



Community Development District

Board of Supervisors

Regular Meeting

October 18, 2023 at 8:30 AM

505 Whiskey Creek Drive, Marco Island, FL 34145

Anyone wishing to listen and participate in the meeting can do so by calling
1-888-468-1195, Participant Pin 636522.

Additionally, participants are encouraged to submit questions and comments to the District Manager in advance to facilitate the Board's consideration of such questions and comments during the meeting.

The agenda is as follows:

1. Call to Order/Roll Call
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes
 - a. July 10, 2023 Special Meeting Minutes
5. Old Business
 - a. Gate Operator Replacement Proposal
 - b. Gate Powder Coating Proposal
6. New Business
 - a. Authorization of Request of Qualifications (RFQ) for Engineering Services
 - b. Audit Committee Selection Process
 - i. Appointment of Committee Members
 - ii. Audit Committee Meeting Dates
 1. First Audit Committee – Approval of Criteria and RFP
 2. Second Audit Committee – Ranking of Proposals
 - c. Authorization of Selection of Landscape Services Provider
7. Attorney Report
8. Engineer Report
 - a. Bridge/Streetlight Painting Quote Update
9. Supervisors' Requests
10. District Manager Report
 - a. Acceptance of Unaudited Fiscal Year-End Financials Ending September 30, 2023
 - b. Damaged Exit Gate Replacement Update
 - c. FY 2023-2024 Insurance Update

- d. Bridge Solar Lighting Update
- e. FEMA Update
- 11. Public Comments
- 12. Adjournment

1
2 **Key Marco Community Development District**
3 **Special Meeting & Public Hearings**
4 **July 10, 2023**

5 **Appearances**

6 Mary Beth Schewitz, Chairman
7 Luanne Kerins, Co-Chair
8 Terri Stanton
9 Lynn Narath (Via Speakerphone)

10 **Also Present**

11 Joshua Carter, District Manager
12 Dave Schmitt, Hole Montes

13
14 **CALL TO ORDER/ROLL CALL**
15

16 The meeting was called to order by the Chairman at 8:30 AM, and it was noted that three
17 supervisors were in attendance constituting a quorum, one participating via speakerphone and
18 one absent.

19
20 **APPROVAL OF AGENDA**

21 Mary Beth Schewitz requested that a new business item be added to the agenda following
22 public comments for clarification and recognition of Lynn Domenici's name change.

23
24
25 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, the amended agenda was
26 unanimously approved.

27
28
29 **Public Comments**

30 No Public Comments were received at this time.

31
32 **New Business**

- 33 1. Formal Recognition of Supervisor Lynn Domenici (Lynn Narath) Name Change.
34 Mrs. Schewitz noted that she had received a comment regarding confusion around Lynn
35 Narath's name appearing in meeting minutes while the Key Marco Community
36 Development District website did not list a supervisor under this name. Mrs. Narath
37 noted that she had formally changed her last name earlier in the year to Narath.
38 Mr. Carter noted that he would be happy to record the updated last name from
39 Domenici to Narath on Key Marco Community Development District's website and
40 record the recognition of the name change in the record of the July 10, 2023 meeting.
41
42 2. Consideration of Resolution 2023-10, to Reset the Date of the Public Hearing on he
43 Proposed Budget for Fiscal Year 2023-2024

44 Mrs. Schewitz noted that as the June 21, 2023 Budget Hearing and Regular Meeting to
45 follow were cancelled due to lack of quorum, a resolution would be required to reset
46 the date of the public hearing on the final budget for fiscal year 2023-2024. Mr. Carter
47 noted that he had prepared Resolution 2023-10 setting July 10, 2023 at 8:30 AM as the
48 reset date for this meeting to occur.

49 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, Resolution 2023-10 was
50 unanimously approved.

51

52 **Public Hearing on Adopting Final Fiscal Year 2023-2024 Budget**

53 Mrs. Schewitz opened the public hearing regarding the proposed budget for fiscal year
54 2023-2024.

55 Mr. Carter presented that the final budget proposed was unchanged from the
56 preliminary budget approved in the April 19, 2023 Board of Supervisors Meeting. Mr.
57 Carter highlighted that the assessment amount of \$214,400 was unchanged from Fiscal
58 Year 2023. Mr. Carter noted that the primary changes to the budget year over year
59 included increases to insurances, records storage costs and expected engineering fees.
60 Mr. Carter noted that Capital Expenditure Items were amended as well to allow for
61 projects including a replacement of Gate Operators, gate re-painting and continued
62 saving for bridge inspections and reserves. Mr. Carter asked if there were any questions
63 from Supervisors regarding the proposed final budget. No Supervisor questions were
64 asked. No public comments were received at this time.

65 **Consideration of Resolution 2023-07, Adopting a Fiscal year 2024 Final Budget**

66 Mr. Carter noted that a resolution would be required for adoption and acceptance of a
67 final budget for Fiscal Year 2024 and presented Resolution 2023-07, Adopting a Fiscal
68 Year 2024 Final Budget.

69

70 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, Resolution 2023-07 was
71 unanimously approved.

72

73 Following the adoption of Resolution 2023-07, the public hearing on adopting a Fiscal
74 Year 2023-2024 Final Budget was closed.

75

76 **Public Hearing on Levying O&M Assessments**

77 Mrs. Schewitz opened the public hearing regarding the O&M Assessments Levying.
78 Mr. Carter noted that the Fiscal Year 2023-2024 O&M Assessment totaled \$214,400,
79 \$1,600 per landowner in Non-Ad Valorem Maintenance Special Assessments. Mr. Carter
80 noted that a draft Assessment Roll for current landowners within the district had been
81 prepared for submission to the Tax Collector in addition to the Fiscal Year 2023-2024
82 Adopted Budget.

83 No Public Comments were received at this time.

84 **Consideration of Resolution 2023-08, Levying and Imposing Non-Ad Valorem Maintenance**
85 **Special Assessments**

86 Mr. Carter noted that a resolution would be required for levy and imposition of the
87 proposed Non-Ad Valorem Maintenance Special Assessments.
88

89 On a voice vote by Mrs. Schewitz and a second by Mrs. Stanton, Resolution 2023-08 was
90 unanimously approved.

91
92 Following the adoption of Resolution 2023-08, the public hearing on Levying and
93 Imposing Non-Ad Valorem Maintenance Special Assessments was closed.
94

95 **Approval of Minutes**

- 96 a. April 19, 2023 Board of Supervisors Regular Meeting Minutes
97

98 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, the April 19, 2023 Board of
99 Supervisors Regular Meeting Minutes were approved unanimously.

100

101

102 **Old Business**

- 103 a. District Bank Account Restructuring

104 Mr. Carter noted that following the April 19, 2023 Regular Meeting, he had continued to
105 research banks to meet the District's desired banking structure, which includes
106 institutions that meet Qualified Public Depository and FDIC Insurance Requirements
107 while offering competitive interest rates. Mr. Carter noted that while he had identified
108 First Horizon Bank as an institution meeting the required criteria and offering above 4
109 percent interest, other qualified public depositors vetted were not offering competitive
110 interest rates and would continue seeking out other banks. Mr. Carter noted that he
111 spoke with Fifth Third Bank, NA, the District's current bank and they were able to offer a
112 4 percent interest rate on the District's current Money Market Savings account. Mr.
113 Carter noted that the interest rate on this account was 0.01 Percent prior to this
114 offering. Mrs. Schewitz noted that FDIC Insurance was a major factor in determining
115 bank restructuring and suggested that the Board of Supervisors approve the movement
116 of funds into Qualified Public Depositories within FDIC Limits as institutions offering
117 competitive interest rates are identified, starting with First Horizon Bank.
118

119 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, a motion to approve movement
120 of District Funds into Qualified Public Depositories within FDIC limits as available, starting with
121 First Horizon Bank, was approved unanimously.

122

123

124 **New Business**

125

126 Consideration of Resolution 2023-09, Setting Fiscal Year 2023-2024 Meeting Calendar

127 Mrs. Schewitz noted that as the July 10, 2023 Meeting would be the final meeting of Fiscal Year
128 2023, a meeting schedule for the upcoming Fiscal Year 2024 ought to be adopted.

129 Mr. Carter presented Resolution 2023-09 which set forth a proposed meeting schedule for
130 Fiscal Year 2024 and included the following meeting dates; October 19, 2023 – Regular
131 Meeting. November 15, 2023 –Regular Meeting, December 20, 2023 – Regular Meeting,
132 February 21, 2024 – Regular Meeting, April 17, 2024 – Regular Meeting and Preliminary Budget
133 Review and June 19, 2024 – Budget Hearing and Regular Meeting to Follow. Mr. Carter noted
134 that all meetings would be held at 8:30 AM ET at the Key Marco Community Center – 505
135 Whiskey Creek Drive Marco Island, FL 34145.
136 Mrs. Schewitz noted that the proposed meeting schedule looked acceptable, but noted that the
137 December 20, 2023 meeting may need to be cancelled due to holiday conflict for Supervisors
138 and would be addressed in a future meeting.
139

140 On a voice vote by Mrs. Schewitz and a second by Mrs. Stanton, Resolution 2023-09 to set the
141 Fiscal Year 2024 Meeting Calendar was approved unanimously.

142 Gate Operator Replacement Proposal

143 Mr. Carter noted that within the Fiscal Year 2023-2024 Budget a capital improvement item for
144 Gatehouse Operator Replacement was included at a cost of \$28,000. Mr. Carter noted that the
145 current gate operators were past end of life and installed in 2014 according to the District’s
146 access control provider, Hands-Free Security, LLC. Mr. Carter noted that Hands-Free Security,
147 LLC was unable to procure replacement parts from the operator manufacturer LiftMaster due
148 to the end-of-life components for repair engagements, leading to longer downtime of
149 malfunctioning gates. Mr. Carter noted that Hands-Free Security, LLC had provided a quote in
150 the amount of \$27,180 for the replacement of all six gate operators.

151 After discussion, Mrs. Schewitz suggested that if the District is to replace the gates in addition
152 to the operators for a lighter, aluminum gate the District may be able to utilize gate operators
153 not requiring the swinging arm opening mechanism currently utilized. Mr. Carter noted that he
154 would be happy to follow up with Hands-Free Security, LLC and other vendors in the space to
155 determine viability of alternative solutions and gather pricing comparisons for the most well
156 aligned solution.
157

158 Gate Powder Coating and Pineapple Design Proposal

159 Mr. Carter noted that following the April 19, 2023 meeting, he had gathered a pricing quote for
160 both powder coating the existing six gates and the addition of 2D Pineapples to be welded onto
161 the gates. Mr. Carter noted that the budget amount approved for the Gatehouse Gates in the
162 upcoming fiscal year totaled only \$5,000 and the powder-coating quoted by Hands-Free
163 Security, LLC totaled \$10,992.98 for all gates. Mrs. Schewitz noted that the estimate far
164 exceeded the budget amount. Mr. Carter noted that he was working to gather additional
165 quotes and would have an update in a future meeting.
166

167 Mr. Carter noted that he had also received a quote from Hands-Free Security, LLC regarding the
168 addition of 2D Pineapples to be welded onto the gates, totaling \$7,355.83. Mrs. Schewitz noted
169 that with the recent damage to the exit gate, it may be best to table any discussion of these
170 improvements to a future meeting. Mr. Carter noted that an update to the damaged exit gate
171 would follow on the agenda and expand further at that time.

172 After discussion, the board of supervisors determined it best to table gate powder coating and
173 Pineapple design improvements to a future meeting.

174

175 Damaged Exit Gate Replacement

176 Mr. Carter noted that a large truck providing a service to a Key Marco resident had attempted
177 to enter the community through the outer exit gate by having the resident drive their vehicle
178 out the gate and their truck enter past them as the Key Marco guard staff had departed the
179 property for the end of their shift at the time. Mr. Carter noted that the right leaf of the gate
180 caught on the truck and damaged the frame of the leaf. While visibly damaged, the gate
181 remained functional.

182 Mr. Carter noted that he had received a quote in the amount of \$6,705.32 for the replacement
183 of the entire exit gate from Hands-Free Security, LLC. Mr. Carter noted that the vendor
184 provided a quote in the amount of \$3,352.66 for replacement of the right leaf only but was
185 cautioned that a replacement leaf may not match the left side leaf if not replaced as a set.
186 Mr. Carter noted that a claim had been filed with the District's Insurance and they were
187 working on subrogation of the replacement cost. A resident of Key Marco, Al Dobre made
188 comment that they had recently replaced a gate in his community for a significant lower cost
189 and suggested that the board explore alternative solutions. After discussion, Mrs. Schewitz
190 suggested that a prefabricated gate option be explored to determine any significant cost
191 savings versus the repair proposed by Hands Free Security, LLC. Mr. Carter noted that he would
192 price out this alternative versus the Hands Free Security proposal and determine viability.

193

194

195 **ATTORNEY'S REPORT**

196

197 Mr. Urbancic did not have a report to share during the July 10, 2023 Meeting.

198

199 **ENGINEER'S REPORT**

200

201 Bridge/Streetlight Painting Quote Update

202 Mr. Schmitt noted that he had completed the bid solicitation for the Key Marco Bridge &
203 Streetlighting Painting project and received one bid from Al's Painting Plus. Mr. Schmitt noted
204 that the vendor provided multiple options for the service ranging from \$41,800 for a base bid
205 using a coating similar to the current coating installed to \$62,700 for an alternative, more salt
206 resistant coating that included a Pre-Prime Coating for additional protection. Mr. Schmitt
207 recommended the \$62,700 proposal for offering the most long term protection.

208 Mrs. Schewitz asked if there was any reason only one bid was received. Mr. Schmitt noted that
209 a few of the companies lacked the required equipment for the project scope while some
210 interested bidders failed to submit bids due to the insurance requirements set forth in the RFQ.
211 Mr. Schmitt noted that he had reached out to Greg Urbancic, District Counsel regarding the
212 insurance levels posted on the RFQ. He noted that Mr. Urbancic replied stating that the
213 insurance levels required by the District on the RFQ were not set by statute and could be
214 amended down.

215 Mr. Carter noted that the budget amount set forth for bridge painting specifically was set at
216 \$27,000 in Fiscal Year 2023 from the previous bids received on Bridge Painting in the past year.
217 Mr. Schmitt noted that the prior bids included a narrower scope only for painting of the bridge,
218 the scope for the current project included all community streetlights in addition by request of
219 the Board of Supervisors. Mrs. Schewitz requested that Mr. Schmitt re-engage interested
220 bidders at a more reasonable insurance requirement to gather additional pricing comparisons.
221 Mr. Schmitt noted that he would follow up with any updated bids in a future meeting.

222

223 Pavement Repair Update

224 Mr. Schmitt noted that Bonness had completed their pavement repair project in Key Marco. All
225 areas originally marked on the survey had been repaired and Mr. Schmitt presented the
226 application for payment at a total amount of \$71,879.41. Mr. Schmitt noted that two additional
227 areas of depressed payment had been identified since the survey and repairs near Key Marco
228 Bridge. Mr. Schmitt noted that he had marked the areas and could have Bonness return to add
229 these areas to the project but would incur an additional mobilization cost. Mrs. Schewitz noted
230 that it may be best to tackle these areas as part of the next road repair project with the
231 increased construction traffic impacting Key Marco's roadways.

232 After discussion, the board of supervisors noted it would be best to table the additional repair
233 areas until the next phase of road repair.

234

235

236 **SUPERVISORS' REQUESTS**

237

238 Mrs. Stanton noted that weeds along the District right-of-way had appeared over the weekend
239 following the rains.

240 Mr. Carter noted that while landscaping is handled through the management of Key Marco
241 Community Association, he would notify the landscape services provider and have it addressed
242 at their next service.

243

244 **DISTRICT MANAGER'S REPORT**

245

246 Acceptance of Fiscal Year 2021-2022 Annual Financial Report

247 Mr. Carter presented the completed audit report for Fiscal Year 2021-2022 to the Board of
248 Supervisors. Mr. Carter noted that the audit did not report any recommendations to
249 management and presented a strong financial picture for the district and had submitted copies
250 of the report to both the auditor general and local government as required by statute.

251 On a voice vote by Mrs. Schewitz and a second by Mrs. Stanton, the Fiscal Year 2021-2022 audit
252 report was accepted unanimously.

253

254 Acceptance of Financials Ending May 31, 2023

255 Mr. Carter presented the unaudited financial statements for Key Marco Community
256 Development District Ending May 31, 2023.

257 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, The Unaudited Financials Ending
258 May 31, 2023 were accepted unanimously.

259

260 Bridge Solar Streetlight Conversion Project

261 Mr. Carter noted that following the April 19, 2023 meeting, he spoke with streetlight engineer
262 Tom Hollis regarding options for solar conversion of the remaining LCEC electric lights on Key
263 Marco Bridge. Mr. Carter noted that Mr. Hollis outlined concerns with solar light fixtures for
264 roadway usage including brightness shortfalls and wind rigidity. Mr. Carter noted that Mr. Hollis
265 put him in contact with West Coast Lighting as a potential vendor for solar streetlighting
266 solutions. Mr. Carter noted that the vendor provided a catalogue of solar lighting options, but
267 most were for private uses including driveway lighting. The most applicable item within the
268 catalogue was streetlighting made for off-road trail use rather than public roadways.
269 Mrs. Schewitz noted that the solar lighting solution utilized throughout Key Marco may be the
270 best option for pricing and rigidity considerations. Mr. Carter noted that he would be happy to
271 speak with Kevin Kerins of Key Marco Community Association regarding the useful life, cost and
272 durability of the solar lighting solutions installed throughout Key Marco and provide a report at
273 the next meeting of the viability.

274

275 Roadway Usage Study Report Update

276 Mr. Carter noted that following the April 19, 2023 meeting, Fishkind Litigation Services
277 accepted the District's not to exceed cost of \$5,000 for an updated roadway usage study report
278 and completed their report on June 30. Mr. Carter shared that the report suggested a fee
279 structure of \$5 for bicycles, \$10 for cars and \$20 for vehicles with greater than two axles. Mr.
280 Carter noted that within the study, a recommendation to re-engage the study every 3-5 years
281 was made.

282

283 **PUBLIC COMMENT**

284 A question was posed by Mr. Howard Clement regarding the procurement and installation of
285 towing signage at Key Marco Marina and other common areas. Mr. Carter noted that the
286 towing signage was under the scope of Key Marco Community Association and their common
287 areas rather than Key Marco Community Development District.

288

289 **NEXT MEETING**

290 The next meeting will be held in October on the 18th at 8:30 AM ET

291

292 **ADJOURNMENT**

293 The meeting was then adjourned at 10:00 AM on a Motion by Mrs. Schewitz and a second by
294 Mrs. Kerins. The motion was passed unanimously.

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE KEY MARCO COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Key Marco Community Development District (“**District**”), located in Collier County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Collier County, Florida; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on _____, 2023 by email to josh@managerkeymarco.org (“**District Manager’s Office**”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse

Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

KEY MARCO COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Familiarity with Project (Weight: 25 Points)

Consider the capabilities and past experience with engineering items routinely required by the District. Familiarity with bridge maintenance and painting, roadway repair and maintenance, Streetlight maintenance and storm water drainage.

3) Workload, Location, Time and Budget Requirements (Weight: 25 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
Geographic location of the firm and Workload on other projects.

4) Experience with Permitting, State and Local Regulations (Weight: 20 Points)

Familiarity with all local regulations and development orders, required permitting for activity, state regulations and any federal requirements as needed.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.



HANDS FREE SECURITY, LLC

6063 Janes Ln
 Naples, FL 34109
 (239) 351-2871
 payables@handsfreellc.com

Estimate

ESTIMATE#	10466
DATE	06/14/2023
PO#	

CUSTOMER
Key Marco CDD 505 Whiskey Creek Drive Marco Island FL 34145 (239) 394-4346

SERVICE LOCATION
Key Marco CDD 505 Whiskey Creek Drive Marco Island FL 34145 (239) 394-4346

DESCRIPTION

Powder coat gate			
Description	Qty	Rate	Total
Scope of Work To sand blast and powder coat 3 gate's and make 1 touch ups.	0.00	0.00	0.00
** to sandblast and powder coat two 6.5' tall and 15' wide gates and two 6.5' tall and 18' wide gates	1.00	8,619.00	8,619.00
** reinforce inbound gate where hinge is pressing in.	1.00	95.00	95.00
+Trailer Call Base Charge for use of trailer during transport	1.00	131.98	131.98
+General Labor Labor Based Per Worker Per Hour	3.00	110.00	330.00

CUSTOMER MESSAGE

Estimate Total: \$9,175.98

The client is responsible for providing unmitigated access to the work area. This includes moving any furnishings, wall-hangings, or other items which could prevent Hands Free Security from carrying out the listed services. Client is responsible for all insurance of dwellings and service location for the entire time of work. The client will provide accessible electricity to all working areas including outdoor areas. This includes providing a live power outlet or generator within 150 feet of the working area. Sitework, including demolition or removal of debris, is not included in this contract. All areas of installation will be left in the condition found unless otherwise stated in writing by the Client. The client is responsible for providing any site plans or engineering drawings needed to complete this agreement. All obligations under this Section shall survive the termination of this Agreement for a period of five (5) years. Hands Free Security, LLC understands that, as an independent contractor, any personal injury or property damage suffered in the course of carrying out any duties under this Agreement will be Hands Free Security, LLC's responsibility. Hands Free Security, LLC shall comply with worker's compensation laws and shall provide a certificate of worker's compensation insurance, where applicable. Client agrees to indemnify and hold Hands Free Security, LLC harmless against all claims, demands, suits, liabilities, losses, damages, or injuries (collectively Liabilities) that arise out of Client's use of the Services, except to the extent such Liabilities result from the negligence or wrongdoing of Hands Free Security, LLC. Hands Free Security, LLC agrees to indemnify and hold Client harmless against all claims, demands, suits, liabilities, losses, damages, or injuries that arise out of the performance of this Agreement, except to the extent such Liabilities result from the negligence or wrongdoing of Client. In no event will either party be liable for any SPECIAL, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES. Hands Free Security, LLC, to the best of their knowledge has provided installation and quality parts for the overall best quality of the product. Furthermore, all parts will be warranted for a 12-month period after installation for any technical defects. All applicable goods and products installed will become the property of the client on the date of installation. All goods not paid in full and remaining with Client will be the property of Hands Free Security, LLC until payment has been made.

Payment Terms:

Payment on all invoices is due upon receipt. If not paid in 30 days a late fee of \$25 will be applied and will accrue at 1.5% every 30 days after. The client shall be responsible for all costs of collection, including responsible attorney's fees. Venue for any proceeding from the subject transaction shall be in Collier County, Florida.

This quote is valid for the next 30 days, after which values may be subject to change.

Hinge and post

Description	Qty	Rate	Total
-------------	-----	------	-------

Description	Qty	Rate	Total
Scope of Work To remove current gate posts and replace with stronger 4x4 steel gate posts that are freshly powder coated and to replace current hinges with a maintenance free hinge.	0.00	0.00	0.00
4x4 Steel Gate Post	6.00	521.18	3,127.08
ALUMINUM NYLON J-BOLT HINGES PA HD Aluminum Block w/ stainless J-Bolt Adjustable Plate	6.00	310.66	1,863.96
+General Labor Labor Based Per Worker Per Hour	20.00	110.00	2,200.00

CUSTOMER MESSAGE

Estimate Total: \$7,191.04



HANDS FREE SECURITY, LLC

6063 Janes Ln
 Naples, FL 34109
 (239) 351-2871
 Info@handsfreellc.com

Estimate

ESTIMATE#	10422
DATE	05/30/2023
PO#	10422

CUSTOMER
Key Marco CDD 505 Whiskey Creek Drive Marco Island FL 34145 (239) 394-4346

SERVICE LOCATION
Key Marco CDD 505 Whiskey Creek Drive Marco Island FL 34145 (239) 394-4346

DESCRIPTION
Quote is to replace Swing Gate Operators exposed to salt water during hurricane Ian.

Estimate			
Description	Qty	Rate	Total
** 6 Swing Gate Operators **	0.00	0.00	0.00
CSW24UL Liftmaster "Liftmaster CSW-24UL" Heavy Duty Swing Gate Operators, (Newer model replacement for the CSW-200 models in place now) Fla. Code Compliant, Auto reversing obstruction sensor, 24VDC continuous-duty motor with soft start/stop, Overload protected, Commercial Duty Long Life construction, 1/4" Zinc Plated All Welded Frame, Advanced Feature Control Board, up to 18' Gate Panel.	6.00	4,530.00	27,180.00

CUSTOMER MESSAGE

Estimate Total: \$27,180.00

Key Marco Community Development District

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Money Market	225,216.24
Fifth Third Public Fund	404,481.08
First Horizon Money Market	241,243.91
Total Checking/Savings	<u>870,941.23</u>
Total Current Assets	<u>870,941.23</u>
TOTAL ASSETS	<u>870,941.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,401.02
Total Accounts Payable	<u>4,401.02</u>
Total Current Liabilities	<u>4,401.02</u>
Total Liabilities	4,401.02
Equity	
Retained Earnings	876,664.79
Net Income	-10,124.58
Total Equity	<u>866,540.21</u>
TOTAL LIABILITIES & EQUITY	<u>870,941.23</u>

**Key Marco Community Development District
Profit & Loss Budget Performance**

September 2023

	Sep 23	Budget	Oct '22 - Sep 23	YTD Budget	Annual Budget
Income					
FEMA Proceeds	0	0	0	0	0
Interest Income	836	42	6,894	500	500
Maintenance Assessments (4%)	0	-670	17,708	-8,040	-8,040
Maintenance Assessments - Levy	0	17,867	192,092	214,400	214,400
Miscellaneous Income	0	0	5,849	0	0
Road Use Fee Revenue	101	417	5,618	5,000	5,000
Total Income	937	17,655	228,162	211,860	211,860
Gross Profit	937	17,655	228,162	211,860	211,860
Expense					
ACCESS CONTROL					
Contractual Services	0	0	0	0	0
Operating Supplies	0	0	0	0	0
R&M Gatehouse	0	0	0	0	0
R&M Gates	0	0	0	0	0
Utilities	0	0	0	0	0
Total ACCESS CONTROL	0	0	0	0	0
ADMINISTRATION					
Accounting Services	0	0	70	0	0
Assessment Rolls	0	0	1,000	1,000	1,000
Attorney Fees	613	417	10,192	5,000	5,000
Audit Fees	0	0	5,700	5,500	5,500
Bank Fees	45	0	60	0	0
Computer- Website Support	0	50	890	600	600
Dues, Licenses, Subscriptions	0	0	175	175	175
Engineering Fees	0	750	17,738	9,000	9,000
FICA Taxes	0	0	0	0	0
Insurances	0	0	30,922	30,000	30,000
Legal Advertising	0	83	2,926	1,000	1,000
Management Fees	0	0	0	10	10
Office Supplies	0	25	301	300	300
Postage	0	0	16	0	0
Property Appraiser	0	85	547	1,020	1,020
Property Tax Collector (2%)	0	425	4,172	5,098	5,098
Rentals & Leases	75	30	875	360	360
Road Use Fee Study	0	0	5,085	0	0
Supervisor Expenses	0	417	4,600	5,000	5,000
Trascription Costs	0	83	0	1,000	1,000
Total ADMINISTRATION	732	2,365	85,268	65,063	65,063
CAPITAL EXPENDITURES & PROJECTS					
Bridge Inspection Reserves	0	417	18,809	5,000	5,000
Bridge Painting	0	2,250	0	27,000	27,000
Bridge Reserves	0	1,500	0	18,000	18,000
Contingency Reserves	0	0	0	7,615	7,615
Gate Access Control	0	0	0	0	0
Gatehouse Gates	0	0	3,353	0	0
Landscape Improvements	0	0	0	0	0
Roads	0	5,833	71,879	70,000	70,000
Roads - Root Barrier	0	0	0	0	0
Solar Streetlighting	0	1,000	0	12,000	12,000
Street Lighting	0	0	0	0	0
Total CAPITAL EXPENDITURES & PROJECTS	0	11,000	94,041	139,615	139,615
Hurricane Ian Expenses					
Hurricane Ian Debris Cleanup	0	0	47,720	0	0
Hurricane Ian Gatehouse Repair	0	0	3,067	0	0
Hurricane Ian Irrigation Repair	0	0	2,704	0	0
Total Hurricane Ian Expenses	0	0	53,491	0	0
Irrigation Services	0	0	0	0	0

	<u>Sep 23</u>	<u>Budget</u>	<u>Oct '22 - Sep 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
ROADWAY SERVICES					
Repairs & Maintenance	0	1,000	3,250	12,000	12,000
Total ROADWAY SERVICES	0	1,000	3,250	12,000	12,000
STREET LIGHTING					
Holiday Decor	0	0	0	0	0
R&M - General	0	0	3,077	0	0
Utilities - Electric	0	0	0	0	0
Total STREET LIGHTING	0	0	3,077	0	0
Total Expense	732	14,365	239,126	216,678	216,678
Net Income	205	3,290	-10,964	-4,818	-4,818

Key Marco Community Development District
Reconciliation Detail
Fifth Third Public Fund, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						407,162.53
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	09/18/2023	1262	Hole Montes	X	-1,317.00	-1,317.00
Bill Pmt -Check	09/18/2023	1263	Naples Daily News	X	-392.00	-1,709.00
Bill Pmt -Check	09/21/2023	1266	Casagrande Electric	X	-214.00	-1,923.00
Total Checks and Payments					-1,923.00	-1,923.00
Deposits and Credits - 2 items						
Deposit	09/30/2023			X	33.43	33.43
Deposit	09/30/2023			X	100.97	134.40
Total Deposits and Credits					134.40	134.40
Total Cleared Transactions					-1,788.60	-1,788.60
Cleared Balance					-1,788.60	405,373.93
Uncleared Transactions						
Checks and Payments - 6 items						
Check	09/28/2020	2689S	Collier County Utilities		-116.88	-116.88
General Journal	09/30/2020	2020-09			-1,171.35	-1,288.23
Bill Pmt -Check	11/08/2021	1118	Naples Daily News		-199.50	-1,487.73
Bill Pmt -Check	11/18/2021	1121	Coleman, Yovanovic...		-260.00	-1,747.73
Bill Pmt -Check	04/20/2023	1228	John Esposito		-200.00	-1,947.73
Bill Pmt -Check	09/18/2023	1264	Robert Flinn Record...		-149.90	-2,097.63
Total Checks and Payments					-2,097.63	-2,097.63
Deposits and Credits - 3 items						
General Journal	09/30/2020	2020-01			0.00	0.00
General Journal	09/30/2021	2020-18			1,171.35	1,171.35
Deposit	09/30/2023				33.43	1,204.78
Total Deposits and Credits					1,204.78	1,204.78
Total Uncleared Transactions					-892.85	-892.85
Register Balance as of 09/30/2023					-2,681.45	404,481.08
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	10/10/2023	ACH	Florida Department ...		-175.00	-175.00
Total Checks and Payments					-175.00	-175.00
Total New Transactions					-175.00	-175.00
Ending Balance					-2,856.45	404,306.08

Key Marco Community Development District
Reconciliation Detail
First Horizon Money Market, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						240,404.15
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2023			X	839.76	839.76
Total Deposits and Credits					839.76	839.76
Total Cleared Transactions					839.76	839.76
Cleared Balance					839.76	241,243.91
Register Balance as of 09/30/2023					839.76	241,243.91
Ending Balance					839.76	241,243.91

**Key Marco Community Development District
Reconciliation Detail
Fifth Third Money Market, Period Ending 09/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						224,492.04
Cleared Transactions						
Checks and Payments - 1 item						
Check	09/13/2023			X	-45.00	-45.00
Total Checks and Payments					-45.00	-45.00
Deposits and Credits - 1 item						
Deposit	09/30/2023			X	769.20	769.20
Total Deposits and Credits					769.20	769.20
Total Cleared Transactions					724.20	724.20
Cleared Balance					724.20	225,216.24
Uncleared Transactions						
Deposits and Credits - 1 item						
General Journal	09/30/2020	2020-01			0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 09/30/2023					724.20	225,216.24
Ending Balance					724.20	225,216.24

Agency Information Recap

9/27/2023 / 12:57:36 PM



Named Covered Party: Key Marco CDD
 Term: 10/01/2023 to 10/01/2024
 Coverage Provided by: Preferred Governmental Insurance Trust
 Agreement Number: PK FL1 0114302 23-14

PREMIUM BREAKDOWN

Property	\$32,215
Inland Marine	\$149
Crime	N/A
General Liability (Includes Drone coverage if applicable)	\$3,009
Law Enforcement Liability	N/A
Public Officials and Employment Practices Liability	\$3,581
Cyber Liability	\$1,880
Automobile Liability	\$558
Automobile Physical Damage	N/A
Garage Keepers	N/A
Excess Workers Compensation	N/A
Stop Loss Aggregate	N/A
Deadly Weapon	\$0
Grand Total	\$41,392.00
Commission	3.00%
Payment Terms	PKG - Annual

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.