Rizzetta & Company

Bella Vida
Community Development District

Board of Supervisors' Meeting

February 06, 2024

District Office:
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912
(239) 936-0913

www.bellavidacdd.org

Professionals in Community Management

BELLA VIDA
COMMUNITY DEVELOPMENT DISTRICT

Bella Vida Clubhouse, 3427 Malagrotta Circle, Cape Coral, Florida 33909

Board of Supervisors	Sarona Weyant	Chairman
	Phyllis Roberts	Vice Chairman
	Jenna Giampi	Assistant Secretary
	Erik Sandsmark	Assistant Secretary
	Donald Tremel	Assistant Secretary
District Manager	Belinda Blandon	Rizzetta & Company, Inc.
District Counsel	Lauren Gentry	Kilinski I VanWyk PLLC
District Engineer	Brent Burford	Johnson 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 (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

BELLA VIDA COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.bellavidacdd.org

January 30, 2024

Board of Supervisors
Bella Vida Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Bella Vida Community Development District will be held on **Tuesday, February 6, 2024 at 5:00 p.m.**, at the Bella Vida Clubhouse, 3427 Malagrotta Circle, Cape Coral, FL 33909. The following is the agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS**
3. **BUSINESS ADMINISTRATION**
   A. Consideration of the Minutes of the Board of Supervisors' Meeting held on November 7, 2023... Tab 1
   B. Ratification of the Operations and Maintenance Expenditures for October, November, and December 2023......................... Tab 2
4. **BUSINESS ITEMS**
   A. Consideration of Earth Tech Environmental Proposal for Semi-annual Preserve Maintenance 2024/2025 .... Tab 3
5. **STAFF REPORTS**
   A. District Counsel
   B. District Engineer
   C. District Manager
      1. DM Report .... Tab 4
      2. Review of Campus Suite Website Compliance Report, December 2023, 4th Quarter .... Tab 5
6. **SUPERVISOR REQUESTS AND AUDIENCE 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 (239) 936-0913.

Very truly yours,

Belinda Blandon

Belinda Blandon
District Manager

cc: Lauren Gentry, Kilinski I VanWyk PLLC

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.

BELLA VIDA
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bella Vida Community Development District was held on **Tuesday, November 07, 2023 at 5:01 p.m.** at the Bella Vida Clubhouse, 3427 Malagrotta Circle, Cape Coral, Florida 33909.

Present and constituting a quorum:

Sarona Weyant	**Board Supervisor, Chair**
Phyllis Roberts	**Board Supervisor, Vice Chair**
Jenna Giampi	**Board Supervisor, Assistant Secretary**
Erik Sandsmark	**Board Supervisor, Assistant Secretary**
Donald Tremel	**Board Supervisor, Assistant Secretary**

Also present were:

Belinda Blandon	**District Manager, Rizzetta & Company, Inc.**
Molly Maggiano	**District Counsel, Kilinski I Van Wyk PLLC**

FIRST ORDER OF BUSINESS **Call to Order**

Ms. Blandon called the meeting to order and read roll call.

SECOND ORDER OF BUSINESS **Public Comment**

Ms. Blandon opened the floor to comments from the public. There were none.

THIRD ORDER OF BUSINESS **Consideration of the Minutes of the Board of Supervisors' Meeting held on August 08, 2023**

Ms. Blandon presented the minutes of the Board of Supervisors' meeting held on August 08, 2023, and asked if there were any questions. There were none.

> On a Motion by Mr. Weyant, seconded by Mr. Tremel, with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on August 08, 2023, for the Bella Vida Community Development District.

FOURTH ORDER OF BUSINESS **Ratification of the Operations and Maintenance Expenditures for the Months of July, August, and September 2023**

50

51   Ms. Blandon advised the expenditures for the period of July 1-31, 2023, totaled
52    $11,681.58, the expenditures for the period of August 1-31, 2023, totaled $12,991.59, and
53   the expenditures for the period for September 1-30, 2023, totaled $18,107.08. She
54   responded to questions from the Board.

55

56   On a Motion by Mr. Sandsmark, seconded by Ms. Giampi, with all in favor, the Board
57   Ratified the Operations and Maintenance Expenditures for the Months of July 2023
58   ($11,681.58), August 2023 ($12,991.59), and September 2023 ($18,107.08), for the Bella
59   Vida Community Development District.

60

61   **FIFTH ORDER OF BUSINESS**   **Ratification of Great View Lawn Care**
62   **Tree Trimming Agreement**

63

64   Ms. Blandon provided an overview of the Ratification of Great View Lawn Care Tree
65   Trimming Agreement. She asked if there were any questions, there were none.

66

67   On a Motion by Mr. Tremel, seconded by Ms. Roberts, with all in favor, the Board Ratified
68   the Great View Lawn Care Tree Trimming Agreement, for the Bella Vida Community
69   Development District.

70

71   **SIXTH ORDER OF BUSINESS**   **Staff Reports**

72

73   A.   District Counsel
74   Ms. Maggiano advised that she had no report. She advised that she would
75   answer questions from the Board. There were none.

76

77   B.   District Engineer
78   Ms. Blandon advised if there were any questions for Mr. Burford. She would
79   email them to him. There were none.

80

81   C.   District Manager
82   Ms. Blandon advised the next regular meeting of the Bella Vida CDD is
83   scheduled for Tuesday, February 06, 2024, at 5:00 p.m.

84

85   Ms. Blandon advised she provided two web site audits, and they were both
86   clean audits.

87

88   **SEVENTH ORDER OF BUSINESS**   **Supervisor Requests and Comments**

89

90   Ms. Blandon asked if there were any Supervisor requests or comments.

91

92   Ms. Weyant advised there was an algae bloom in the lake between Dandolo Circle
93   and Malagrotta Circle. Ms. Blandon advised that Solitude Lake Maintenance will be
94   spraying the lake (#12) this week.

95

96   Ms. Weyant advised the Board that pumpkins were thrown into the preserve. Ms.
97   Blandon advised that she would have Pinnacle Landscape, Inc pick up the pumpkins.

98 Board discussion ensued. Two of the Board members stated they would remove the
99 pumpkins from the preserve.
100
101 **EIGHTH ORDER OF BUSINESS**   **Adjournment**
102
103   Ms. Blandon advised there was no further business to come before the Board and
104 asked for a motion to adjourn.
105
106 | On a Motion by Ms. Weyant, seconded by Ms. Giampi, with all in favor the Board adjourned
107 | the meeting at 5:08 p.m., for the Bella Vida Community Development District.
108
109
110
111 _____   _____
112 Secretary/Assistant Secretary   Chairman/Vice Chairman

Tab 2

BELLA VIDA COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.bellavidacdd.org

Operation and Maintenance Expenditures
October 2023
For Board Approval

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

The total items being presented: **$ 17,827.74**

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bella Vida Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Innersync Studio, Ltd	100009	21704	Quarterly Web Hosting 10/23	$ 384.38
Pinnacle Landscapes, Inc.	100010	15547	Landscape Maintenance 09/23	$ 6,227.50
Pinnacle Landscapes, Inc.	100010	15582	Irrigation Repairs 09/23	$ 476.50
Rizzetta & Company, Inc.	100008	INV0000084040	Assessment Roll FY 23/24	$ 5,682.00
Rizzetta & Company, Inc.	100007	INV0000084138	District Management Fees 10/23	$ 3,900.67
Solitude Lake Management, LLC	100011	PSI015555	Lake & Pond Management Services 10/23	$ 1,156.69

Total Report   **$ 17,827.74**

BELLA VIDA COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.bellavidacdd.org

**Operation and Maintenance Expenditures
November 2023
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures
paid from November 1, 2023 through November 30, 2023. This does not include
expenditures previously approved by the Board.

The total items being presented: **$ 16,470.86**

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bella Vida Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Donald Tremel	100017	DT110723	Board of Supervisors Meeting 11/07/23	$ 200.00
Earth Tech Environmental, LLC	100015	9799	Semiannual Preserve Maintenance 11/23	$ 3,250.00
Erik Sandsmark	100018	ES110723	Board of Supervisors Meeting 11/07/23	$ 200.00
Florida Department of Commerce	100016	88895	Special District Fee FY 23/24	$ 175.00
Jenna Giampi	100019	JG110723	Board of Supervisors Meeting 11/07/23	$ 200.00
Lee County Property Appraiser	100020	11539	Non Ad Valorem Roll FY 23/24	$ 441.00
Phyllis J. Roberts	100021	PR110723	Board of Supervisors Meeting 11/07/23	$ 200.00
Pinnacle Landscapes, Inc.	100013	15620	Landscape Maintenance 10/23	$ 6,227.50
Pinnacle Landscapes, Inc.	100013	15665	Irrigation Repairs 10/23	$ 320.00
Rizzetta & Company, Inc.	100012	INV0000084931	District Management Fees 11/23	$ 3,900.67
Sarona Rahn Weyant	100022	SW110723	Board of Supervisors Meeting 11/07/23	$ 200.00
Solitude Lake Management, LLC	100014	PSI024394	Lake & Pond Management Services 11/23	$ 1,156.69

Total Report   **$ 16,470.86**

BELLA VIDA COMMUNITY DEVELOPMENT DISTRICT

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: **$ 26,946.36**

Approval of Expenditures:

_____

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Bella Vida Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Greatview Lawncare, LLC	100113	17815	Tree Trimming 11/23	$ 14,812.00
Kilinski / Van Wyk, PLLC	100114	7838	Legal Service 10/23	$ 395.02
Pinnacle Landscapes, Inc.	100025	15699	Landscape Maintenance 11/23	$ 6,227.50
Pinnacle Landscapes, Inc.	100025	15764	Irrigation Repairs 11/23	$ 212.50
Rizzetta & Company, Inc.	100023	INV0000085734	District Management Fees 12/23	$ 3,900.67
Solitude Lake Management, LLC	100026	PSI031988	Lake & Pond Management Services 12/23	$ 1,156.69
The Ledger / News Chief/ CA Florida Holdings, LLC	100024	5987949	Legal Advertising 10/23	$ 241.98

Total Report   **$ 26,946.36**

Tab 3

EARTH TECH ENVIRONMENTAL

10600 Jolea Avenue

Bonita Springs, FL 34135 US

239-304-0030

www.eteflorida.com

Proposal

ADDRESS

Bella Vida CDD

9530 Marketplace Road

Suite 206

Ft. Myers, FL 33912

PROPOSAL # 3026

DATE 12/07/2023

EXPIRATION DATE 01/31/2024

PROJECT NAME	PROJECT MANAGER
BELLA VIDA CDD	donnb@eteflorida.com

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Ecosystem Restoration/ Maint Tasks:Preserve Maintenance Task 1.0 2024 Semiannual Preserve Maintenance: Earth Tech Environmental LLC will perform two (2) maintenance event in 2024 within ± 20.86 AC of preserve area located at Bella Vida. This task will consist of treatment of all FLEPPC category I & II exotic/nuisance species and selective invasive species within the designated areas. Eradication methods will consist of (1) cutting and stump treatment of all woody exotic/nuisance species; (2) frill and/or girdle of any woody exotic/nuisance species greater than 4" DBH; (3) foliar treatment of all saplings and/or herbaceous exotic/nuisance species; and (4) hand pulling of exotic/nuisance saplings. All treated vegetation will remain within the project boundaries. A qualified project manager licensed to apply herbicide in aquatic areas, ROW and natural areas will supervise all work.	2	2,850.00	5,700.00
	Ecosystem Restoration/ Maint Tasks:Nuisance Vegetation Control Task 1.1 2024 Semiannual Native Vine Treatments: Earth Tech Environmental LLC will perform two (2) semiannual native vine treatments within the designated preserve areas at Bella Vida. Native Vines along the preserve perimeters and climbing in native trees and shrubs will be targeted. Eradication methods will consist of foliar treatment and hand pulling of targeted native vines . All treated vegetation will remain within the project boundaries. A qualified project manager licensed to apply herbicide in aquatic areas, ROW and natural areas will supervise all work.	2	600.00	1,200.00
	Ecosystem Restoration/ Maint Tasks:Preserve Maintenance Task 2.0 2025 Semiannual Preserve Maintenance: Earth Tech Environmental LLC will perform two (2) maintenance event in 2025 within ± 20.86 AC of preserve area located at Bella Vida. This task will consist of treatment of all FLEPPC category I & II exotic/nuisance species and selective invasive species within the designated areas. Eradication methods will consist of (1) cutting and stump treatment of all woody exotic/nuisance species; (2) frill and/or girdle of any woody exotic/nuisance species greater than 4" DBH; (3) foliar treatment of all saplings and/or herbaceous exotic/nuisance species; and (4) hand pulling of exotic/nuisance saplings. All treated vegetation will remain within the project boundaries. A qualified project manager licensed to apply herbicide in aquatic areas, ROW and natural areas will supervise all work.	2	2,850.00	5,700.00
	Ecosystem Restoration/ Maint Tasks:Nuisance Vegetation Control Task 2.1 2025 Semiannual Native Vine Treatments: Earth Tech Environmental LLC will perform two (2) semiannual native vine treatments within the designated preserve areas at Bella Vida. Native Vines along the preserve perimeters and climbing in native trees and shrubs will be targeted. Eradication methods will consist of foliar treatment and hand pulling of targeted native vines . All treated vegetation will remain within the project boundaries. A qualified project manager licensed to apply herbicide in aquatic areas, ROW and natural areas will supervise all work.	2	600.00	1,200.00

Earth Tech Environmental LLC will provide the above-listed
environmental services within the designated areas at Bella Vida CDD.
If you agree to these services please send a signed copy of this
proposal to donnb@eteflorida.com for work to be scheduled.

TOTAL

$13,800.00

Accepted By   Accepted Date

0.73 Ac

8.95 Ac

9.84 Ac

0.91 Ac

0.43 Ac

DEL PRADO BLVD N

Legend

Overall Community Boundary

Preserve Boundaries (20.86 Ac)

Note:
2015 Aerial, Project Boundary and Preserve Limits
obtained from Lee County Property Appraiser.

400   200   0   400

Feet

Bella Vida
Lee County, Florida

Earth Tech
Environmental, LLC

EARTH TECH ENVIRONMENTAL, LLC
1455 RAIL HEAD BLVD, SUITE 8
NAPLES, FLORIDA 34110
PHONE (239) 304-0030   FAX (239) 324-0054

N

SHEET NO.

Aerial Map

DATE	PROJECT NO.	SCALE
2/26/2016	N/A	AS SHOWN

Tab 4

Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** May 7, 2024
- **FY 2022-2023 Audit Completion Deadline:** June 30, 2024
- **Next Election (Seats 1, 2 & 3):** November 5, 2024

District Manager's Report

January 30

2024

BELLA VIDA CDD

FINANCIAL SUMMARY	12/31/2023
General Fund Cash & Investment Balance	$407,035
Debt Service Fund Investment Balance	$930,360
Total Cash and Investment Balances	**$1,337,395**
General Fund Expense Variance:	**$6,408** **Under Budget**

Professionals in Community Management

FEMA Update: A determination memo from FEMA was received and submitted to the Board for review. FEMA has deemed the District ineligible due to the locations of the trees not being a threat to public safety as well as other factors. DM will discuss the determination memo with the Board at the meeting.

Sabal Palm and Oak Tree Trimming: Trimming was completed. The trees look great.

Lake Maintenance: DM will discuss the lake maintenance with the Board at the meeting. DM is recommending that this service be bid out due to Solitude's decline in lake management.

Tab 5

Quarterly Compliance Audit Report

Bella Vida

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

Table of Contents

Compliance Audit

Audit results

Helpful information:

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).

ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.

Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

> * **NOTE**: Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.

ADA Website Accessibility

Result: PASSED

Accessibility Grading Criteria

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

*Errors represent less than 5% of the page count are considered passing
**Error reporting details are available in your Campus Suite Website Accessibility dashboard

Florida F.S. 189.069 Requirements
**Result: PASSED**

Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
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.

19%
of population has a disability.

Sight, hearing, physical, cognitive.
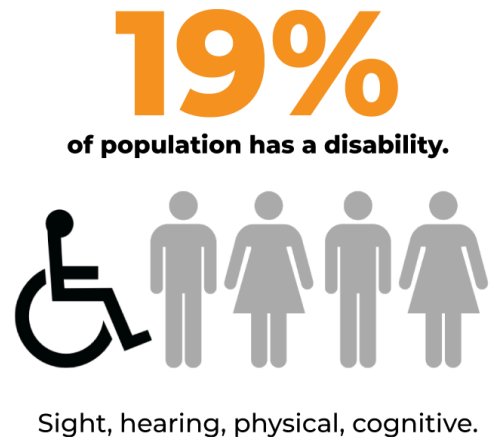
The legal and right thing to do

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

Easy to navigate and find information

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

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

Properly formatting tables

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

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

Making PDFs accessible

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

Helpful articles: [*http://webaim.org/techniques/acrobat/acroba*](http://webaim.org/techniques/acrobat/acrobat)t

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*](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*](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