos Services, Inc.	100374	4352	Janitorial Services 09/23/23-09/29/23	\$ 366.00
Dallos Services, Inc.	100374	4359	Janitorial Services 09/23/23-09/29/23	\$ 1,036.00
Dallos Services, Inc.	100374	4361	Janitorial Services 09/23/23-09/29/23	\$ 528.00
Dallos Services, Inc.	100374	4377	Janitorial Services 09/30/23-10/06/23	\$ 366.00
Dallos Services, Inc.	100374	4378	Janitorial Services 09/30/23-10/06/23	\$ 1,036.00
Dallos Services, Inc.	100374	4379	Janitorial Services 09/30/23-10/06/23	\$ 528.00

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Dallos Services, Inc.	100374	4391	Janitorial Services 10/07/23-10/13/23	\$ 528.00
Dallos Services, Inc.	100374	4394	Janitorial Services 10/07/23-10/13/23	\$ 1,036.00
Dallos Services, Inc.	100374	4395	Janitorial Services 10/07/23-10/13/23	\$ 366.00
Dallos Services, Inc.	100374	4407	Janitorial Services 10/14/23-10/20/23	\$ 528.00
Dallos Services, Inc.	100374	4410	Janitorial Services 10/14/23-10/20/23	\$ 1,036.00
Dallos Services, Inc.	100374	4411	Janitorial Services 10/14/23-10/20/23	\$ 416.00
Hidden Eyes, LLC	100369	734391	Video Monitoring Services & Maintenance 12/23	\$ 499.67
IPFS Corporation	100371	GAA-D41501 Payment 2 of 11 12/23	GAA-D41501 Payment 2 of 11 12/23	\$ 3,767.01
Kissimmee Utility Authority	ACH	002268735-001304010 10/23 C	14711 Silverado Flats S. 10/04/23-11/04/23	\$ 13.23
Kissimmee Utility Authority	ACH	Month Summary 10/23	Electric Services 10/23	\$ 11,503.64
Kissimmee Utility Authority	ACH	Monthly Summary 11/23	Electric Services 11/23	\$ 11,541.46
One Stop Pool Pros, Inc.	100375	INVFLN0000509	Pool Maintenance 05/23	\$ 3,000.00
Rizzetta & Company, Inc.	100370	INV0000085699	District Management Fees 12/23	\$ 4,615.33

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Spectrum	ACH	168536301112123 12/23	Cable & Internet 12/23	\$ 320.09
Toho Water Authority	ACH	Monthly Summary II 10/23	Water-Sewer Services 10/23	\$ 7,521.73
Toho Water Authority	ACH	Month Summary 10/23	Water-Sewer Services 10/23	\$ 6,245.43
United Land Services	100376	47471	Landscape Maintenance 10/23	\$ 33,667.00
United Land Services	100376	49533 TOK	Irrigation Repairs 10/23	\$ 7,259.48
United Land Services	100376	52667	Landscape Maintenance 11/23	\$ 33,667.00
United Land Services	100376	55811	August Inspection Property Improvements	\$ 695.00
United Land Services	100376	55815	Property Improvements 11/23	\$ 480.99
United Land Services	100376	55816	Plant Replacement 11/23	\$ 750.00
United Land Services	100376	55818	Plant Replacement 11/23	\$ 383.93
United Land Services	100376	55822	Tree Removal 11/23	\$ 220.47
United Land Services	100376	55824	Plant Replacement 11/23	\$ 130.00
United Land Services	100379	56246	Property Improvements 11/23	\$ 4,500.00

Town of Kindred Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Waste Connections of Florida	100377	1474540	Account # 6460-132920 Waste Disposal Services 12/23	\$ 316.42
Report Total				\$ 143,270.88

TAB 3



Quarterly Compliance Audit Report

Town of Kindred

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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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**

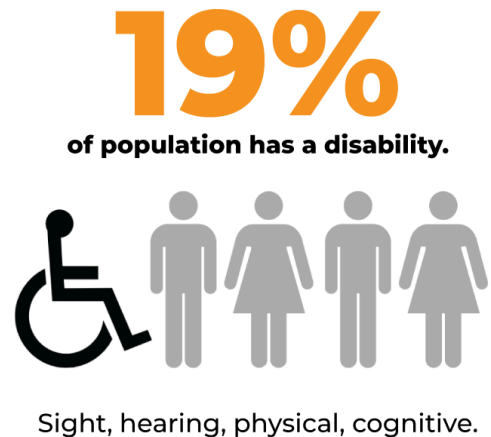
Compliance Criteria

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
N/A	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.



The legal and right thing to do

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



ADA Compliance Categories

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



Contrast and colors

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

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



Using semantics to format your HTML pages

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



Text alternatives for non-text content

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

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



Ability to navigate with the keyboard

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

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

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



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

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



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

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



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

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



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that 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