



Rizzetta & Company

Greater Lakes/Sawgrass Bay Community Development District

Board of Supervisors Meeting February 21, 2024

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

www.glsbcdd.org

GREATER LAKES SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

Cagan Crossings County Library, at 16729 Cagan Oaks, Clermont, Florida 34714
www.glsbcdd.org

Board of Supervisors	James Walker James Klinck Christina Cruz Pagan Gary Hayward Deborah Swansiger	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Tina Garcia	Greenspoon Marder Law
District Engineer	Rey Malave	Dewberry Engineering

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 (239) 936-0913. 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.

GREATER LAKES / SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.glsbcdd.org

**Board of Supervisors
Greater Lakes/Sawgrass Bay Community
Development District**

February 14, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Greater Lakes/Sawgrass Bay Community Development District will be held on **February 21, 2024, at 11:00 a.m.** at the **Cagan Crossings County Library, located at 16729 Cagan Oaks, Clermont, Florida 34714.**

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. COMMUNITY UPDATES**
 - A. Down to Earth's Service Report Tab 1
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 15, 2023 Tab 2
 - B. Ratification of the Operation and Maintenance Expenditures for October, November, December 2023 & January 2024 Tab 3
 - C. Consideration of Resolution 2024-02, Conducting the General Election Tab 4
- 5. BUSINESS ITEMS**
 - A. Consideration of Stone Monument Repair Proposal Tab 5
 - B. Consideration of Monument Light Replacement Proposal Tab 6
 - C. Consideration of Irrigation Mainline Repair Proposal Tab 7
 - D. Consideration of Christmas Decoration Storage Fees Tab 8
 - E. Consideration Pressure Washing & Repairs for Sawgrass Bay Blvd Fences Tab 9
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Website Audit Tab 10
 2. Insurance Claim Update
 3. Budget Litigation Costs Update
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 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.

Yours Kindly,

Brian Mendes

District Manager

TAB 1



Customer Service report

Property: _____

Date: _____

Areas Mowed / Schedule changes if applicable:

Areas Detailed / Schedule changes if applicable:

Irrigation status / Schedule changes if applicable:

F&P Status / Schedule changes if applicable:

Other items / Comments:

TAB 2

MINUTES OF MEETING

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

GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

The **special** meeting of the Board of Supervisors of the Greater Lakes/Sawgrass Bay Community Development District was held on **November 15, 2023, at 11:00 a.m. at the Cagan Crossings County Library, located at 16729 Cagan Oaks, Clermont, Florida 34714.**

Present and constituting a quorum were:

Jim Walker	Board Supervisor, Chairman
James Klinck	Board Supervisor, Vice Chairman
Christina Cruz Pagan	Board Supervisor, Assistant Secretary
Gary Hayward	Board Supervisor, Assistant Secretary
Deborah Swansiger	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Co., Inc.
Tina Garcia	District Counsel, Greenspoon Marder Law
Rey Malave	Associate VP, Dewberry, DE
Andrew Davis	Branch Manager, Down to Earth
Keri Carson	Account Manager, Down to Earth

Audience Members	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Mendes called the meeting to order at 11:01 a.m. and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments on the Agenda

No audience comments.

THIRD ORDER OF BUSINESS

Staff Reports - (Part 1 of 2)

A. Landscape Manager

1.) Discussion of Landscape

Discussion opened by Mr. Mendes.

Ms. Carson reports month of service, comments on irrigation break/repair near entrance.

Ms. Swansiger commented on the removal of viburnum. Mr. Davis addressed the question.

Mr. Mendes addressed communication, inspections, and open work orders.

Down to Earth accepts responsibility and will get these rectified.

The Board requests Down to Earth to provide a work order list.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of Board of
Supervisors' Regular Meeting held on
September 20, 2023**

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board approved the minutes of the regular Board of Supervisors' meeting held on September 20, 2023, for Greater Lakes/Sawgrass Bay Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for
August 2023 & September 2023**

The Board directed the Staff to look into backflow maintenance. The District Engineer agreed to look into this.

On a motion by Mr. Walker, seconded by Ms. Swansiger, with all in favor, the Board ratified the operation & maintenance expenditures for August 2023, in the amount of \$22,529.95, and September 2023, in the amount of \$99,824.51, for Greater Lakes/Sawgrass Bay Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Down to Earth
Proposal(s)**

Ms. Cruz Pagan noted a typo on the job address.

On a motion by Mr. Walker, seconded by Mr. Hayward, with all in favor, the Board approved Down to Earth's proposal #63415 for palm removal of 2 Sabal palms and dump fee, not to exceed \$2, 255.00, for Greater Lakes/Sawgrass Bay Community Development District.

The Board discussed landscape services and the potential to bring on Sunscape as landscape consultant. The Board wants this option to be considered at the next meeting.

On a motion by Mr. Klinck, seconded by Ms. Swansiger, with all in favor, the Board approved Down to Earth's proposal #67517 to complete site prep, removal & disposal and install pine bark mulch, not to exceed \$1,250.73, for Greater Lakes/Sawgrass Bay Community Development District.

SEVENTH ORDER OF BUSINESS

Ratification of Fiscal Year 2021-2022 Annual Financial Audit, dated September 30, 2022

On a motion by Mr. Walker, seconded by Mr. Klinck, with all in favor, the Board ratified fiscal year 2021-2022 annual financial audit, dated September 30, 2022, for Greater Lakes/Sawgrass Bay Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of Fiscal Year 2023-2024 EGIS Insurance Proposal

The Board discussed a hale storm on April 25th that may have caused damages to CDD concrete walls/fences. The District Manager will look into this.

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board ratified fiscal year 2023-2024 Egis Insurance proposal, for Greater Lakes/Sawgrass Bay Community Development District.

NINTH ORDER OF BUSINESS

Discussion of Budget for Fiscal Year 2023- 2024

On a motion by Mr. Klinck, seconded by Ms. Swansiger, with all in favor, the Board adopted Resolution 2024-01, amending the fiscal year 2023-2024 general fund budget, subject to reviewing with Accounting to confirm if reserve can cover the amount over budget, for Greater Lakes/Sawgrass Bay Community Development District.

Mr. Mendes discussed holiday light expenses. The Board discussed increasing annual line budget.

TENTH ORDER OF BUSINESS

Consideration of Dehlinger Construction Agreement

Chace briefs the Board on the wall repair update.

District Manager will work with District Engineer on negotiations with Dehlinger on the wall that did not match original height on Superior.

Ms. Garcia provided update to point of contact on page 5.

On a motion by Mr. Walker, seconded by Ms. Swansiger, with all in favor, the Board accepted the Dehlinger Construction Agreement with condition of District Manager & District Engineer working with Dehlinger to rectify the wall issue on Superior, for Greater Lakes/Sawgrass Bay Community Development District.

ELEVENTH ORDER OF BUSINESS

Discussion Regarding Fence Repair and Power Washing Proposals

The Board discussed reinstalling a new fence, seeking proposals for pressure washing and to repair broken caps.

TWELFTH ORDER OF BUSINESS

Staff Reports (Part - 2 of 2)

A. District Counsel

Mr. Mendes presented. No questions.

B. District Engineer

Mr. Mendes presented.

Mr. Klinck inquired when we should start next phases.

C. District Manager

1.) Discussion of Holiday Lights

Mr. Mendes presented.

THIRTEENTH ORDER OF BUSINESS

**Supervisor Requests & Audience
Comments**

AUDIENCE COMMENTS

Cindy C. inquired on missing letters on the monument.

On a motion by Mr. Klinck, seconded by Mr. Walker, with all in favor, the Board approved a handyman to remove letters, not to exceed \$1,500.00, for Greater Lakes/Sawgrass Bay Community Development District.

SUPERVISORS

No comments.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Walker, seconded by Ms. Cruz Pagan, with all in favor, the Board adjourned the meeting at 12:49 p.m., for Greater Lakes/Sawgrass Bay Community Development District.

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Assistant Secretary

Chairman/Vice Chairman

DRAFT

TAB 3

GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

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

www.glsbcdd.org

Operation and Maintenance Expenditures October 2023 For Board Approval

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

The total items being presented: **\$27,161.19**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Greater Lakes/Sawgrass Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Dewberry Engineers, Inc.	100045	2334716	Engineering Services 08/23	\$ 2,700.00
Greenspoon Marder Law	100046	1480825	Legal Services 09/23	\$ 1,126.96
Innersync Studio, Ltd	100043	21701	Website & Compliance Services 10/23	\$ 384.38
Orlando Sentinel Communications	100047	80499490000	Account #CU00117767 Legal Advertising 09/23	\$ 256.93
Rizzetta & Company, Inc.	100080	INV0000084032	Assessment Roll 10/23	\$ 5,460.00
Rizzetta & Company, Inc.	100079	INV0000084129	District Management Fees 10/23	\$ 3,514.17
SSS Down To Earth Opco, LLC	100044	INV169501	Palm Trimming 09/23	\$ 7,796.25
SSS Down To Earth Opco, LLC	100048	INV169772	Landscape Maintenance 10/23	<u>\$ 5,922.50</u>
Report Total				<u><u>\$ 27,161.19</u></u>

GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

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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: **\$19,240.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Greater Lakes/Sawgrass Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Deborah S Swansiger	100052	DS092023	Board of Supervisors Meeting 09/20/23	\$ 200.00
Deborah S Swansiger	100052	DS111523	Board of Supervisors Meeting 11/15/23	\$ 200.00
Dewberry Engineers, Inc.	100050	2348124	Engineering Services 09/23	\$ 1,720.00
Dewberry Engineers, Inc.	100053	2361541	Engineering Services 10/23	\$ 2,215.00
Florida Department of Commerce	100051	88863	Special District Fee FY 23/24	\$ 175.00
Gary Hayward	100054	GH092023	Board of Supervisors Meeting 09/20/23	\$ 200.00
Gary Hayward	100054	GH111523	Board of Supervisors Meeting 11/15/23	\$ 200.00
Greenspoon Marder Law	100055	1487318	Legal Services 10/23	\$ 200.00
James W Klinck	100056	JK092023	Board of Supervisors Meeting 09/20/23	\$ 200.00
James W Klinck	100056	JK111523	Board of Supervisors Meeting 11/15/23	\$ 200.00
James Walker	100057	JW092023	Board of Supervisors Meeting 09/20/23	\$ 200.00
James Walker	100057	JW111523	Board of Supervisors Meeting 11/15/23	\$ 200.00
Orlando Sentinel Communications	100058	082403790000	Account #CU00117767 Legal Advertising 11/23	\$ 238.18

Greater Lakes/Sawgrass 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.	100049	INV0000084922	District Management Fees 11/23	\$ 3,514.17
SECO Energy	ACH	4000054700 10/23 ACH	Electric Services 10/23	\$ 1,874.96
SECO Energy	ACH	4000271302 10/23 ACH	Electric Services 10/23	\$ 38.00
SECO Energy	ACH	400419601 10/23 ACH	Electric Services 10/23	\$ 37.00
SSS Down To Earth Opco, LLC	100059	INV172654	Landscape Maintenance 11/23	\$ 5,922.50
Sunshine Water Services	ACH	8089510000 10/23 ACH	Water Services 10/23	<u>\$ 1,705.57</u>
Report Total				<u>\$ 19,240.38</u>

GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

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

www.glsbcdd.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: **\$8,805.55**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Greater Lakes/Sawgrass Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100061	INV0000085726	District Management Fees 12/23	\$ 3,514.17
SECO Energy	20231218-1	4000054700 11/23 Autopay	Electric Services 11/23	\$ 2,165.26
SECO Energy	20231218-1	4000271302 11/23 Autopay	Electric Services 11/23	\$ 47.00
SECO Energy	20231218-1	400419601 11/23 Autopay	Electric Services 11/23	\$ 41.00
Sunshine Water Services	20231213-1	8089510000 11/23 Autopay	Water Services 11/23	\$ 1,388.12
Windom Solutions, Inc.	100062	SB112	Holiday Decorations 12/23	<u>\$ 1,650.00</u>
Report Total				<u>\$ 8,805.55</u>

GREATER LAKES/SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

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

www.glsbcdd.org

Operation and Maintenance Expenditures January 2024 For Board Approval

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

The total items being presented: **\$24,807.48**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Greater Lakes/Sawgrass Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Christina Pagan	100064	CP081623	Board of Supervisors Meeting 08/16/23	\$ 200.00
Christina Pagan	100064	CP092023	Board of Supervisors Meeting 09/20/23	\$ 200.00
Christina Pagan	100064	CP111523	Board of Supervisors Meeting 11/15/23	\$ 200.00
Dewberry Engineers, Inc.	100065	2373982	Engineering Services 11/23	\$ 1,850.00
Dewberry Engineers, Inc.	100068	2385990	Engineering Services 12/23	\$ 440.00
Greenspoon Marder Law	100066	1494617	Legal Services 11/23	\$ 571.50
Innersync Studio, Ltd	100069	21918	Website & Compliance Services 01/24	\$ 384.38
Rizzetta & Company, Inc.	100063	INV0000086447	District Management Fees 01/24	\$ 3,514.17
SECO Energy	ACH	4000054700 12/23 ACH	Electric Services 12/23	\$ 1,900.22
SECO Energy	ACH	4000419601 12/23 ACH	Electric Services 12/23	\$ 36.00
SECO Energy	ACH	4000271302 12/23 ACH	Electric Services 12/23	\$ 46.00
SSS Down To Earth Opco, LLC	100067	INV175465	Landscape Maintenance 12/23	\$ 5,922.50
SSS Down To Earth Opco, LLC	100082	INV178721	Landscape Maintenance 01/24	\$ 5,922.50

Greater Lakes/Sawgrass Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
SSS Down To Earth Opco, LLC	100082	INV179987	Palm Removal 01/24	\$ 2,252.50
Sunshine Water Services	ACH	8089510000 12/23 ACH	Water Services 12/23	<u>\$ 1,367.71</u>
Report Total				<u>\$ 24,807.48</u>

TAB 4

RESOLUTION 2024-02

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREATER LAKES SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT:

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 21st day of February, 2024.

**GREATER LAKES SAWGRASS BAY
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRPERSON / VICE CHAIRPERSON

ATTEST:

SECRETARY / ASSISTANT SECRETARY

EXHIBIT A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE GREATER LAKES SAWGRASS BAY COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Greater Lakes Sawgrass Bay Community Development District (“District”) will commence at noon on June 10th, 2024, and close at noon on June 14th, 2024. Candidates must qualify for the office of Supervisor with the Lake County Supervisor of Elections located at 1898 E. Burleigh Blvd. Tavares, FL 32778; Ph: 352-343-3605. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Lake County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

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

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

Publish on or before May 24th, 2024.

TAB 5

WINDOM SOLUTIONS INC
83 Dobson Street Orlando, FL 32805

PROPOSAL

SB PRO

2/5/24

Customer Address:
Sawgrass Bay CDD
Clermont, FL
Attn: Brian Mendes

WORK ORDER

Flat Rate
400.00

Wall (Stone)

- Purchase new stone for wall
- Use old stone to re-install on wall

Disclaimer; Windom Solutions will not guarantee a perfect match .

Owners:
321-299-2560/Stanley Windom

TAB 6

WINDOM SOLUTIONS INC
83 Dobson Street Orlando, FL 32805

PROPOSAL

SB PRO

2/5/24

Customer Address:
Sawgrass Bay CDD
Clermont, FL
Attn: Brian Mendes

WORK ORDER

Flat Rate
750.00

Monument Lights

- Purchase two new flood light
- Purchase two new flood light base
- Install wo new flood light base
- Install two new flood lights
- Test system

Owners:
321-299-2560/Stanley Windom

TAB 7



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

Estimate: #71449

Customer Address

Rizzetta & Company
Jenny Santiago
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614-8390
jsantiago@rizzetta.com

Billing Address

Accounts Payable
Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614-8390

Physical Job Address

Greater Lakes Sawgrass Bay CDD
16527 Centipede Street
Clearmont, FL 34714

Job

CENTER MEDIAN Irrigation
ENHANCEMENT/PROPOSAL-
SUPERIOR & SAW GRASS BAY

Estimated Job Start Date

January 29, 2024

Proposed By

Jason Simanski

Due Date

Estimate Details

Description of Services & Materials	Unit	Quantity	Rate	Amount
REPAIRS @ SUPERIOR & SAW GRASS BAY				
Irrigation Technician Labor (E)	Hours	1	\$6,500.00	\$6,500.00
			Subtotal	\$6,500.00
			Job Total	\$6,500.00

Irrigation ENHANCEMENT/PROPOSAL- SUPERIOR & SAW GRASS BAY

PROPOSAL TO REPAIR 6" MAINLINE BREAK ON SAW GRASS BAY BLVD (IN CENTER MEDIAN)

NOT TO EXCEED \$6,500.00

Proposed By:

Agreed & Accepted By:

Jason Simanski

Down to Earth
Landscape & Irrigation

01/17/2024

Date

Rizzetta & Company

Date

TAB 8

WINDOM SOLUTIONS INC
83 Dobson Street Orlando, FL 32805

INVOICE

SB 113

2/5/24

Customer Address:
Sawgrass Bay CDD
Clermont, FL
Attn: Brian Mendes

WORK ORDER

Flat Rate

Christmas Decorations (Storage Fees)
- Storage Christmas until next year

400.00

Invoice Total

400.00

Payment Due: NET 10

Owners:
321-299-2560/Stanley Windom

TAB 9

WINDOM SOLUTIONS INC
83 Dobson Street Orlando, FL 32805

PROPOSAL

SB PRO

2/5/24

Customer Address:
Sawgrass Bay CDD
Clermont, FL
Attn: Brian Mendes

WORK ORDER

	Flat Rate
Pressure wash (Community Fence)	1,800.00
- Community fence on both sides of the road	
- Pressure wash Community fence (Front and back sides of fence)	
- Pressure wash brick column that's connected to fence	
- Replace missing caps	
- Purchase and install new caps	

Owners:
321-299-2560/Stanley Windom

TAB 10



Quarterly Compliance Audit Report

Greater Lakes/Sawgrass Bay

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**

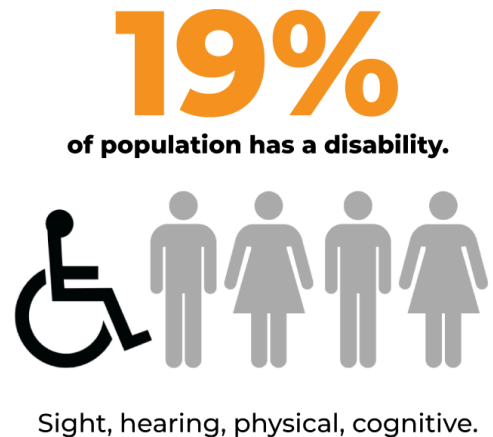
Compliance Criteria

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
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

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



The legal and right thing to do

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



ADA Compliance Categories

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



Contrast and colors

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

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



Using semantics to format your HTML pages

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



Text alternatives for non-text content

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

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



Ability to navigate with the keyboard

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

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

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



Easy to navigate and find information

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

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



Properly formatting tables

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

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



Making PDFs accessible

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

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