



Rizzetta & Company

# LTC Ranch West Residential Community Development District

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**Board of Supervisors Meeting  
February 27, 2024**

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

# LTC RANCH WEST RESIDENTIAL DEVELOPMENT DISTRICT COMMUNITY

|                             |  |  |
|-----------------------------|--|--|
| <b>Board of Supervisors</b> | Grady Miars<br>Austin Burr<br>Robert Nelson<br>James Jahna<br>Ben Meyers | Chairman<br>Vice Chairman<br>Assistant Secretary<br>Assistant Secretary<br>Assistant Secretary |
| <b>District Manager</b>     | Brian Mendes   | Rizzetta & Company, Inc.   |
| <b>District Counsel</b>     | Jonathan Johnson   | Kutak Rock LLP   |
| <b>District Engineer</b>    | Kinan Husainy  | Kimley-Horn and Associates   |

## **All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT**

District Office · Orlando, Florida · (407) 472-2471

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

[www.ltc ranchwestcdd.org](http://www.ltc ranchwestcdd.org)

February 20, 2024

Board of Supervisors  
**LTC Ranch West Residential  
Community Development  
District**

**AGENDA**

Dear Board Members:

The meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District will be held on **February 27, 2024, at 11:30 a.m.** at the **Office of Greenpointe Communities, LLC** located at **864 S.E. Becker Road, Port St. Lucie Florida 34984**. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Meeting from the Board of Supervisors Meeting held on January 4, 2024 ..... Tab 1
  - B. Ratification of Operation and Maintenance Expenditures for December 2023 & January 2024 ..... Tab 2
  - C. Acceptance of Board Resignation ..... Tab 3
  - D. Appointment of Board Supervisor in Seat 1
  - E. Consideration of Resolution 2024-06, Designating Officers..... Tab 4
- 4. BUSINESS ITEMS**
  - A. Consideration of Pod 9 Utility and Infrastructure Bid (Under Separate Cover)
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - 1. Website Audit ..... Tab 5
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 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 (407) 472-2471.

Very truly yours,  
*Brian Mendes*  
Brian Mendes  
District Manager

cc: Johnthan Johnson, Kutak Rock  
LLP

# Tab 1

**MINUTES OF MEETING**

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

**LTC RANCH WEST RESIDENTIAL  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District was held on **January 4, 2024, at 11:31 a.m.** at the Office of Greenpointe Communities located at 864 South East Becker Road, Port St Lucie, FL 34984. Following is the agenda for the meeting.

|             |  |
|-------------|--|
| Austin Burr | <b>Board Supervisor, Vice Chairman</b>       |
| Bo Jahna    | <b>Board Supervisor, Assistant Secretary</b> |
| Ben Meyers  | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

|                  |   |
|------------------|---|
| Brian Mendes     | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| Scott Brizendine | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| Jonathan Johnson | <b>District Counsel, Kutak Rock</b>                   |
| Kinan Husainy    | <b>District Engineer, Kimley-Horn</b>                 |
| Kayla Connell    | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |

|          |                    |
|----------|--------------------|
| Audience | <b>Not Present</b> |
|----------|--------------------|

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

Mr. Mendes called the meeting to order at 11:31 a.m. and confirmed a quorum.

**SECOND ORDER OF BUSINESS** **Public Comments**

No members of the public were present.

**THIRD ORDER OF BUSINESS** **Consideration of Minutes of Meeting from Board of Supervisors' Meeting held on November 16, 2023**

Mr. Mendes presented the minutes from the meeting held on November 16, 2023. No changes were requested.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board approved the Minutes of the Regular Meeting held on November 16, 2023, for LTC Ranch West Residential Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures for  
October and November 2023**

Mr. Mendes presented the operation and maintenance expenditures for October and November 2023 and asked if there were any questions. There were no questions regarding any of the expenditures.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board ratified Operation and Maintenance Expenditures for October 2023 (\$15,239.88) and November (\$14,765.21), for LTC Ranch West Residential Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Public Hearing to Consider  
Imposition of Special  
Assessments and Adoption of  
Assessment Roll**

The district engineer stated that the unit count is corrected on the Engineer's Report.

Ms. Connell briefly summarized the master assessment to the board of supervisors.

Mr. Mendes called for a motion to open the public hearing.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board of supervisors opened the public hearing, for LTC Ranch West Residential Community Development District.

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Mr. Mendes called for a motion to close the public hearing.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board of supervisors closed the public hearing, for LTC Ranch West Residential Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution  
2024-05 Levying Assessments**

Mr. Mendes presented resolution 2024-05 to the board and asked if there were any questions. There were none.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board of supervisors adopted Resolution 2024-05; Levying Assessments, for LTC Ranch West Residential Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Staff Reports**

82 A. District Counsel

83  
84 No Report.

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86 B. District Engineer

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88 No Report.

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90 C. District Manager

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92 No Report.

93  
94 **SEVENTH ORDER OF BUSINESS**

**Audience Comments &  
Supervisor Requests**

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97 There were no comments from the Audience.

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99 There were no Supervisor requests put forward.

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101 **EIGHTH ORDER OF BUSINESS**

**Adjournment**

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On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:41 a.m. for LTC Ranch West Residential Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

## **Tab 2**



# LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## 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:   **\$   13,972.96**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# LTC Ranch West Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

| <u>Vendor Name</u>                   | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>               | <u>Invoice Amount</u>      |
|--------------------------------------|---------------------|-----------------------|--|----------------------------|
| Impact Landscaping & Irrigation, LLC | 100070              | INV-62923             | Landscaping Maintenance 12/23            | \$ 8,228.00                |
| Innersync Studio, Ltd                | 100071              | 21867                 | CDD Website Services 12/23               | \$ 384.38                  |
| Kutak Rock, LLP                      | 100072              | 3312292               | Legal Services 10/23                     | \$ 908.50                  |
| Rizzetta & Company, Inc.             | 100069              | INV0000085766         | District Management Fees 12/23           | \$ 4,260.00                |
| Treasure Coast Newspapers            | 100073              | 6064296               | Legal Advertising Account #1126104 11/23 | \$ 192.08                  |
| <b>Total Report</b>                  |                     |                       |  | <b><u>\$ 13,972.96</u></b> |

# LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## 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:   **\$   68,872.73**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# LTC Ranch West Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

| <u>Vendor Name</u>                   | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>               | <u>Invoice Amount</u> |
|--------------------------------------|---------------------|-----------------------|--|-----------------------|
| Benjamin Meyers                      | 100078              | BM010424              | Board of Supervisors Meeting 01/04/24    | \$ 200.00             |
| Bo Jahna                             | 100079              | BJ010424              | Board of Supervisors Meeting 01/04/24    | \$ 200.00             |
| Gannett Florida LocaliQ              | 100080              | 6135942.522           | Legal Advertising Account #1126841 12/23 | \$ 2,875.20           |
| Impact Landscaping & Irrigation, LLC | 100084              | INV-63573             | Landscaping Maintenance 01/24            | \$ 8,228.00           |
| Kimley-Horn and Associates, Inc.     | 100081              | 26166157              | Engineering Services 09/23               | \$ 12,401.38          |
| Kimley-Horn and Associates, Inc.     | 100081              | 26373930              | Engineering Services 10/23               | \$ 1,004.16           |
| Kimley-Horn and Associates, Inc.     | 100085              | 26716906              | Engineering Services 11/23               | \$ 7,229.95           |
| Kimley-Horn and Associates, Inc.     | 100085              | 26873073              | Engineering Services 12/23               | \$ 1,255.20           |
| Kutak Rock, LLP                      | 100086              | 3327309               | Legal Services 11/23                     | \$ 1,345.00           |
| Kutak Rock, LLP                      | 100088              | 3341058               | Legal Services 12/23                     | \$ 712.00             |
| Rizzetta & Company, Inc.             | 100074              | INV0000086487         | District Management Fees 01/24           | \$ 4,260.00           |
| Rizzetta & Company, Inc.             | 100075              | INV0000086397         | Dissemination Services FY 23-24          | \$ 6,000.00           |

# LTC Ranch West Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

| <u>Vendor Name</u>                            | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>               | <u>Invoice Amount</u>      |
|---|---------------------|-----------------------|--|----------------------------|
| Robert A Burr                                 | 100082              | RB010424              | Board of Supervisors Meeting 01/04/24    | \$ 200.00                  |
| Saint Lucie County Property Appraisers Office | 100083              | INV-1185              | Non Ad Valorem 2023 TRIM Notice 12/23    | \$ 15,958.08               |
| U.S. Bank                                     | 100076              | 7136600 S2021A        | Trustee Fees FY 11/01/23-10/31/24        | \$ 4,040.63                |
| U.S. Bank                                     | 100077              | 7135228               | Trustee Fees FY 11/01/23-10/31/24 S2021B | \$ 2,963.13                |
| <b>Total Report</b>                           |                     |                       |  | <b><u>\$ 68,872.73</u></b> |

## **Tab 3**

**From:** Grady Miars <[gmiars@greenpointllc.com](mailto:gmiars@greenpointllc.com)>

**Sent:** Monday, January 29, 2024 1:11:46 PM

**To:** Johnson, Jonathan T. <[Jonathan.Johnson@KutakRock.com](mailto:Jonathan.Johnson@KutakRock.com)>

**Subject:** LTC and veranda II CDD

**[ CAUTION - EXTERNAL SENDER ]**

Jonathan

Please allow this email to serve as my resignation for LTC West CDD Board and Veranda II CDD Board

Thank you.

Grady Miars | President

GreenPointe Communities

[7807 Baymeadows Road E., Suite 205](#)

[Jacksonville, Florida 32256](#)

O: [904.996.2485](tel:904.996.2485)

C: [239.851.3225](tel:239.851.3225)

[gmiars@GreenPointeLLC.com](mailto:gmiars@GreenPointeLLC.com)

# Tab 4



**RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the LTC Ranch West Residential Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** \_\_\_\_\_ is appointed Chairman.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chairman.

**SECTION 3.** Scott Brizendine is appointed Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
Melissa Dobbins is appointed Assistant Secretary.  
Brian Mendes is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Treasurer.  
\_\_\_\_\_ is appointed Assistant Treasurer.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**SECTION 5.** All previous resolutions regarding officers are hereby repealed.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of February 2024.

ATTEST:

**LTC RANCH WEST RESIDENTIAL  
COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson/Vice Chairperson, Board of Supervisors

# **Tab 5**



# Quarterly Compliance Audit Report

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## LTC Ranch West Residential

**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**

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## **Audit results**

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## **Helpful information:**

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

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard



# Florida F.S. 189.069 Requirements

Result: **PASSED**

## Compliance Criteria

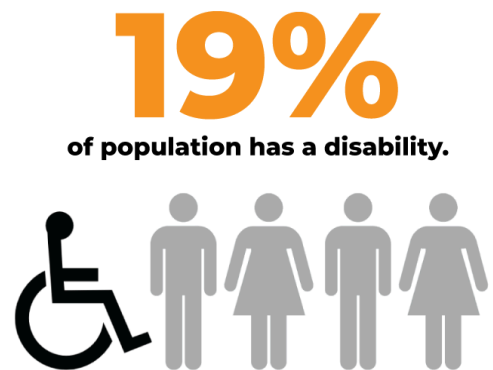
| Passed | Description   |
|--------|---|
| Passed | Full Name and primary contact specified                     |
| Passed | Public Purpose  |
| Passed | Governing body Information                                  |
| Passed | Fiscal Year   |
| Passed | Full Charter (Ordinance and Establishment) Information      |
| Passed | CDD Complete Contact Information                            |
| Passed | District Boundary map                                       |
| Passed | Listing of taxes, fees, assessments imposed by CDD          |
| Passed | Link to Florida Commission on Ethics                        |
| Passed | District Budgets (Last two years)                           |
| Passed | Complete Financial Audit Report                             |
| Passed | Listing of Board Meetings                                   |
| N/A    | Public Facilities Report, if applicable                     |
| Passed | Link to Financial Services                                  |
| X      | Meeting Agendas for the past year, and 1 week prior to next |



# Accessibility overview

## Everyone deserves equal access.

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



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  |