



Community Development District

Board of Supervisors

Regular Meeting & Preliminary Budget Review

April 16, 2025 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. February 19, 2025 – Regular Meeting Minutes
5. Old Business
 - a. Bridge Solar Navigation Lighting Update
6. New Business
 - a. Review of Draft District Hurricane Plan and Disaster Response Strategy
 - b. Review and Approval of Gatehouse Kiosk Vendor Selection
 - c. Review of Roadway Repair & Asphalt Striping Estimates
 - d. Review of FY 2025-2026 Preliminary Budget Draft
7. Attorney Report
8. Engineer Report
9. Supervisors' Requests
10. District Manager's Report
 - a. Acceptance of Unaudited Financials Ending February 28, 2025
11. Public Comments
12. Adjournment

**Key Marco Community Development District
Board of Supervisors Regular Meeting
February 19, 2025**

Appearances

Mary Beth Schewitz, Chair
Luanne Kerins, Co-Chair
Terri Stanton
Jennifer Sprague
Jay Rosen

Also Present

Joshua Carter, District Manager

CALL TO ORDER/ROLL CALL

The meeting was called to order by the Chair at 8:30 AM. It was noted that five supervisors were in attendance constituting a quorum.

Approval of Agenda

On a voice vote by Ms. Schewitz and a second by Ms. Sprague the meeting agenda was approved unanimously.

Public Comments

No public comments were made at this time.

Approval of Minutes

A. November 20, 2024 – Landowners’ Meeting and & Election Minutes

Mrs. Clement noted that in line 37 there was a typo for her address. Mr. Carter noted that he would correct the typo.

On a voice vote by Ms. Schewitz and a second by Mrs. Sprague, the November 20, 2024 – Landowners’ Meeting and Election minutes were approved unanimously as amended.

B. November 20, 2024 – Regular Meeting Minutes

Mrs. Schewitz noted that there was a typo on lines 152-154 of the draft minutes, which listed the resolution approval as a motion. Mr. Carter noted that he would correct the draft minutes.

On a voice vote by Ms. Schewitz and a second by Mrs. Sprague, the November 20, 2024 – Regular Meeting Minutes were approved unanimously as amended.

Old Business

44 A. Bridge Solar Navigation Lighting Update

45 Mr. Carter noted that following the November 2024 meeting, he and Mr. Rosen
46 conducted further research in the solar bridge light system offered by the manufacturer
47 McDermott Lighting. Mr. Carter noted that the system came in varying sizes that could
48 support both the standard red navigation lights and the green navigation light that hung
49 lower at the peak of the channel. Mr. Carter noted that the 36 inch option would allow
50 for the red navigation lights to hang properly with the panels out of view of the bridge
51 roadway and the longer option would allow for the green light to hang just below the
52 bottom of the arch for safe vessel passage without obstructing the view of the roadway.
53 Mr. Rosen suggested that as a test case, a green navigation light system be purchased to
54 replace the existing at the bridge as it was hanging by the wires and falling. Mr. Rosen
55 noted that if the Board of Supervisors were happy with the solution, it could be
56 expanded to all navigation lights on the bridge. Mr. Carter noted that the total cost for
57 each light with shipping totaled \$2038.23. Mr. Carter noted that he would order the test
58 light to replace the green navigation light. Mrs. Schewitz noted that it would be best to
59 confirm that the lights are returnable if the solution did not meet the requirements of
60 the District's use case. Mr. Carter noted that he would confirm the return policy before
61 placing the order.
62
63

64 **New Business**

65 A. FEMA Appeal Status Update & Discussion on Future Hurricane Response Strategy

66 Mr. Carter stated that FEMA issued their determination memo regarding debris removal
67 for Hurricane Ian on January 6, 2025 following the appeal filed by the District. Mr. Carter
68 noted that the determination memo issued a denial, suggesting that despite the
69 District's appeal regarding the Key Marco facilities being for public access, the funding
70 would be denied. Mr. Carter cited from the determination memo that FEMA defines
71 roadways that have barriers to entry, such as gates or the road use fee, are not public by
72 their standard and ineligible regardless of status within the state or public access
73 allowances. Mr. Carter noted further that the District's lack of public amenities are also
74 mentioned. Mr. Carter noted that the District would have 60 days from the memo
75 issuance to file their second appeal and noted that he would submit the appeal. Beyond
76 this, Mr. Carter suggested that the Board of Supervisors begin to develop a strategy for
77 funding of Hurricane Response activities if the federal government holds firm in its
78 updated requirements that make many Districts ineligible due to the presence of
79 barriers to entry. Mrs. Schewitz asked Mr. Urbancic if there was anything further the
80 District ought to do to request federal assistance. Mr. Urbancic noted that beyond the
81 filing of the appeal, the District could reach out to their representatives regarding the
82 changes to FEMA's requirements and how the state may step in to assist Special
83 Districts if the federal government has determined that gates render them ineligible.
84 Mr. Rosen noted that he would assist Mr. Carter in reaching out to the local
85 congressman and senator. Mr. Carter noted that by building off of the 2024 budget, the
86 District could maintain its investment into a hurricane fund for cleanup operations,
87 citing that with the newly bolstered insurance policies at appraised value, items like

District buildings, the bridge and irrigation infrastructure are covered by insurance. Mr. Carter noted that if debris removal were the only item not covered by insurance, the District could build up their hurricane fund to address roadway debris accumulated on District property. Mr. Carter noted further that the District could come up with a more resolute policy in working with Collier County, stating the County's right-of-entry program is a slower moving option to have debris removed from the property. Mr. Carter noted that it could be coordinated with the debris contractor to have accumulated debris documented and brought to a collection area to await being picked up by the County's contractor as an alternative to being reimbursed by FEMA. After discussion, it was noted that Mr. Carter and Mr. Rosen would follow up in the April meeting with findings from the local representatives and any correspondence from FEMA and Florida Department of Emergency Management personnel.

B. Upcoming Events in District

a. Tour De Marco Bicycle Event – February 23, 2025

Mr. Carter noted that as in prior years, the YMCA Tour De Marco would pass through the District as part of their annual event. Mr. Carter noted that all required insurance documents, deposit, and application forms had been completed by the applicant for the event to take place on Sunday, February 23. Mr. Carter noted that he had communicated with the event director and no restroom stations would be placed within Key Marco. Further, the guardhouse would hold open the gates from 10:00 AM – 12:00 PM to allow cyclists to pass through without disruption to the event. Lastly, Mr. Carter noted that he would send communication to owners letting them know to be cautious and courteous of cyclists during the event.

b. Marco Island Half Marathon – March 16, 2025

Mr. Carter noted that the Half Marathon would pass through the District property on Sunday, March 16. Mr. Carter noted that the applicant had paid all required application forms, insurance, and deposit. He noted further that he had communicated with event staff and there would be no restroom stations set up within the property, just a water station at the guardhouse parking lot and intersection of Whiskey Creek Drive and Blue Hill Creek Drive. Mr. Carter noted that he would have the community gates open from 9:00 AM to 11:00 AM to allow the passage of runners without disruption and communicate a reminder to all members of the event to exercise caution for runners present during the event.

C. Development of Maintenance and Defects List

Mr. Carter noted that Mr. Rosen had begun to work on the development of maintenance and defects for the District to assist in the oversight of project completion and funding for larger projects and objectives to ensure the District remains up to standard. Mr. Rosen presented a draft of the list to the Supervisors, which listed items throughout the Districts observed as need small maintenance or larger repairs. Mr.

Rosen highlighted that each item is listed with a number assigned, date of recording and a box for comments and completion notes. Mr. Rosen clarified that the list was not complete or refined and was seeking to get feedback from the Board of Supervisors. Mrs. Schewitz noted that the list was a great initiative and thanked Mr. Rosen for working on the project. Mr. Rosen noted that he would work with Mr. Carter on completing the list, beginning on planned and budgeted for repairs and helping provide a plan for any items that require budgetary planning for future years.

D. 2025 Bridge Inspection Report Results and Maintenance Planning

Mr. Carter noted that following the November meeting of the District, the bridge inspection report for Key Marco CDD was completed. Mr. Carter presented the bridge inspection report prepared by Arcos Bridge to the Board of Supervisors. Mr. Carter noted that the report provides a positive outlook on the condition of the Key Marco Bridge, suggesting that there are no issues of immediate repair and maintenance or issues to resolve. The report outlines a handful of maintenance and repair items to complete over the next five years including the expansion joints, roadway spans, spalling on the under side of the bridge among other small items to address. The report provided a total cost of \$115,000 for all repairs and recommended budgeting \$18,000 per year to account for reserve saving to complete the repairs mentioned and save for any further issues that may arise. After discussion, it was noted that the Board would revisit the recommendations for maintenance and repairs as part of the budgeting process for 2025-2026 to start overseeing the items listed. Mr. Carter noted that the expansion joints would be re-done by Al's Painting, the contractor painting the bridge sidewalks as part of their service.

E. Consideration of Replacement Kiosk Infrastructure for Community Entrance

Mr. Carter noted that at the start of the 2024-2025 Fiscal Year, an issue at the gatehouse began occurring where residents and guests utilizing the after-hours kiosk were stranded at the community entrance. Mr. Carter noted that the kiosk system would dial the resident and display the 'access granted' message once confirmed by the resident, but the gate would remain shut. Mr. Carter noted that he spoke with Hands Free Security regarding the issue and it was noted that the issue stems from Windows Updates overriding the Checkpoint Application running in the kiosk PC. Mr. Carter noted that Hands Free Security had recommended performing routine restarts of the kiosk computer each night to keep the issue from persisting. After the implementation of the restarts, Mr. Carter noted that the issue continued and occurred three additional times, the most recent event leaving a community resident returning from the airport stranded at the community gate before being picked up by another resident in the middle of the night. Mr. Carter noted that Hands Free Security did not have a technician on staff during the hours of the incident and suggested that they could only complete the restart during business hours on Monday. The service company offered to send a standard gate technician to Key Marco to hold the gate open until the following business day, at the after hours charge of \$300. Mr. Carter noted that the current prescribed solution from Hands Free Security is to upgrade the kiosk at the guardhouse to their new Linux-based

kiosk system at a cost of around \$5,000. Mr. Carter noted that the Checkpoint system did not offer the same depth of functionality as most other enterprise guardhouse kiosk systems and there was an emerging desire from the Key Marco Community Association residents and Board of Directors to overhaul the system. Mr. Carter noted that in changing to a best-of-breed system, the kiosk would require replacement and the District would have to determine if they are willing to spend funds to replace the hardware. Mr. Carter noted that he and a pair of members of the Association Board of Directors had been investigating and asked if any member of the Board of Supervisors would volunteer to help research potential vendors. Mr. Rosen noted that he would be happy to assist. Mr. Carter noted that he would follow up in the April 16 meeting with the results of the findings.

F. Set Initial Scope for 2025 Road Repairs and Improvements

Mr. Carter noted that with the preliminary budget meeting approaching in April, he would contact Bonness to set up a roadway walk-through and identify any areas of roadway patching required in the current year. Mr. Carter asked if the Board of Supervisors had any other roadway projects, they would seek information on for the upcoming fiscal year. Mr. Rosen noted that he would like to get pricing for roadway striping, as a lump sum or broken out by sections to begin setting the plan for having roadways striped and reflectors replaced over the next year as the striping continues to fade. Mr. Carter noted he would include this as part of the meeting and return with budgetary figures at the April meeting.

Attorney Report

Mr. Urbancic stated that as a reminder, all supervisors needed to complete the ethics training by December 31, 2025.

Engineer Report

No Engineer's Report was given at this time.

Supervisors' Requests

Mr. Rosen made a request that the District consider completing a reserve study for the District property. Mr. Rosen provided the supervisors with a copy of a reserve study performed at his former condo and noted that a study for the guardhouse, roadways streetlighting, bridge and other District infrastructure to assist in the budgeting and planning process and keep District property in proper condition. After discussion, it was noted that this would be a worthwhile endeavor and much of the individual items, such as the bridge and roadway having their own studies conducted already. Further discussion on completing an all-encompassing reserve study was tabled to a future meeting.

District Manager's Report

A. Acceptance of unaudited financials month-end January 31, 2025

Mr. Carter presented the unaudited financial statements for month-end October 31, 2024 to the board of supervisors.

Mr. Carter noted that the Balance showed a total cash balance of \$1,044,401.57. On the Profit and Loss, Mr. Carter highlighted the Road Use Fee Income at \$558.42 noting the increased public traffic during the peak season. In the expense section, Mr. Carter noted the line Bridge Sidewalk/Curb Painting to the amount of \$4,400, representing the progress payment made in January for the bridge painting project.

On a voice vote by Ms. Schewitz and a second by Ms. Sprague, a motion to accept the unaudited financial statements for month-end January 31, 2025 was approved unanimously.

B. Bridge Sidewalk & Concrete Columns Painting Completion

Mr. Carter reported that the bridge sidewalk and column painting project had been completed and was awaiting an inspection with the District Engineer for final payment. Mr. Carter noted that the expansion joints were being redone by the contractor as part of their column painting and would help address the repair items listed from the bridge inspection.

C. Update on KMCA Acceptance of Facilities Maintenance and Management Agreements

Mr. Carter noted that following the District's acceptance of the updated agreements with Key Marco Community Association, the agreement would require approval by the association before signature by both parties. Mr. Carter noted that he would present to the association during their March meeting to move on to the signature phase and complete the process.

Public Comments

A public comment was made from Mr. Herbert Krutisch of Key Marco Community Association, asking whether the District could consider handing over ownership of the community irrigation pump system to the community association. Mr. Krutisch noted that per the CDD/HOA agreements, the association would handle maintenance responsibilities of District property, but the aging of the pump infrastructure had led to more costly and frequent repairs, suggesting that if the association were able to own the hardware, they could more easily replace the systems than the Districts and complete the required maintenance. Mrs. Schewitz deferred to Mr. Urbancic on the topic of asset transfer and Mr. Urbancic noted that that there would not be a vehicle to transfer a District asset to the ownership of the private community association.

ADJOURNMENT

The meeting was then adjourned at 10:15 AM on a motion by Ms. Schewitz and a second by Ms. Kerins. The motion was passed unanimously.

Key Marco Community Development District Hurricane Preparedness Procedures April 16, 2025

DISTRICT CONTACT INFORMATION

Joshua Carter, District Manager
Key Marco Gatehouse

josh@managerkeymarco.org, 239-394-4346 ext. 101
239-642-9955

I. DISTRICT PREPAREDNESS CHECKLISTS

A. Board of Supervisors and Management

The decision to close the District Facilities will be made by the District Manager or designee of the Board of Supervisors in tangent with the Community Association Facilities and their designee. In that event the entire Community Center, Guardhouse, Marina and all other facilities will be closed to the Members and Security Staff sent home.

1. When to begin Hurricane Preparations
 - a) **Phase I Checklist Items** will begin when the National Weather Service has issued a “**Hurricane Watch**” for the Marco Island area (when a named hurricane is 72-48 hours out and landing is probable).
 - b) **Phase II Checklist Items** (listed by department) will begin when the National Weather Service has issued a “**Hurricane Warning**” (when a named hurricane is 48-24 hours out and landing is imminent).
2. Communications
 - a) **Emergency Phones:**
Collier Emergency Management - 774-8000
American Red Cross - 596-6868
City of Marco Island - 389-5000
Marco Island Police - 239-389-5050
3. Post-Hurricane Meeting - To be held as soon as possible after impact.
 - a) The highest ranking CDD Supervisor, available Community Association Directors and management will meet after impact at a mutually agreed time and place to assess damage, coordinate clean up and prepare plans to return to normal operations.
 - b) At a safe time after impact, all staff and security personnel will be asked to return to the District to assist in clean up and proceeding back to work as normally as possible.

B. Office and Administration

Phase I Checklist “Hurricane Watch” 72-48 hours out

1. Procure any needed supplies from list below.
2. Perform general backup of all computer files including installed software and data files and prepare two (2) copies.
3. Prepare hard copies and place each of the following in secure location:
 - a) Insurance Policies
 - b) Set of Building Blueprints and As-Builts
4. Take pictures and/or video District property, buildings and Association facilities
5. Coordinate re-entry plan for Landscape Personnel to begin preliminary clearing of roads and cleanup assessment following storm.
6. Prepare hurricane reentry letters for the required personnel.
7. Confirm that Collier County Waste Management Right-of-Entry forms are current.

Phase II Checklist “Hurricane Warning” 48-24 hours out

1. Place one copy of computer backup in secure location and hard copy items (from #2 above) into secure location. Management to take one copy of computer backup with them in the evacuation and keep in a safe place.
2. Unplug all computers, telephones and office equipment and move to secure location.
3. Drop shades, close curtains, secure windows, turn off lights, lock all interior office doors.
4. Contact Security for guardhouse equipment preparation and assistance in securing guardhouse.

Supplies needed:

- Four (4) One Liter Bottles of Water
- Two (2) Flashlights with fully charged batteries and One (1) Set of backup batteries

C. Community Center - Facilities

Phase I Checklist “Hurricane Watch” 72-48 hours out

1. Remove all exterior furniture, equipment and accessories to storage rooms and/or inside buildings.
2. Check under decks
3. Tie together wood and plastic
4. Check roofs for loose debris

Phase II Checklist “Hurricane Warning” 48-24 hours out

1. Remove all Tennis Court nets, benches, divider fencing and other unsecured items from racquet facility.
2. Move all interior furniture away from the windows to center of room.
3. Lock all exterior doors to community center and notify members of facility closure

D. Security/Gate Staff

Phase I Checklist “Hurricane Watch” 72-48 hours out

1. Review Hurricane Procedure with Security Staff, Coordinate and Notify Security Management of determined schedule.
2. Prepare list of gate staff phone numbers including cell phones.
3. Provide Two (2) Liters of Drinking Water to Guardhouse.
4. Place fresh batteries in all flashlights and purchase four (4) extra batteries per flashlight.

Phase II Checklist “Hurricane Warning” 48-0 hours out

1. Place all electrical equipment as high as possible off of the floor and cover with plastic.
2. Assist other departments with securing buildings as needed.
3. Open all Entry and Exit Gates in case of Power Outage until safe operation date.
4. Coordinate and give direction to send Security Personnel home until determined safe return date.
5. Notify Landowners that Guard Staff has been sent home and gates are open.

If Mandatory Evacuation Given

1. Lock Clubhouse and Sports Center making sure all persons are gone.
2. Lock gate house and leave property.
3. Notify MIPD that property is now not secure.

If No Mandatory Evacuation Given

1. Lock Clubhouse and Guardhouse when all persons have left.

Post Hurricane

1. First gate staff to respond should reinstall gate arms if there is power.

III. Post Hurricane Security and Cleanup

Post-Hurricane Security

Community safety is very important to us, so please be very cautious when you first return to the District and during the cleanup process. Our security staff will be here as soon as possible after the storm to secure the area, but if you are among the first responders, wait until the winds have died down. When driving, be very careful and watchful for downed (or dangling) power lines, trees and don't drive through deep water (it could contain a sink hole or a downed live wire). Be very mindful of standing water inside buildings also. Do not walk through it until you are sure no electrical current is on in the vicinity.

Post-Hurricane Clean Up

Clean up at Key Marco Community Development District will begin as soon as possible after impact.

A. Post-Hurricane Cleanup Check List (if possible. photograph all areas surveyed)

1. Check for damage that has dangerous implications
2. Secure areas that have been damaged
3. Water removal
4. Thorough survey to assess damage
 - a) Interior
 - b) Exterior
5. Assess critical damage
6. Determine areas of priority
7. Coordinate with landscaping staff, monitor and document all debris removal within District property.
8. Notify Residents of cleanup progress and facilities reopening.

Memorandum

To: Key Marco Community Development District Board of Supervisors

Key Marco Community Association Board of Directors

From: Joshua Carter, District Manager, Community Association Manager

Date: April 09, 2025

RE: Key Marco Guardhouse Kiosk, Software and Maintenance Overhaul

In November 2024, an issue has arisen sporadically at the Key Marco guardhouse where after-hours visitors and residents have been unable to enter the community through the visitor lane when security personnel is not on-site. The current kiosk system installed at the guardhouse allows users to scroll to the member they are visiting, select their name and dial their phone number on file. Once the resident answers the phone and presses the entry key, the system displays the 'access granted' message on the kiosk and hangs up the call. The gate is to open but when the issue is present, the gate does not open. The issue is resolved once the computer within the kiosk is manually reset until the next occurrence.

In December 2024, the issue persisted and a resident returning from the airport in a rideshare was stranded at the gatehouse and had to be picked up by another member. At this time, the issue has occurred three times since and the solution proposed is to replace the kiosk with their new kiosk system, at a cost of \$4,200. Further, when the error was discovered on a Sunday night, the service provider noted that they did not have IT staff available to restart the kiosk and correct the issue until the following day during business hours. The option was given to have gate hardware staff come to the site and render the gate stuck open at the after-hours service charge of \$300.

It is the opinion of management that this system, service protocols and the prescribed solution are not up to the Key Marco Standard and ought to be replaced with a best of breed alternative offering that not only corrects the unacceptable errors encountered but also offers deeper functionality and better resident experience. It should be noted this initiative requires collaboration between the Key Marco CDD and Key Marco Community Association as costs associated with the initial investment of installing a new kiosk would fall under the Capital Improvement scope of the Community Development District and ongoing subscription costs under the scope of the Key Marco Community Association.

In the exhibit below, we have included the product proposals for three alternative solutions of varying investment, capabilities to be compared against the kiosk upgrade from the current provider. We have also included an estimate for an alternative preventative maintenance service provider that services several clients in the Marco Island area at a lower cost than the current provider.

Vendor	Hardware Install Price (Hardware & Labor)	Initial Implementation Costs	Subscription Fees (software subscription & kiosk phone)
Checkpoint (existing)	\$ 4,200.00	\$ -	\$ 262.21
Liftmaster MyQ	\$ 7,011.00	\$ -	\$ 121.00
Proptia	\$37,013.00	\$ -	\$ 920.00
GoAccess	\$ 9,205.00	\$ 4,998.00	\$ 749.00
Highlight Denotes Price Without Sales Tax			



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

Estimate

ESTIMATE#	12286
DATE	01/29/2025
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

Estimate

Description	Qty	Rate	Total
Scope of Work As a valued customer we would like to offer a new checkpoint kiosk that is offered at a one time discounted price. The new kiosk is out and it is a great piece of hardware and reliable. It will allow for more advanced features as they become available in the software. This offer expires if not approved in 3 months from issued date	0.00	0.00	0.00
CheckPoint Material New checkpoint F10 kiosk	1.00	6,999.99	6,999.99
Discount		2,799.99	-2,799.99

CUSTOMER MESSAGE

Estimate Total: \$4,200.00

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.

PRE-WORK SIGNATURE

Signed By:



Key Security Services

4121 Green Blvd. * Naples, FL, 34116
Office # (239) 687-8494
carl@key2security.com
www.Key2Security.com

To: Josh Carter
505 Whiskey Creek Dr
Marco Island, Florida 34145-1703
josh@managerkeymarco.org

Proposal:
#1059675042

Date:
01/30/2025

RE: Estimate for Key Security Services

Most mechanical and electrical systems in Southwest Florida require some regular upkeep for both the safety and longevity of the system. This may include something as simple as inspecting camera housing for water intrusion or as detailed as checking gate sensors to prevent vehicle impacts. Key Security Services offers several levels of maintenance contracts including preventative maintenance, software programming, and full system warranties. Maintenance contracts are customized based on the specific needs of the property and management. Feel free to contact us if the following contract does not fully meet your property's preferences.

Our spectrum of services include:

- 1) **Mechanical Locksmithing** including high security locks, master systems, and lock installations
- 2) **Surveillance Cameras** with remote access and advanced analytics
- 3) **Electronic Access Control** using keyfobs, pin codes, or mobile phone credentials
- 4) **Vehicle Gate Control** using telephone entry, RFID, barcode scanners, and simple transmitters

Key Security Services is fully licensed, bonded, and insured with worker's compensation for all of our employees. However, it is our commitment to providing quality, durable products and services that gives you the peace of mind that you have picked the right company.

I offer my personal commitment that Key Security Services will exceed your expectations. I am available day or night via phone or email to answer any questions. I also invite you to visit our website at www.Key2Security.com where you can find articles from product reviews to electronic access options to the proper way to install surveillance cameras.

Always at Your Service:

Carl Lohmann

Carl Lohmann - Estimator
Cell #: (239) 537-4894
Email: carl@key2security.com



Vehicle Gate Maint

Description	Qty
Preventative Gate Vehicle Maintenance Key Security Services will inspect the following: Gates will be checked for damage from impact or forced entry as well as cosmetic issues like rust and paint. Gate Operators will be checked for proper operation. Hydraulic fluid lines will be checked and fluid replaced if needed. Operators will be oiled if necessary and gate movement limits reset. Hinges will be oiled and adjusted for smooth operation. Bearings and motors will be lubricated and inspected for visual wear. Hold open timers will be checked for proper operation and date/time settings. All existing wiring and known conduit junction boxes will be checked for corrosion, water intrusion, bug infestation, and hot or burnt connections. All safety switches will be tested including in ground loop sensors, photocells, and impact sensors will be tested to ensure proper adjustment to avoid vehicle or pedestrian impacts by the gate. Standalone wireless receivers will be tested for good operation and range. Finally, the emergency EVAC system will be checked for correct operation. A written report will be provided with any noted damage or with suggested system upgrades at the conclusion of each inspection.	6.00
Preventative Barcode Scanner Maintenance Key Security Services will inspect the Bar Code Scanner(s) for the following: Proper alignment, consistent scanning of bar codes, proper connection for programming, bugs in the unit, and water intrusion in the unit. We will also leave a water absorbing (damp rid type) packet to keep humidity down inside the box and moth balls to repel insects.	1.00
Service Charge Service Charge	1.00

Maintenance Contract Total: \$200.00
plus applicable taxes



Maintenance Contract Terms and Conditions

Repair Parts: Whenever possible, Key Security Services is able repair or replace a part with the exact part or one with similar specifications. If a product becomes obsolete during the contract coverage period and cannot be repaired or replaced, Key Security Services will make recommendations for a new or upgraded system.

Service and Limitations: Preventative maintenance can greatly extend the life of your system but it does not cover loss or damage due to negligence, misuse, abuse, unauthorized repair by others, improper installation, inadequate power supply, fire, water, windstorm, hail, lightning, earthquake, terrorism, theft, vandalism, or acts of God. The replacement of products or component parts whose failure is attributable to the above items will be billed outside of this contract. Does not include the actual metal gates, leaf posts, or pedestals.

Availability of Services: Key Security Services offers emergency service 24 hours a day. We understand many issues (especially those involving access control), must be serviced immediately. Our office has a technician on call at all times to ensure an immediate response in the event of an emergency. Non-emergency repairs will be made on the next business day. Key Security Services will not be responsible for delays involving availability of material.

Renewal and Cancellation: This contract may be canceled by either party at any time with 30 days prior written notice. Any prepaid portion of the contract will be refunded minus the full cost of any preventative maintenance already preformed. The contract will automatically renew and extend with the current terms at the end of the service period unless canceled by either party.

Key Security Services agrees to provide the customer the s ervice(s) specified subject to the Terms and Conditions lis ted above. We will visit the property Quarterly to perform these services. The contract shall begin within 30 days of signing unless otherwise stated and continue until cancelled by either party.

Authorized Signature

Carl Lohmann

Date

01/30/2025

Carl Lohmann - Estimator

Date





Key Security Services

4121 Green Blvd. * Naples, FL, 34116
Office # (239) 687-8494
Carl@key2security.com
www.Key2Security.com

To: Josh Carter
Key Marco Community Association
505 Whiskey Creek Dr
Marco Island, Florida 34145-1703

Proposal:
#1060422412

Date:
02/11/2025

Thank you for considering Key Security Services for your security needs. With over 30 Years experience in the security industry right here in southwest Florida, Key Security Services brings insight and value to your community, home and business by providing solutions that deliver lasting results while keeping risks and costs at a minimum. Your security and peace of mind is our business and we take it seriously.

Our spectrum of services include:

- 1) **Mechanical Locksmithing:** High security, master keys, door closers, and lock installations.
- 2) **Surveillance Cameras:** Featuring advanced analytics, remote monitoring and HD quality video.
- 3) **Electronic Access Control:** nonclobable fobs, pin codes, cloud programming, and mobile credentials.
- 4) **Vehicle Gate Control:** Touch screen telephone entry, gate operators, metal gates, and vehicle access.

Key Security Services is fully licensed, bonded, and insured with worker's compensation for all of our employees. However, it is our commitment to providing quality, durable products and services ensures your property will be secure and hassle free for years to come.

I personally guarantee that Key Security Services will exceed your expectations. I am available day or night via phone or email to answer any questions. I also invite you to visit our website at www.Key2Security.com for informative articles, product reviews, electronic access options, and tips on proper surveillance camera installation.

Thank you again for considering Key Security Services. We look forward to the opportunity to secure your peace of mind.

At your service:

Carl Pukin - Estimator
Cell #: (239) 233-1631
Email: Carl@key2security.com



Video Callbox

Description	Qty
Liftmaster Telephone Entry System	1.00
LIFTMASTER PED42 - GOOSENECK PEDESTAL 42"	1.00
Liftmaster Smart Reader	2.00
Labor to repair/replace gates	6.00
Liftmaster Monthly Cloud Service	1.00
Phone.com monthly VOIP service	1.00
Sales Tax:	\$841.32
Option Total:	\$7,852.32

Work to be Performed:

Key Security Services will provide and install a new Liftmaster telephone entry system and two fob readers for the entrance to the community. Make a great first impression with this scalable cloud-based smart access system, Integrated video camera with 135° view., Control multiple entry points from a single dashboard with myQ® Community. Liftmaster's new MyQ Community platform provides many modern features like cloud based programming, a color touch screen, video calling and Mobile Credentials, The myQ Community app lets residents see who's at the entrance before granting access and even the ability for homeowners to issue their own guest passes to speed up visitor access at the gate (optional). Key Security Services will also facilitate the transfer of data from the old system into the new platform. This is usually a great opportunity for the association to review the current data and clean out any old homeowners, tenants, guests, vendors, and staff.

Liftmaster App experience "Advanced" is free and includes Remote Unlock, History, Mobile Credentials, Guest Passes, Siri, Apple Watch.

Liftmaster App fee is included in the monthly charge.

Key Security does not control the app fee charge.

Key Security Services will pay this monthly and bill the association quarterly.

Liftmaster MFG. Warranty 2 years.

Key Security Services 6 month service warranty after completed installation.

Terms and Conditions:



Deposit: A deposit is required prior to ordering materials for the project. The deposit amount will be for the full amount of all materials or 50% of the contract amount-whichever is greater. The remaining balance of the project is due within 30 days of satisfactory completion of the project.



Access: Key Security Services may require access to several areas of the property during installation. There may be some noise and access to some areas may be restricted while work is being performed. Key Security Services makes every reasonable effort to minimize the disruption this project may have on homeowners, staff, and guests, but some inconvenience is to be expected. Please have items cleared in the areas we will be working to ensure the safety of our technicians.



Cancellation: The contract can be cancelled by the customer any time before the start of the project. Cancellation of a signed contract may require a cancellation fee of 10% of the contract labor and up to a 100% restock fee on material.



Cosmetics: Key Security Services makes every attempt to maintain a positive cosmetic appearance for the installation, but some installations may require wall plates plates, wire boxes, conduit, and even drywall repairs. Key Security Services is not a painting contractor and the client may want to consider painting some aspects of our installation on completion.



Credit Card: Due to the high fees charged by credit card companies, Key Security Services charges a 5% surcharge on all credit card transactions exceeding \$500. Payments can be made via check, money order, or cash with no surcharge.



Fixed Rate: This proposal is offered as a fixed rate contract. Key Security Services will provide all labor and material for the total amount agreed upon regardless of the actual labor and material costs.



Future Rates: The rates presented in this proposal do not necessarily reflect rates for future projects and service. Key Security Services reserves the right to adjust pricing for goods and services outside of the scope of this proposal at any time.



Warranty: Unless otherwise stated, Key Security Services warranties all materials based on manufacturers' provided warranty and all labor for six months from the date of installation with exceptions for vandalism and acts of God.

It is difficult to fully describe and explain the presented systems on paper. Please contact us with any questions. We may have samples or the product for you to review, demo units, or other installation you can inspect. References are available on request.

By signing below you are agreeing to the installation as approved including the price, terms and conditions, and description of work. If multiple options were presented in this proposal, please clearly indicate the options approved by initialing the appropriate page and listing the options below.

Authorized Client Signature

Option(s) Selected

Date

Carl Pukin - Estimator

03/21/2025

myQ® Community



Account Setup

1. Look for an email invitation from your Community Manager.
2. Follow the instructions in the invite to download the myQ Community app and create an account.
3. When prompted, accept the invitation or enter the access code.

Note: Be sure to give the app permission to access your microphone and make sure you have turned on notifications and add the phone number to your contacts to ensure calls aren't blocked.

Need Assistance?

► For More Information

Visit our [support page](#)

<https://support.chamberlaingroup.com/s/myq-community-app-support>

for further assistance



Ways to Unlock

A. Press to Unlock smartphone or Watch

- Open app
- Press and **HOLD** to Unlock. Unlock button will be displayed until the entrance relocks.



B. Tap

- Tap your phone (locked or unlocked) to a smart reader to unlock **or**
- Place your phone close to an intercom* to unlock



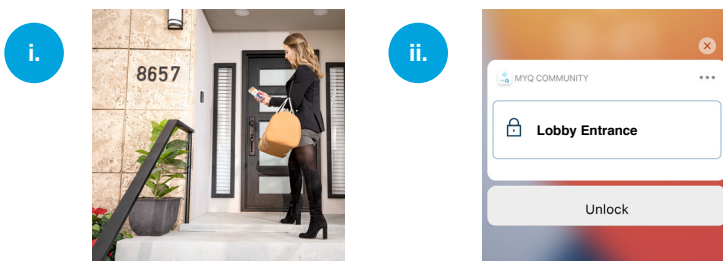
C. Touch

- Touch upper part of a smart reader with your hand to unlock
- Make sure your phone has a good line-of-sight to the reader. Range will vary depending on obstructions.



D. Alert

- Get close to a smart reader or an intercom*. A notification will be pushed to your phone.
- Unlock the door through the push notification.



*Only works with certain types of intercoms. Please check with your administrator for details.

Answering Video Calls (iPhone)

Locked phone



Unlock phone
Click on the myQ icon*
Answer call and grant or deny access

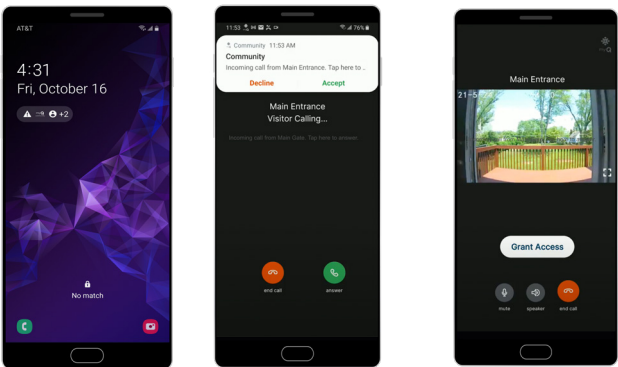
Unlocked phone



Click the accept button
Answer call and grant or deny access

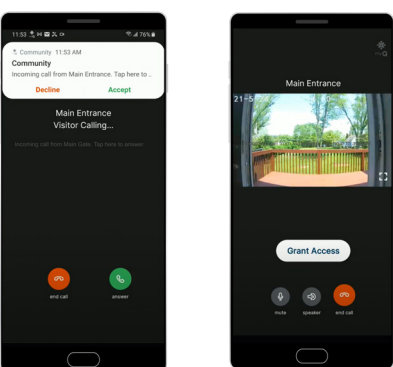
Answering Video Calls (Android)

Locked phone



Unlock Phone and open notification
Click and Accept notification
Grant or deny access

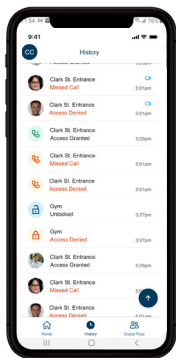
Unlocked phone



Click and Accept notification
Grant or deny access

*You will need to unlock your phone before you can see video

Event History and Video Playback Instructions



Shows all of your app activity.

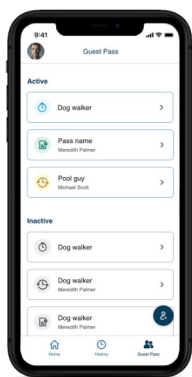
If your community has video, clips of all of your access events will be available for 24 hours**.

**30-days if your Community Manager subscribes to increased storage.



Click on any available video clips and it will play and allow you to share or download.

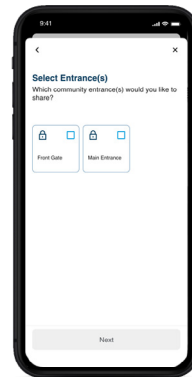
Create Virtual Passes for Guests or Deliveries



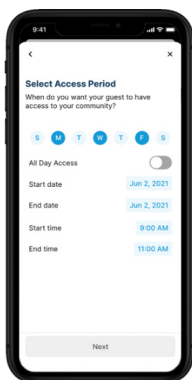
Navigate to Guest Pass, tap create icon and select a pass type.



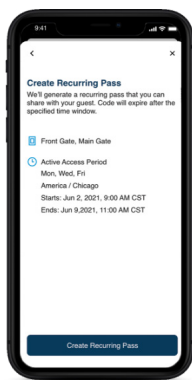
Name your pass.



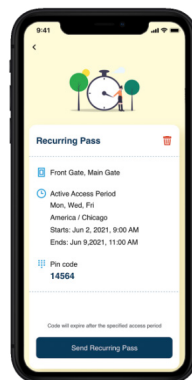
Select Entrance(s).



Select access period.



Review and create pass.



Share via text messages or email.

Common Questions

Ways to Unlock:

What does it mean when I get an "Access Denied/Out of Schedule" message when I press to unlock?

A community may have a schedule for certain entry points. For example, if the gym is open from 9am-5pm, you will not be able to use the app to unlock the gym entrance outside the scheduled timeframe.

What happens if the Internet goes down at the property? Will the system still work?

Press to unlock relies on internet availability but if you have certain types of LiftMaster intercoms or smart readers, you can still unlock a door using Bluetooth technology when internet goes down.

What happens if my phone is out of battery?

Your phone will need to have battery life for any unlock to function

Why does Tap not work?

1. Check with your administrator whether Tap mode is turned on for your property
2. Check that you closed the app normally and did not force-quit close from the most recently used app carousel.
3. Check if you've turned on Bluetooth and Location Services for the app (Location Services needs to be set to "Always On")

Why does Touch not work?

1. Check with your administrator whether Touch mode is turned on for your property
2. Check that you closed the app normally and did not force-quit close from the most recently used app carousel.
3. Check if you've turned on Bluetooth and Location Services for the app (Location Services needs to be set to "Always On")
4. Please make sure your phone has a good line-of-sight to the reader. Range will vary depending on obstructions.
5. Touch the upper part of the reader with your hand.

Why does Alert not work?

1. Check with your admin whether Alert mode is turned on for your property
2. Check that you closed the app normally and did not force-quit close from the most recently used app carousel.
3. Check if you've turned on Notifications, Bluetooth and Location Services for the app (Location Services needs to be set to "Always On")

Why does app need to know my location with iOS?

MyQ Community does not share or sell your data to third parties. To make sure your phone can unlock a door, we are using Location Services via iOS to wake up myQ Community app when you are close to a door if iOS puts the app to sleep.

Can I share guest passes for my apartment door?

Yes - the guest passes can be issued for any authorized entrances as set by your property manager

Answering a Video Call:

Will I see the video as soon as I answer the call?

Once you follow the steps above to answer the call, you may see a green screen for a few seconds while the video is loading.

What happens when I miss a video call from my guest?

The call will roll over to an audio call, that you can answer and grant access as you normally do. Missed called will go to voice mail.

I can't hear the person at the entrance and/or they can't hear me, what is wrong?

Did you allow access to your phone speaker and microphone during set up? If you did not, go to your phone settings, look for the myQ Community app, and allow access to the speaker and microphone.

Why isn't my video displaying properly?

A strong Wi-Fi or cellular connection is critical for video to work properly. A weak signal or connection could result in a compromised video image or an audio only call.

Event History / Video Clips:

How long are video clips stored in the app's event history?

The community subscription comes with 24 hours of history storage of videos call events, guest pass events, and press to unlock events. Anything beyond that time period will not be accessible via the app. A community can purchase 30 days video storage to increase the event history in the app to 30 days.

How do I download a video clip from my history?

Navigate to app history menu option, select the video that you want to download, tap on the save video icon on top right corner of the app and then select "Save Video". This action will download the video to your gallery or photos.

Is sound/audio available with video clips stored in my history?

To maintain your privacy and the privacy of your guest's audio is not available in historic video clips. You will be able to interact two ways when you are in a video call with your visitor/guest but that same event if reviewed after the fact will not contain the associated audio in the history logs.

Guest Management

Why am I not seeing amenity doors like the gym and pool to share with my guest?

Guest passes are only allowed for entrances that are on 24/7 schedule. If an amenity door's schedule is 9am-5pm then that door will not be allowed to be shared with guests.

When do I use each of the pass types?

Delivery Pass can be used for food or package deliveries. It is valid for ten days but will be revoked shortly after the first use. Temporary Pass can be used for a weekend guest or service provider that requires access for a longer duration. Recurring Pass can be used for recurring visitors like baby sitters or dog walkers that require weekly access.

Is there another way to share a guest pass other than emails or text messages?

If you want to share the guest pass out of the community app, you have the ability to do so by selecting Send Recurring Pass and use "share via" option. This will allow you to share using any 3rd party apps that are installed on your phone.

I see an option to create a guest pass, however, when I start creating one I do not see any entrances to share with my guest?

Your property manager will have to authorize doors that can be shared with a guest in order for it to appear during pass creation.

General App Questions

Can I share my app license with other people in my household?

No, Your app license may not be used on another device, even if they are using your credentials to login.

Still have questions?

Visit <https://support.chamberlaingroup.com/s/community-by-myq-app-support>

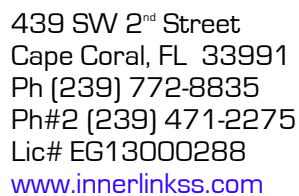


Alarm & Gate Entry Proposal Presented To:

Key Marco Community Association

505 Whiskey Creek Dr.
Marco Island, FL 34145

**Prepared By: Dan Kennedy
February 26, 2025**



- ✦ Interactive Services
- ✦ Video Surveillance
- ✦ Voice~Data~Cable
- ✦ Access Control
- ✦ Central Vacuum
- ✦ Home Automation Integration

Honeywell



DESCRIPTION	QTY	PRICE	TOTAL
(8) Zone Hardwired Panel w/ Enclosure, Transformer & Battery Backup	1	Included	Included
LCD Keypad w/ Wireless Receiver	1	Included	Included
4G Verizon LTE Cellular Communicator w/ Interactive App	1	Included	Included
Security Yard Sign, Decal Package & Insurance Certificate	1	Included	Included
Wire, Connectors & Misc. Materials	1	Included	Included
Monitoring Rate (Not Included in Total)			
Monthly Commercial Cellular Monitoring w/ Basic Interactive	1	\$ 54.95	\$ 54.95
- No Contract			
- Billed Quarterly, Bi-Annual or Annual			
Material Subtotal			\$ 750.00
Sales Tax			\$ 48.75
Labor/Installation, Programming & Customer Training			Included
Notes:			
- Current alarm system is an ADT Vista 20P with wireless contacts.			
TOTAL			\$ 798.75



439 SW 2nd Street
Cape Coral, FL 33991
Ph (239) 772-8835
Ph#2 (239) 471-2275
Lic# EG13000288
www.innerlinkss.com

✦ Alarm~Monitoring
✦ Pool Alarm
✦ Multi-Room Audio
✦ Home Theater
✦ Intercom
✦ Audio~ Video~HDTV
Components

✦ Interactive Services
✦ Video Surveillance
✦ Voice~Data~Cable
✦ Access Control
✦ Central Vacuum
✦ Home Automation
Integration

SUBMITTED TO:	
NAME: Key Marco Community Association	DATE: 2/26/25
STREET: 505 Whiskey Creek Dr.	PHONE: 239-394-4346
CITY: Marco Island	FAX:
STATE: FL	CELL:
ZIP: 34145	RESIDENCE/JOB:
ATT: josh@managerkeymarco.org – Josh Carter	JOB ADDRESS:

proptia

Gate Entry Proposal

DESCRIPTION	QTY	PRICE	TOTAL
Activation & Implementation Fees			
Implementation Fee (Database + Admin Training) 51-200 Homes (Database Cleanup and Import + 3 Hrs Admin Training)	1	\$ 2,394.00	\$ 2,394.00
8 Hr Block- Remote Installation/Networking Support Remote Installation/Networking Support- 8 Hr block to be used as needed	1	\$ 1,200.00	\$ 1,200.00
Activation Base Software Base Module Activation (per Organization)	1	\$ 175.00	\$ 175.00
Activation Credentialed Access Module Access IP Controller Services Activation (per Organization)	1	\$ 295.00	\$ 295.00
Activation Visitor Management Server Module Attendant Onsite Server Activation (per Server)	1	\$ 475.00	\$ 475.00
Activation License Plate Recognition Module LPR Onsite Server Activation (per Server)	1	\$ 225.00	\$ 225.00
Activation LPR OCR License Key LPR OCR License Key Activation (per LPR Camera)	4	\$ 115.00	\$ 345.00
Activation Telephone Entry Module IP Telephone Entry Activation (per Unit)	1	\$ 150.00	\$ 150.00
Activation Kiosk Scanner Module Kiosk Scanner Systems Activation (per Kiosk)	1	\$ 150.00	\$ 150.00
Hardware			
Attendant Kiosk PC Proptia - NUC-5 with 8GB, 256GB M.2 SATA - SUPPORT SERVICE, NUC 2-year	1	\$ 1,435.00	\$ 1,435.00
Attendant Server PC Proptia - NUC-7 with 16GB, 512GB M.2 SATA - SUPPORT SERVICE, NUC 2-year	1	\$ 1,675.00	\$ 1,675.00
LPR Smart.IA Server Proptia - NUC-7 with 16GB, 512GB M.2 SATA - SUPPORT SERVICE, NUC 2-year	1	\$ 1,675.00	\$ 1,675.00
Proptia Ped Pro Surf. TES Verso - Black (w. Scan IP/UDP Kit) Proptia Surf. TES 14x14 Ped Pro for 2N Verso - Includes IP/UDP Scanner Kit (Black)	1	\$ 2,875.00	\$ 2,875.00
ICT Controller Controller, ProtegeGX DIN Rail System Controller	2	\$ 1,002.00	\$ 2,004.00
ICT Expander UPS PWR Power Supply, Intelligent Battery Backup PSU, 12V 4A, 110V Input	2	\$ 610.00	\$ 1,220.00
Zebra Pass Printer	1	\$ 650.00	\$ 650.00
Zebra Pass Scanner	1	\$ 330.00	\$ 330.00
Continued			



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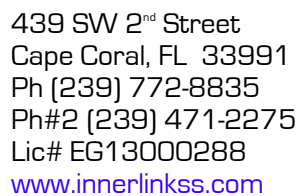
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CITY: Marco Island	FAX:
STATE: FL	CELL:
ZIP: 34145	RESIDENCE/JOB:
ATT: josh@managerkeymarco.org – Josh Carter	JOB ADDRESS:

proptia

Gate Entry Proposal

DESCRIPTION	QTY	PRICE	TOTAL
IP Web Relay X401	1	\$ 450.00	\$ 450.00
Logitech Keyboard & Mouse	1	\$ 45.00	\$ 45.00
ViewSonic 22" Monitor	1	\$ 190.00	\$ 190.00
Guest Passes (2,000 ct.)	1	\$ 200.00	\$ 200.00
Uniview HC121@TS8CR-Z – 2MP, 4.7-47MM Lens, License Plate Reader Camera w/ 325' IR Range & Junction Box (Entry x2 & Exit x2)	4	\$ 935.00	\$ 3,740.00
BAI Reader (Use Existing)	1	\$ 0.00	\$ 0.00
2N Verso Main Unit w/ Camera, RFID Reader & Fingerprint Reader	1	\$ 1,500.00	\$ 1,500.00
2N Verso Touch Screen Display	1	\$ 1,100.00	\$ 1,100.00
2N Module Backbox	1	\$ 110.00	\$ 110.00
2N Double Module Flush Trim (Black)	1	\$ 135.00	\$ 135.00
Netgear (8) Port PoE Gigabit Network Switch	1	\$ 220.00	\$ 220.00
Wire, Connectors, Conduit & Misc. Materials	1	\$ 465.00	\$ 465.00
Monthly Fees (Not Included in Total)			
Proptia Base	1	\$ 119.00	\$ 119.00
Visitor Lane LPR MUST be Activated for "Visitor" LPR Auto Processing of Visitors	2	\$ 105.00	\$ 210.00
Exiting Lane LPR MUST be Activated for LPR as a Credential Auto Processing	2	\$ 81.00	\$ 162.00
Proptia Controller	2	\$ 36.00	\$ 72.00
Attendant APP Server	1	\$ 208.00	\$ 208.00
Telephone Entry System (TES) Includes VoIP Service	1	\$ 59.00	\$ 59.00
Kiosk Scanner Module Includes (1) Kiosk Scanner	1	\$ 90.00	\$ 90.00
		Total	\$ 920.00
Continued			



- ✦ Interactive Services
- ✦ Video Surveillance
- ✦ Voice~Data~Cable
- ✦ Access Control
- ✦ Central Vacuum
- ✦ Home Automation Integration

proptia
Gate Entry Proposal

Page 33



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ZIP: 34145	RESIDENCE/JOB:
ATT: josh@managerkeymarco.org – Josh Carter	JOB ADDRESS:

Acceptance of Proposal

We hereby propose to furnish materials in accordance with the above specifications, for the sum of **Thirty-Nine Thousand Four Hundred Sixty-Four and 57/100** dollars (\$ **39,464.57**) with payments to be made as follows:

Price Includes State Sales Tax.

75% Balance Due Upon Signed Proposal.

Balance Due Upon Completed Proposal.

Permits: The customer is responsible for permitting fees if applicable and will be billed separately for necessary procedures.

Warranty Coverage: All parts and labor are guaranteed for 1 year unless specified. Warranty does not cover factors outside of our control which can affect the system, such as electrical power, performance of 3rd party suppliers and equipment, acts of God, battery changes, customer abuse/neglect, add-ons, remodeling, actual break-ins, interference, Internet connectivity, speed, WiFi or networking app's and performance of ISP (Internet Service Provider).

Alarm Protection Plan: 100% parts and labor coverage for any defective equipment and/or non-emergency service dispatch. Additionally, includes a full system check upon request every 12 months of monitoring service. This plan is billed with terms of monitoring service. Plan applies to warranty policy and a trip charge.

All work is to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimates. Overdue balances not received within 30 days of completion will result in 2.5% interest per month. Attorney, court and legal fees will be enforced of non-payment and is the responsibility of the customer which will result in a 2.5% additional fee of the total cost for any legal actions including interest per month. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within **60** days and is void thereafter at the option of the undersigned. Proposals over the amount of \$1,000.00 being processed by credit card will be a 3% transaction fee of the total proposed amount. This proposal amount does not include any charges for the rental of special equipment, such as generators, scaffolding, etc. This proposal is subjected to no repairs that may need of drywall, patching, or painting, etc.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are accepted. You authorize the work as specified. Payment will be made as outlined above.

Customer Signature: _____

Date: _____



Key Marco

Access Control, Visitor Management, & Community Software Proposal

GoAccess Representative:

Cole Butler - VP

Cole@goaccess.com

(507) 475-4413

GoAccess Overview

GoAccess is the next-generation security operations platform, developed by former Harvard and Google engineers, to enhance the privacy and efficiency at some of the nation's most coveted communities.



We have two core guiding principles at GoAccess:

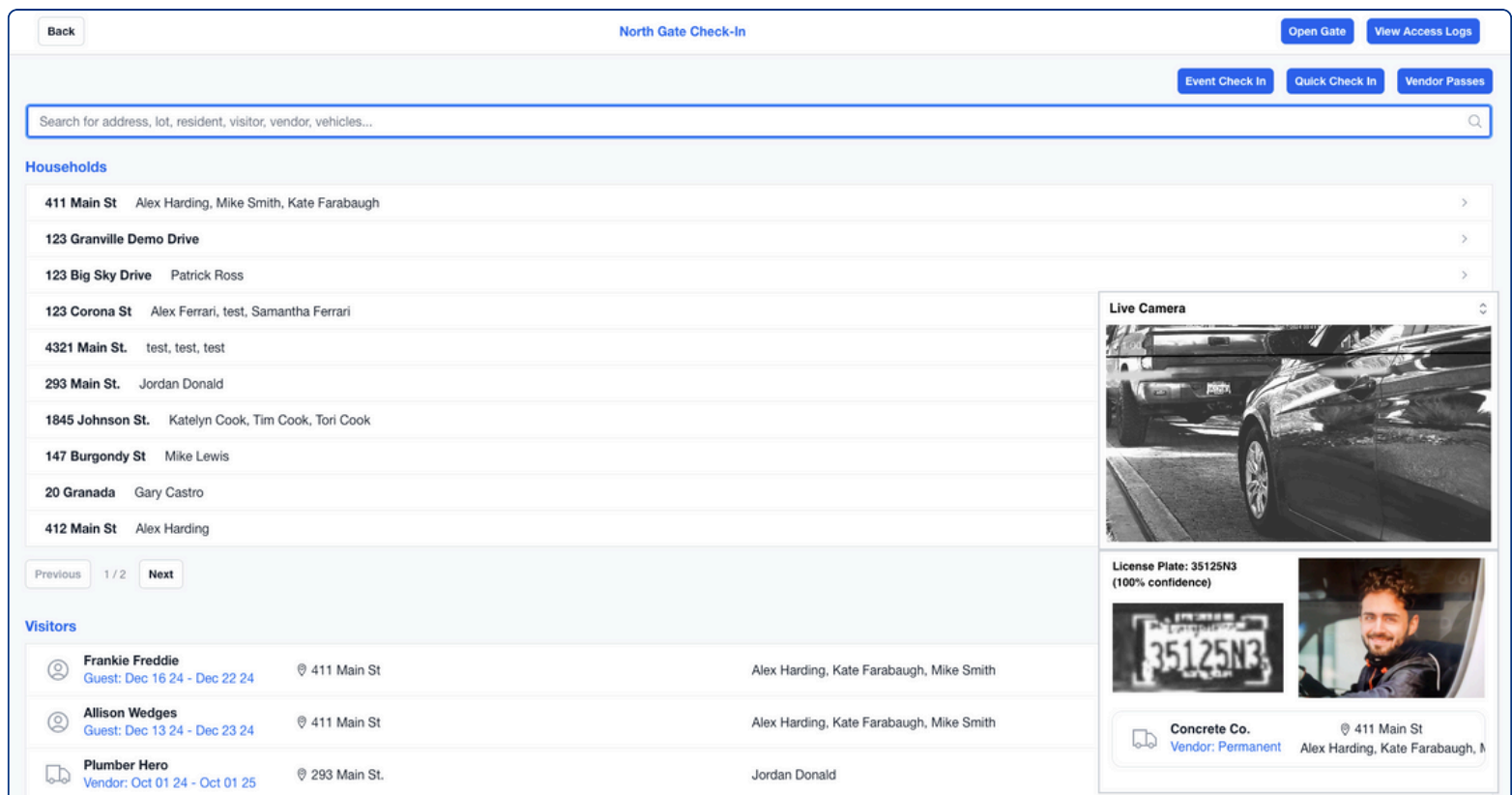
Innovation: We have built a visitor management and access control system that's unbeatable in terms of reliability, functionality, and ease-of-use—but why stop there? We have only scratched the tip of the iceberg in terms of what is possible, and we continue to innovate as technology, especially A.I., advances. For example, we are actively building exciting new functionalities such as visitor tracking within the community, automatic speed/stop-sign violation issuance, and visitor facial detection.

Customer Service: We understand that our base platform will service 90% of your needs, and it is the last 10% of custom functionality which can take our service from good to great. For every project there is always last-mile custom development to ensure your version of GoAccess is made specifically for you.

Key GoAccess Functionality

GoAccess is your community's core technology used across all residents, security staff, and management. We have ensured that it is just as powerful and easy to use for all users.

Security Check-In Platform



The screenshot displays the GoAccess Security Check-In Platform interface. At the top, there's a navigation bar with a 'Back' button, the title 'North Gate Check-In', and buttons for 'Open Gate' and 'View Access Logs'. Below this is a search bar with the placeholder text 'Search for address, lot, resident, visitor, vendor, vehicles...'. To the right of the search bar are buttons for 'Event Check In', 'Quick Check In', and 'Vendor Passes'.

The main content area is divided into two sections: 'Households' and 'Visitors'.

Households: This section lists various addresses and the residents associated with them. The list includes:

- 411 Main St: Alex Harding, Mike Smith, Kate Farabaugh
- 123 Granville Demo Drive
- 123 Big Sky Drive: Patrick Ross
- 123 Corona St: Alex Ferrari, test, Samantha Ferrari
- 4321 Main St: test, test, test
- 293 Main St: Jordan Donald
- 1845 Johnson St: Katelyn Cook, Tim Cook, Tori Cook
- 147 Burgondy St: Mike Lewis
- 20 Granada: Gary Castro
- 412 Main St: Alex Harding

Navigation buttons 'Previous', '1 / 2', and 'Next' are located below the households list.

Visitors: This section lists visitors and vendors with their access dates and the gate they accessed.

- Frankie Freddie:** Guest: Dec 16 24 - Dec 22 24, 411 Main St, Alex Harding, Kate Farabaugh, Mike Smith
- Allison Wedges:** Guest: Dec 13 24 - Dec 23 24, 411 Main St, Alex Harding, Kate Farabaugh, Mike Smith
- Plumber Hero:** Vendor: Oct 01 24 - Oct 01 25, 293 Main St, Jordan Donald

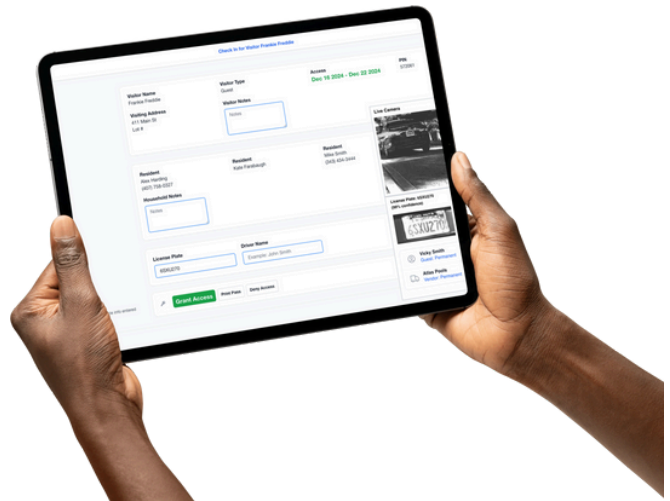
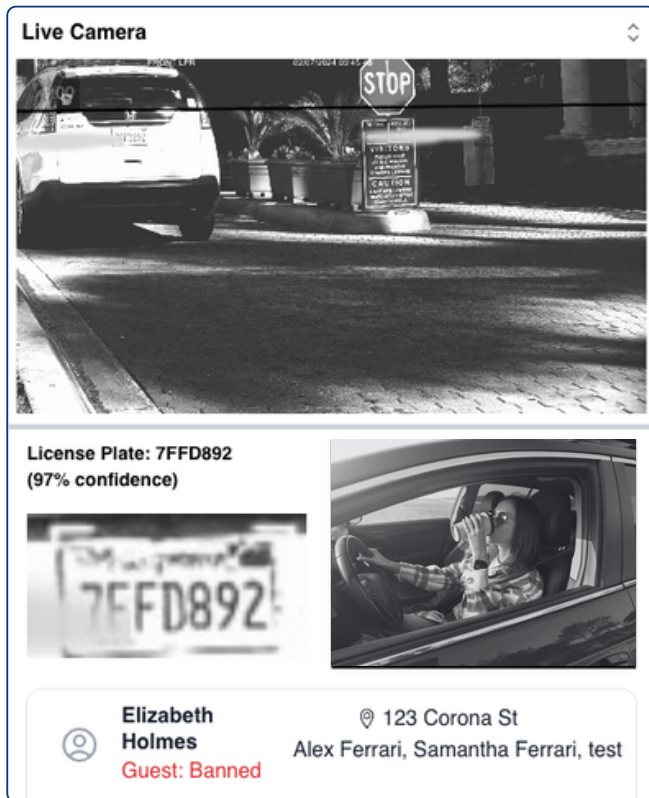
On the right side of the interface, there is a 'Live Camera' feed showing a car entering the gate. Below the camera feed, there is a section for 'License Plate: 35125N3 (100% confidence)' with a photo of the driver. At the bottom right, there is a section for 'Concrete Co. Vendor: Permanent' with a photo of the vendor and the address '411 Main St, Alex Harding, Kate Farabaugh, M'.

Most visitors are repeat visitors. With GoAccess, by the time a vehicle pulls up, security already knows who they are by tying license plates to previous entries (made possible by our A.I. LPR server). Furthermore, by incorporating the driver facing camera stream, security can ensure that the driver matches previous access log history and it is not a shared pass. *With GoAccess you have a photo of every vehicle, license plate, and driver entering your property.*

We've spent hundreds of hours in gate houses watching security use GoAccess and optimizing the check-in experience to be as efficient and intuitive as possible. GoAccess reduces lines by driving down the average transaction time and helps to better secure the community with more powerful access logs.

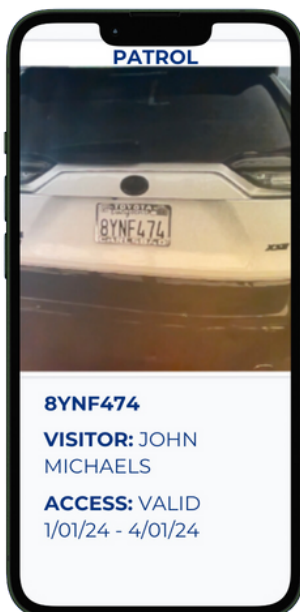
Security Check-In Platform Cont'd

Auto-flag BANNED visitors. Ensure that unwanted visitors do not slip through the cracks. Any BOLO plates will automatically alert security to prevent entry.



GoAccess is compatible with your existing equipment for printing and scanning passes. Furthermore it can be used on a tablet to capture license plates using the tablet's camera.

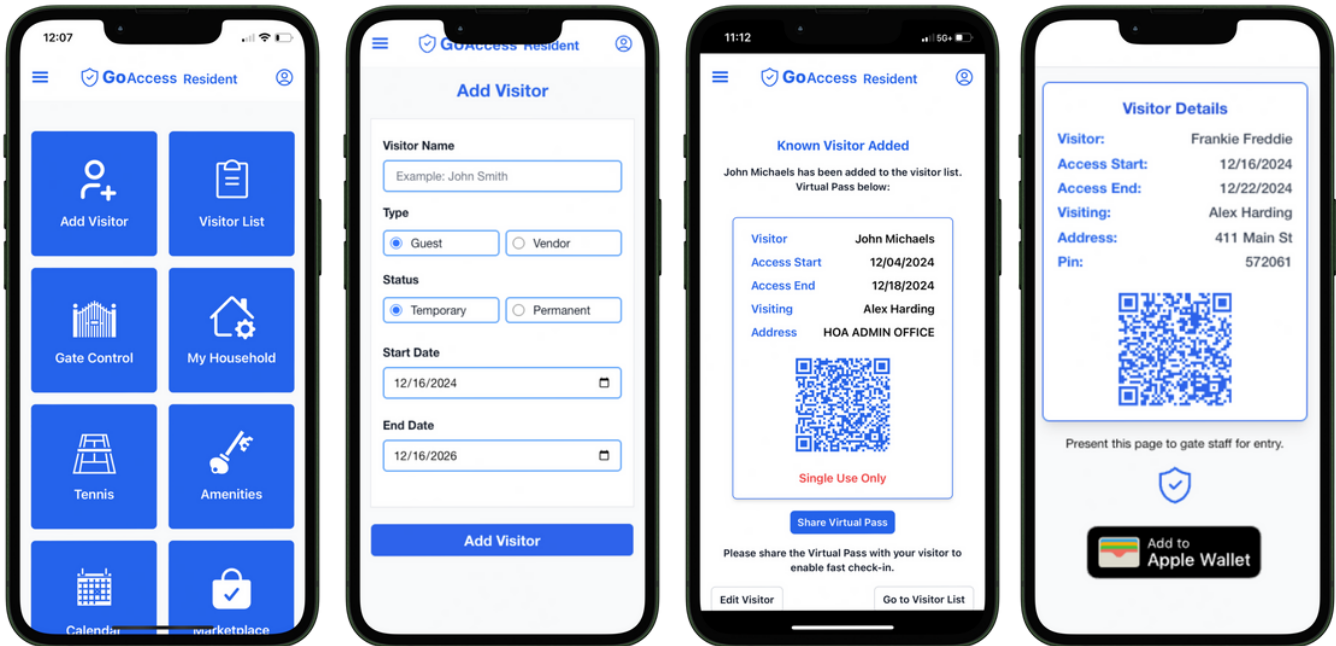
Patrol



Give power directly to patrol staff to more vigilantly patrol the community. Instantly know to whom any vehicle on property belongs, versus your current manual process of radioing the gate house and running tedious reports.

Patrol can use their phone cameras to scan any plate and see that vehicle's entire access log history. This can be used to flag if a visitor is in an area of the property they shouldn't be, to track down the owner in the case of an incident, and to issue citations.

Resident App



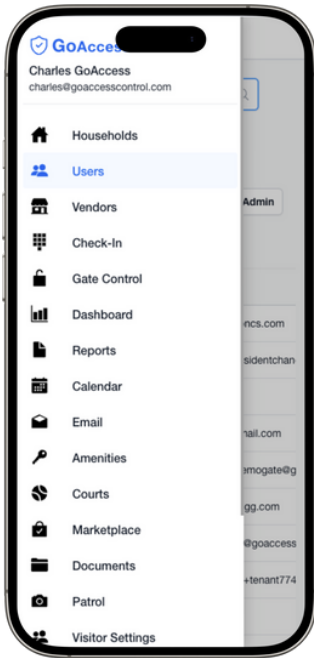
GoAccess is very intuitive for any resident to use - available on web, IOS, and Android. Easily add visitors with minimal clicks and share a single-use virtual pass that can be added with Apple or Google Wallet for expedited check-in. We also offer optional, no-cost-added functionality that is hidden if not used, such as a community calendar, HOA docs, and the ability to open the gate remotely.

Visitor E-Pass



Residents can send their visitors e-passes which provide community branded instructions and a QR code for staff to scan to quickly check in visitors. Customize to your needs, such as providing instructions by visitor type, for example "vendors to park on right hand side of street"

Admin Management

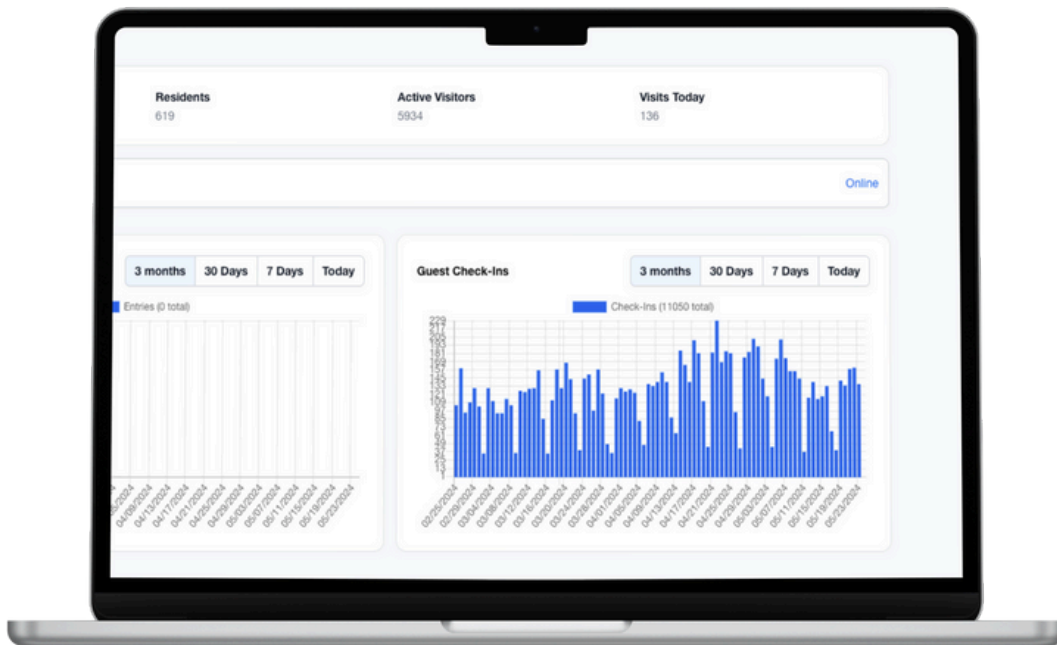


Administrators can effortlessly manage your community, most of which can even be done on-the-go from their smart phone.

Intuitively do everything needed to manage the entire system: run reports, create households, add resident accounts, assign transponders, create admin accounts with specific permissions, send email blasts, manage large event lists, etc.

Enable custom permissions to limit permissions for various levels and types of admins such as gate staff.

Data Tracking and Reporting



GoAccess provides unique insights into your community's operation. Easily manipulate, track, and visualize your data to make more informed decisions in areas such as staffing and capital expenditure. Export custom reports for HOA presentations, audit suspicious visitors, and more.

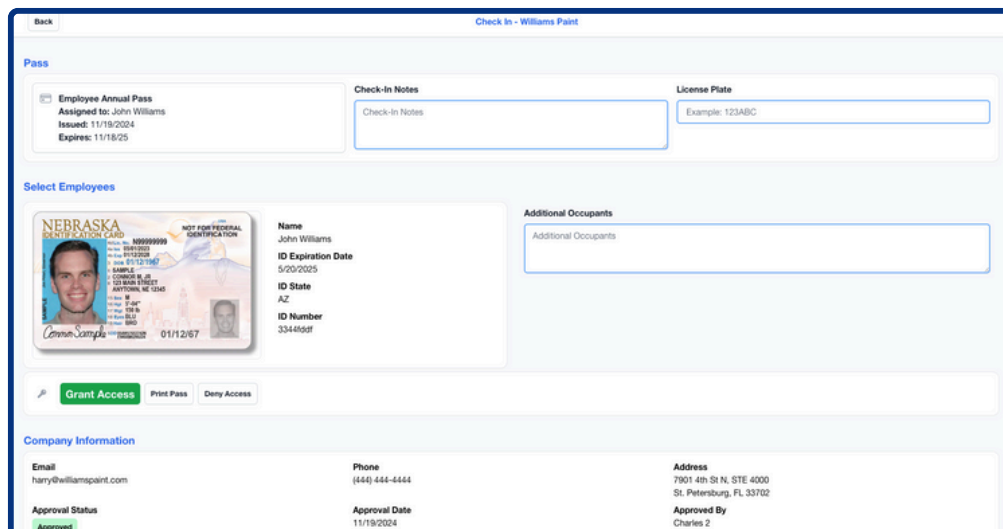
Data Privacy, Always Online, Marketing, and Custom Features

There is nothing we take more seriously than data privacy. All data, encompassing personal details and access logs, undergo robust encryption protocols during both transit and storage phases. This is achieved utilizing HTTPS for secure transmission and Amazon Web Services' (AWS) enterprise-grade encryption for safeguarding the data within our database systems. Our database infrastructure is reinforced with an automated backup process, executed daily. These backups are preserved for a period of 30 days. Administrative system access is controlled via uniquely generated tokens, robust password protocols, and two-factor authentication.

Data is also stored locally to ensure that if internet service is ever interrupted, GoAccess will still work to check-in visitors. Once service is re-instated, GoAccess re-syncs to upload any transaction data and download any new data.

Finally, one of the biggest differentiators GoAccess has to our competitors is our willingness to create custom features. We understand every community's needs are different and we are willing to create custom solutions.

Generate Revenue: GoAccess Vendor Program



The screenshot displays the 'Check In - Williams Paint' interface. It includes a 'Pass' section with an 'Employee Annual Pass' for John Williams, issued on 11/19/2024 and expiring on 11/18/25. There is a 'Check-In Notes' field and a 'License Plate' field with an example '123ABC'. Below this is the 'Select Employees' section, which shows a Nebraska Identification Card for John Williams, born 01/12/1987, with an ID number 3344567. To the right of the card is a table for 'Additional Occupants'. At the bottom, there are buttons for 'Grant Access', 'Print Pass', and 'Deny Access'. The 'Company Information' section at the bottom right lists contact details for Williams Paint, including an email, phone number, and address in St. Petersburg, FL. The 'Approval Status' is shown as 'Approved' with an approval date of 11/19/2024 and an approval by Charles 2.

GoAccess has a vendor program which could be used to power new HOA policy of charging recurring service vendors for entry. This self service platform can generate substantial 6-figure revenue while reducing liability by insuring that all companies have property business, liability, and identification documentation.

Auto Stop Sign Violation Detection System



GoAccess is building the first-ever mobile stop sign violation detection system. We will be able to tie into your camera stream, and by using machine-vision learning automatically capture a video recording of every stop sign violation and tie it to the homeowner or visitors license plate in real time. Security will be able to go through a repository of violation videos, confirm the infraction, and issue citations. Revenue is shared, 80% to the community.

Launch Timeline

1-2 weeks. We will import all of your data and connect select cameras to our A.I. LPR server. Upon announcing the transition, we will onboard the residents with a careful series of emails and/or texts (**see addendum for information on the seamless resident transition**) and handle all customer support during the transition. Gate staff and management will be trained as well.

Pricing

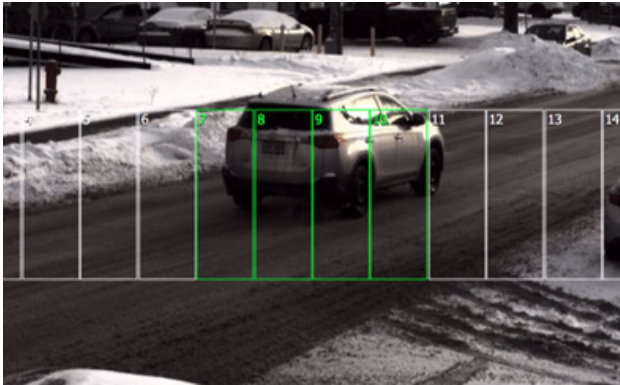
SERVICE	PRICE
Full GoAccess Platform subscription	\$1,249/month \$749/month
Guest Lane License Plate and A.I. Recognition Enhancement (Optional) - 2 Camera Channels	\$79/month (x2) = \$158/month
Data Export/Import Service	\$4,999 \$2,499
Resident Onboarding Support and Marketing Service (All resident support, both for the transition and ongoing, is handled by GoAccess to ensure a high adoption rate)	\$4,999 \$2,499

Gate Hardware

ITEM	PRICE
2x Pre-Provisioned PDK Access Control Panels (3 year MFG warranty) - 2 required per gate	\$4,956
NVIDIA A.I. LPR Recognition Server	\$4,249

*Hardware is compatible with all existing access devices, readers & gates, so there is no need to replace any existing equipment. All data is pre-loaded onto the panels so there is no gate downtime.

OPTIONAL Traffic Logix Investment Recoupment + Community Safety Initiative



GoAccess is a Tier 1 Partner with Traffic Logix, the industry leader in speed enforcement technologies. Implementing Traffic Logix alongside GoAccess LPR can not only offset the cost of our platform, but generate significant revenue. GoAccess manages warnings, administering citations, and collecting payments. Since the Traffic Logix system is mobile, staff can reposition the unit throughout the neighborhood to

prevent drivers from temporarily slowing down once they become familiar with the speed camera's location.



At \$100/citation, your investment is paid for with only 30 citations/month.

According to Traffic Logix, most new communities issue 30-200 citations **a day** and recoup their initial upfront investment in their first 2 months. Revenue is shared 80% to the community.

Traffic Logix Pricing (OPTIONAL)

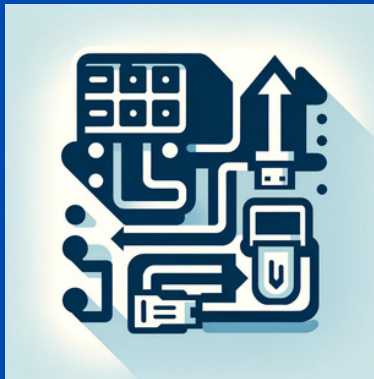
ITEM	PRICE
Traffic Logix High Speed Camera System w/ Solar + Trailer Hitch	\$17,399.34

Conservatively at 1 citation/day, Your HOA can generate \$36,500 in additional revenue a year. 3 citations/day would be \$110,000 in revenue per year.

Addendum: How We Make the GoAccess Transition Easy

We know that switching visitor management can seem daunting. However, we have a proven **white glove** method to ensure that all residents and staff, even those who are not tech-savvy, are able to seamlessly transition. We will handle all customer support during the transition to alleviate staff workload.

1. Data Export



We export all of your data (households, residents, visitors, etc.) into GoAccess and every piece of data is included. We have done complete and successful data exports from all of the legacy providers (Dwelling Live, ABDI, etc.).

2. Trial & Testing Period



Be confident that everything works! Before launching to the community, designated residents and administrators are able to trial the GoAccess app to make sure that everything works as expected, from the sign up email to adding visitors to custom account permissions.

3. Marketing and Onboarding



All residents will be sent out a series of emails to ensure they are able to download the GoAccess app (or access the web platform). We will track all sign up metrics and only send subsequent emails to residents who have not yet onboarded. See an example email below, that can be completely customized to your community's brand.



Exciting news!

Your community has upgraded to a new visitor management system: GoAccess! This app is much easier to use with bigger text and icons. Your account information has been carried over from your previous provider. Please download the GoAccess app and login to ensure all information is correct.

Login Email: lfavolli@me.com

Temporary Password:

fdepga

Download the [iOS App](#) or the [Android App](#) to get started.



You may also login via the web at GoAccessResident.com

For detailed app instructions, [click here](#). If you ever need any technical support, you can email us at support@goaccesscontrol.com and we'll get back to you quickly!

4. Ongoing Customer Support



Our team answers ALL customer support inquiries over phone and email to ensure that everyone stays satisfied and supported. No need to fear that you and your management team will be bombarded with support, because we've got it covered. Furthermore, our team is available 24/7 for any emergencies.



Thank you for your consideration!

www.goaccess.com
cole@goaccess.com
507-475-4413



1900 Seward Avenue
Naples, FL 34109

TEL (239) 597-6221
FAX (239) 597-7416

www.BonnessInc.com
info@BonnessInc.com

FL# CUC1224797
FL# CBC059904

Date: 4/4/2025

Proposal

Submitted To: Key Marco Community Association

Estimate Number: 226242025

Address: 505 Whiskey Creek Drive
Marco Island, FL 34145 USA

Project: Key Marco - Asphalt Patching

Contact: Josh Carter

Project Location: Key Marco Community Development

Phone: 239-394-4346

Project City, State: Marco, FL

Email: josh@managerkeymarco.org

Engineer/Architect: N/A

Thank You for Considering Bonness Inc.

Line #	Item Description
--------	------------------

Asphalt Repair - Approximately 250 SF

- | | |
|---|---|
| 1 | Remove & Furnish Asphalt To Repair Damaged Asphalt Area On The Road (8 Locations) |
| 2 | Re-Paint Pavement Markings - Perimeter Line & Bike Path |

Total Bid Price: **\$7,718.97**

Notes:

- This proposal is good for 30 days and for listed items only.
- Any deviation of contracted work will require an executed change order prior to commencement of work.
- Asphalt and concrete removals are based on Florida Industry Standards 1-1/2" (asphalt) and 4" (concrete) thicknesses. Any additional removals will require an approved change order.
- **Material Escalation:** If, during the course of construction there is a significant increase in the cost of materials, an equitable adjustment will be made to the contract amount. Contractor shall not be held liable for costs associated with material delays and/or shortages.
- **Warranty:** Bonness will warranty all work performed, and all materials furnished, in connection with the project to be free from all defects in material and workmanship for a period of one year from substantial completion date and agrees to remedy all defects arising within that period at no additional costs to the client. The term "defects" shall not be construed as embracing damage arising from misuse, negligence, acts of God, normal wear and tear, or failure to follow cleaning and operating instruction.
- Bonness Inc. is not responsible for damages caused by others.
- **Utilities**
 - Temporary water meter provided by Bonness Inc. exclusively for potable water / fire testing only.
 - Temporary Fire Protection, if required, can be provided at an additional cost.
 - Connection to Utilities is based on connection point at 4' depth or less.
 - All plumbing, water and sewer utilities installed to within 5' of building.
 - Water meters, conduits & tamper switches by others.
 - If additional dewatering is required, due to increased water levels, additional charges will apply.
- **Force Majeure.** No party shall be liable for, nor shall such party be considered in breach of this Agreement due to, any failure to perform its obligations under this Agreement as a result of a cause beyond its control, including any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, change in any law or regulation, fire, flood, earthquake, storm or other like event, disruption or outage of communications, power or other utility, labor problem, unavailability of supplies, unexpected shutdown of site equipment due to weather event (i.e. thunder, lightning, heavy rain) or any other cause, whether similar or dissimilar to any of the foregoing, which could not have been prevented by such party with reasonable care (each, a "Force Majeure Event"). If such event occurs, the time for performance required of the affected party shall be extended by the period of such delay provided the party is exercising diligent efforts to overcome the cause of such delay. Furthermore, if Subcontractor has direct cost impacts due to an unexpected stoppage of work, Subcontractor shall provide Contractor with a change order detailing cost impacts along with backup documents through invoices, and receipts. In addition, the affected party shall provide to the other party within seven (7) days of determining the cause of the Force Majeure Event a written explanation concerning the circumstances that caused the Force Majeure Event.
- Asphalt trucking tire residue on roadway is common with this scope of work and will dissipate over time. The cost of cleaning is not included in the proposal.

- New asphalt will scar with wheel steering, this scarring is an industry wide occurrence and is normal. This will dissipate with the curing process.
- Asphalt placed by hand will have a different texture than asphalt that is mechanically laid.
- Due to existing grades and conditions Bonness Inc. cannot guarantee 100% drainage of surface water following paving.

Payment Terms: Payment due within 30 days of date of invoice, regardless of when payment is made by Owner. Credit Card payments are not accepted.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Bonness Inc.

Authorized Signature: _____

Estimator: Ruben Avila



1900 Seward Avenue
Naples, FL 34109

TEL (239) 597-6221
FAX (239) 597-7416

www.BonnessInc.com
info@BonnessInc.com

FL# CUC1224797
FL# CBC059904

Date: 4/9/2025

Proposal

Submitted To: Key Marco

Estimate Number: 226412025

Address: C/o Dorrill Management Group
5672 Strand Ct. Suite 1
Naples, FL 34110

Project: Key Marco - Sealcoat Roadways

Contact: Josh Carter

Project Location: Key Marco

Phone: (239) 394-4346

Project City, State: Marco Island, FL

Email: josh@managerkeymarco.org

Engineer/Architect: N/A

Thank You for Considering Bonness Inc.

Line #	Item Description
--------	------------------

Sealcoat Parking Lot - Approx. 512,700 Sqft

- | | |
|---|---|
| 1 | Torch Light Oil Deposits As Necessary Prior To Sealcoat Application |
| 2 | Thoroughly Clean Pavement Of Loose Dirt And Debris |
| 3 | Apply Two Full Strength Coats Of PolyPro (a Highly Refined Pavement Coating Hot Blended And Cross-linked With 7% Polymers Mixed With 3 Lbs. Of Silica Sand Per Gallon Of Sealant) To The Pavement Surface |
| 4 | Ribbon Off Freshly Sealed Pavement Overnight To Dry |
| 5 | Re-Paint Pavement Markings - Roadway Markings |

Total Bid Price: \$135,715.83

Notes:

- This proposal is good for 30 days and for listed items only.
- Any deviation of contracted work will require an executed change order prior to commencement of work.
- **Material Escalation:** If, during the course of construction there is a significant increase in the cost of materials, an equitable adjustment will be made to the contract amount. Contractor shall not be held liable for costs associated with material delays and/or shortages.
- **Warranty:** Bonness will warranty all work performed, and all materials furnished, in connection with the project to be free from all defects in material and workmanship for a period of one year from substantial completion date and agrees to remedy all defects arising within that period at no additional costs to the client. The term \"defects\" shall not be construed as embracing damage arising from misuse, negligence, acts of God, normal wear and tear, or failure to follow cleaning and operating instruction.
- Bonness Inc. is not responsible for damages caused by others.
- **Force Majeure.** No party shall be liable for, nor shall such party be considered in breach of this Agreement due to, any failure to perform its obligations under this Agreement as a result of a cause beyond its control, including any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, change in any law or regulation, fire, flood, earthquake, storm or other like event, disruption or outage of communications, power or other utility, labor problem, unavailability of supplies, unexpected shutdown of site equipment due to weather event (i.e. thunder, lightning, heavy rain) or any other cause, whether similar or dissimilar to any of the foregoing, which could not have been prevented by such party with reasonable care (each, a \"Force Majeure Event\"). If such event occurs, the time for performance required of the affected party shall be extended by the period of such delay provided the party is exercising diligent efforts to overcome the cause of such delay. Furthermore, if Subcontractor has direct cost impacts due to an unexpected stoppage of work, Subcontractor shall provide Contractor with a change order detailing cost impacts along with backup documents through invoices, and receipts. In addition, the affected party shall provide to the other party within seven (7) days of determining the cause of the Force Majeure Event a written explanation concerning the circumstances that caused the Force Majeure Event.
- Bonness is not responsible for any residue left from rain in low level areas, sprinkler water, fertilizers/pesticides, soaps, oils, or any other foreign substance that may dry on top of sealcoat that has been applied.

- Tire marks are common and to be expected when traffic is driven on newly applied sealcoat. We warn not to twist tires in stationary vehicles or allow large trucks on newly applied sealer, as this can dig into the fresh sealcoat. Bonness is not responsible to apply additional sealer to cover these markings.
- Driving on or removing ribbons from non-cured sealcoat marked areas will void warranty.

Payment Terms: Payment due within 30 days of date of invoice, regardless of when payment is made by Owner. Credit Card payments are not accepted.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Bonness Inc.

**Authorized
Signature:** _____

Estimator: Ruben Avila

***PRELIMINARY - BUDGET
FISCAL YEAR 2025-2026***

***KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT***

April 16, 2025

DRAFT #1

KEY MARCO

Community Development District

TABLE OF CONTENTS

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Balance

Page 1-2

Budget Narrative

Page 3-5

Exhibit A - Allocation of Fund Balances

Page 6

KEY MARCO

Community Development District

General Fund

DESCRIPTION	Adopted Budget FY 2024-2025	Actual Thru 3/31/2025	Projected Next 6 Months	Total Projected 9/30/2025	Proposed Budget FY 2025-2026
REVENUES					
Maintenance Assessments - Levy	\$227,800	\$198,900	\$28,900	\$227,800	\$227,800
Maintenance Assessments - Discounts (4%)	(\$9,100)	(\$7,106)	\$0	(\$7,106)	(\$9,100)
Road Use Fee	\$5,000	\$2,396	\$0	\$2,396	\$5,000
Interest Income	\$10,000	\$8,792	\$5,000	\$13,792	\$12,000
FEMA Proceeds	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	\$0	\$153	\$0	\$153	\$0
TOTAL REVENUES	\$233,700	\$203,136	\$33,900	\$237,036	\$235,700
EXPENDITURES					
Administrative					
Assessments Rolls	\$500	\$0	\$500	\$500	\$500
Attorney Fees	\$5,000	\$4,778	\$2,000	\$6,778	\$7,000
Audit Fees	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Bank Fees	\$0	\$0	\$0	\$0	\$0
Computer Support	\$600	\$330	\$330	\$660	\$660
Dues, Licenses, Subscriptions	\$175	\$185	\$0	\$185	\$185
Engineering Fees	\$12,000	\$1,037	\$10,000	\$11,037	\$11,000
Insurance - General Liability	\$55,000	\$49,633	\$1,073	\$50,706	\$55,000
Legal Advertising	\$3,500	\$1,043	\$250	\$1,293	\$1,000
Management Fees	\$10	\$0	\$10	\$10	\$10
Office Supplies	\$200	\$0	\$200	\$200	\$200
Postage	\$20	\$18	\$0	\$18	\$20
Property Appraiser Admin Costs	\$830	\$706	\$124	\$830	\$830
Road Use Fee Study	\$0	\$0	\$0	\$0	\$0
Supervisors Fees	\$5,000	\$2,800	\$2,000	\$4,800	\$5,000
Tax Collector (2% Commission)	\$4,300	\$1,467	\$600	\$2,067	\$3,000
Transcribing Costs	\$0	\$0	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$92,135	\$61,997	\$22,087	\$84,084	\$89,405
Capital Expenditures & Projects					
Bridge Inspection Reserves	\$5,000	\$8,910	\$0	\$8,910	\$5,000
Bridge Sidewalk/Curb Painting	\$18,000	\$14,800	\$0	\$14,800	\$0
Bridge Reserves	\$18,000	\$0	\$0	\$0	\$18,000
Gatehouse Paver & Curb Repair	\$0	\$0	\$0	\$0	\$18,000
Hurricane Contingency	\$40,000	\$2,840	\$0	\$2,840	\$40,000
Roads	\$40,000	\$0	\$0	\$0	\$40,000
Solar Streetlighting	\$2,038	\$0	\$0	\$0	\$0
Solar Bridge Navigation Lighting	\$0	\$0	\$0	\$0	\$10,000
TOTAL CAPITAL EXPENDITURES & PROJECTS	\$123,038	\$26,550	\$0	\$26,550	\$131,000

KEY MARCO

Community Development District

General Fund

DESCRIPTION	Adopted Budget FY 2024-2025	Actual Thru 3/31/2025	Projected Next 6 Months	Total Projected 9/30/2025	Proposed Budget FY 2025-2026
<i>Road Maintenance</i>					
Repairs & Maintenance Catch Basins & Culverts	\$10,000	\$6,500	\$0	\$6,500	\$10,000
TOTAL FIELD	\$10,000	\$6,500	\$0	\$6,500	\$10,000
TOTAL EXPENDITURES	\$225,173	\$95,047	\$22,087	\$117,134	\$230,405
EXCESS REVENUES (EXPENDITURES)	\$8,527	\$108,089	\$11,813	\$119,901	\$5,295
NET CHANGE IN FUND BALANCE	\$8,527	\$108,089	\$11,813	\$119,901	\$5,295
FUND BALANCE - BEGINNING	\$871,509	\$871,509	\$0	\$871,509	\$991,410
FUND BALANCE - ENDING	\$880,036	\$979,598	\$11,813	\$991,410	\$996,705

Net Assessment	\$218,790
Discounts 4%	\$9,010
Gross Assessment	\$227,800

<u>Unit Type</u>	<u># of Units</u>	<u>Gross Per Unit</u>	<u>Gross Total</u>
Single Family Home	134	\$1,600	\$227,800
	134		\$227,800

KEY MARCO

Community Development District

EXHIBIT "A"

Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>AMOUNT</u>
Beginning Fund Balance - Fiscal Year 2025-2026	\$991,410
Net Change in Fund Balance - Fiscal Year 2025-2026	\$5,295
Reserves - Fiscal Year 2025 Additions	\$0
TOTAL FUNDS AVAILABLE (ESTIMATED) - 9/30/2025	\$996,705
 <u>ALLOCATION OF AVAILABLE FUNDS</u>	
Assigned Fund Balance	
Operating Reserve - First Quarter Operating Capital	\$121,183
Subtotal	<u>\$121,183</u>
TOTAL ALLOCATION OF AVAILABLE FUNDS	\$121,183
TOTAL UNAASIGNED (UNDESIGNATED) CASH	<u>\$875,522</u>

4:21 PM

04/09/25

Accrual Basis

Key Marco Community Development District

Balance Sheet

As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Money Market	244,337.04
Fifth Third Public Fund	326,936.86
First Horizon Money Market	242,613.09
Seacoast Bank Money Market	240,159.31
Total Checking/Savings	1,054,046.30
Other Current Assets	
Prepaid Expenses	-3,705.95
Total Other Current Assets	-3,705.95
Total Current Assets	1,050,340.35
TOTAL ASSETS	1,050,340.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	10,048.66
Total Accounts Payable	10,048.66
Other Current Liabilities	
Deposits and Prepaid Items	-3,705.95
Total Other Current Liabilities	-3,705.95
Total Current Liabilities	6,342.71
Total Liabilities	6,342.71
Equity	
Opening Balance Equity	2,341.71
Retained Earnings	939,788.03
Supspense Account	4,425.48
Unassigned Fund Balance	899.11
Net Income	96,543.31
Total Equity	1,043,997.64
TOTAL LIABILITIES & EQUITY	1,050,340.35

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Accrual Basis

Key Marco Community Development District

Profit & Loss Budget Performance

February 2025

	Feb 25	Budget	Oct '24 - Feb 25	YTD Budget	Annual Budget
Income					
FEMA Proceeds	0.00		0.00	0.00	0.00
Interest Income	2,755.95	833.33	8,792.00	4,166.69	10,000.00
Maintenance Assessments (4%)	-238.00	-1,300.00	-6,987.00	-6,500.00	-9,100.00
Maintenance Assessments - Levy	11,900.00	32,542.86	187,000.00	162,714.28	227,800.00
Miscellaneous Income	153.33	0.00	153.33	0.00	0.00
Road Use Fee Revenue	818.26	416.66	2,396.40	2,083.38	5,000.00
Total Income	15,389.54	32,492.85	191,354.73	162,464.35	233,700.00
Gross Profit	15,389.54	32,492.85	191,354.73	162,464.35	233,700.00
Expense					
ACCESS CONTROL					
Contractual Services	0.00		0.00	0.00	0.00
Operating Supplies	0.00		0.00	0.00	0.00
R&M Gatehouse	0.00		0.00	0.00	0.00
R&M Gates	0.00		0.00	0.00	0.00
Utilities	0.00		0.00	0.00	0.00
Total ACCESS CONTROL	0.00		0.00	0.00	0.00
ADMINISTRATION					
Accounting Services	0.00		0.00	0.00	0.00
Assessment Rolls	0.00	0.00	0.00	0.00	500.00
Attorney Fees	237.00	583.33	4,777.75	2,916.69	7,000.00
Audit Fees	0.00	0.00	0.00	0.00	5,000.00
Bank Fees	0.00	0.00	0.00	0.00	0.00
Computer- Website Support	0.00	50.00	330.00	250.00	600.00
Dues, Licenses, Subscriptions	0.00	0.00	185.00	0.00	175.00
Engineering Fees	183.00	1,000.00	1,037.00	5,000.00	12,000.00
FICA Taxes	0.00	0.00	0.00	0.00	0.00
Insurances	0.00	0.00	49,633.31	55,000.00	55,000.00
Legal Advertising	0.00	291.66	1,042.80	1,458.38	3,500.00
Management Fees	0.00		0.00	10.00	10.00
Office Supplies	0.00	0.00	0.00	200.00	200.00
Postage	0.00		17.95	20.00	20.00
Property Appraiser	0.00	0.00	705.76	0.00	830.00
Property Tax Collector (2%)	233.24	614.28	1,231.85	3,071.44	4,300.00
Rentals & Leases	0.00	0.00	0.00	0.00	0.00
Road Use Fee Study	0.00	0.00	0.00	0.00	0.00
Supervisor Expenses	1,000.00	0.00	2,800.00	3,000.00	5,000.00
Trascription Costs	0.00	0.00	0.00	0.00	0.00
Total ADMINISTRATION	1,653.24	2,539.27	61,761.42	70,926.51	94,135.00
CAPITAL EXPENDITURES & PROJECTS					
Bridge Inspection Reserves	0.00	0.00	8,910.00	5,000.00	5,000.00
Bridge Painting	0.00	0.00	0.00	0.00	0.00

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Accrual Basis

Key Marco Community Development District

Profit & Loss Budget Performance

February 2025

	Feb 25	Budget	Oct '24 - Feb 25	YTD Budget	Annual Budget
Bridge Reserves	0.00	0.00	0.00	18,000.00	18,000.00
Bridge Sidewalk/Curb Painting	0.00	0.00	14,800.00	18,000.00	18,000.00
Contingency Reserves	0.00	0.00	0.00	0.00	8,565.00
Gate Access Control	0.00	0.00	0.00	0.00	0.00
Gate Operator Replacement	0.00	0.00	0.00	0.00	0.00
Gatehouse Gates	0.00	0.00	0.00	0.00	0.00
Hurricane Contingency	0.00	0.00	2,840.00	0.00	40,000.00
Landscape Improvements	0.00	0.00	0.00	0.00	0.00
Landscape Lighting	0.00	0.00	0.00	0.00	0.00
Roads	0.00	0.00	0.00	0.00	40,000.00
Roads - Root Barrier	0.00	0.00	0.00	0.00	0.00
Solar Streetlighting	0.00	0.00	0.00	0.00	0.00
Street Lighting	0.00	0.00	0.00	0.00	0.00
Total CAPITAL EXPENDITURES & PROJECTS	0.00	0.00	26,550.00	41,000.00	129,565.00
Hurricane Ian Expenses					
Hurricane Ian Debris Cleanup	0.00	0.00	0.00	0.00	0.00
Hurricane Ian Gatehouse Repair	0.00	0.00	0.00	0.00	0.00
Hurricane Ian Irrigation Repair	0.00	0.00	0.00	0.00	0.00
Hurricane Ian Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total Hurricane Ian Expenses	0.00	0.00	0.00	0.00	0.00
Irrigation Services	0.00	0.00	0.00	0.00	0.00
MAINTENANCE AND LANDSCAPING	0.00	0.00	0.00	0.00	0.00
ROADWAY SERVICES					
Repairs & Maintenance	0.00	0.00	6,500.00	10,000.00	10,000.00
Total ROADWAY SERVICES	0.00	0.00	6,500.00	10,000.00	10,000.00
STREET LIGHTING					
Holiday Decor	0.00	0.00	0.00	0.00	0.00
R&M - General	0.00	0.00	0.00	0.00	0.00
Utilities - Electric	0.00	0.00	0.00	0.00	0.00
Total STREET LIGHTING	0.00	0.00	0.00	0.00	0.00
Total Expense	1,653.24	2,539.27	94,811.42	121,926.51	233,700.00
Net Income	13,736.30	29,953.58	96,543.31	40,537.84	0.00

Key Marco Community Development District
Reconciliation Detail
Fifth Third Public Fund, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						320,952.95
Cleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	12/18/2024	1366	Exploritech, Inc.	X	-330.00	-330.00
Bill Pmt -Check	01/02/2025	1369	Luanne Kerins	X	-200.00	-530.00
Bill Pmt -Check	01/02/2025	1368	Jennifer Sprague	X	-200.00	-730.00
Bill Pmt -Check	02/05/2025	ACH	Naples Daily News	X	-186.24	-916.24
Bill Pmt -Check	02/17/2025	1373	Al's Painting Plus	X	-4,440.00	-5,356.24
Bill Pmt -Check	02/17/2025	1374	LJA Engineering	X	-732.00	-6,088.24
Total Checks and Payments					-6,088.24	-6,088.24
Deposits and Credits - 3 items						
Deposit	02/06/2025			X	11,428.76	11,428.76
Deposit	02/28/2025			X	25.13	11,453.89
Deposit	02/28/2025			X	818.26	12,272.15
Total Deposits and Credits					12,272.15	12,272.15
Total Cleared Transactions					6,183.91	6,183.91
Cleared Balance					6,183.91	327,136.86
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	04/20/2023	1228	John Esposito		-200.00	-200.00
Total Checks and Payments					-200.00	-200.00
Total Uncleared Transactions					-200.00	-200.00
Register Balance as of 02/28/2025					5,983.91	326,936.86
New Transactions						
Checks and Payments - 10 items						
Bill Pmt -Check	03/03/2025	1375	Preferred Governme...		-306.66	-306.66
Bill Pmt -Check	03/21/2025	1376	Arcos Bridge		-8,910.00	-9,216.66
Bill Pmt -Check	03/21/2025	1380	Julian A. McDermott...		-2,038.23	-11,254.89
Bill Pmt -Check	03/21/2025	1377	Coleman, Yovanovic...		-237.00	-11,491.89
Bill Pmt -Check	03/21/2025	1384	Terri Stanton		-200.00	-11,691.89
Bill Pmt -Check	03/21/2025	1382	Mary Beth Schewitz		-200.00	-11,891.89
Bill Pmt -Check	03/21/2025	1381	Luanne Kerins		-200.00	-12,091.89
Bill Pmt -Check	03/21/2025	1378	Jay Rosen		-200.00	-12,291.89
Bill Pmt -Check	03/21/2025	1379	Jennifer Sprague		-200.00	-12,491.89
Bill Pmt -Check	03/21/2025	1383	Preferred Governme...		-153.33	-12,645.22
Total Checks and Payments					-12,645.22	-12,645.22
Deposits and Credits - 1 item						
Deposit	03/06/2025				11,545.38	11,545.38
Total Deposits and Credits					11,545.38	11,545.38
Total New Transactions					-1,099.84	-1,099.84
Ending Balance					4,884.07	325,837.02

Key Marco Community Development District
Reconciliation Detail
Fifth Third Money Market, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						234,010.02
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	02/13/2025			X	10,000.00	10,000.00
Deposit	02/28/2025			X	327.02	10,327.02
Total Deposits and Credits					10,327.02	10,327.02
Total Cleared Transactions					10,327.02	10,327.02
Cleared Balance					10,327.02	244,337.04
Register Balance as of 02/28/2025					10,327.02	244,337.04
Ending Balance					10,327.02	244,337.04

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Key Marco Community Development District
Reconciliation Detail
First Horizon Money Market, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						250,724.51
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	02/13/2025			X	-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Deposits and Credits - 2 items						
Deposit	02/11/2025			X	153.33	153.33
Deposit	02/28/2025			X	1,735.25	1,888.58
Total Deposits and Credits					1,888.58	1,888.58
Total Cleared Transactions					-8,111.42	-8,111.42
Cleared Balance					-8,111.42	242,613.09
Register Balance as of 02/28/2025					-8,111.42	242,613.09
Ending Balance					-8,111.42	242,613.09

Key Marco Community Development District
Reconciliation Detail
Seacoast Bank Money Market, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						239,490.76
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2025			X	668.55	668.55
Total Deposits and Credits					668.55	668.55
Total Cleared Transactions					668.55	668.55
Cleared Balance					668.55	240,159.31
Register Balance as of 02/28/2025					668.55	240,159.31
Ending Balance					668.55	240,159.31