

# Meadow Pointe Community Development District

## Board of Supervisors

Michael Smith, Chairman  
Alicia Willis, Vice-Chairman  
Alan Sourk, Assistant Secretary  
Nathaniel Kirkland, Assistant Secretary

David Wenck, District Manager  
Kathryn “KC” Hopkinson, District Counsel  
Tonja Stewart, District Engineer  
Keith Fisk, Operations Manager

## Regular Meeting Agenda

Thursday, November 16, 2023, 7:00 P.M.

**Meeting URL:** <https://us06web.zoom.us/j/81341763227>

Meeting ID: 813 4176 3227

If you do not have a way to join Zoom via a device connected to the internet you can also call into the meeting **Dial In (305) 224-1968**

**A hybrid meeting procedure using media technology communications to allow audience members to attend via ZOOM.**

### Regular Meeting

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments (3) Minute Time Limit
4. Consent Agenda
  - A. Approval of the Minutes of the October 19, 2023 Meeting
  - B. Acceptance of October 2023 Financials
5. Deed Restriction and Architectural Review Matters
6. Operations Matters
7. Community Council Update
8. District Manager
  - Quarterly Compliance Audit Report – Campus Suite
  - Motion to Assign Fund Balance for FY2023
9. New Business
  - Discussion of Candidate Resumes for Vacant Board Seat #4
  - Consideration of Cancelling the December 21, 2023 Board Meeting
10. Supervisor Comments
11. Audience Comments (3 minute time limit)
12. Adjournment.

**Note:** The next meeting is scheduled for December 21, 2023

**Meeting Location:** 28245 County Line Road Wesley Chapel, FL 33544

**MINUTES OF MEETING  
MEADOW POINTE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District was held Thursday, October 19, 2023 at 7:00 p.m. at the Meadow Pointe Community Park, Clubhouse A 28245 County Line Road Wesley Chapel, FL 33544, and residents attended via Zoom at <https://us06web.zoom.us/j/82967680453?> and Meeting ID: 829 6768 0453

Present and constituting a quorum were:

Michael Smith	Chairman
Alicia Willis	Vice Chair
Alan Sourk	Assistant Secretary
Nathaniel Kirkland	Assistant Secretary

Also present:

Mark Vega	Inframark District Manager
Keith Fisk	Operations Manager

Residents

*The following is a summary of the discussions and actions taken at the October 19, 2023 Board of Supervisors meeting as per the District Managers notes.*

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

The meeting was called to order and a quorum was established.

**SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS** **Chairman's Comments**

The Chairman requested this item be removed from the agenda and future agendas.

**FOURTH ORDER OF BUSINESS** **Audience Comments**

Comments were received.

**FIFTH ORDER OF BUSINESS** **Consent Agenda**

**A. Approval of the Minutes of the August 17, 2023 Meeting**

**B. Acceptance of September 2023 Financials**

On MOTION by Ms. Willis seconded by Mr. Smith with all in favor the consent agenda, items A and B, was accepted. 4-0
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October 19, 2023

Meadow Pointe C.D.D.

**SIXTH ORDER OF BUSINESS**

**Deed Restriction and Architecture Matters**

Discussion ensued.

**SEVENTH ORDER OF BUSINESS**

**Operations Matters**

**A. Update on Gym Relocation**

Mr. Fisk reported the project is complete and under budget. The completed project was just under \$46,000.

**B. Update on New Trash Pickup Procedures**

Mr. Fisk reported we are now under the second week, and all is well currently.

**C. Compensation Review for Hourly Employees**

Mr. Fisk reported most hourly employees will receive a .50 cent raise.

**D. Replacement of water features at splash pad**

Discussion ensued.

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor the new water features at the splash pad in the amount of \$20,000 was approved. 4-0

**E. Holiday lights, Events Done Bright and Champa Bay Holiday Lights**

On MOTION by Ms. Willis seconded by Mr. Kirkland with Ms. Willis, Mr. Kirkland, and Mr. Sourk voting AYE and Mr. Smith voting Nay, the proposal from Events Done Bright for Christmas lights in the amount of \$13,000 with a not to exceed amount of \$14,000 option with Mr. Fisk's approval, was approved. 3-1

**F. Tree Service – Two Men and A Chainsaw, Village Entrance**

On MOTION by Ms. Willis seconded by Mr. Smith with all in favor the proposal from Two Men and A Chainsaw to trim 42 trees at a cost of \$6,430 was approved. 4-0

**G. Complete IT – New cameras gym and door alarm**

On MOTION by Ms. Willis seconded by Mr. Smith with all in favor the proposal from Complete IT for three new cameras gym and door alarm in the amount of \$2,417.50 was approved. 4-0

Mr. Fisk discussed three exit door alarms, but we do not have the intercom price as of yet.

October 19, 2023

Meadow Pointe C.D.D.

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor the push bars and intercom in the amount of \$3,000 was approved. 4-0

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor the Fitrev annual maintenance contract to be performed quarterly was approved. 4-0

**EIGHTH ORDER OF BUSINESS**

**Community Council Update**

Mr. Costa had no comments.

**NINTH ORDER OF BUSINESS**

**District Manager**

Mr. Vega had no comments.

**TENTH ORDER OF BUSINESS**

**New Business**

- There was a Board consensus to provide residents that are starting a new business in the CDD 90 days in which rental fees are waived.

A resident requested to be appointed to the empty Board seat.

An item will be added to the November 16<sup>th</sup> meeting agenda regarding the Boards interest in filling the vacant Board seat. Candidates will be asked to submit resumes to the District Manager.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Comments**

Ms. Willis commented that she has received favorable comments on the FHP service.

On MOTION by Mr. Smith seconded by Ms. Willis with all in favor extending the FHP agreement for another 30 days starting November 1, 2023 was approved. 4-0

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

Resident comments were received.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business to discuss,

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor the meeting adjourned at 8:20 p.m. 4-0

**Meadow Pointe**

Community Development District

**Notes to the Financial Statements**

**Financial Overview / Highlights**

- ▶ Total revenues are currently at .39% of the annual budget. 0% of special assessments have been collected through October.
  
- ▶ Total expenditures are at approximately 13.46% of the annual budget.

**Variance Analysis**

Account Name	YTD Actual	Annual Budget	% of Budget	Explanation
<b>Expenditures - General Fund</b>				
<i><b>Administrative</b></i>				
ProfServ-Mgmt Consulting Serv	\$5,374	\$64,483	8%	Budget includes monthly management fee and annual fee for assessment roll preparation.
Web Hosting/Email services	\$1,553	\$1,553	0%	Annual Website Services for FY2024.
Insurance-General Liability	\$43,735	\$35,364	124%	EGIS Insurance premium has been paid for FY2024.
Annual District Filing Fee	\$175	\$175	100%	Annual Filing for FY 2024.
<i><b>Field</b></i>				
R&M-General	\$4,000	\$36,000	11%	Neptune Multi Services - pressure wash sidewalk/fences.
R&M-Lake	\$2,290	\$27,500	8%	All payments for monthly lake maintenance and repairs.
R&M-Landscape Renovations	\$2,430	\$20,000	12%	Greenview Landscaping - removed dirt/debris, added SOD.
R&M-Trees	\$1,150	\$15,000	8%	Two Men & A Chainsaw - removed trees.
<i><b>Parks and Recreation</b></i>				
ProfServ-Pool Maintenance	\$12,197	\$30,000	41%	Triangle Pool Service - replace flow switch, install chemical controller - \$2,542. Specialty Surfaces - installation of splash pad - \$9,655.
Communication - Telephone	\$896	\$6,000	15%	Spectrum and Verizon monthly charges.
Holiday Decorations	\$12,000	\$13,000	92%	Events Done Bright - holiday decorations.
Op Supplies - General	\$3,480	\$36,287	10%	Includes pool chemicals - \$1,946, cleaning supplies and misc expenses.
Capital Outlay	\$21,942	\$41,700	53%	Fitrev - various equipment installation with subscriptions and pad reupholstery.
Reserve	\$8,271	\$176,190	5%	Aquaworx - deposit for new splash features.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*

**Balance Sheet**  
October 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 338,586	\$ 403	\$ 338,989
Cash On Hand/Petty Cash	300	-	300
Due From Other Funds	-	113,829	113,829
Investments:			
Money Market Account	811,354	-	811,354
Prepaid Items	353	-	353
Utility Deposits - TECO	18,775	-	18,775
<b>TOTAL ASSETS</b>	<b>\$ 1,169,368</b>	<b>\$ 114,232</b>	<b>\$ 1,283,600</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 42,732	\$ 13,297	\$ 56,029
Accrued Expenses	15,000	23,693	38,693
Deposits	600	-	600
Due To Other Funds	113,829	-	113,829
<b>TOTAL LIABILITIES</b>	<b>172,161</b>	<b>36,990</b>	<b>209,151</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	353	-	353
Deposits	18,775	-	18,775
<b>Assigned to:</b>			
Operating Reserves	300,713	72,242	372,955
Reserves - Park	176,190	-	176,190
<b>Unassigned:</b>	501,176	5,000	506,176
<b>TOTAL FUND BALANCES</b>	<b>\$ 997,207</b>	<b>\$ 77,242</b>	<b>\$ 1,074,449</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,169,368</b>	<b>\$ 114,232</b>	<b>\$ 1,283,600</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 2,500	\$ 208	\$ 5,326	\$ 5,118	213.04%
Interest - Tax Collector	-	-	1	1	0.00%
Special Assmnts- Tax Collector	1,427,125	-	-	-	0.00%
Special Assmnts- Discounts	(57,085)	-	-	-	0.00%
Other Miscellaneous Revenues	5,500	458	-	(458)	0.00%
Access Cards	1,000	83	-	(83)	0.00%
<b>TOTAL REVENUES</b>	<b>1,379,040</b>	<b>749</b>	<b>5,327</b>	<b>4,578</b>	<b>0.39%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	12,000	1,000	1,190	(190)	9.92%
FICA Taxes	918	77	61	16	6.64%
ProfServ-Engineering	10,000	833	-	833	0.00%
ProfServ-Legal Services	10,000	833	105	728	1.05%
ProfServ-Mgmt Consulting	64,483	5,374	5,374	-	8.33%
ProfServ-Property Appraiser	150	150	-	150	0.00%
ProfServ-Recording Secretary	1,500	125	-	125	0.00%
Auditing Services	5,200	-	-	-	0.00%
Website Hosting/Email services	1,553	1,553	1,553	-	100.00%
Postage and Freight	2,000	167	-	167	0.00%
Insurance - General Liability	35,364	35,364	43,735	(8,371)	123.67%
Printing and Binding	1,500	125	-	125	0.00%
Legal Advertising	1,100	92	143	(51)	13.00%
Miscellaneous Services	100	8	-	8	0.00%
Misc-Assessment Collection Cost	28,543	-	-	-	0.00%
Misc-Taxes	3,300	-	-	-	0.00%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>177,886</b>	<b>45,876</b>	<b>52,336</b>	<b>(6,460)</b>	<b>29.42%</b>
<b>Field</b>					
Contracts-Security Services	1,600	133	1,120	(987)	70.00%
Contracts-Landscape	158,421	13,202	13,202	-	8.33%
Contracts-Landscape Consultant	6,720	560	560	-	8.33%
Utility - General	20,000	1,667	2,049	(382)	10.25%
R&M-General	36,000	3,000	4,000	(1,000)	11.11%
R&M-Irrigation	10,000	833	500	333	5.00%
R&M-Lake	27,500	2,292	2,290	2	8.33%
R&M-Landscape Renovations	20,000	1,667	2,430	(763)	12.15%
R&M-Mulch	13,000	1,083	-	1,083	0.00%
R&M-Sidewalks	10,000	833	-	833	0.00%
R&M-Trees	15,000	1,250	1,150	100	7.67%
Cap Outlay-Machinery and Equip	5,000	417	-	417	0.00%
<b>Total Field</b>	<b>323,241</b>	<b>26,937</b>	<b>27,301</b>	<b>(364)</b>	<b>8.45%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>Road and Street Facilities</u></b>					
Electricity - Streetlights	162,314	13,526	15,826	(2,300)	9.75%
<b>Total Road and Street Facilities</b>	<b>162,314</b>	<b>13,526</b>	<b>15,826</b>	<b>(2,300)</b>	<b>9.75%</b>
<b><u>Parks and Recreation</u></b>					
Payroll-Salaries	270,000	22,500	21,333	1,167	7.90%
Payroll-Benefits	4,500	375	-	375	0.00%
FICA Taxes	20,655	1,721	1,662	59	8.05%
Life and Health Insurance	9,000	750	-	750	0.00%
Workers' Compensation	8,611	8,611	3,768	4,843	43.76%
ProfServ-Pool Maintenance	30,000	2,500	12,197	(9,697)	40.66%
Contracts-Pest Control	1,113	93	-	93	0.00%
Communication - Telephone	6,000	500	896	(396)	14.93%
Utility - General	40,000	3,333	4,561	(1,228)	11.40%
R&M-General	38,200	3,183	-	3,183	0.00%
R&M-Mulch	5,000	417	-	417	0.00%
R&M-Fitness Equipment	1,800	150	-	150	0.00%
Holiday Decoration	13,000	6,500	12,000	(5,500)	92.31%
Misc-News Letters	7,500	625	-	625	0.00%
Special Events	5,000	417	-	417	0.00%
Op Supplies - General	36,287	3,024	3,480	(456)	9.59%
Subscriptions and Memberships	1,043	87	-	87	0.00%
Capital Outlay	41,700	3,475	21,942	(18,467)	52.62%
Reserve	176,190	176,190	8,271	167,919	4.69%
<b>Total Parks and Recreation</b>	<b>715,599</b>	<b>234,451</b>	<b>90,110</b>	<b>144,341</b>	<b>12.59%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,379,040</b>	<b>320,790</b>	<b>185,573</b>	<b>135,217</b>	<b>13.46%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	(320,041)	(180,246)	139,795	0.00%
Net change in fund balance	\$ -	\$ (320,041)	\$ (180,246)	\$ 139,795	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,177,453</b>	<b>1,177,453</b>	<b>1,177,453</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,177,453</b>	<b>\$ 857,412</b>	<b>\$ 997,207</b>		



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Special Assmnts- Tax Collector	330,649	-	-	-	0.00%
Special Assmnts- Discounts	(13,226)	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>317,423</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
ProfServ-Administrative	2,100	175	-	175	0.00%
ProfServ-Legal Services	7,000	583	-	583	0.00%
Deed Restrictions	7,200	600	-	600	0.00%
Deed Restrictions-Printing & Postage	7,200	600	-	600	0.00%
Misc-Assessment Collection Cost	6,613	-	-	-	0.00%
Office Supplies	3,000	250	-	250	0.00%
<b>Total Administration</b>	<b>33,113</b>	<b>2,208</b>	<b>-</b>	<b>2,208</b>	<b>0.00%</b>
<b><u>Garbage/Solid Waste Services</u></b>					
Utility - Refuse Removal	284,310	23,693	23,290	403	8.19%
<b>Total Garbage/Solid Waste Services</b>	<b>284,310</b>	<b>23,693</b>	<b>23,290</b>	<b>403</b>	<b>8.19%</b>
<b>TOTAL EXPENDITURES</b>	<b>317,423</b>	<b>25,901</b>	<b>23,290</b>	<b>2,611</b>	<b>7.34%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	(25,901)	(23,290)	2,611	0.00%
Net change in fund balance	\$ -	\$ (25,901)	\$ (23,290)	\$ 2,611	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>100,532</b>	<b>100,532</b>	<b>100,532</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 100,532</b>	<b>\$ 74,631</b>	<b>\$ 77,242</b>		

# Meadow Pointe

Community Development District

## Cash and Investment Report October 31, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	SouthState	0.00%	n/a	69,748
Checking Account - Operating	Valley National	5.14%	n/a	263,185
Checking Account - Operating	Regions	0.00%	n/a	6,056
		<b>Subtotal</b>		<u>338,989</u>
Petty Cash		0.00%	n/a	300
Money Market Account	Bank United	5.12%	n/a	811,354
		<b>Subtotal</b>		<u>811,354</u>
		<b>Total</b>		<u>\$ 1,150,642</u>



# Quarterly Compliance Audit Report

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## Meadow Pointe

**Date:** October 2023 - 3rd Quarter

**Prepared for:** Sandra Demarco

**Developer:** Inframark

**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	<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

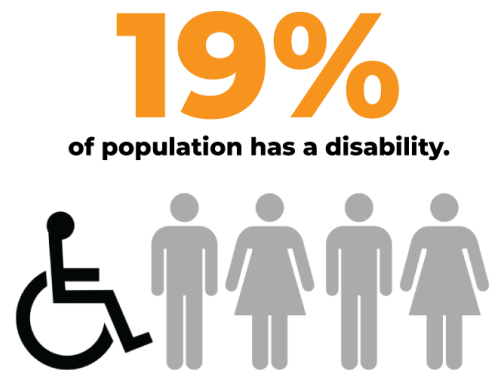
Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, 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
Passed	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.



Sight, hearing, physical, cognitive.

## The legal and right thing to do

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



# ADA Compliance Categories

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



## Contrast and colors

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

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



## Using semantics to format your HTML pages

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



## Text alternatives for non-text content

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

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



## Ability to navigate with the keyboard

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

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](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

**MEADOW POINTE  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 09/30/23**

The Board hereby assigns the FY 2023 Reserves as follows:

	<u>FY2023</u>
Operating Reserves	\$ 372,955
Reserves - Park	176,190
Total Assigned Reserves	<u>\$ 549,145</u>