



Rizzetta & Company

Waters Edge Community Development District

Board of Supervisors' Meeting June 27, 2019

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, Florida 33544
813.994.1001**

www.watersedgecdd.org

WATERS EDGE COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Waters Edge Clubhouse, located at 9019 Creedmoor Lane, New Port Richey, FL
34654

Board of Supervisors	Edward Grillo Roger LeBlanc Michael McCarthy Michaela Ballou Teri Geney	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Joseph Roethke	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Greg Woodcock	Cardno TBE

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 (813)533-2950. 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.

**WATERS EDGE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100
WESLEY CHAPEL, FL 33544
www.watersedgecdd.org**

**Board of Supervisors
Waters Edge Community
Development District**

June 19, 2019

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waters Edge Community Development District will be held on **Thursday, June 27, 2019 at 3:30 p.m.** at the Waters Edge Clubhouse, located at 9019 Creedmoor Lane, New Port Richey, FL 34654. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 23, 2019..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for May 2019..... Tab 2
- 4. STAFF REPORTS**
 - A. District Engineer
 - B. Aquatics Manager
 1. Presentation of the June 2019 Waterway Inspection Report..... Tab 3
 - C. Field Services Manager
 1. Presentation of the June 2019 Field Inspection Report..... Tab 4
 2. Consideration of Landscape Enhancement Proposal..... Tab 5
 3. Consideration of Pond Bank Erosion Proposal..... Tab 6
 - D. District Counsel
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Proposals for ADA Website Compliance Tab 7
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 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) 533-2950.

Sincerely,
Joseph Roethke
Joseph Roethke
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.

**WATERS EDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Waters Edge Community Development District was held on Thursday, **May 23, 2019, at 5:01 p.m.** at the Waters Edge Clubhouse, located at 9019 Creedmoor Lane, New Port Richey, Florida 34654.

Present and constituting a quorum:

Edward Grillo	Board Supervisor, Chairman
Roger LeBlanc	Board Supervisor, Vice Chairman
Michaela Ballou	Board Supervisor, Assistant Secretary
Teri Geney	Board Supervisor, Assistant Secretary

Also present were:

Joe Roethke	Regional District Manager, Rizzetta & Company, Inc. (via phone)
Justin Croom	District Manager, Rizzetta & Company, Inc.
Scott Green	Field Services Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley Robin & Vericker (via phone)
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Croom called the meeting to order and performed the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on April 25, 2019

Mr. Grillo questioned the Cardno invoice relating to wall research for (\$520.00) that was discussed at last months meeting, in which he never received any information on. Mr. Roethke will follow-up.

On a Motion by Ms. Ballou, seconded by Mr. LeBlanc, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Regular meeting held on April 25, 2019, for the Waters Edge Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for April
2019**

On a Motion by Mr. LeBlanc, seconded by Ms. Geney, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for April 2019 (\$19,387.34) for the Waters Edge Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

As District Engineer Mr. Woodcock was unable to attend the meeting. Mr. Roethke provided an update to the Board on his behalf, stating that the erosion repairs have been completed.

Mr. Grillo asked for Mr. Roethke to follow-up to make sure both erosion repairs were completed since it was a two-part completion from the resident area and Cardno.

B. Aquatics Manager

1. Presentation of May 2019 Waterway Inspection Report

The Board reviewed the May 2019 Waterway Inspection Report. Mr. Roethke informed the Board that this will be the last report from Aquatic Systems, since Sitex Aquatics will be starting as of June 1st.

Mr. Grillo gave a background of issues regarding the ponds to the audience members.

Ms. Geney expressed her concerns regarding Yellowstone throwing the grass clippings into the ponds. Mr. Roethke will contact Yellowstone to make sure this does not continue to happen.

C. Field Services Manager

1. Presentation of May 2019 Field Inspection Report

Mr. Green presented the May 2019 Field Inspection Report to the Board and reviewed its contents with the Board including the tree located on CDD property. Mr. Grillo requested for Mr. Roethke to issue a letter to the homeowner and give them permission to remove the tree. Mr. Green will provide the address to Mr. Roethke.

Mr. Green continued with his report regarding the last inspection done with Mr. De Sierra on April 29, which included tree trimming around the pool, boots from palm trees need to be picked up, plant material missing, annuals are looking dry, and landscape lighting in front beds which is coming out of the ground and is in need of repair. Mr. Green will forward vendor information to Mr. Roethke.

Ms. Ballou expressed her concern regarding the trash that is not being picked up. Mr. Green will speak with Yellowstone.

2. Consideration of Proposals for Landscape Enhancement

Mr. Roethke presented five proposals to the Board for review, A discussion ensued.

The Board expressed concern regarding the Bahia Grass Install, and would like Mr. Roethke to work with Mr. Green and Yellowstone for new price.

On a Motion by Ms. Geney, seconded by Mr. Grillo, with all in favor, the Board of Supervisors approved the Yellowstone Proposal for Slidel Entrance Annual Plant Change to Jasmine in the amount of (\$938.04) for the Waters Edge Community Development District.

On a Motion by Mr. LeBlanc, seconded by Ms. Geney, with all in favor, the Board of Supervisors approved the Yellowstone Proposal for Broken Red Maple Tree Replacement in the amount of (\$386.50) for the Waters Edge Community Development District.

D. District Counsel

Mr. Vericker informed the Board he is working on Final Budget notices and resolutions.

Mr. Geney commented on the fountain lighting still not working, Mr. Green will follow-up with Mr. Roethke and vendor.

(Mr. Green left the meeting at 5:37 p.m.)

E. District Manager

Mr. Croom announced that the next regularly-scheduled meeting would be held on June 27, 2019 at 3:30 P.M., and to be held at the Waters Edge Clubhouse.

SIXTH ORDER OF BUSINESS

**Presentation of Proposed Budget for
Fiscal Year 2019/2020**

1. Consideration of Resolution 2019-02, Approving Proposed Budget and Setting the Public Hearing

Mr. Grillo noted the date needs to be corrected on the Resolution.

Mr. Roethke presented the fiscal year 2019/2020 proposed budget to the Board. A discussion ensued. Mr. Roethke entertained various questions pertaining to the proposed budget, and explained the increase regarding the townhomes. Mr. Grillo will work with Mr. Roethke to finalized the final budget.

A resident commented on reclaimed water. Mr. Grillo answered various questions.

On a Motion by Mr. LeBlanc, seconded by Ms. Ballou, with all in favor, the Board of Supervisors adopted Resolution 2019-02, approving proposed budget and setting the public hearing as amended for the Waters Edge Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-03,
Re-Designating of Assistant
Secretary**

On a Motion by Ms. Geney, seconded by Mr. LeBlanc, with all in favor, the Board of Supervisors adopted Resolution 2019-03, re-designating of assistant secretary to Mr. Roethke for the Waters Edge Community Development District.

EIGHTH ORDER OF BUSINESS

**Presentation of Registered Voter
Count**

Mr. Croom presented the registered voter count letter from Pasco County Supervisor of Elections to the Board, notating that there are 1,789 registered electors.

NINTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Request**

Mr. LeBlanc comment on the smell coming from the irrigation line and requested for this to be an item for discussion on the June meeting agenda.

Ms. Geney commented on fountain lights repair. She also informed the Board that she will be out of town during June & July.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Geney, seconded by Mr. LeBlanc, with all in favor, the Board of Supervisors adjourned the meeting at 6:29 p.m. for the Waters Edge Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

Waters Edge Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures May 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2019 through May 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$39,538.96**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waters Edge Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	001863	0000443995	Monthly Lake & Wetland Services 05/19	\$ 2,041.00
Cardno, Inc.	001864	517248	Engineering Services 04/19	\$ 1,102.66
Edward Grillo	001858	EG032819	Board of Supervisors Meeting 03/28/19	\$ 200.00
Edward Grillo	001852	EG042519	Board of Supervisors Meeting 04/25/19	\$ 200.00
Pasco County Property Appraiser	001845	040119	Non-Ad Valorem Assessment Fee FY19/20	\$ 150.00
Gerald D. Lynn, PACA Treasurer	001851	050119	Renew PACA Membership 05/19	\$ 50.00
Michael T. McCarthy	001859	MM032819	Board of Supervisors Meeting 03/28/19	\$ 200.00
Michael T. McCarthy	001853	MM042519	Board of Supervisors Meeting 04/25/19	\$ 200.00
Michaela A. Ballou	001849	MB042519	Board of Supervisors Meeting 04/25/19	\$ 200.00
Pasco County Utilities	001854	11830887	9019 Creedmoor Reclaim Lane 03/19	\$ 5,398.47
Rizzetta & Company, Inc.	001846	INV0000040303	District Management Fees 05/19	\$ 3,783.08
Rizzetta Technology Services	001847	INV0000004350	Email/Website Services 05/19	\$ 175.00

Waters Edge Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Roger LeBlanc	001860	RL032819	Board of Supervisors Meeting 03/28/19	\$ 200.00
Roger LeBlanc	001855	RL042519	Board of Supervisors Meeting 04/25/19	\$ 200.00
Site Masters of Florida, LLC	001856	050219-2	Repair Erosion & Pipes at Ponds 05/19	\$ 17,500.00
Site Masters of Florida, LLC	001865	051719-4	Repair Erosion at Pond L5 05/19	\$ 3,200.00
Straley Robin Vericker	001848	16943	General Legal Services 03/19	\$ 567.50
Teri Lynn Geney	001857	TG032819	Board of Supervisors Meeting 03/28/19	\$ 200.00
Teri Lynn Geney	001850	TG042519	Board of Supervisors Meeting 04/25/19	\$ 200.00
US Bank	001861	5344335	Trustee Fees Series 2015 04/1/2019 - 03/31/2020	<u>\$ 3,771.25</u>
Report Total				<u><u>\$ 39,538.96</u></u>



Aquatic Systems, Inc.

LAKE & WETLAND MANAGEMENT SERVICES

2100 NW 33rd Street Pompano Beach, FL 33069

1-800-432-4302 - Fax (954) 977-7877

Invoice

INVOICE DATE: 5/1/2019

INVOICE NUMBER: 0000443955

CUSTOMER NUMBER: 0062091

PO NUMBER:

PAYMENT TERMS: Net 30

Water's Edge CDD
C/O Rizzetta & Company
5844 Old Pasco Rd #100
Wesley Chapel, FL 33544

QTY ORD	ITEM DESCRIPTION	U/M	UNIT PRICE	EXT PRICE
1	Monthly Lake and Wetland Services - May		2,041.00	2,041.00

RECEIVED
MAY - 2 2019

BY:

Date Rec'd Dist Office

DM Approval

Joseph Roethke

5/3

Date Entered

MAY 03 2019

Fund

001

GL

53800

CC

4405

Check #

SALES TAX: (0.0%)

\$0.00

LESS PAYMENT:

\$0.00

TOTAL DUE:

\$2,041.00

A 1.5% FINANCE CHARGE IS ADDED TO BALANCES 31 OR MORE DAYS PAST DUE

PLEASE RETURN THIS PORTION WITH PAYMENT.
MAKE CHECKS PAYABLE TO: **Aquatic Systems, Inc.**

- ☐ Address Changes (Note on Back of this Slip)
Please include contact name and phone number

DATE:

5/1/2019

INVOICE NUMBER:

0000443955

CUSTOMER NUMBER:

0062091

TOTAL AMOUNT DUE:

\$2,041.00

Aquatic Systems, Inc.
2100 NW 33rd Street
Pompano Beach, FL 33069

AMOUNT PAID:

2041.00

THANK YOU FOR YOUR BUSINESS!



Check Remittance:
Cardno, Inc.
P.O. Box 123400
Dallas, TX 75312-3400

INVOICE

Account Name: Cardno, Inc.
Bank Name: HSBC Bank USA, NA
ABA Number: 123006389
Account Number: 447007033
Email Notification: payments.infra@cardno.com
Taxpayer ID No. 45-2663666

Corporate Headquarters: 10004 Park Meadows Drive Suite 300, Lone Tree, CO 80124 Phone: 720 257 5800 Fax: 720 257 5801 www.cardno.com
Please include an invoice copy with payment or reference the invoice number(s) and project number(s) on your remittance.
Please note that remittance details have changed

Waters Edge CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Attention: Finance Department

Invoice # : 517248
Project : 0002380100
Project Name : WTR Waters Edge CDD
Invoice Group : **
Invoice Date : 5/21/2019

For Professional Services Rendered through: 5/17/2019

Salaries

Rate Schedule Labor	1,072.50	
Total Salaries		1,072.50

Expenses

Regular Expenses	30.16	
Total Expenses		30.16
Current Invoice		1,102.66

Total this Invoice	1,102.66
Amount Due This Invoice **	1,102.66

Date Rec'd Dist Office MAY 21 2019
DM Approval Joseph Roethke 5/28
Date Entered MAY 24 2019
Fund 001 GL 51300 CC 3103
Check # _____

Phase : **** -- Waters Edge - General Consultation

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Project Manager				
Woodcock, Gregory J.	3/28/2019	0.75	130.00	97.50
Prepare for and attend CDD Meeting via conference call	4/2/2019	0.25	130.00	32.50
Send draft letter to Christine regarding pool overflow at 11304 Biddeford Place.	4/9/2019	2.00	130.00	260.00
Onsite review pool overflow erosion at 11304 Biddeford Place with owner.	4/24/2019	0.25	130.00	32.50
Coordiante with Joe R regarding meeting tomorrow. Send project update summary to Joe and Eric.	4/30/2019	1.50	130.00	195.00
Onsite construction meeting with contractor. Coorespondence with District staff	5/7/2019	3.00	130.00	390.00
Onsite meeting with contractor to review erosion repairs. Review punchlist items and have contractor complete.	5/17/2019	0.50	130.00	65.00
Coordiante with site masters regading project access and erosion work to be completed.		8.25		1,072.50
Rate Schedule Labor				1,072.50

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
MILEAGE					
Woodcock, Gregory J.	212991	4/9/2019	30.16	1.00	30.16
Meeting With Res At 11304 Biddeford Place; 52 Miles @0.58 Per Mile					
Regular Expenses					30.16

Total Phase : **** -- Waters Edge - General Consultation

Labor : 1,072.50
Expense : 30.16

Total Project: 0002380100 -- WTR Waters Edge CDD

1,102.66

WATERS EDGE CDD

Meeting Date: 3/28/2019

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Present	Check if Paid
Edward Grillo	X	X
Roger LeBlanc	X	X
Michael McCarthy	X	X
Michaela Ballou		
Teri Geney	X	X

EG032819
RL032819
MM032819
TG032819

MEETING TIMECARD

Meeting Start Time:	5:00 PM
Meeting End Time:	6:44 PM
Total Meeting Time:	1 HR 44 MINUTES

DM Signature : Christine Perkins

MAY 13 2019

Date Rec'd Dist Office _____

DM Approval Joseph Roethke 5/13

Date Entered MAY 13 2019

Fund 001 GL 51100 CC 1101

Check # _____

WATERS EDGE CDD

Meeting Date: April 25, 2019

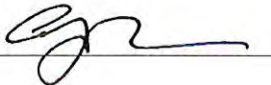
SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Present	Check if Paid
Edward Grillo	✓	✓
Roger LeBlanc	✓	✓
Michael McCarthy	✓	✓
Michaela Ballou	✓	✓
Teri Geney	✓	✓

EG 042519
RL 042519
MM 042519
MB 042519
TG 042519

MEETING TIMECARD

Meeting Start Time:	3:32 pm
Meeting End Time:	5:02 pm
Total Meeting Time:	1:30

DM Signature : 

MAY 01 2019

Date Rec'd Dist Office

DM Approval Joseph Roethke 5/3

Date Entered MAY 03 2019

Fund 001 GL 51100 CC 1101

Check # _____



April 1, 2019

Mr. Scott Brizendine
Rizzetta & Company, Inc.
12750 Citrus Park Lane, Ste. 115
Tampa, FL 33625

Dear Mr. Brizendine:

Listed below is the Non-Ad Valorem Calendar for Asturia, ***Avalon Park West**, Bexley, Bridgewater of Wesley Chapel, Chapel Creek, Concord Station, Connerton West, Country Walk, ***Del Web Bexley**, Lake Padgett Estates ISD, Lakeside, Long Lake Ranch, ***Long Lake Reserve**, Meadow Pointe III, Meadow Pointe IV, New River, Riverwood Estates, Seven Oaks, Summit View, The Groves, Talavera, ***The Preserve at South Branch**, The Preserve at Wilderness Lake, The Verandahs, **Waters Edge**, ***Wesbridge**, Wiregrass, and Zephyr Ridge Community Development Districts.

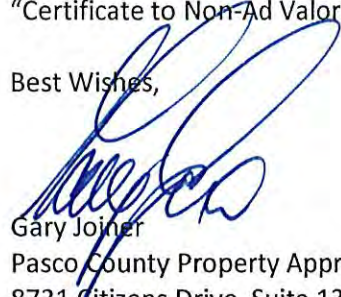
Please note: All CDD payments must be postmarked by **June 1st** in order to have the CDD information included on the TRIM Notice. Payments postmarked after June 1st will be returned and the CDD will **NOT** be included on the notice. Please send all payments to PO Box 401, Dade City, FL 33526-0401. This notice serves as your invoice. ***No payment due**, first year fees were included in initial \$750.00 setup fee.

Non-Ad Valorem Calendar

- | | |
|---|--------------------|
| • Annual Fees Due (\$150 each district) | June 1, 2019 |
| • Preliminary Certification and Certificate deadline date | July 15, 2019 |
| • Final Certification and Certificate deadline date | September 16, 2019 |

Please provide our office with the Public Hearing Information that will be printed on the TRIM Notice. Include the date, time, location (complete street address) and telephone number. Enclosed are the "Certificate to Non-Ad Valorem Assessment Roll" forms PC-408A PRELIMINARY & DR-408A FINAL.

Best Wishes,


Gary Joiner
Pasco County Property Appraiser
8731 Citizens Drive, Suite 130
New Port Richey, FL. 34654-5572
"Commitment to Excellence"

Date Rec'd Rizzetta & Co., Inc. **APR - 3 2019**
Dir/M approval GR Date 4/8
Date entered **APR 08 2019**
Fund 001 GL 51300 OC 3106
Check # _____

GJ/ts
Encl

FOR YOUR CONVENIENCE:

WEST PASCO GOVERNMENT CENTER
NEW PORT RICHEY
TELEPHONE: 727-847-8151
FAX: 727-847-8013

EAST PASCO GOVERNMENT CENTER
Reply to: 14236 6TH STREET, SUITE 101
DADE CITY, FLORIDA 33523
TELEPHONE: 352-521-4433
FAX: 352-521-4411

CENTRAL PASCO PROFESSIONAL CENTER
LAND O' LAKES
TELEPHONE: 813-929-2780
FAX: 813-929-2784

Pasco Alliance of Community Associations

Application: ☐ Initial ☒ Renewal from 06-10-19 to 06-09-20

Mail application with checks payable to:

Mr. Gerald D. Lynn, PACA Treasurer, 30407 Lettingwell Circle, Wesley Chapel, FL 33543

Membership Classes: ☒ A-1 (\$50) ☐ A-2 (\$25) ☐ A-3 (\$25) ☐ B (\$10)

ORGANIZATIONAL MEMBER (Class A): **Please Complete**

No. Residential Units

Waters Edge CDD

Name of Organization

Rizzetta & Co., Inc.

Name of Property Manager

5844 Old Pasco Rd Ste 100

Billing Address

Wesley Chapel

City

FL
State

33544

Zip Code

1.	Chairperson / President of Board	Email Address	Telephone Number
2.	Vice Chairperson / President of Board	Email Address	Telephone Number
3.	Secretary of Board	Email Address	Telephone Number
4.	Treasurer of Board	Email Address	Telephone Number
5.	Director / Supervisor of Board	Email Address	Telephone Number
6.	Director / Supervisor of Board	Email Address	Telephone Number
7.	Director / Supervisor of Board	Email Address	Telephone Number
Primary Representative to PACA		Email Address	Telephone Number

Signature of President / Chairperson of Board

Date

INDIVIDUAL MEMBER Class B):

Individual's Street Address	Name of the Development	FL	Zip Code
Individual's Email	City	State	
Signature of Individual	Printed Name of Individual	Telephone Number	Date

Pasco Alliance of Community Associations

Application: ☐ Initial ☒ Renewal from 06-10-19 to 06-09-20

Mail application with checks payable to:

Mr. Gerald D. Lynn, PACA Treasurer, 30407 Lettingwell Circle, Wesley Chapel, FL 33543

Membership Classes: ☒ A-1 (\$50) ☐ A-2 (\$25) ☐ A-3 (\$25) ☐ B (\$10)

ORGANIZATIONAL MEMBER (Class A): Please Complete

No. Residential Units

Waters Edge CDD

Name of Organization

Rizzetta & Co., Inc.

Name of Property Manager

5844 Old Pasco Rd Ste 100

Billing Address

Wesley Chapel

City

FL

State

33544

Zip Code

1. Edward Grillo
Chairperson / President of Board

seat1ewatersedgecdd.org
Email Address

813 994 1001
Telephone Number

2. Roger LeBlanc
Vice Chairperson / President of Board

rpleblanc@gmail.com
Email Address

813 994 1001
Telephone Number

3. Eric Dailey
Secretary of Board

edailey@rizzetta.com
Email Address

813 994 1001
Telephone Number

4. Scott Brizendine
Treasurer of Board

sbrizendine@rizzetta.com
Email Address

813 994 1001
Telephone Number

5. Michaela Ballou
Director / Supervisor of Board

seat2ewatersedgecdd.org
Email Address

813 994 1001
Telephone Number

6. Michael McCarthy
Director / Supervisor of Board

seat3ewatersedgecdd.org
Email Address

813 994 1001
Telephone Number

7. Teri Genay
Director / Supervisor of Board

seat4ewatersedgecdd.org
Email Address

813 994 1001
Telephone Number

Edward Grillo
Primary Representative to PACA

seat1ewatersedgecdd.org
Email Address

813 994 1001
Telephone Number

[Signature]
Signature of President / Chairperson of Board

4/29/19
Date

INDIVIDUAL MEMBER Class B):

Name of the Development

Individual's Street Address

City

FL

State

Zip Code

Individual's Email

Telephone Number

Signature of Individual

Printed Name of Individual

Date



UTILITIES SERVICES BRANCH
CUSTOMER INFORMATION &
SERVICE DEPT.
P.O. BOX 2139
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
NEW PORT RICHEY (727) 847-8131
DADE CITY (352) 521-4285
utilcustserv@pascocountyfl.net
Pay By Phone: 1-844-450-3704



147 1 1
29-10004

WATERS EDGE CDD

Service Address: **9019 CREEDMOOR RECLAIM LANE**

Bill Number: 11830887

Billing Date: 4/29/2019

Billing Period: 2/28/2019 to 3/29/2019

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2019.

Account #	Customer #
1006710	01381392
Please use the 15-digit number below when making a payment through your bank	
100671001381392	

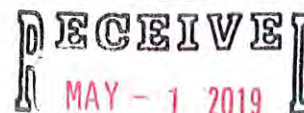
Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	180194286	2/28/2019	24041	3/29/2019	40400	29	16359

Usage History

	Reclaimed
March 2019	16359
February 2019	8712
January 2019	9049
December 2018	6261
November 2018	10224
October 2018	5413

Transactions

Previous Bill	2,874.96
Payment 4/9/2019	-2,874.96 CR
Balance Forward	0.00
Current Transactions	
Reclaimed	BY:
Reclaimed	16,359 Thousand Gals X \$0.33 5,398.47
Total Current Transactions	5,398.47
TOTAL BALANCE DUE	\$5,398.47



Unregulated Contaminants Monitoring Results for PWS 651-1361.
Public Notice details available at bit.ly/pascowaterqualityreports

Date Rec'd Dist Office

DM Approval

Joseph Roethke 5/3

Date Entered

MAY 03 2019

Fund

001 GL 53600 CC 4302

Check #



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

☐ Check this box if entering change of mailing address on back.

WATERS EDGE CDD
5844 OLD PASCO ROAD SUITE 100
WESLEY CHAPEL FL 33544

Account #	1006710
Customer #	01381392
Balance Forward	0.00
Current Transactions	5,398.47

Total Balance Due	\$5,398.47
Due Date	5/16/2019

10% late fee will be applied if paid after due date

Round Up Donation to Charity

Amount Enclosed

5398.47

☐ Check this box to participate in Round-Up.

PASCO COUNTY
UTILITIES SERVICES BRANCH
CUSTOMER INFORMATION & SERVICE DEPT.
P.O. BOX 2139
NEW PORT RICHEY, FL 34656-2139

013813923100671091183088760005398472

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

Invoice

Date	Invoice #
5/1/2019	INV0000040303

Bill To:

WATERS EDGE CDD - PC
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
May		Upon Receipt	00345
Description	Qty	Rate	Amount
District Management Services	1.00	\$1,901.83	\$1,901.83
Administrative Services	1.00	\$393.75	\$393.75
Accounting Services	1.00	\$1,050.00	\$1,050.00
Financial & Revenue Collections	1.00	\$437.50	\$437.50
<p>Date Rec'd Dist Office <u>APR 24 2019</u></p> <p>DM Approval <u>Joseph Roethke</u> 5/1</p> <p>Date Entered <u>APR 26 2019</u></p> <p>Fund <u>001</u> GL <u>51300</u> CC <u>See above</u></p> <p>Check # _____</p>			
Subtotal			\$3,783.08
Total			\$3,783.08

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
5/1/2019	INV0000004350

Bill To:

WATERS EDGE CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
May		00345

Description	Qty	Rate	Amount
Email Hosting	5	\$15.00	\$75.00
Website Hosting Services	1	\$100.00	\$100.00
<p>Date Rec'd Dist Office <u>APR 24 2019</u></p> <p>DM Approval <u>Joseph Roethke</u> 5/1</p> <p>Date Entered <u>APR 26 2019</u></p> <p>Fund <u>001</u> GL <u>513.00</u> CC <u>5103</u></p> <p>Check # _____</p>			
Subtotal			\$175.00
Total			\$175.00

Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
(813)917-9567

INVOICE
#050219-2

To: Waters Edge CDD
12750 Citrus Park Lane, Suite 115
Tampa FL 33625

Date: May 2, 2019

Stormwater Maintenance

Repaired erosion issues and pipe repairs at
Ponds T2, L17, C1, D1, and J1, in accordance
with District Engineer's recommendations.

(work at Pond L5 is pending access resolution)

TOTAL DUE \$17,500

Date Rec'd Dist Office MAY 03 2019
DM Approval Joseph Roethke 5/8
Date Entered MAY 08 2019
Fund 001 GL 53800 CC 4614
Check # _____

Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
(813)917-9567

INVOICE
#051719-4

To: Waters Edge CDD
12750 Citrus Park Lane, Suite 115
Tampa FL 33625

Date: May 17, 2019

Stormwater Maintenance

Repaired erosion at Pond L5 in accordance
with District Engineer's recommendations.

TOTAL DUE \$3,200

Date Rec'd Dist Office MAY 17 2019
DM Approval Joseph Roethke 5/28
Date Entered MAY 24 2019
Fund 001 GL 53800 CC 4602
Check # _____

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

WATERS EDGE CDD
C/O RIZZETTA & COMPANY
5844 OLD PASCO ROAD
SUITE 100
WESLEY CHAPEL, FL 33544

April 18, 2019

Client: 001219

Matter: 000001

Invoice #: 16943

Page: 1

RE: GENERAL

For Professional Services Rendered Through April 15, 2019

SERVICES

Date	Person	Description of Services	Hours	
3/27/2019	KMS	TELEPHONE CALL TO C. PERKINS; REVIEW DISTRICT POLICIES.	0.5	
3/28/2019	KMS	ATTEND BOARD OF SUPERVISORS MEETING VIA CONFERENCE CALL.	1.2	
3/28/2019	LB	PREPARE QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED MARCH 31, 2019 RE SERIES 2015 REFUNDING BONDS.	0.2	
3/30/2019	JMV	PREPARE QUARTERLY DISTRICT COUNSEL BOND DISCLOSURE REPORT.	0.3	
4/2/2019	LB	FINALIZE QUARTERLY REPORT TO DISSEMINATION AGENT RE SERIES 2015 REFUNDING BONDS; PREPARE EMAIL TO DISSEMINATION AGENT TRANSMITTING SAME.	0.2	
Total Professional Services			2.4	\$567.50

PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.3	\$82.50
KMS	Kristen M. Schalter	1.7	\$425.00
LB	Lynn Butler	0.4	\$60.00

April 18, 2019
Client: 001219
Matter: 000001
Invoice #: 16943

Page: 2

Total Services	\$567.50	
Total Disbursements	\$0.00	
Total Current Charges		\$567.50

PAY THIS AMOUNT

\$567.50

Please Include Invoice Number on all Correspondence

Date Rec'd Dist Office APR 22 2019
DM Approval Joseph Roethke 5/1
Date Entered APR 26 2019
Fund 001 GL 51400 CC 3107
Check # _____



Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 5344335
Account Number: 272890000
Invoice Date: 04/25/2019
Direct Inquiries To: STACEY JOHNSON
Phone: 407-835-3805

WATERS EDGE COMMUNITY DEVELOPMT DIST
ATTN DISTRICT MANAGER
3434 COLWELL AVE STE 200
TAMPA FL 33614

WATERS EDGE CDD 2015

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE

\$3,771.25

All invoices are due upon receipt.

Date Rec'd Dist Office 5.10.19
DM Approval Joseph Roethke 5/13
Date Entered MAY 13 2019
Fund 001 GL X CC X
Check # _____

15500 ~~\$1,885.63~~
51300-3105 ~~\$1,885.62~~

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

WATERS EDGE CDD 2015

Invoice Number: 5344335
Account Number: 272890000
Current Due: \$3,771.25
Direct Inquiries To: STACEY JOHNSON
Phone: 407-835-3805

Wire Instructions:

U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # 272890000
Invoice # 5344335
Attn: Fee Dept St. Paul

Please mail payments to:

U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

3/3

Invoice Number: 5344335
Invoice Date: 04/25/2019
Account Number: 272890000
Direct Inquiries To: STACEY JOHNSON
Phone: 407-835-3805

WATERS EDGE CDD 2015

Accounts Included 272890000 272890001 272890002 272890003 272890004 272890005
In This Relationship: 272890006 272890007 272890008

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,500.00	100.00%	\$3,500.00
Subtotal Administration Fees - In Advance 04/01/2019 - 03/31/2020				\$3,500.00
Incidental Expenses	3,500.00	0.0775		\$271.25
Subtotal Incidental Expenses				\$271.25
TOTAL AMOUNT DUE				\$3,771.25



Tab 3



Waters Edge CDD

Monthly Report

Inspection Date: 06/15/19

Prepared For:

Joe Roethke

Rizzetta & Company

Prepared By:

Joe Craig

P: 407-717-5851

E: joe@sitexaquatics.com

Monthly Report

Pond AA1



Pond AA1 had a Filamentous Algae present, pond was treated with a blend of Algaecide & Blue dye was added

Pond CH2



Pond CH2 had a major infestation of Slender Spikerush, Bladderwort & Algae. Treatment was successful

Monthly Report

Pond L14



Pond L14 was a disaster upon arrival, an infestation of just about every aquatic weed we see in Florida was present at time of initial treatment, treatment successful

Ponds A2 & AA2



Pond A2 has a major infestation of Slender Spikerush & AA2 had a planktonic algae bloom that was treated



Monthly Report

MONTHLY SUMMARY

We have completed the first treatment & I believe it was a successful one. I have included a few before treatment & after treatment pictures. I will expand on these pictures as we move forward. The report will also include a little more detail as we move forward.

We appreciate the opportunity & please feel free to reach out to myself or one of my staff should you have any questions or concerns.

Regards
Joe Craig
President
Sitex Aquatics llc

Tab 4

Waters Edge

FIELD INSPECTION REPORT



June 11th 2019 06.11.2019 08:45
Rizzetta & Company
L. Scott Green – Field Services Manager



Rizzetta & Company
Professionals in Community Management

The following are action items for Yellowstone 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.

Summary: Field Services Inspection was conducted on 06/11/2019 with account manager Nelson De Sierra from Yellowstone Landscaping. Turf in the front the community is very dry in areas due to lack of natural rain fall and adequate water from irrigation. Some of the turf appears to be dead and may need to be removed and replaced. New annuals have been installed and appear to be in goof health in most areas. Service crew was on site completing mowing of all ponds and detail crew on site completed trimming of shrubs.

1.Reference Pic (1) Located at the entrance new annuals have been installed , but some have died and need to be removed and replaced by contractor as annuals have nit been in that long. Ask contractor to remove and replace these annuals.



2.Reference Pic (2) Located throughout the community many landscape beds are bare and have no ground cover (mulch) in the beds.



WATERS EDGE

3. Reference Pic (3) Located on the right hand side of the main entrance Loropetalum plants have vines growing in them that need to be removed. Vines need to be removed before they take over the plant material and kill it.



4. Reference Pic (4) Located on the right hand side of the main entrance exit side there is dead brown plant material that needs to be removed. Brown plant material also needs to be trimmed off lower part of grasses.



5. Reference Pic (5) Juniper on right hand side of main entrance exit side also has vines growing in it that needs to be removed.



WATERS EDGE

6



6. Reference Pic (6) Located at front of the community contractor was requested to turn on irrigation and it appear to be in proper working fashion as of the date and time of this inspection.

7. Reference Pic (7) Located at front monument annual bed has now has new annuals installed and they appear to have good color and are in good health.

7



8. Reference Pic (8) Turf located at the front the community to right hand side exit lane is very dry and brown due to lack of water. Ask contractor to submit course of action to bring turf back to good health and to make nay necessary adjustments to Fert/Chem in order to promote healthier turf in this area.

8



9. Reference Pic (09) Large hedge rows have been trimmed and shaped as of the date and time of this inspection.



10. Reference Pic (10) Irrigation covers have been hit and damaged by mowers need to be replaced at contractors expensive as they have been damaged by a service worker on a mower.



11. Reference Pic (11) Located at the playground there is a gap of space that needs to be filled in and sod installed as the gap drops off several inches and could pose a hazard to a child at play or someone walking in the park.



WATERS EDGE

12. Reference Pic (12) Located in the corner open area on Edistro Pl. there is a dead tree that will need to be removed and replaced. Ask



13. Reference Pic (13) Located at the front entrance turf to the right hand side exit side is brown and dead in areas. Ask contractor to inspect this turf as some of it may need to be replaced. Ask contractor to also inspect irrigation in this area and ensure turf is getting adequate water from irrigation,.



14. Reference Pic (14) Another photo of the turf to the right hand side of the main entrance that is brown and dead in areas. Sod may need to be replaced. Landscape beds in this area also need to be mulched.



Tab 5



Proposal #14547
Date: 05/28/2019
From: Nelson De Sierra Jr

Proposal For

Waters Edge CDD
5844 Old Pasco Rd
Suite 100
Wesley Chapel, FL 33544

main:
mobile:

Location

9019 Creedmoor Ln
New Port Richey, FL 34654

Property Name: Waters Edge

Sod field with St. Augustine Grass

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Spray Tech Labor	5.00	\$45.00	\$225.00
Glyphosate	1.00	\$200.00	\$200.00
St. Augustine Sod Install	9400.00	\$1.13	\$10,653.49

Client Notes

Price below is to spray existing grass/weeds and install St. Augustine Grass. Installation of irrigation system is required to install St. Augustine. We would be installing about 18.5 pallets of St. Augustine turf to this area.

Signature

x

SUBTOTAL	\$11,078.49
SALES TAX	\$0.00
TOTAL	\$11,078.49

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Assigned To

Print Name: _____

Nelson De Sierra Jr
Office:

Title: _____

Date: _____



Proposal #14612
Date: 05/28/2019
From: Nelson De Sierra Jr

Proposal For

Waters Edge CDD
5844 Old Pasco Rd
Suite 100
Wesley Chapel, FL 33544

main:
mobile:

Location

9019 Creedmoor Ln
New Port Richey, FL 34654

Property Name: Waters Edge

Sod Field with Bahia Grass

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Spray Tech Labor	5.00	\$45.00	\$225.00
Glyphosate	1.00	\$200.00	\$200.00
Sod Install	9400.00	\$0.73	\$6,893.49

Client Notes

Price below is to spray existing grass/weeds and install Bahia Grass. Install needs to be done during the rainy season do to no irrigation in area. We would install about 18.5 pallets of bahia turf.

Signature

x

SUBTOTAL	\$7,318.49
SALES TAX	\$0.00
TOTAL	\$7,318.49

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.



Proposal #14726
Date: 05/14/2019
From: Richard Whitcomb

Proposal For

Waters Edge CDD
5844 Old Pasco Rd
Suite 100
Wesley Chapel, FL 33544

main:
mobile:

Location

9019 Creedmoor Ln
New Port Richey, FL 34654

Waters Edge: Add Irrigation Along Belle Haven Across From Shelter
Cove Lp.

Terms: Net 30

ITEM DESCRIPTION	AMOUNT
------------------	--------

Irrigation Repairs

Client Notes

Cost to install 2 Rotor zones and 1 spray zone along Belle Haven Across from Shelter Cove Loop in empty lot between houses. (Using Water supply from house on the left side of lot before meter.)

Signature

x

SUBTOTAL	\$3,209.61
SALES TAX	\$0.00
TOTAL	\$3,209.61

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Richard Whitcomb
rwhitcomb@yellowstonelandscape.com

Tab 6



Proposal #13397

Date: 05/02/2019

From: Nelson De Sierra Jr

Proposal For

Waters Edge CDD

5844 Old Pasco Rd
Suite 100
Wesley Chapel, FL 33544

main:
mobile:

Location

9019 Creedmoor Ln
New Port Richey, FL 34654

Property Name: Waters Edge

Pond Bank Erosion Sod Work

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
-------------	----------	--------

Bitter Blue St. Augustine	2250.00	\$2,774.25
---------------------------	---------	------------

Client Notes

Price below is to remove existing grass/weeds and install Bitter Blue St. Augustine grass at 11638 Belle Haven Dr. New Port Richey Florida 34654. **This does not include any grading work that needs to be done. The CDD would need to hire a licensed contractor to do the grading.**

Signature x	SUBTOTAL	\$2,774.25
	SALES TAX	\$0.00
	TOTAL	\$2,774.25

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Nelson De Sierra Jr
Office:

Tab 7

SPECIAL DISTRICT WEBSITE COMPLIANCE Fla. Stat. §189.069 (2018)		
Requirements: ¹	Website Timeframe:	Status:
Full legal name of the special district. ²	Permanent.	
Public purpose of the special district. ³	Permanent.	
Contact information for each governing body member, including the member’s name, official address, official e-mail address, and, if applicable, the member’s term and appointing authority. ⁴	Permanent.	
Fiscal year of the special district. ⁵	Permanent.	
Full text of the special district’s charter. ⁶ Community development districts may reference chapter 190, as the uniform charter, but must include information relating to any grant of special powers. ⁷	Permanent.	
Date of establishment of the special district. ⁸	Permanent.	
Establishing entity of the special district. ⁹	Permanent.	
Statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established.	Permanent.	
Mailing address of the special district. ¹⁰	Permanent.	
E-mail address of the special district. ¹¹	Permanent.	
Telephone number of the special district. ¹²	Permanent.	
Internet website uniform resource locator (URL) of the special district. ¹³	Permanent.	
Description of the boundaries or service area of the special district. ¹⁴	Permanent.	
Description of the services provided by the special district. ¹⁵	Permanent.	
Listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the current fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. ¹⁶	Permanent, but rates and amounts only must be provided for the current fiscal year.	
Primary contact information for the special district for purposes of communication from the department. ¹⁷	Permanent.	
Code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions. ¹⁸	Permanent.	
Budget of each special district, in addition to amendments in accordance with s. 189.418. ¹⁹	Tentative budgets: must be posted at least two (2) days prior to the budget hearing and remain on the website for forty-five (45) days. ²⁰ Final adopted budgets: must be posted within thirty (30) days after adoption	

¹ If the special district has a defined benefit retirement system there may be additional posting requirements per Fla. Sta. 112.664.

² Fla. Stat. § 189.069(2)(a)(1).

³ Fla. Stat. § 189.069(2)(a)(2).

⁴ Fla. Stat. § 189.069(2)(a)(3).

⁵ Fla. Stat. § 189.069(2)(a)(4).

⁶ Fla. Stat. § 189.069(2)(a)(5).

⁷ *Id.*

⁸ *Id.*

⁹ *Id.*

¹⁰ Fla. Stat. § 189.069(2)(a)(6).

¹¹ *Id.*

¹² *Id.*

¹³ *Id.*

¹⁴ Fla. Stat. § 189.069(2)(a)(7).

¹⁵ *Id.*

¹⁶ Fla. Stat. § 189.069(2)(a)(8).

¹⁷ Fla. Stat. § 189.069(2)(a)(9). Per DEO guidelines, this should be the same person identified to the Department as the District’s registered agent and registered office.

¹⁸ Fla. Stat. § 189.069(2)(a)(10). Per DEO guidelines, one option is to link to the Florida Commission on Ethics – Ethics law webpage (<http://www.ethics.state.fl.us/Research/EthicsLaws.aspx>)

¹⁹ Fla. Stat. § 189.069(2)(a)(11).

²⁰ Fla. Stat. § 189.016 (5).

	and remain on website for two (2) years. ²¹ Budget amendments: must be posted within five (5) days after adoption and remain on website for two (2) years. ²²	
Final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district. ²³	Most recent audit report for most recent completed fiscal year.	
Link to the Department of Financial Services website. ²⁴	Permanent.	
List of regularly scheduled meetings. ²⁵	The schedule for must be posted quarterly, semiannually, or annually and remain on the website until the next schedule is available. ²⁶	
Meeting or workshop agenda, along with any meeting materials available in an electronic format, excluding confidential and exempt information. ²⁷	Post at least (7) days before the meeting or workshop. Agendas and materials must remain on the website for one (1) year after the meeting or workshop. ²⁸	
Public Facilities Report, if applicable. ²⁹	If applicable, the District must post the Public Facilities Initial Report, the Public Facilities Annual Notice of Any Changes, and the Public Facilities Update Report. ³⁰	

²¹ *Id.*
²² Fla. Stat. § 189.016 (7).
²³ Fla. Stat. § 189.069(2)(a)(12).
²⁴ Fla. Stat. § 189.069(2)(a)(15).
²⁵ Fla. Stat. § 189.069(2)(a)(13).
²⁶ Fla. Stat. § 189.015(1).
²⁷ Fla. Stat. § 189.069(2)(a)(16).
²⁸ *Id.*
²⁹ Fla. Stat. § 189.069(2)(a)(14).
³⁰ FLA. DEPT. OF ECON. OPPORTUNITY, SPECIAL DIST. HANDBOOK ONLINE (2016).

Accessibility 

ADA Website Accessibility

Underwriting Guidelines - Policy Year 2019 - 2020



Florida
Insurance
Alliance™

1 - Accessibility Policy

- An adopted and implemented (or in the process of implementing) website accessibility policy that is consistent with WCAG 2.0 Level A and AA

2 – Accessibility Statement

- A disability accessibility statement posted on their website that includes:
 - A commitment to accessibility for persons with disabilities
 - The accessibility standard used and applied to the District's website
 - Contact information (email and phone number) in case users encounter any problems

3 — Video / Audio

- Video and Audio is published or streamed in an accessible format.

4 – Quarterly Audits

- Quarterly audits done by a third-party to ensure that the website is in continual compliance with prevailing WCAG standards.

5 — Remedial Measures

- If the District has been previously sued
 - Settlement Agreement
 - Review remedial measures taken by District

ADA Site Compliance



Waters Edge CDD

Website Compliance and Accessibility

Our Firm

ADA Site Compliance is a leading provider of website accessibility and solutions for businesses and government. Our team includes specialists in auditing and remediation, coding, PDFs and WCAG compliance. Entities of all sizes and across industries trust our expertise in making their digital assets usable and enjoyable for all while meeting the guidelines of the ADA.



Accessibility, Compliance & Community Development Districts

The Florida Department of Economic Opportunity requires that all special district websites, by law, be fully accessible to those with disabilities. Community Development Districts (CDDs) and other special purpose entities must ensure that all content on their sites comply with the Americans with Disabilities Act, a 1990 federal law.



How Do People with Disabilities Use My Website?

HEARING IMPAIRED

All media that can be heard – videos, sound bites – must have a written description.

VISUALLY IMPAIRED

Sites must be properly built to let assistive devices read all visual elements aloud to blind and low-vision users.

PHYSICALLY IMPAIRED

Keyboard shortcuts must permit disabled users to navigate a site without using a mouse.



“Accessible design is good design”

Steve Ballmer
Former CEO, Microsoft

Costs: Reputational & Monetary

- **Web accessibility lawsuits are on the rise and continue to be backed by the U.S. Department of Justice.**
- **The cost to hire attorneys and pay associated fees can range from tens of thousands of dollars to the high-six-figures.**
- **Related costs include human capital, negative PR, stress on your district, and reputational damage via traditional and social media.**



"We believe very deeply that accessibility is a human right"

**Tim Cook
CEO, Apple**

First Steps: Risk-Mitigation



Compliance Shield

A certificate on your website indicates that you have a compliance plan in place and are taking active steps toward usability for all.



Site Accessibility Policy

A compliance plan details your strides toward access for all and lists alternate contact info for users in need of accommodations.



Compliance Audit Report

A detailed audit report shows the lines of code to be corrected and screen shots and text descriptions of every compliance failure.

Phases of Compliance

Option 1 – Audit & Remediation of Your Current Site

Phase 1

Technological Auditing

Technological auditing identifies up to 30% of the errors on a website. A detailed report indicates the line of code to be corrected, along with a screen shot of the error and a recommendation for remediating the issue.

Phase 2

Human Expert Auditing

Only human expert auditing can reveal the 70-80% of compliance failures that technological auditing cannot find. This applies both to webpages and PDFs, the latter of which can only be made accessible with human-expert-led remediation.



Phases of Compliance

Option 2 – Site Migration

Phase 1

Migration of All Content

Our technical team migrates your existing website over to a brand new site built on accessible themes that ADA Site Compliance has designed and maintains – and that is proven to be compliant under the ADA.

Phase 2

Quality Assurance

Post-migration, our technical team tests your newly migrated site for the same WCAG 2.1-level criteria we use when auditing and remediating existing sites.



Web Developers and IT Teams are NOT Audit and Compliance Experts

Auditing correctly the first time saves you time and money.




Without human expert auditing, your website and PDFs will not be compliant, accessible, and usable.

We Provide Thorough and Rigorous Support to Our Clients

Our Chief Technology Officer, Scott Rubenstein, and his analyst team directly oversee the migration and/or auditing and remediation of your district website. Our team draws on decades of experience to do far more than just identify compliance failures; we assess your current methods and suggest new best practices to help keep your website accessible. Our hands-on approach makes your remediation faster, easier, and less costly.

First Look: Sample Pages from Your District's New, Compliant Website



Water

set

Central CDD

Welcome

Links

Documents

Information

Contacts

CDD

Election

Finances


HOA

Meetings

Questions

Services

Search



Water

set

Central

Community Development District

Welcome

Welcome to the official website for the Waterset Central Community Development District (the "District"). This website is funded on behalf of the District to serve two major purposes. The first is to comply with Chapter 189.069 of the *Florida Statutes*, which requires each special district to maintain an official internet website. The second is an effort to help educate the general public about the services provided by the District, and to highlight the other agencies involved in the day-to-day operations of the community. These agencies include, but are not limited to the Florida Department of Economic Opportunity, Hillsborough County and the Waterset Central homeowner's association.

Upcoming Events

December 13, 2018 at 9:00 am

January 10, 2019 at 9:00 am

February 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

March 14, 2019 at 9:00 am

April 11, 2019 at 9:00 am

May 09, 2019 at 9:00 am

June 13, 2019 at 9:00 am

July 11, 2019 at 9:00 am

August 08, 2019 at 9:00 am


September 12, 2019 at 9:00 am

District Administration

The District Manager's responsibilities include:

- Preparation and submittal of a proposed operations and maintenance budgets for Board review and action
- Preparation of contract specifications for District operations, including community appearance, waterway management, street lighting and facilities maintenance
- File all required forms and documents with state and local agencies
- Attend all Board of Supervisor meetings – implement the policies of the Board
- Additional duties as directed by the Board


Rizzetta & Company, Inc.
9428 Camden Field Parkway
Riverview, FL 33578
Joe Roethke
District Manager
Ph. 813-533-2950



ACCESSIBILITY
POLICY

If you have a concern, please let us know. [Contact us here](#) to report your concern. Certain documents will be in PDF format.

Certain documents will be in PDF format. To view them you may have to [download](#) the latest version of Adobe Reader.


Waterset Central CDD

[Welcome](#)
[Links](#)
[Documents](#)
[Information](#)

[CDD](#)
[Election](#)
[Finances](#)
[HOA](#)
[Meetings](#)
[Questions](#)
[Services](#)

Upcoming Events

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- June 13, 2019 at 9:00 am
- July 11, 2019 at 9:00 am
- August 08, 2019 at 9:00 am
- September 12, 2019 at 9:00 am

Community Development Districts – What you should know!

A Community Development District (CDD) is a governmental unit created to serve the long-term specific needs of its community. Created pursuant to chapter 190 of the Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents.

What will the CDD Do?

Through a CDD, the community can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible. CDD responsibilities within our community may include storm water management, potable and irrigation water supply, sewer and wastewater management, and street lights.

Waters Edge – Scope of Work & Pricing Options*

❑ Option 1:

\$5,900 (year one) - auditing & remediation of the existing Waters Edge CDD website

\$1,500 (annually) - to ensure continued accessibility and compliance as WCAG standards change

- includes two hours of consulting and help desk access

- annual fee is waived in year one

\$2.90 per page - PDF human expert auditing & remediation**

\$190 per hour - additional consulting beyond two hours

❑ Option 2:

\$3,900 (year one) - migration of current site content to new, ADA-compliant format

- performed by experts in website coding & design

\$900 (annually) - to ensure continued accessibility and compliance as WCAG standards change

- includes two hours of consulting and help desk access

- annual fee is waived in year one

\$2.90 per page - PDF human expert auditing & remediation

\$190 per hour - additional consulting beyond two hours

**** the pricing above reflects a 20% discount that ADA Site Compliance is pleased to offer to all Egis clients***

***** PDF auditing & remediation is not included in either option***



ACCESSIBLE

Contact Information

ADA Site Compliance, LLC

**Jeremy Horelick, Vice President
(561) 258-9518 Direct**

**jeremy@AdaSiteCompliance.com
AdaSiteCompliance.com**



**"If you think compliance is
expensive, try non-compliance."**

Fmr. Dep. U.S. Attorney General Paul McNulty

ADA Site Compliance, LLC



Statement of Work (SOW) Agreement to Perform Consulting Services

Date

January 11, 2019

Services Performed By:

ADA Site Compliance, LLC

Services Performed For:

Waters Edge CDD

This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between Waters Edge CDD ("Client") and ADA Site Compliance, LLC ("Contractor"), effective January 11, 2019 (the "Agreement"). This SOW is subject to the terms and conditions contained in the agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of the agreement, the terms of the SOW shall govern and prevail.

This SOW, effective as of January 11, 2019, is entered into by and between Contractor and Client for Client's website www.watersedgecdd.org and is subject to the terms and conditions specified below. The exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the exhibit(s) hereto, the terms of the SOW shall prevail.

Period of Performance

The services shall begin on the date of the Agreement's execution and shall continue through completion or termination, subject to the termination provisions below.

Process & Engagement

ADA Site Compliance uses both technological (i.e. software-based) and human expert auditing to detect compliance failures for websites, mobile applications, PDFs, and other digital assets. We evaluate their accessibility against evolving web content accessibility guidelines (currently WCAG 2.1) and offer the solutions below. In both cases, we will deliver you a website that has been audited and remediated for substantial compliance with current standards.

Option 1 – Our team of human expert auditors performs manual compliance testing of your existing website using

screen reader software and keyboard shortcuts. This testing method best simulates the actual conditions a user with disabilities experiences when visiting your site and is therefore the most reliable gauge of its real-world accessibility. Our remediation team uses the resulting audit report to make all relevant fixes to your existing site via its source code. We then re-submit the fixed pages for round two of human auditing and a corresponding second round of corrections. This is to ensure all failures have been addressed and that no new ones were created in the process.

Throughout the process and afterward, you will receive quarterly technological audit reports that identify all errors that software can detect. Please note that software-based reports alone cannot identify 100% of accessibility failures; at best, they can uncover about one-third of them. As such, your technological reports are intended only as a general diagnostic of your site's ongoing compliance health – not as a measure of your website's overall accessibility.

Option 2 – Our team will migrate your existing site to an accessible and compliant theme built and maintained by ADASC. Rizzetta & Company will continue to host and provide backup for your site. Post-migration, our audit and design teams will employ best efforts to ensure that your new website is substantially compliant with current standards. By building a new site on an accessible and compliant theme, we avoid the significant preparation and testing costs associated with Option 1. This is reflected in the price difference between the two options.

Scope of Work & Deliverables

Contractor shall provide the following services/deliverables for Client and its site, www.watersedgecdd.org:

Technological & Human Expert Auditing (Option 1 only)

- customized software-based and human expert auditing of the entire web domain
- detailed audit reports including the precise location in the code of each failure, a description of the error, a picture for visual context, and a suggested remediation step

Site Migration (Option 2 only)

- Contractor will migrate the content of Client's existing website to one built on Contractor's own themes that are known to be accessible and compliant with WCAG 2.1 standards
- content may include, but is not limited to, pictures, text, tables, video files, and forms
- some existing functionality/content, including that provided by third-party vendors, may be impossible to migrate "as is" from the existing site to the new one, in which case another solution may be required
- review by Contractor's technical team leaders of the migrated site for quality assurance

PDF Auditing & Remediation (if applicable)

- Contractor will deliver fully accessible PDFs to Client
- document types may include, but are not limited to, meeting agendas, minutes, and budgets
- this service is not automatically included with either migration or auditing/remediation
- per-page pricing is included in the Fee Schedule section of this SOW

Customized Accessibility Policy & Compliance Shield (Options 1 & 2)

- indication of Client's active engagement with recognized experts in the field of website accessibility and compliance; the deliverable is uploaded to the footer of Client's website and acts as a deterrent to litigation from trolling plaintiffs and/or attorneys
- statement of Client's specific ongoing strides toward compliance with current WCAG standards – to be posted on the website (links to ADA Compliance Shield)
- alternate contact info for users to report inaccessible areas of Client's website and to request assistance – to be posted on the website (links to ADA Compliance Shield)

Technical Support (Options 1 & 2)

- available to Client and/or its developers via email, phone, video, and (where feasible) in-person contact

Fee Schedule

Option 1:

\$5,900 (year one) – auditing and remediation of the current Waters Edge CDD website

\$1,500 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

\$190 per hour – additional consulting beyond two hours (e.g. adding new site content, editing existing content)

Option 2:

\$3,900 (year one) – migration of the current website to a new site built on ADA-compliant themes

\$900 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

\$190 per hour – additional consulting beyond two hours (e.g. adding new site content, editing existing content)

The above pricing reflects a **20% discount** based on Client's contract with Egis Insurance and Risk Advisors. One-half (50%) of the year-one fee for services is due at the time of the Agreement's signing, with the balance due upon Client's acceptance of the final deliverables.

The annual fee, to be paid one (1) year after the execution date of this SOW, includes Client's continued use of Contractor's Compliance Shield and Accessibility Policy; updates made to the Accessibility Policy to reflect changing standards and laws; quarterly technological auditing and reporting, and continued consulting.

Completion Criteria

Contractor will make all reasonable efforts to complete human expert auditing in an expeditious way. The process of migrating, auditing, and remediating website-based content is time-intensive and typically takes between thirty (30) and forty-five (45) days, per round, to complete. This excludes any time needed to remediate the identified failures and to validate their corrections. The total completion time for multiple rounds of human expert auditing may be three (3) to six (6) months in all. For sites of significant complexity, this term may be longer.

Contractor shall have fulfilled its obligations to Client when either of the following occurs:

- Contractor provides Client all deliverables above, and Client accepts these without unreasonable objections. If Contractor receives no response within seven (7) business days of delivery, this shall be deemed acceptance.
- Contractor and/or Client may cancel services not yet provided within sixty (60) business days with advance written notice to the other party.

Signatures

In witness whereof, the Parties have, by their duly authorized representatives, executed this SOW as of the date first set forth above.

ADA SITE COMPLIANCE, LLC

By: _____

Name: _____

Title: _____

WATERS EDGE CDD

By: _____

Name: _____

Title: _____

Proposal For Waters Edge CDD

URL: <http://watersedgecdd.org/>

Website Type: Medium

Website Accessibility for People with Disabilities as per Nondiscrimination requirements of Title II of the American Disabilities Act (ADA) & WCAG

Date	Version#	Comments	Author
August 13, 2018	1.0	Updated "The Law, ADA and WCAG" section details	VB Joshi, Kristen T
January 10 th , 2019	2.0	Updated conversion and support costs based on discussed scope	VB Joshi
February 25, 2019	2.2	Updated fee-simple pricing and human audit seal	VB Joshi
March 21, 2019	2.3	Added quarterly audit as per insurance requirement	VB Joshi
March 28, 2019	2.4	Updated Annual Maintenance price for ADA support only	VB Joshi
May 7, 2019	2.5	Updated for CDD specific info after conversing with CDD Manager	VB Joshi
May 20, 2019	2.6	Added Human Audit Details	VB Joshi
June 9, 2019	2.7	Added Hosting and Backup to Maintenance	VB Joshi



BBB Rating: A+
Click for Profile

Your website gets 2 Compliance Seals

VGlobalTech's Technical Compliance Seal & Human Audit Compliance Seal*

(* Human Audit Contract required. Please email contact@vglobaltech.com for audit proposal)



VGlobalTech is the ADA, WCAG Compliance Expert, with over 100 ADA & WCAG compliant websites created (....and counting) to-date! We have partnered with a non-profit agency to conduct Human Audit and Certification Seal.

Visit <https://vglobaltech.com/website-compliance/> for details.

COPYRIGHT ©: This proposal and the contents within this document are solely created by VGlobalTech team for its customers and cannot be reproduced, copied, modified or distributed (including forwarding to other customers, competitors, web designers etc.) without the written consent of VGlobalTech. VGlobalTech company holds Intellectual Property details along with company software details that must not be shared with others without the written permission of the company. The proposal and software details are customized for the requesting customer and cannot be applied to any other customer / asset / solution. This document does not apply to a case if it is not exclusively sent to you by VGlobalTech upon request.

Any violations are punishable under the law and shall be prosecuted.

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1.0 The Law

Source: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html

189.069 Special districts; required reporting of information; web-based public access. —

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy

of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s.189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.

2.1 Common Problems and Solutions in Website Accessibility?

2.1.1 Problem: Images Without Text Equivalents

Solution: Add a Text Equivalent to Every Image

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

2.1.2 Problem: Documents Are Not Posted In an Accessible Format

Solution: Post Documents in a Text-Based Format

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

2.1.3 Problem: Specifying Colors and Font Sizes

Solution: Avoid Dictating Colors and Font Settings

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

Solution: Include Audio Descriptions and Captions

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

2.1.5 Web Content Accessibility Guidelines (WCAG)

Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
 - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
 - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
 - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
 - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

If any of these are not true, users with disabilities will not be able to use the Web.

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.

Visit <https://vglobaltech.com/website-compliance/> for details of our compliance process and expertise in this area.

Please see References section for several resources on compliance.

3.0 Pricing

Website Complexity: **Medium Level Websites**

**VGlobalTech team shall complete the following critical tasks for client website.
All costs below are per website / CDD:**

3.1 Existing Website Remediation / New Website Build:

	Task
1.	Remediate existing website / Build new website from start for ADA and WCAG compliance requirements – ALL webpages on the website. Create accessibility document, code review, html updates, plugins / security updates required for ADA and WCAG compliance
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc.). Braille Readers, Other assistance technology compatibility
3.	ADA Standards application (as per Section 1 above). ADA.gov, Web Content Accessibility Guidelines (WCAG)
4.	PDF Documents conversion (to Text, HTML etc.) as needed for ADA Compliance / Reader Compliance (up to 2 years of documents shall be converted)
5.	Create a webpage showing websites ADA Compliance efforts
6.	Create customized footer with VGlobalTech's ADA Compliance Seal (valid for 1 year only)
7.	Web Design Total: \$4750/- (one time)

3.2 ADA Compliance Monthly Maintenance and Hosting

Maintenance contract starts after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):

The Annual Maintenance **DOES NOT** include the quarterly audits proposed in the previous section.

Maintenance contract is required to receive VGlobalTech's proprietary document conversion software (PDF to RTF) that allows you to easily convert documents or submit to VGlobalTech and get docs converted within less than 24 hrs.

	Task
1.	Assist with ADA Website Compliance tasks for current / new website on an ongoing basis – All new webpages and content that is put on the website – Customer must notify what updates are made (<i>content shall be uploaded by client, VGlobalTech shall provide feedback on the content ADA requirements – This is as per customers' request. Please contact VGlobalTech if a full maintenance, including content upload is required</i>)
2.	PDF Documents conversion (to Text, HTML etc) as needed (<i>new documents during the maintenance year only</i>) for ADA Compliance / Reader Compliance. VGlobalTech's proprietary batch conversion software is included as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). There is no limit on how many documents you can convert using VGlobalTech's software. If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
3.	Update footer with VGlobalTech's ADA Compliance Seal (extended for current year)
	Monthly Maintenance: (starts after initial compliance engagement quoted above is complete): \$1440 /- (annually – can be broken into equal monthly charges) *support beyond 8 hrs / month shall be billed at \$55 / hr separately **Annual maintenance can be broken up into smaller monthly bills.
4.	Website hosting and backups – Premium hosting, unlimited file space, bandwidth, fast website response, regular automated backups, SSL certificates for secure site access (https protocol), 99.9% website uptime: \$600 / year
	Total Maintenance and Hosting: \$2040 / year

3.3 Quarterly Technical and Human Audit

This audit is as per the Florida Insurance Alliance guidelines. Please check with your insurance agency for specific requirements. **Read more here:** https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf

VGlobalTech has partnered with a local agency for the visually impaired – LightHouse Works. LightHouse has developed a unique program for digital accessibility that is run by visually impaired personnel that are highly skilled in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

Together we are now able to provide not one but two compliance seals for all our customers:

1. Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand. Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

2. Human Audit Seal:



LightHouse Works' visually impaired personnel shall actually test the website for compliance as per the section 508 and ADA requirements. The VGlobalTech technical team shall remediate any points discovered by LightHouse team and send the site for re-certification. Upon satisfactory completion LightHouse shall provide the Human Audit Seal that will be specific to the site and the VGlobalTech team shall put the seal on the site. This is an added layer of true Human Audit testing that provides full ADA compliance.

Cost for Technical and Human Audits:

\$1600 / Four Audits per Year

(paid as a onetime fee) (Seals renewed every quarter) (Audits are conducted by VGlobalTech and LightHouse Agency together)

This proposal includes following points, stipulations terms and conditions:

*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps **unless otherwise noted*

* email and phone communication

*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on www.VGlobalTech.com website. If client requests a refund within seven days of the date of signing their agreement they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

4.0 Proposal Acceptance:

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

Select Proper Option Below, Sign and Date, Return to contact@vglobaltech.com:

☐ **Option1: Website only**

Section 3.1: One time (website conversion and compliance cost):

☐ **Option2: Website and Monthly Maintenance w/ Hosting**

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.2 ADA Compliance Monthly Maintenance and Hosting

☐ **Option3: Website and Quarterly Audits**

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.3 Quarterly Technical and Human Audit Testing

☐ **Option4: Website, Monthly Maintenance w/ Hosting and Quarterly Audits**

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.2 ADA Compliance Monthly Maintenance and Hosting

+

Section 3.3 Quarterly Technical and Human Audit Testing

Signatures:

For Customer

Date

VB Joshi

For VGlobalTech

Date

5.0 References:

ADA Best Practices Tool Kit for State and Local Governments:

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

U.S. Department of Justice, Civil Rights Division, *Disability Rights Section*

<https://www.ada.gov/websites2.htm>

Web design Standards: <https://www.w3schools.com/>

Web Content Accessibility Guidelines (WCAG) <https://www.w3.org/TR/WCAG21/>

VGlobalTech Web Content Accessibility Implementation and Checkpoints:

<http://vglobaltech.com/website-compliance/>

