



Rizzetta & Company

# **The Verandahs Community Development District**

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## **Board of Supervisors Meeting September 5, 2023**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, Florida 33544  
813.994.1615**

[www.theverandahscdd.org](http://www.theverandahscdd.org)

## **THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT**

The Verandahs Clubhouse, 12375 Chenwood Ave., Hudson, FL 34669

<b>Board of Supervisors</b>	Stanley Haupt Thomas May Tracy Mayle Sarah Nesheiwat Vacant	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Manager</b>	Sean Craft	Rizzetta & Company, Inc.
<b>District Counsel</b>	Vivek Babbar	Straley Robin & Vericker
<b>District Engineer</b>	Giacomo Licari	Dewberry Engineering, Inc.

### **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) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

# THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001  
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614

August 28, 2023

Board of Supervisors  
**The Verandahs Community  
Development District**

## AGENDA

Dear Board Members:

The Regular Meeting of the Board of Supervisors of The Verandahs Community Development District will be held on Tuesday, September 5, 2023 at 6:30 p.m., at the Verandahs Amenity Center, 12375 Chenwood Ave., Hudson, FL 34669. The following is the agenda for the meeting:

### **BOS MEETING:**

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. Solitude
    - i. Review of Aquatics Inspection Report..... Tab 1
    - ii. Consideration of Aquatic Service Contract Agreement  
(under separate cover)
  - B. Landscape Inspection Specialist
    - i. Review of Landscape Inspection Report ..... Tab 2
  - C. Yellowstone
    - i. Review of Landscape Comments (under separate cover)
    - ii. Review of Irrigation Wet Check Report ..... Tab 3
    - iii. Ratification of Sod Replacement Proposal..... Tab 4
  - D. Hi-Trim
    - i. Review of Hi Trim Report (under separate cover)
  - E. District Counsel
  - F. District Engineer
  - G. District Clubhouse Manager
    - i. Review of Clubhouse Manager Report (under separate cover)
  - H. District Manager
    - i. Review of District Manager’s Report ..... Tab 5
    - ii. Review of the 2<sup>nd</sup> Website Audit Report..... Tab 6
- 4. BUSINESS ITEMS**
  - A. Acceptance of Sara Henk Resignation ..... Tab 7
  - B. Appointment of Open Board Seat
  - C. Consideration of Resolution 2023-011; Re-Designating  
Officers of the District..... Tab 8

- 5. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors  
Regular Meeting held on August 1, 2023.....Tab 9
  - B. Consideration of Operation & Maintenance  
Expenditures for July 2023 .....Tab 10
- 6. **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) 994-1001.

Sincerely,

*Sean Craft*

Sean Craft  
District Manager

Tab 1

# SOLITUDE

LAKE MANAGEMENT



## The Verandahs Waterway Inspection Report

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**Reason for Inspection:** Scheduled-recurring

**Inspection Date:** 2023-08-22

**Prepared for:**

District Manager  
Rizzetta & Company

**Prepared by:**

Jason Diogo, Aquatic Biologist

Wesley Chapel Field Office  
SOLITUDELAKEMANAGEMENT.COM  
888.480.LAKE (5253)

**TABLE OF CONTENTS**

Pg

**SITE ASSESSMENTS**

PONDS 140,130,80 \_\_\_\_\_ 3

PONDS 90,100,F100 \_\_\_\_\_ 4

PONDS F120,150, F1 \_\_\_\_\_ 5

PONDS F160b \_\_\_\_\_ 6

**MANAGEMENT/COMMENTS SUMMARY** \_\_\_\_\_ 6, 7

**SITE MAP** \_\_\_\_\_ 8

140

**Comments:**

Site looks good

Site has responded extremely well to previous treatments for algae and submersed weeds.

**Action Required:**

Routine maintenance next visit

**Target:**



130

**Comments:**

Site looks good

No issues observed at the time of inspection.

**Action Required:**

Routine maintenance next visit

**Target:**



80

**Comments:**

Normal growth observed

Very minor shoreline weeds present. Open water looks good.

**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds





90

**Comments:**

Site looks good  
No issues observed at the time of inspection.



**Action Required:**

**Target:**

100

**Comments:**

Normal growth observed  
Minor shoreline weeds and algae beginning to sprout along the shallow perimeter. Treatment will be applied during next scheduled maintenance.



**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds

F100

**Comments:**

Site looks good  
Pond responded well to previous treatment for surface algae. Less than 5% remains.



**Action Required:**

Routine maintenance next visit

**Target:**

## Site: F120

### Comments:

Normal growth observed  
Very minor shoreline weeds present. Recent treatment for algae and submersed weeds was successful.



### Action Required:

Routine maintenance next visit

### Target:

## Site: 150

### Comments:

Requires attention  
Pond has not responded well to previous treatment for submersed Lemon Bacopa. Alternative treatment scheduled for Next service.



### Action Required:

Routine maintenance next visit

### Target:

Submersed vegetation

## Site: F160a

### Comments:

Normal growth observed  
Site has experienced an algae bloom following recent treatment for submersed Slender Spikerush. Treatment will be applied during next maintenance. Expect 7-10 days for results.



### Action Required:

Routine maintenance next visit

### Target:

Surface algae

**Site:** F160b

**Comments:**

Normal growth observed

Minor shoreline weeds present in N cove and along the shallow perimeter. Expect 2 weeks for results following treatment.

**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds



## Management Summary

Overall, the ponds in this months inspection look very good despite being in the heaviest growing season. Nuisance vegetation was minimal as a result of thorough treatments applied in July. All the ponds have responded extremely well to these treatments, with the exception of site 150.

Site 150 has a substantial amount of native Lemon Bacopa which has taken off in the shallow littoral area and begun to top out on the surface. The pond was dosed with a systemic treatment during our July maintenance. Unfortunately we did not get good results. This is most likely caused by some of the heavy rains received during that timeframe. This rain most likely diluted the concentration of herbicide and lowered it's efficacy. We will re-treat during our next scheduled maintenance with an alternative method. We can expect to see results roughly 2 weeks following the application.

As always, don't hesitate to reach out with any questions or concerns: [jason.diogo@solitudelake.com](mailto:jason.diogo@solitudelake.com)

Thanks for choosing Solitude Lake Management!

<b>Site</b>	<b>Comments</b>	<b>Target</b>	<b>Action Required</b>
140	Site looks good		Routine maintenance next visit
130	Site looks good		Routine maintenance next visit
80	Normal growth observed	Shoreline weeds	Routine maintenance next visit
90	Site looks good		
100	Normal growth observed	Shoreline weeds	Routine maintenance next visit
F100	Site looks good		Routine maintenance next visit
F120	Normal growth observed		Routine maintenance next visit
150	Requires attention	Submersed vegetation	Routine maintenance next visit
F160a	Normal growth observed	Surface algae	Routine maintenance next visit
F160b	Normal growth observed	Shoreline weeds	Routine maintenance next visit



### The Verandahs CDD Hudson, FL

1-888-480-5253



NPM 04/2022

Tab 2

# THE VERANDAHS

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## FIELD INSPECTION REPORT



August 15, 2023  
Rizzetta & Company  
Jason Liggett – Field Services Manager



Rizzetta & Company  
Professionals in Community Management

# SUMMARY & CHENWOOD AVENUE

## General Updates, Recent & Upcoming Maintenance Events

- ❖ Make sure if any areas in the district cannot be mowed that district management is notified.
- ❖ While the saint Augustine is improving there are areas across from the clubhouse that will need to be replaced. What is Yellowstone doing about this?

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. I have added **Orange** for continuing services.

1. Replace the dead singular loropetalum that is at the main monument near the light this plant needs to be moved over 6 inches.



6. **When will the Viburnum suspensum around the pool area be trimmed? The vines and weeds also need to be removed from the material and vines pulled off the fence.(Pic 6)**



2. **Eradicate the bed weeds in the beds just pass Rosette Road.**
3. During soft edging at the main entrance blvd make sure that crews are removing any runners that are in the beds.
4. Remove the vines from the base of the azaleas before you go into the entry gate on the inbound side of chenwood ave.
5. Remove the build up of magnolia leaf drop in the front of the amenity center.(Pic 5)





# CHENWOOD AVENUE

7. Make sure during mowing visits that crews are pushing the mower decks back into the conservation as far as they can. This is very noticeable where areas were cut at the community center.
8. Remove the vines from the wax myrtles on white bluff road. Make sure the tops of this material are being trimmed.
9. Diagnose the dead tree in the common area in front of the lake just pass the lift station on White Bluff Road.(Pic 9)



10. Improve the vigor in the turf on the exit side of chenwood ave as you are leaving the exit gate. This strip of turf is in bad shape.



Tab 3



**YELLOWSTONE**  
Irrigation Systems & Equipment

**Irrigation Wet  
Check Report**

Tech: Tommy Ruel Perry

Date: 08/15/2023

Sheet      of     

Property: The Verandah's

W/C Total Time:     

Controller Type: Hunter ICC2

Zone #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Type	D	D	S	S	S	S	S	S	S	S	S	S	S	S	S	R	S	R	S	R	S	S	R	R	R	R
Program	C	C	B	A	B	A	A	A	A	A	A	A	A	A	A	B	A	B	A	A	A	A	B	B	B	B
Runtime	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	45	20	45	20	20	20	20	45	45	45	45
Repair																										

Controller Location: Lift station across from Luffharrow Lane

X2

Watering Days:      Start Time:     

PGM A	S	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
PGM B	S	M	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
PGM C	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
PGM	S	M	T	W	T	F	S																			

Controller Type: Hunter I-Cone

Zone #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Type	S	S	R	R	R	R	R	R	S	R	R	S	R	S	S	S	S	S	S	R	R
Program	B	B	B	B	B	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A
Runtime	40	40	60	60	60	60	60	45	20	45	40	40	60	60	30	40	40	40	40	40	40
Repair	B																				

Controller Location: Lift station across from Seelien Place

Watering Days:      Start Time:     

PGM A	S	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
PGM B	S	M	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
PGM	S	M	T	W	T	F	S													

Controller Type: Hunter X-conc

Zone #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Type	R	R																								
Program	A	A																								
Runtime	30	30																								
Repair																										

Controller Location: Directly across from 12419 S Bridle Terrace

Watering Days:      Start Time:     

PGM A	S	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
PGM	S	M	T	W	T	F	S													

*Description and location of work performed:*

Authorized by: \_\_\_\_\_

(Zone Type: S = Spray, D = Drip, R = Rotor, B = Bubbler)

- A: Replaced 4" Spray
- B: Replaced 6" Spray
- C: Replaced 12" Spray
- D: Replaced 4" Rotor
- E: Replaced 12" Rotor
- F: Replaced Nozzle
- G: Straighten Head
- H: Lateral Line Repair
- I: Valve Repair
- J: Valve Box
- K: Maxjet
- L: Netafirm Repair

Tab 4



Proposal #333496

Date: 08/09/2023

From: Josh Hamilton

**Proposal For**

The Verandahs CDD

c/o Rizzetta & Company, Inc.  
3434 Colwell Ave  
Suite 200  
Tampa, FL 33614

main: 904-436-6270  
mobile:  
sloadholtz@rizzetta.com

**Location**

13729 Royston Bend  
Hudson, FL 34669

Property Name: The Verandahs CDD

Sod Replacement across from Clubhouse

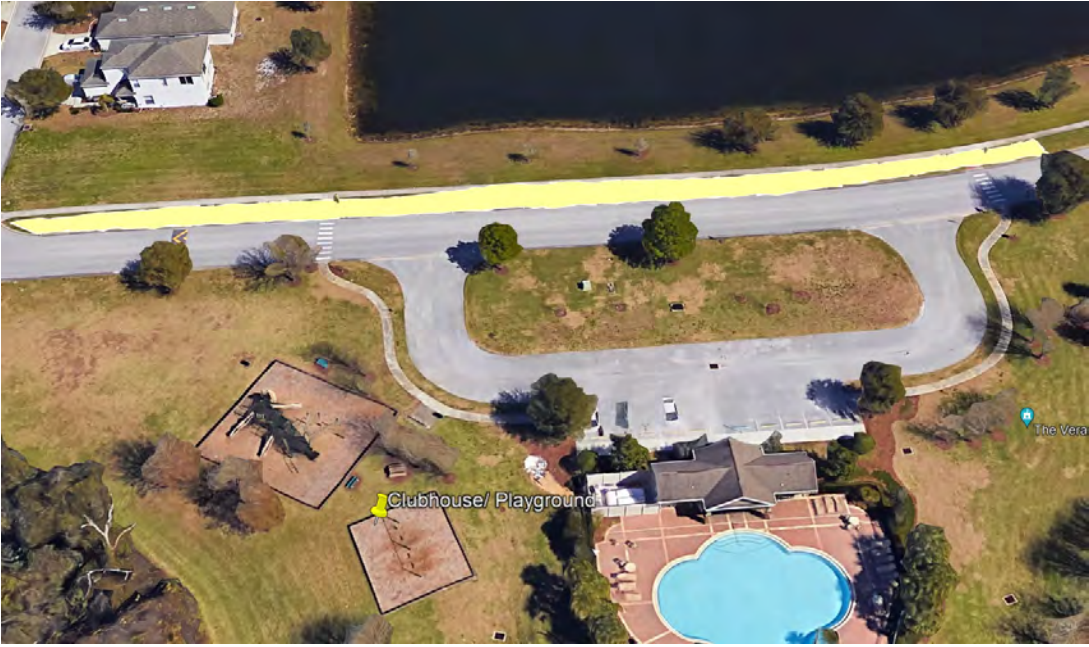
Terms: Net 30

We Propose Removing the dead Sod in highlighted area and replacing it with new St. Augustine. After installation we will ensure the irrigation is running properly. Approximately 7080 sq ft.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Sod Installation	7080.00	\$1.200	\$8,496.00
Discount Credit	-1.00	\$2,876.790	(\$2,876.79)
Irrigation	2.00	\$73.000	\$146.00
Discount Credit	-1.00	\$146.000	(\$146.00)

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**Client Notes**



Signature

X

SUBTOTAL	\$5,619.21
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$5,619.21</b>

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: Sean Craft

Title: District Manager

Date: 08/10/23

Assigned To

Josh Hamilton  
 Office:  
 jhamilton@yellowstonelandscape.com

Tab 5



Rizzetta & Company

**UPCOMING DATES TO REMEMBER**

- **Next Meeting:** October 3rd @ 6:30 PM

**District  
Manager's  
Report**

September 5

**2023**

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<u>FINANCIAL SUMMARY</u>	7/31/2023
General Fund Cash & Investment Balance:	\$424,930
Reserve Fund Cash & Investment Balance:	\$200,271
Debt Service Fund Investment Balance:	\$153,139
<b>Total Cash and Investment Balances:</b>	<b>\$778,340</b>
<b>General Fund Expense Variance: \$19,580</b>	<b>Under Budget</b>



Tab 6



# Quarterly Compliance Audit Report

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## The Verandahs

**Date:** August 2023 - 2nd 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*

# Table of Contents

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## **Compliance Audit**

Overview	2
<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
Audit Process	3

## **Audit results**

ADA Website Accessibility Requirements	4
Florida F.S. 189.069 Requirements	5

## **Helpful information:**

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

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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	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> 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**

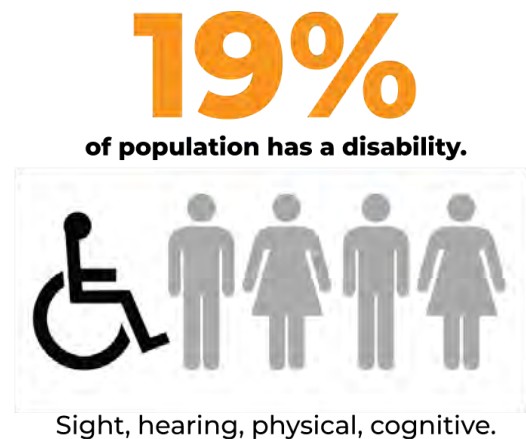
## Compliance Criteria

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](http://www.nngroup.com/articles/keyboard-accessibility)

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



## Easy to navigate and find information

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

**Helpful article:** <http://webaim.org/techniques/sitertools/>



## Properly formatting tables

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

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



## **Making PDFs accessible**

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

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



## **Making videos accessible**

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

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



## **Making forms accessible**

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

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



## **Alternate versions**

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



## **Feedback for users**

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



## **Other related requirements**

### ***No flashing***

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

### ***Timers***

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

### ***Fly-out menus***

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

### ***No pop-ups***

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

# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

Tab 7

**From:** saramarie... Henk <[smg1981@msn.com](mailto:smg1981@msn.com)>

**Sent:** Wednesday, June 21, 2023 4:00 PM

**To:** Jessie Palmer <[JPalmer@rizzetta.com](mailto:JPalmer@rizzetta.com)>

**Subject:** [EXTERNAL]Re: Form for the Supervisor of Elections Office

Hello,

I will be completing this form, however, I do need to submit my resignation effective immediately.

Thank you,

Sara Henk

Tab 8



**RESOLUTION 2023-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

Sean Craft is appointed Assistant Secretary.

Matthew Huber is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 5th DAY OF SEPTEMBER 2023.**

**THE VERANDAHS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIR/VICE CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASST. SECRETARY**

Tab 9

1 **MINUTES OF MEETING**  
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3 *Each person who decides to appeal any decision made by the Board with*  
4 *respect to any matter considered at the meeting is advised that the person*  
5 *may need to ensure that a verbatim record of the proceedings is made,*  
6 *including the testimony and evidence upon which such appeal is to be based.*  
7

8  
9 **THE VERANDAHS COMMUNITY DEVELOPMENT**  
10 **DISTRICT**  
11

12 The Regular Meeting of the Board of Supervisors of The Verandahs Community  
13 Development District was held on **Tuesday, August 1, 2023 at 6:30 p.m.** at the  
14 Verandahs Amenity Center, 12375 Chenwood Avenue, Hudson, Florida 34669.  
15

16  
17 **Present and Constituting a Quorum:**  
18

19 Stanley Haupt	<b>Board Supervisor, Chair</b>
20 Thomas May	<b>Board Supervisor, Vice Chair</b>
21 Tracy Mayle	<b>Board Supervisor, Assistant Secretary</b>
22 Sarah Nesheiwat	<b>Board Supervisor, Assistant Secretary</b>

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24 **Also Present Were:**  
25

26 Sean Craft	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
27 Matt Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
28 Giacomo Licari	<b>District Engineer, Dewberry Engineering</b>
29 <i>(via phone)</i>	
30 Wesley Elias	<b>Clubhouse Manager</b>
31 Josh Hamilton	<b>Yellowstone Landscape</b>
32	
33 Audience	<b>Not Present</b>

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35 **FIRST ORDER OF BUSINESS**                      **Call To Order**  
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37 Mr. Craft called the meeting to order and conducted the roll call, confirming a  
38 quorum for the meeting at approximately 6:31 p.m.  
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40 **SECOND ORDER OF BUSINESS**                      **Audience Comments**  
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42 There were no audience members in attendance.  
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**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Solitude**

The Board reviewed the aquatic reports.

**B. Landscape Inspection Specialist**

The Board reviewed the inspection report.

**C. Yellowstone**

Mr. Hamilton presented the report to the Board.

Mr. Hamilton confirmed that Items 1, 4, and 6 of the landscape inspection report have been completed. He acknowledged that the Bottle Brush at the monument still needs to be removed. He will provide information on the Ligustrum replacement soon.

The Board reviewed the sod replacement proposal and would like to table this. Yellowstone will reassess the area needed and will compile a new proposal. The Board authorized Mr. Haupt to approve the new proposal outside of the meeting, if the numbers are agreeable.

**D. Hi Trim**

The Board reviewed the report. Mr. Hamilton offered to assist if and where needed on their next site visit scheduled for August 7, 2023.

**E. District Counsel**

Ms. Hopkinson informed the Board she will be going on maternity leave some time in September or October. Mr. Michael Broadus will be filling in during that time.

**F. District Engineer**

Mr. Licari updated on the progress of the stormwater repair proposals.

**G. Clubhouse Manager's Report**

Mr. Elias presented the report to the Board.

<p>On a motion by Mr. May and seconded by Ms. Nesheiwat, with all in favor, the Board of Supervisors approved the purchase of a new desktop computer, not to exceed \$1,000, for The Verandahs Community Development District.</p>
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The current desktop computer will be available for the residents' use once the new office desktop is set up.

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**H. District Manager**

Mr. Craft reminded the Board the next meeting is scheduled for September 5, 2023 at 6:30pm at The Verandahs Clubhouse, located at 12375 Chenwood Ave, Hudson, FL 34669.

Mr. Craft presented the report to the Board.

**FOURTH ORDER OF BUSINESS                      Public Hearing on Fiscal Year  
2023/2024 Final Budget**

On a motion by Mr. May and seconded by Ms. Nesheiwat, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2023/2024 Final Budget, for The Verandahs Community Development District.

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There were no audience members present.

On a motion by Mr. May and seconded by Ms. Nesheiwat, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2023/2024 Final Budget, for The Verandahs Community Development District.

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**FIFTH ORDER OF BUSINESS                      Consideration of Resolution 2023-08,  
Adopting Fiscal Year 2023/2024 Final  
Budget**

On a motion by Mr. May and seconded by Ms. Haupt, with all in favor, the Board of Supervisors adopted Resolution 2023-08, Adopting Fiscal Year 2023/2024 Final Budget, for The Verandahs Community Development District.

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**EIGHTH ORDER OF BUSINESS                      Public Hearing on Fiscal Year  
2023/2024 Assessments**

On a motion by Ms. Mayle and seconded by Mr. May, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2023/2024 Assessments, for The Verandahs Community Development District.

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There were no audience members present.

On a motion by Mr. May and seconded by Ms. Mayle, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2023/2024 Assessments, for The Verandahs Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09,  
Levying O&M Assessments for Fiscal  
Year 2023/2024**

On a motion by Mr. Haupt and seconded by Mr. May, with all in favor, the Board of Supervisors adopted Resolution 2023-09, Levying O&M Assessments for FY 2023/2024, for The Verandahs Community Development District.

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**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10,  
Setting the Meeting Schedule for  
Fiscal Year 2023/2024**

On a motion by Mr. May and seconded by Mr. Haupt, with all in favor, the Board of Supervisors adopted Resolution 2023-10, Setting the Meeting Schedule for Fiscal Year 2023/2024, for The Verandahs Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of Board  
of Supervisors' Regular Meeting  
Held on June 6, 2023**

On a motion by Mr. Haupt and seconded by Mr. May, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Regular Meeting Held on June 6, 2023, for The Verandahs Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for June  
2023, totaling \$36,754.17**

On a motion by Mr. May and seconded by Mr. Haupt with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for June 2023, totaling \$36,754.17, for The Verandahs Community Development District.

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**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Mayle will work with Mr. Elisa to advertise an opening on the Board.

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**EIGHTEENTH ORDER OF BUSINESS Adjournment**

Mr. Craft stated that if there were no further business to come before the Board of Supervisors, then a motion to adjourn would be in order.

On a motion by Ms. Nesheiwat and seconded by Ms. Mayle, with all in favor, the Board of Supervisors adjourned the meeting at 7:51 p.m., for The Verandahs Community Development District.

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\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

Tab 10



# The Verandahs Community Development District

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District Office · Wesley Chapel, Florida · (813) 993-5571  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.verandahscdd.org](http://www.verandahscdd.org)

## **Operations and Maintenance Expenditures July 2023 For Board Approval**

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

The total items being presented:    **\$19,195.41**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

# The Verandahs Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Brittany Varrichio	100271	061823 Varrichio 06/23	061823 Varrichio Deposit Refund 06/23	\$ 250.00
Danielle Pellegrino	100276	Pellegrino 07/23	071623 Pellegrino Rental Deposit	\$ 250.00
Delia Sarca	100267	Deposit refund 07/23	Deposit Refund for Private Event 7/02/23	\$ 250.00
Digital South Communications, Inc.	100268	593518964 7/23	Monthly Phone Service 07/23	\$ 40.68
Frontier Florida, LLC	EFT	727-856-7773-073119-5 07/23 Auto Draft	Clubhouse Internet & TV 07/23	\$ 91.73
High Trim, LLC	100269	4861 7/23	Tree Maintenance (Chenwood Ave) 07/23	\$ 3,200.00
Kasey Gray	100277	Gray 07/23	Deposit Refund for Private Event 7/22/23	\$ 250.00
Pathward, National Association	EFT	221159 Auto Draft	Lease 193024-VF000 06/23	\$ 323.75
Rizzetta & Company, Inc.	100264	INV0000081345 07/23	District Management Fees 07/23	\$ 4,668.17
Rizzetta & Company, Inc.	100266	INV0000081467 06/23	Out of Pocket Expenses 06/23	\$ 137.12
Rizzetta & Company, Inc.	100274	INV0000082155 07/23	Personnel Reimbursement 07/23	\$ 1,161.88
Solitude Lake Management, LLC	100272	PSI-94820 07/23	Pond Maintenance 07/23	\$ 1,288.00

# The Verandahs Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	100278	23395 7/23	Legal Services through 07/11/23	\$ 1,566.70
Suncoast Rust Control, Inc.	100270	5938 6/23	Chemicals for Rust Prevention 06/23	\$ 1,250.00
Times Publishing Company	100275	289556 7/23	Ac-t 45385 Legal Advertising 07/23	\$ 121.60
Tracy E. Mayle	100273	TM071123 07/23	Board of Supervisor Meeting 07/23	\$ 200.00
Wesley & Ashley April	100265	062923 April	Refund Deposit - 07/01/23 Event Cancellat	\$ 250.00
Withlacoochee River Electric Cooperative, Inc.	EFT	Summary Billing 06/23	Summary Billing 06/23 - 266	<u>\$ 3,895.78</u>
<b>Report Totals</b>				<b><u>\$ 19,195.41</u></b>