



Community Development District

Board of Supervisors

Public Budget Hearing & Regular Meeting to Follow

June 18, 2025 at 8:30 AM

505 Whiskey Creek Drive, Marco Island, FL 34145

Anyone who wishes 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. Public Hearing on Adopting Final Fiscal Year 2025-2026 Budget
 - a. Open Public Hearing on Final Fiscal Year 2025-2026 Budget
 - b. Staff Presentations
 - c. Public Comments
 - d. Consideration of Resolution 2025-05, Adopting a Fiscal Year 2026 Final Budget
 - e. Close Public Hearing on Fiscal Year 2026 Final Budget
5. Public Hearing on Levying O&M Assessments
 - a. Open Public Hearing on Levying O&M Assessments
 - b. Staff Presentations
 - c. Public Comments
 - d. Consideration of Resolution 2025-06, Levying and Imposing Non-Ad Valorem Maintenance Special Assessments
 - e. Close Public Hearing on Levying O&M Assessments
6. Approval of Minutes
 - a. April 16, 2025 – Regular Meeting Minutes
7. Old Business
8. New Business
 - a. Update on Gatehouse Kiosk Replacement Project and Review of Options
 - b. Review of Updated Roadway Repair & Asphalt Striping Estimates
 - c. Bridge Navigation Light Installation Update
 - d. Consideration of Resolution 2025-07, Setting Fiscal Year 2025-2026 Meeting Calendar

9. Attorney Report
10. Engineer Report
11. Supervisors' Requests
12. District Manager's Report
 - a. Acceptance of Fiscal Year 2023-2024 Annual Financial Report
 - b. Acceptance of Unaudited Financials Ending April 30, 2025
 - c. Form 1 Reminder
13. Public Comments
14. Adjournment

FINAL - BUDGET
FISCAL YEAR 2025-2026

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

June 18, 2025
DRAFT #2

KEY MARCO

Community Development District

TABLE OF CONTENTS

OPERATING BUDGET

PAGE #

General Fund

Summary of Revenues, Expenditures and Changes in Fund
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	\$10,000
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	\$88,405
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	\$10,000
Irrigation Recapture Pump Upgrade	\$0	\$0	\$0	\$0	\$9,000
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

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
TOTAL CAPITAL EXPENDITURES & PROJECTS	\$123,038	\$26,550	\$0	\$26,550	\$132,000
<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>

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF KEY MARCO COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to June 15, 2025, submitted to the Board of Supervisors (the “**Board**”) a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of Key Marco Community Development District (the “**District**”), pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget and any proposed long-term financial plan or program of the District for future operations (the “**Proposed Budget**”) the District filed a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, District further posted the Proposed Budget on its website as required pursuant to Section 189.016, Florida Statutes; and

WHEREAS, the Board set June 18, 2025, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a Cash Flow Budget basis, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, Section 190.021, Florida Statutes provides that the Annual Appropriation Resolution shall also fix the Maintenance Special Assessments and Benefit Special Assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board finds and determines that the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board may designate the District Manager or other person to certify the non-ad valorem assessment roll to the Tax Collector in and for Collier County political subdivision on compatible electronic medium tied to the property identification number no later than September 15, 2025 so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, then that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Florida Statutes, and Rule 12D-18, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KEY MARCO COMMUNITY DEVELOPMENT DISTRICT;

Section 1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Budget.

a. The Board has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Treasurer and the office of the Recording Secretary, and is hereby attached to this Resolution, and hereby approves certain amendments thereto, as referenced herein.

b. The District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2024-25 and/or revised projections for Fiscal Year 2025-26.

c. The adopted budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary and identified as "The Budget for Key Marco Community Development District for the Fiscal Year Ending September 30, 2026", as adopted by the Board of Supervisors on June 18, 2025.

political subdivision, in accordance with applicable provisions of State law (Chapters 170, 190 and 197, Florida Statutes) and applicable rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy but also the total for the debt service levy, as required by and pursuant to law.

Section 6. Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the Board of Supervisors of Key Marco Community Development District this 18th day of June, 2025.

Attest:

**KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

Joshua Carter, Secretary

Mary Beth Schewitz, Chair

RESOLUTION 2025-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF KEY MARCO COMMUNITY DEVELOPMENT DISTRICT LEVYING AND IMPOSING NON-AD VALOREM MAINTENANCE SPECIAL ASSESSMENTS FOR KEY MARCO COMMUNITY DEVELOPMENT DISTRICT AND CERTIFYING AN ASSESSMENT ROLL FOR FISCAL YEAR 2025-26; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Key Marco Community Development District (the “**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in the City of Marco Island in Collier County, Florida (the “**County**”); and

WHEREAS, the District has constructed or acquired certain public improvements within the District and provides certain services in accordance with Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various operations and maintenance activities described in the District’s general fund budget for Fiscal Year 2025-26 attached hereto as Exhibit “A” and incorporated by reference herein (“**Operations and Maintenance Budget**”); and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Operations and Maintenance Budget for Fiscal Year 2025-26; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”); and

WHEREAS, the District has previously evidenced its intention to utilize the Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, the Board finds that the District's total Operations and Maintenance special assessments, taking into consideration other revenue sources during Fiscal Year 2025-26 (defined as October 1, 2025 through September 30, 2026), will amount to \$227,800; and

WHEREAS, the Board finds that the non-ad valorem special assessments it levies and imposes by this resolution for operation and maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the improvements, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology as adopted by the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the District (the "**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KEY MARCO COMMUNITY DEVELOPMENT DISTRICT OF COLLIER COUNTY, FLORIDA;

Section 1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Benefit. The provision of the services, facilities, and operations as described in **Exhibit "A"** confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the Assessments (as defined below). The allocation of the costs to the specially benefitted lands is shown in **Exhibits "A" and "B"**.

Section 3. Assessment Imposition. A special assessment for operations and maintenance as provided for in Chapter 190, Florida Statutes is hereby imposed and levied on the benefitted lands within the District in accordance with **Exhibits "A" and "B"** (the "**Assessments**"). The lien of the Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

Section 4. Collection. The collection of the Assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method.

Section 5. Assessment Roll. The District's Assessment Roll, attached to this Resolution as Exhibit "B," is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to Key Marco Community Development District. The Chair of the Board designates the District Manager to perform the certification duties. A copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

Section 6. Assessment Roll Amendment. The District Manager shall keep apprised of all updates made to the County property tax roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by

Florida law, to the County property tax roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the property tax roll in the District records.

Section 7. Conflict. All Resolutions, sections or parts of sections of any Resolutions or actions of the Board in conflict are hereby repealed to the extent of such conflict.

Section 8. Severability. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

Section 9. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of the District.

PASSED AND ADOPTED at a meeting of the Board of Supervisors of Key Marco Community Development District this 18th day of June, 2025.

Attest:

**KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

Joshua Carter, Secretary

Mary Beth Schewitz, Chair

Exhibit “B”

Key Marco Community Development District
FY 2024-2025 Assessment Roll

O&M on				
Folio	2025 tax bill	Name	Legal1	Legal2
50940000107	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT F (NATIVE HABITAT PARK)
50940000204	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT G (NATIVE HABITAT PARK)
50940000301	\$ -	KEY MARCO CMNTY DEV DIST	HORR'S ISLAND AKA KEY MARCO	TRACT H-1 (R/W)
50940000408	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT H-2 (ACCESS ROAD)
50940000505	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT I (NATIVE HABITAT PARK)
50940000602	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT L (NATIVE HABITAT PARK)
50940000709	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT M (NATIVE HABITAT PARK)
50940000806	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT N (NATIVE HABITAT PARK)
50940000903	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT O (NATIVE HABITAT PARK)
50940001009	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT P (NATIVE HABITAT PARK)
50940001106	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT Q (NATIVE HABITAT PARK)
50940001203	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT R (NATIVE HABITAT PARK)
50940001452	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT S (DOCKMASTER FACILITY)
50940001559	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT T (REC PARCEL)
50940001656	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT U (REC PARCEL)
50940001753	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT V (NATIVE HABITAT PARK)
50940001850	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT W (NATIVE HABITAT PARK)
50940001957	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT X (REC PARCEL)
50940002053	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT Y (REC PARCEL)
50940002150	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	TRACT Z (NATIVE HABITAT PARK)
50940002257	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	PARCEL A-1 (ACCESS & UTILITY)
50940002354	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	PARCEL A-2 (ACCESS & UTILITY)
50940002451	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	PARCEL A-3 (ACCESS & UTILITY)
50940002558	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	PARCEL A-4 (ACCESS & UTILITY)
50940002655	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	PARCEL A-5 (ACCESS & UTILITY)
50940002752	\$ -	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	PARCEL A-6 (ACCESS & UTILITY)
50940002804	\$ 1,700.00	TSAKALOS, THOMAS	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 1
50940002820	\$ 1,700.00	PRIME CONTRACTORS & ASSOC INC	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 2
50940002846	\$ 1,700.00	COVELLA, THOMAS R=& LAURA	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 3

O&M on				
Folio	2025 tax bill	Name	Legal1	Legal2
50940002862	\$ 1,700.00	KIMBERLY L MANS LIVING TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 4
50940002888	\$ 1,700.00	TRUNCALI, ANTHONY	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 5
50940002901	\$ 1,700.00	RHONDA J ELSE REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 6
50940002927	\$ 1,700.00	VRDOLYAK, JOHN J	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 7
50940002969	\$ 3,400.00	BROWN, RANDOLPH=& MARGARET	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 8 AND LOT 9
50940002985	\$ 1,700.00	BREND, KENNETH=& MARY BETH	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 10
50940003007	\$ 1,700.00	JOYCE, SHAWN C	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 11
50940003023	\$ 1,700.00	JANET A HARVEY R/L TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 12
50940003049	\$ 1,700.00	CONSTANTINO, CONSTANTINOS	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 13
50940003065	\$ 1,700.00	JENNIFER K SPRAGUE REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 1 LOT 14
50940003081	\$ 1,700.00	KRUTISCH, HERBERT J=& MARICA	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 1
50940003104	\$ 1,700.00	BENTLEY HANSON CORP, THE	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 2
50940003120	\$ 1,700.00	DOBRE, ALJOSA	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 3
50940003146	\$ 1,700.00	HOUDE, JOHN=& CHRISTINE	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 4
50940003162	\$ 1,700.00	GERARD J KERINS LIVING TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 5
50940003188	\$ 1,700.00	TSANDOULAS, GERASIMOS N	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 6
50940003201	\$ 1,700.00	MILLER, JOHN T=& TAMMY L	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 7
50940003227	\$ 1,700.00	KERINS, KEVIN F=& LUANNE	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 8
50940003243	\$ 1,700.00	FORRESTER FAMILY TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 9
50940003269	\$ 1,700.00	BOOSALIS, PETER JOHN	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 10
50940003285	\$ 1,700.00	STANTON-CLEMENT, TERRI L	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 11
50940003308	\$ 1,700.00	DOUCET, Jay J	HORR'S ISLAND AKA KEY MARCO	BLK 2 LOT 12
50940003324	\$ 1,700.00	PANAMA LLC	HORR'S ISLAN AKA KEY MARCO	BLK 3 LOT 1 OR 2023 PG 1232
50940003340	\$ 1,700.00	Panama, LLC	HORR'S ISLAN AKA KEY MARCO	BLK 3, Lot 2
50940003366	\$ 3,400.00	MCDONNELL, RICHARD E	HORR'S ISLAND AKA KEY MARCO	BLK 3 LOT 3 AND LOT 4
50940003405	\$ 1,700.00	HEINTZ, JOHN V	HORR'S ISLAND AKA KEY MARCO	BLK 3 LOT 5
50940003421	\$ 1,700.00	KM & JC TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 3 LOT 6
50940003447	\$ 1,700.00	ROCHE, CHRISTOPHER=& LILLIAN	HORR'S ISLAND AKA KEY MARCO	BLK 3 LOT 7
50940003463	\$ 1,700.00	MELLEMA, RICHARD R	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 1
50940003489	\$ 1,700.00	JENNIFER A ACKERMAN REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 2
50940003502	\$ 1,700.00	CARTWRIGHT, JAY=& JENNY	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 3 OR 2033 PG 01
50940003528	\$ 1,700.00	REGANTI, SRIKANT=& SOWJANYA	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 4
50940003544	\$ 1,700.00	BLAZER, TODD L	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 5

O&M on				
Folio	2025 tax bill	Name	Legal1	Legal2
50940003560	\$ 1,700.00	SKORUPA, DANIEL R=& PAULA D	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 6

50940003586	\$ 1,700.00	BLUE CREEK ONE LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 7
50940003609	\$ 1,700.00	ESPOSITO TR, JOHN L	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 8
50940003625	\$ 1,700.00	ROBE HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 9
50940003641	\$ 1,700.00	SURVIVING GRANTOR'S TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 10
50940003667	\$ 1,700.00	MARCO SUNSET LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 11
50940003683	\$ 1,700.00	JAMES C DRISCOLL REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 12
50940003706	\$ 1,700.00	WEBER, JOHN M=& NANCY R	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 13
50940003722	\$ 1,700.00	STEVE THOMAS/PALMS LP, THE	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 14
50940003748	\$ 1,700.00	MELLEMA, RICHARD	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 15
50940003764	\$ 1,700.00	KEY MARCO PROPERTY LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 16
50940003780	\$ 1,700.00	PEZT CO USA LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 17
50940003803	\$ 1,700.00	LARSEN, JOHN E=& MICHELE P	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 18
50940003829	\$ 1,700.00	MATLALATL, LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 19
50940003845	\$ 1,700.00	DARA HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 20
50940003861	\$ 1,700.00	MATLALATL, LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 21
50940003887	\$ 1,700.00	ROLLINS, BERNARD A	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 22
50940003900	\$ 1,700.00	LEE FAMILY TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 23
50940003926	\$ 1,700.00	KENNETH J STUART REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 24
50940003942	\$ 1,700.00	SCHWITZ, DAVID C=& MARY E	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 25
50940003968	\$ 1,700.00	OSORIO III, ALFREDO A	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 26 OR 2017 PG 1992
50940003984	\$ 1,700.00	FOWLER, JOHN C=& JOANNE K	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 27
50940004006	\$ 1,700.00	CORRIE J LLEWELLYN REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 28
50940004022	\$ 1,700.00	GRANT, DOUGLAS JAMES=& BARBARA	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 29
50940004048	\$ 1,700.00	LANDMARK LAND TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 30
50940004064	\$ 1,700.00	HOOD FAMILY TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 31
50940004080	\$ 1,700.00	MILLER SR, JOHN	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 32
50940004103	\$ 1,700.00	TAVELLA, DOMINICK	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 33
50940004129	\$ 1,700.00	KEY MARCO DEVELOPMENT LLC	HORR'S ISLAND AKA KEY MARCO	BLK 4 LOT 34
50940004145	\$ 1,700.00	GEHRING, CHRISTOPHER	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 1
50940004161	\$ 1,700.00	JENNINGS, JAMES R=& VALERIE D	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 2
50940004187	\$ 1,700.00	VASS, DAN	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 3

O&M on

Folio	2025 tax bill	Name	Legal1	Legal2
50940004200	\$ 1,700.00	FL1162 LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 4
50940004226	\$ 1,700.00	NUSFLR1 LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 5
50940004242	\$ 1,700.00	SLOCUM, JOHN GORDON	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 6
50940004268	\$ 1,700.00	DAVIS, JASON R	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 7
50940004284	\$ 1,700.00	NEIL D BRINKER REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 8
50940004307	\$ 1,700.00	MATLALATL LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 9
50940004323	\$ 1,700.00	OCONNOR, PATRICK	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 10
50940004349	\$ 1,700.00	KEY MARCO HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 11
50940004365	\$ 1,700.00	KEY MARCO HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 12
50940004381	\$ 1,700.00	KEY MARCO HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 13
50940004404	\$ 1,700.00	KEY MARCO HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 14
50940004420	\$ 1,700.00	MAILLOUX, TROY M	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 15
50940004446	\$ 1,700.00	KEY MARCO HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 16
50940004462	\$ 1,700.00	ROSEN, JAY CHRISTOPHER	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 17
50940004488	\$ 1,700.00	JANET A HARVEY REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 18
50940004501	\$ 1,700.00	LUTTRELL, STORMY D	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 19
50940004527	\$ 1,700.00	NHUSFL02 LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 20
50940004543	\$ 1,700.00	DARA HOLDINGS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 21
50940004569	\$ 1,700.00	JAVIER VILLAMIZAR REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 5 LOT 22
50940004585	\$ 1,700.00	PANOPLY KEY MARCO LLC	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 1
50940004608	\$ 1,700.00	JAMES, JASON	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 2
50940004624	\$ 1,700.00	VALIENTE, JUAN CARLOS	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 3
50940004640	\$ 1,700.00	RESSLAND, ROBERT J=& CHERYL A	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 4
50940004666	\$ 1,700.00	CAPIRO HOMES LLC	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 5
50940004682	\$ 1,700.00	BENGOCHEA HOMES LLC	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 6
50940004705	\$ 1,700.00	MORRIS, WILLIAM G=& PEGLIEE	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 7
50940004721	\$ 1,700.00	TSAKALOS, THOMAS	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 8
50940004747	\$ 1,700.00	TSAKALOS, THOMAS	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 9
50940004763	\$ 1,700.00	TSAKALOS, THOMAS	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 10
50940004789	\$ 1,700.00	GLENN ED & ADELINA ML HANKE TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 6 LOT 11
50940004802	\$ 1,700.00	SPOTTSWOOD PARTNERS LTD	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 1
50940004828	\$ 1,700.00	KAJY, KOLIN	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 2

O&M on

Folio	2024 tax bill	Name	Legal1	Legal2
50940004844	\$ 1,700.00	C L NELSON FAMILY TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 3
50940004860	\$ 1,700.00	RAYMOND W MILLER ESTATE TAX	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 4
50940004886	\$ 1,700.00	KEY MARCO DEVELOPMENTS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 5
50940004909	\$ 1,700.00	KEY MARCO DEVELOPMENTS LLC	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 6
50940004925	\$ 1,700.00	NATHAN E BAXTER REV TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 7

50940004941	\$ 1,700.00	ROCHE, CHRISTOPHER A	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 8
50940004967	\$ 1,700.00	R & R FAMILY TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 9
50940004983	\$ 1,700.00	R & R FAMILY TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 10
50940005005	\$ 1,700.00	KEELER, CLAYTON G=& SUZANNE H	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 11
50940005021	\$ 1,700.00	MIDLAND TRUST CO AS CUST FBO	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 12
50940005047	\$ 1,700.00	KENNEDY PROPERTIES LLC	HORR'S ISLAND AKA KEY MARCO	BLK 7 LOT 13
50940005063	-	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	BLK 8 (NATIVE HABITAT PARK)
50940005089	\$ 1,700.00	PROPERTY POOL LLC	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 1
50940005102	\$ 1,700.00	MOYA, LUIS=& JENNIFER	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 2
50940005128	\$ 1,700.00	BLUE HILL LLC	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 3
50940005144	\$ 1,700.00	WINECA LIVING TRUST SURVIVORS	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 4
50940005160	\$ 1,700.00	SURVIVING GRANTOR'S TRUST	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 5
50940005186	\$ 1,700.00	WALKER, JOHN M=& KATIE K	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 6
50940005209	\$ 1,700.00	PRANGE, JAMES A=& MELISSA D	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 7
50940005225	\$ 1,700.00	RECHTIN, ELISABETH L	HORR'S ISLAND AKA KEY MARCO	BLK 9 LOT 8
50940005241	-	KEY MARCO CMNTY ASSOC INC	HORR'S ISLAND AKA KEY MARCO	BLK 10 (NATIVE HABITAT PARK)
50940005267	\$ 1,700.00	NHUSFL03 LLC	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 1 OR 2061 PG 2237
50940005283	\$ 1,700.00	SPOLTOR, THEODORE	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 2
50940005306	\$ 1,700.00	THREE BROTHERS PROPERTY LLC	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 3
50940005322	\$ 1,700.00	ROTCHFORD, MARGARET M	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 4
50940005348	\$ 1,700.00	ZIELINSKI, LUKASZ M= DOROTA M	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 5
50940005364	\$ 1,700.00	KATZ, MICHAEL	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 6
50940005380	\$ 1,700.00	ALDRIDGE, GABRIEL	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 7
50940005403	\$ 1,700.00	MCKENDRICK, DEAN M	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 8
50940005429	\$ 1,700.00	MCKENDRICK, DEAN M=& DAYNA H	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 9 OR 2045 PG 1268
50940005445	\$ 1,700.00	SMITH, DOUGLAS E=& JENNIFER L	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 10
50940005461	\$ 1,700.00	QUAGLIETTA, MICHAEL A	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 11
O&M on				
Folio	2025 tax bill	Name	Legal1	Legal2
50940005487	\$ 1,700.00	GRISKENAS, ARUNAS=& ANA	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 12
50940005500	\$ 1,700.00	PRANGE, JAMES A=& MELISSA D	HORR'S ISLAND AKA KEY MARCO	BLK 11 LOT 13
FY 2024 Budget	\$ 227,800.00			

**Key Marco Community Development District
Regular Meeting
April 16, 2025
NOT APPROVED**

Appearances

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

Also Present

Joshua Carter, District Manager
Greg Urbancic, District Counsel (Via Speakerphone)

CALL TO ORDER/ROLL CALL

The meeting was called to order by the Chair at 8:30 AM, and it was noted that four supervisors were in attendance constituting a quorum with one supervisor absent.

APPROVAL OF AGENDA

On a voice vote by Ms. Schewitz and a second by Ms. Kerins, the agenda was approved 4-0.

Public Comments

A public comment was made by Mr. Herb Krutisch of 1187 Blue Hill Creek Drive and Key Marco Community Association regarding the aging irrigation system and water recapture system. Mr. Krutisch asked if the District planned to allocate any funds to the replacement of aging equipment as Key Marco Community Association had experienced increased repair and maintenance costs as part of the facilities maintenance agreement between the District and Key Marco Community Association. Mr. Krutisch further asked if it was possible to transfer the ownership of the main irrigation pump system to the Association if the Association were to bear increased repair costs. Ms. Schewitz deferred to District Counsel regarding the transfer of District Assets and Mr. Urbancic noted that there is not a viable process to transfer public assets to private ownership in this manner. Ms. Schewitz noted that during the review of the preliminary budget, allocation of funds toward the irrigation equipment could be considered and discussed further.

No Additional Public Comments were made.

Approval of Minutes

- a. February 19, 2025 – Regular Meeting Minutes

On a voice vote by Ms. Schewitz and a second by Ms. Sprague, the February 19, 2025 Regular Meeting Minutes were approved 4-0.

Old Business

a. Bridge Solar Navigation Lighting Update

Mr. Carter noted that following the February meeting, the solar bridge navigation light from McDermott had been delivered and awaiting installation. Mr. Carter noted that the vendor Casagrande Electric, utilized for installation and repair of the community streetlights, was working on a plan for installing the light as their bucket truck does not have the capability to reach the navigation light location. Mr. Carter noted that he had reached out to additional vendors to determine if they had a simple install plan and would complete the installation of test light for Hurricane season to determine the viability and success of the solution.

New Business

a. Review of Draft District Hurricane Plan and Disaster Response Strategy

Mr. Carter noted that as part of the District's goals and objectives for Fiscal Year 2024-2025, a hurricane plan and disaster response strategy was to be adopted prior to 2025 hurricane season. Mr. Carter presented a draft hurricane plan to the Board of Supervisors for review, comment, and suggested changes for consideration of adoption. The plan included a preparedness checklist outlining actions to be taken leading up to hurricane season, at hurricane season start and in preparation for storm landfall. The procedure is broken down by actions for board members, management and security staff and specific checklist items for district property. The draft plan also includes a section dedicated to hurricane response, for actions to take following the passage of named storms through the district. Each item on the plan includes specific phases outlined by event timelines and actions to take in each phase.

Item A of the District Preparedness Checklist focuses on Board of Supervisors and Management, specifying when to begin hurricane preparations. The plan outlines the difference between phase I items for action taken when a Hurricane Watch is issued, 72-48 hours prior to expected landfall and Phase II actions once a Hurricane Warning is issued, 48-24 hours prior to landfall. Communications are outlined for local emergency contact information. Post-Hurricane Meeting information follows, stating that the highest ranking CDD supervisor, available representatives of Key Marco Community Association and management will meet and coordinate cleanup operations, damage assessment, security staff return date and operations to return to normal conditions once safe passage of the storm is complete. Item B. addresses Office and Administration actions, phase I actions specifying a supply list to be procured and confirmed of supplies, backup of computer files, insurance hard copies and other pertinent documents. Action required also includes documentation of district property conditions prior to storm impacts, coordination with landscape and debris contractors on cleanup preparation, development of re-entry authorization letters for District Personnel and confirmation

that Right-of-Entry forms with Collier County Waste Management are current. Phase II items include action to have computer backups and hard copy items placed in secure locations, building preparations and secure guardhouse infrastructure. Item C includes Community Center – Facilities Actions relating to the District including checking of outdoor property. Item D covers item specific to the gatehouse and security staff. The items include reviewing procedure with security staff, developing and managing tentative schedule for storm and providing supplies to the guardhouse. Phase II items include preparing electrical equipment in safe locations, opening gates in advance of any loss of power for emergency vehicle access, dismissal of security personnel until safe return date and notification to landowners of suspension of guardhouse activities and gate status. The item further clarifies procedure in relation to evacuation, stating that facilities are to be locked and secured before evacuation and simply locked and closed for operation if no evacuation order given.

Item II, Post-Hurricane Security and Cleanup outlines action to take to ensure community safety following a named storm event as regular operations are resumed. Post Hurricane Security specifies that landowners are to remain cautious following a storm for any downed electrical, unsafe road conditions and standing water. Post Hurricane Cleanup outlines a checklist undertaken by District Management following a storm including assessment of damages, securing damaged areas, water removal, determination of priority areas of recovery, coordination with District contractors for debris removal and notification to landowners on status and progress.

Mrs. Schewitz noted that under Item 1, District Preparedness Checklist, Item A – Board of Supervisors and Management, item 2, Communications a) – Emergency phone numbers should include area codes for all emergency contacts listed. It was further noted that under item 3, Post Hurricane Meeting item a) a post hurricane emergency would require specific notice procedure and suggested this required procedure be included on the item to ensure proper procedure followed. Under Item C, Community Center Facilities, it was noted that Phase II Checklist items for action taken under Hurricane Warning be removed and action items added to Phase I items to be taken during a Hurricane Watch. The items include moving loose tennis court structures and community center furniture indoors, which are addressed by Key Marco Community Association and redundant from phase I. Under Item II, Post-Hurricane Security and Cleanup, Item A, Post-Hurricane Cleanup Checklist, it was noted that number 3, water removal, should specify that this is for water removal at the guardhouse facility as water removal at the community center would fall under the responsibility of Key Marco Community Association. Mr. Carter noted that he would amend as requested.

On a voice vote by Ms. Schewitz and a second by Ms. Sprague, the Draft District Hurricane Plan and Disaster Response Strategy was accepted as amended 4-0.

b. Review and Approval of Gatehouse Kiosk Vendor Selection

Mr. Carter noted that following the February meeting, he drafted a memo regarding the existing gatehouse software and kiosk installed at the guardhouse and options in the space for replacement. Mr. Carter presented the memo and estimates received for prospective replacement options to the Board of Supervisors. Mr. Carter summarized from the memo that issues had arisen in late 2024 where the after-hours visitor kiosk would not open the visitor gate once prompted, leaving landowners' visitors stranded at the Key Marco Guardhouse until owners met and let them in using their credentials. Mr. Carter noted that the kiosk would dial the owner phone and display the 'access granted' message once the resident granted entry, but the gate would not respond. Mr. Carter noted that under the current hybrid ecosystem, with guards on-site until 6:30 PM, it was unacceptable for visitors or residents utilizing the kiosk to be without entry. Mr. Carter noted that the existing kiosk hardware was aged and running on an on-premises server, the current vendor noting that the kiosk issue was due to the operating system on the end-of-life kiosk and recommended the installation of their updated kiosk and cloud server to correct the issue. Mr. Rosen noted that he assisted Mr. Carter in the research and evaluation of product offerings in the space and suggested consideration be given to a software solution that can offer more functionality and robust basic functionality to mitigate the downtime currently experienced. Mr. Carter presented pricing estimates submitted by the current vendor among three other interested bidders. Mr. Carter noted that the current bidder, Hands-Free Security, presented pricing to have their updated Checkpoint software kiosk installed for \$4,200, with an additional \$3,500 for the cloud server upgrade. Monthly fees would remain the same, for a total cost of \$262.21. LiftMaster MyQ was the second bidder, submitting a bid for replacement of the existing kiosk and software with the MyQ Platform, which allows for deeper kiosk functionality, simplified resident application, mobile credentialing, digital guest passes sent via text message and call box features to the total install cost of \$7,011 and monthly software fees of \$121. Proptia submitted an estimate for their integrated solution including their kiosk system, guardhouse pc, software and integrated license plate cameras for a total installation cost of \$37,013. Proptia offered deep functionality in terms of integrations with camera systems, scalability, customization and ease of use for guardhouse staff and residents. The monthly subscription costs total \$920. The final estimate received from the vendor GoAccess included their integrated kiosk, guardhouse software and camera integration for \$9,205 in hardware and \$4,998 for implementation costs. The product offered a deep suite of features for monitoring among basic kiosk function and a simplified user application for both guard staff and residents. The monthly recurring software fees totaled \$749.

Mr. Rosen noted that LiftMaster MyQ seemed to be most in line with Key Marco's use case from his research, noting that the product is simple on the user end and offers the functionality demanded with its robust kiosk function. Mr. Carter noted that from his perspective, MyQ appeared to cover the needs of the District while improving the gatehouse ecosystem, without a large capital outlay of other solutions offered. Ms. Schewitz noted that the estimates from Proptia and GoAccess seemed far too costly for

the District and out of scope and agreed LiftMaster MyQ made sense, especially considering reduced software fees as compared to the existing Checkpoint solution. Mr. Carter noted further that included in the package was a draft agreement for gate maintenance services from the vendor Keys Security Services to the monthly cost of \$200, rather than \$290.85 as current from the vendor Hands Free Security. Mr. Carter noted that Checkpoint, the existing guardhouse software on-site, was owned by Hands Free Security and suggested that if the board moved to replace the software, a new maintenance partner be brought in to ensure the software and kiosk functions receive the proper attention from the maintenance partner.

On a voice vote by Ms. Schewitz and a second by Ms. Sprague, the proposal for the installation of the LiftMaster MyQ Kiosk and gate software to the amount of \$7,011 and gate maintenance agreement proposal from Keys Security Services for the monthly cost of \$200 was accepted 4-0.

Mr. Carter noted that he would contact Keys Security Services regarding the Board's decision and determine next steps and a plan for implementation. Mr. Carter noted that he would follow up with the Board of Supervisors on progress during the June meeting.

c. Review of Roadway Repair and Asphalt Striping Estimates

Mr. Carter noted that for the close of Fiscal Year 2024-2025, he met with the vendor Bonness to evaluate the District Roadways and develop cost estimates for required road repairs. Mr. Carter presented an estimate totaling \$7,718.97 for spot patching of asphalt in damaged areas. Ms. Kerins asked if the depression in the road on Whiskey Creek Drive prior to the bridge was included. Mr. Carter noted that it was not. Another area was mentioned and not included. Mr. Rosen suggested that the vendor ought to re-submit a bid including the areas mentioned and include photographs of estimated areas so the Board of Supervisors understands the scope of work. Mr. Carter noted that he would coordinate with Bonness for a second meeting and deeper evaluation of repairs required. Mr. Carter noted that he would coordinate with Mr. Rosen to be present at the meeting to ensure Board input on areas of focus is communicated to the contractor. Mr. Carter noted that a second estimate was submitted by Bonness for sealcoating and striping of the District Roadways. The estimate was broken out into five sections of the District Roadways and totaled \$163,201.70. Mr. Rosen asked if it was necessary to sealcoat in addition to the striping. Mr. Carter noted that it was recommended by the contractor as the road had lightened over time but was not expressed as being required to re-paint the stripes. Mr. Rosen suggested that during the second meeting with Bonness, it be requested that a bid for the striping only and replacement of missing road reflectors be provided as an additional estimate for the June meeting. Mr. Carter noted that he would coordinate with Bonness and set up a second meeting to re-evaluate proposed roadwork and follow up in the June meeting.

d. Review of Fiscal Year 2025-2026 Preliminary Budget Draft

Mr. Carter presented the District Manager's draft preliminary budget for fiscal year 2025-2026 to the Board of Supervisors. In the revenue section, maintenance assessment

income was budgeted at \$227,800 as in the prior year, carrying an assessment of \$1,700 per property. Maintenance assessment discount was budgeted at 4% of the assessment of the total assessment revenue, at a loss of \$9,100 budgeted for FY2026 for early assessment payments. Mr. Carter noted that in FY24-25, maintenance assessment discounts totaled \$7106, or roughly 3%. Interest income budgeted at \$12,000, an increase of \$2,000 to account for current year projected totals and improved banking strategy. Other revenue categories remain unchanged for a total budgeted revenue of 235,700.

On the Expenditures section, Mr. Carter noted that most operating items remain relatively the same with dollar amount changes to account for historic actual figures and pricing changes. Under the administrative category, attorneys' fees are increased to \$7,000 from \$5,000, computer support increased from \$600 to \$660, Dues, Licenses and Subscriptions increased from \$175 to \$185, engineering fees decreased from \$12,000 to \$11,000. The insurance line item remained unchanged at \$55,000 following the appraisal year and concurrent years of increases as the market begins to stabilize. Legal advertising is reduced to \$1,000 from \$3,500 with the adoption of the Collier County Public Notices website replacing Naples Daily News for local advertising publication of meeting notices. Mr. Carter noted that at the start of each fiscal year, a notice in the Naples Daily News would be required to notify the public that meeting notices would be housed on the County's site. Tax Collector Commission was reduced to \$3,000 from \$4,300. The total proposed budget for administrative expenditure as drafted is \$89,405, a reduction from the prior year at \$92,135.

For Capital Expenditures and Projects, Bridge Sidewalk and Curb Painting was reduced from \$18,000 in the prior fiscal year to \$0 for FY2026 as the project was completed. Mr. Carter noted that Key Marco Community Association would conduct cleaning of the bridge structure and adjacent sidewalks throughout the year as part of their budget. Gatehouse Paver & Curb Repair, previously unbudgeted in the prior fiscal year was set at \$18,000 to address the lifting curb at the guardhouse facility and replace the curb structure. Solar Bridge Navigation Lights was added to the Capital Improvements and Projects budget to the amount of \$10,000 to have all navigation lights replaced with the solar solution following the test case to be conducted and evaluated during the summer months at the backed of FY2025. All other Capital Improvement and Project line items remain unchanged. The total proposed budget amount for Capital Improvements and Projects amounted to \$131,000, an increase from the prior fiscal year at \$123,038.

Mr. Carter asked if the Board of Supervisors had any questions, comments or suggestions for revision on the initial budget draft.

Ms. Schewitz suggested that engineering fees be reduced by \$1,000 to \$10,000 given only \$1,038 had been spent on engineering through March 2025. Ms. Schewitz also noted that per the public comment regarding aging irrigation system infrastructure, funds ought to be allocated for improvements to the recapture system to further save landowners funds and combat costly repairs as the equipment ages. Mr. Rosen suggested that the Gatehouse Paver and Curb Repair item be reduced from \$18,000 to \$10,000 to free up funds for initial improvements to the recapture pump system. Mr. Rosen asked Mr. Krutisch of Key Marco Community Association for detail on the

recapture pump's limitations and how it could be optimized. Mr. Krutisch noted that the existing recapture pump could recapture and pump roughly 60,000 gallons of water per day over a 10 hour flushing period, the current period adopted by Collier County. Mr. Krutisch noted that with increased development in Key Marco and Goodland, the flushing output has increased to roughly 100,000 gallons of water per day, leaving 40,000 gallons of water uncaptured. Mr. Carter noted that the daily mean water usage for irrigation of the Key Marco property is roughly 100,000 gallons, meaning that if the recapture pump could be made more powerful, nearly the full irrigation water usage of Key Marco could be recaptured, saving landowner funds assessed by Key Marco Community Association for irrigation water costs. Mr. Carter noted that the association spends roughly \$40,000 per year on irrigation water under the current pump constraints. With the \$1,000 reduction proposed for engineering fees and \$8,000 reduction to the gatehouse paver replacement, Mr. Carter noted that this would leave \$9,000 allocated to initial upgrades of the recapture pump system. Mr. Carter asked if there be any further revisions or proposed changes to the draft budget. No further changes or revisions were proposed, and a vote was held on the draft budget.

On a voice vote by Ms. Schewitz and a second by Mr. Rosen, the preliminary budget draft was accepted as amended, 4-0.

Mr. Urbancic noted that following the approval of the draft budget, a resolution would be required to authorize the District Manager to set the budget hearing date. Ms. Schewitz noted that according to the FY 2024-2025 calendar, the meeting would be held on Wednesday, June 18 at 8:30 AM at the Key Marco Community Center.

On a voice vote by Ms. Schewitz and a second by Mr. Rosen, Resolution 2025-04, authorizing the District Manager to set the budget hearing for June 18, 2025 at 8:30 AM was passed 4-0.

ATTORNEY'S REPORT

Mr. Urbancic noted that while he did not have anything specific to report on, the state legislative session had begun with bills affecting special district insurance requirements, immunity caps and notice requirements proposed. Mr. Urbancic noted that he would provide updates, if any, on the legislative session at the June meeting.

ENGINEER'S REPORT

No engineer's report was made at this time.

SUPERVISORS' REQUESTS

Mr. Rosen asked if any budgetary considerations would be required to address the items noted in the Key Marco Bridge report as in need of maintenance. Ms. Schewitz noted that under the current budget, reserve allocation to the Key Marco Bridge is annually in place to address inspections and maintenance items identified. Mr. Carter suggested that initial items to address from the list could be discussed during the June meeting and addressed at end of FY2025 or beginning of FY2026, depending on the Board of Supervisors' preferred strategy. Mr. Carter noted further it may be of value to confirm the scope of roadway repairs to be completed in FY2025 prior to setting the initial scope to ensure projects align well and do not create rework. Mr. Rosen noted additionally that he and Mr. Carter spoke with officials from the office of Congressman Byron Donalds regarding the District's pending FEMA appeal for Hurricane Ian debris expenses and legislative consideration from the state considering FEMA's tightening policy regarding special district's eligibility for FEMA reimbursement. Mr. Rosen noted that he would follow up with any updates in the June meeting.

DISTRICT MANAGER'S REPORT

a. Acceptance of Unaudited Month-End Financials Ending February 28, 2025

Mr. Carter presented the unaudited financial statements ending February 28, 2025 to the board of supervisors. On the balance sheet, Mr. Carter highlighted the total cash-on-hand to the amount of \$1,054,046 between all District bank accounts less accounts payable of \$10,000, roughly.

On the Profit and Loss, Mr. Carter highlighted the total assessment income of \$187,000 Fiscal year-to-date, meaning 24 properties within the District remain unpaid for current Non-Ad Valorem Assessments. Mr. Carter noted that at the time of the meeting, most of these unpaid assessments could be expected to be paid during the tax filing season. Further, Mr. Carter made note of the Road Use Fee Revenue to February end to the amount of \$2,396.40. Mr. Carter asked if there be any questions regarding the Financials statements presented. No questions or comments made, and a motion was made for acceptance.

On a voice vote by Ms. Schewitz and a second by Ms. Sprague, a motion to accept the Unaudited Financials ending February 28, 2025 was approved 4-0.

PUBLIC COMMENT

No Public Comments were made at this time.

NEXT MEETING

The next regular meeting will be held on June 18, 2025 immediately following the budget hearing of Key Marco Community Development District.

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 4-0.



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

Estimate

ESTIMATE#	12682
DATE	05/30/2025
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

This estimate is to replace the existing Checkpoint K5 kiosk at the main gate with the new Checkpoint F10 Kiosk. The customer will also be provided with a second option for the large F21 Checkpoint Kiosk is available.

Estimate

Description	Qty	Rate	Total
Scope of Work This estimate is to install a new checkpoint F10 kiosk- With this estimate we will also convert the local server to a virtual server complimentary and you are our valued customer. This is a \$3,500 value	0.00	0.00	0.00
CheckPoint Material	1.00	5,500.00	5,500.00
3x3 Gooseneck Pedestal - 42" Pad mount Gooseneck 3" Aluminum. Powder coated to match gate	1.00	525.00	525.00

CUSTOMER MESSAGE

Estimate Total: **\$6,025.00**

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.



Proposal

Key Marco HOA - Community Solution



TEKWAVE Solutions

4575 Webb Bridge Rd,

Suite 4345

Atlanta, GA 30023

678-951-0626 (Main Office Line)

678-951-0627 (Fax)

This Proposal is deemed to be valid for a period of thirty (30) days. Text, drawings, compilations, etc. copyright 2018 TEKWAVE Solutions, LLC. All rights reserved. Not part of this proposal may be reproduced or

transmitted in any form, by any means (electronic, photocopying, recording, or otherwise) without prior written permission of TEKWave Solutions, LLC.

VISITOR MANAGEMENT: RESIDENTIAL



RESIDENTIAL VISITOR MANAGEMENT SYSTEM

TEKWave's Visitor Management System is a highly effective visitor management system and visitor tracking solution that enhances safety and security. With **TEKWave's Visitor Management System**, security officers can scan driver's licenses, issue badges, passes and credentials, and efficiently process and track visitor flow from virtually any access point.



Guest Passes

Print vehicle and visitor passes in advance or at entry

- Visitor QR Codes (ePass)
- Customizable Guest Passes
- High Speed Printing



Enhance Security

Enhance security with real time visitor logs and updates

- Screen and validate visitors
- Quick look up of visitor details
- Real-time information exchange



Save Time

Save time and increase staff efficiency

- Pre-register guests
- Drivers License Scanning
- Package Tracking



e-Mail us
sales@tekwavesolutions.com



Call Us
678-951-0626



4575 Webb Bridge Rd
Suite 4245
Alpharetta, GA 30023

Services Configuration Agreement

Name	Price	QTY	Subtotal
Hardware - One-Time			
AIO Desktop PC TVH-AIO-101	\$1,900.00	1	\$1,900.00
Mobile Drivers License and Barcode Scanner TVH-DLS-101	\$1,500.00	1	\$1,500.00
Desktop Badge Printer TPB-PBP-101- Item D4X	\$820.00	1	\$820.00
Non-adhesive Passes 4x6 hard stock pass (Q=8,000) TPB-PBP-102	\$850.00	1	\$850.00
Azure 4 Door Panel BLU-IC4	\$1,930.00	1	\$1,930.00
Azure 2 Door Panel BLU-IC2	\$1,330.00	1	\$1,330.00
Enclosure Indoor for Gate with Power Supply TEKWave enclosure with 3amp power supplyFits (2) Azure Controllers Part# T1VK1TW	\$735.00	1	\$735.00
Enclosure 1-4 Doors with Power Supply TEKWave Enclosure with 4amp power supply,Fits (2) Azure Controllers. Part # T1VK2TW	\$810.00	1	\$810.00
AllBox - Touchscreen Interface, Drivers License/QR Code Scanner, Telephone Entry, Pin Code, Remote Operator 2 Year Warranty TAH-TES-101	\$7,000.00	1	\$7,000.00
AllBox Pedestal - Standard Vehicle Height TAH-PED-101	\$850.00	1	\$850.00
Web Relay TAH-WER-101	\$418.00	1	\$418.00

				\$18,143.00
TEKControl Software Module Activation Fees				
TEKControl Visitor Management Activation Fee Visitor Management Module Activation One-Time Fee Includes Remote Training M-TIM-MOD-102	\$300.00	1	\$300.00	
TEKControl Access Control Activation Fee Access Control Module Activation One-Time Fee Includes Remote Training M-TIM-MOD-103	\$300.00	1	\$300.00	
TEKControl AllBox Activation Fee AllBox Module Activation One-Time Fee Includes Remote Training M-TIM-MOD-105	\$300.00	1	\$300.00	
	\$0.00	1	\$0.00	
				\$900.00
Remote Implementation - One-Time (All onsite installation to be done by others and not included in this quote)				
Professional Services REMOTE - Installation, Configuration, and Training C-TIM-PRO-100	\$1,600.00	1	\$1,600.00	
Shipping - Actual to be Invoiced TCH-SHI-101	\$0.00	1	\$0.00	
				\$1,600.00

Subtotal **\$20,643.00**

One-Time Total \$20,643.00

Name	Price	QTY	Subtotal
Software - Annual Recurring			

Community VMS - System Single Post w/ License Software TSR-RES-500 TEKControl Visitor Management Single Post Software License - Annual 1 - 499 homes	\$3,600.00	1	\$3,600.00
Community Access Control Annual Software Unlimited Readers TSR-RAC-UNL-500 Community Access Control Annual Software - Unlimited Readers 1-499 Homes	\$2,160.00	1	\$2,160.00
AllBox Annual Software - Lite Version TSR-ALL-LIT-500 AllBox Software Lite - Driver's License/QR Code Scanner, Telephone Entry, Pin Code (Does NOT include Remote Operator function) - Per AllBox - Annual Software 1-499 Homes	\$720.00	1	\$720.00
			\$6,480.00

Subtotal **\$6,480.00**

Annual Total \$6,480.00

Account Information

Main Contact Info

Authorized Contact:

Title:

Address:

Phone Number:

Email:

Secondary Contact Info

Authorized Contact:

Title:

Address:

Phone Number:

Email:

Customer acknowledges having received, read and agreed to Attachment A (Software License Terms), Attachment B (Managed Services Agreement), Attachment C if applicable (Installation Services Agreement), and other applicable addendums. This agreement is not valid unless approved and signed by an authorized TEKWave Solutions, LLC. representative. A copy of this signed agreement is provided to Customer as confirmation of this agreement. Cancellation of this agreement, in whole or part, by customer, shall be a breach of contract for which customer is liable. Use of service, constitutes acceptance of the terms and conditions herein. Customer agrees to remit payment to TEKWave upon receipt of invoice. In the event that payment is not received by due date, TEKWave may charge a service charge of 5% of the amount invoiced (excluding any accrued interest) plus interest at the rate of 1.5% per month. Further, TEKWave may suspend or terminate its performance hereunder and the provision of services. Customer accepts that shipping & taxes may be added to the invoice depending on the state.

Shawn Jolley

Company

Print Name

Title

Agreement Date

TEKWave Solutions, LLC

Shawn Jolley

VP of Sales

06 / 04 / 2025



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: 6/10/2025

Proposal

Submitted To: Key Marco

Estimate Number: 228792025

Address: 505 Whiskey Creek Drive
Marco Island, FL 34145

Project: Key Marco - Asphalt Repairs & Restripe

Contact: Josh Carter

Project Location: Key Marco

Phone: (239) 396-4346

Project City, State: Marco Island, FL

Email: josh@managerkeymarco.org

Engineer/Architect: N/A

Thank You for Considering Bonness Inc.

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

Asphalt Repairs

- | | |
|---|--|
| 1 | Saw Cut & Remove Areas Of Damaged Asphalt (Approx. 1620 SF - 27 Locations)
Furnish And Place Full Depth Hot Asphalt Mix & Compact |
| 2 | Re-Paint Edge Of Roadway Over Repair Areas |

Total Price for above Asphalt Repairs Items: \$21,279.21

Restriping Roadways

- | | |
|---|--|
| 3 | Re-Paint Roadway:
Markings Crosswalks - 150 LF
Dash Centerline - 5,000 LF
Stop Bars - 2 Each
Parking Stalls - 6 Each
Perimeter Lines & Bike Lanes 55,400 LF |
| 4 | Furnish & Install Raised Pavement Markers (RPMs) Up To 450 RPMs |

Total Price for above Restriping Roadways Items: \$47,612.57

Total Bid Price: \$68,891.78

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.
- Pavement markings and signage includes one coat of paint for final lift of asphalt.
- **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.

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: 6/10/2025

Proposal

Submitted To: Key Marco

Estimate Number: 228852025

Address: 505 Whiskey Creek Drive
Marco Island, FL 34145

Project: Key Marco - Curb Repair

Contact: Josh Carter

Project Location: Key Marco

Phone: (239) 592-9115

Project City, State: Marco Island

Email: josh@managerkeymarco.org

Engineer/Architect: N/A

Thank You for Considering Bonness Inc.

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

Curb & Paver Repair

- | | |
|---|--|
| 1 | Removal Of Curb To Allow For Excavation (Approx. 60 LF) - Excavation Of Soil & Roots |
| 2 | Removal Of Brick Pavers To Accommodate Repairs (180 SF) |
| 3 | Furnish & Install Curb |
| 4 | Furnish & Reset Brick Pavers To Meet Curb |

Total Bid Price: **\$11,032.81**

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.
- **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.

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

RESOLUTION 2025-07

**A RESOLUTION OF THE KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT DESIGNATING DATES, TIME,
AND LOCATION FOR REGULAR MEETINGS OF THE
BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL
YEAR 2025/2026 AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Key Marco Community Development District (the “District”) is a local unit of special-purpose government created by and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Marco Island in Collier County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

Section 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during the Fiscal Year 2025/2026 as provided on the schedule attached hereto as **Exhibit A**.

Section 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Collier County and the Florida department of Economic Opportunity.

Section 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 18th day of June, 2025.

**KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

Joshua Carter, Secretary

Mary Beth Schewitz, Chair

Exhibit "A"
FISCAL YEAR 2025-2026
PROPOSED
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT MEETING SCHEDULE

Meetings are conducted on the third Wednesday of the month.

Time: 8:30 a.m.

**Location: 505 Whiskey Creek Drive,
Marco Island, Florida 34145**

October 15, 2025	Regular Meeting
November 19, 2025	Regular Meeting
December 17, 2025	Regular Meeting
February 18, 2026	Regular Meeting
April 15, 2026	Regular Meeting & Preliminary Budget Review
June 17, 2025	Budget Hearing & Regular Meeting to follow

**KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2024**

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA**

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1-2
MANAGEMENT'S DISCUSSION AND ANALYSIS	3-5
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements:	
Statement of Net Position	6
Statement of Activities	7
Fund Financial Statements:	
Balance Sheet – Governmental Funds	8
Reconciliation of Balance Sheet – Governmental Funds to Statement of Net Position	9
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	10
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	11
Notes to the Financial Statements	12-17
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	18
Notes to Required Supplementary Information	19
OTHER INFORMATION	
Data Elements required by FL Statute 218.39 (3) (c)	20
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	21-22
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA	23
MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA	24-25

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Key Marco Community Development District
Collier County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Key Marco Community Development District, Collier County, Florida ("District") as of and for the fiscal year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and the major fund of the District as of September 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information Included in the Financial Report

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c), but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

May 30, 2025

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Key Marco Community Development District, Collier County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2024. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$3,893,976.
- The change in the District's total net position in comparison with the prior fiscal year was (\$159,618), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2024, the District's governmental fund reported an ending fund balance of \$943,030, an increase of \$76,525 in comparison with the prior fiscal year. The total fund balance is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains one governmental fund for external reporting. Information is presented in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund. The general fund is considered a major fund.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2024	2023
Current and other assets	\$ 943,855	\$ 870,941
Capital assets, net of depreciation	2,950,946	3,187,089
Total assets	3,894,801	4,058,030
Current liabilities	825	4,436
Total liabilities	825	4,436
Net position		
Investment in capital assets	2,950,946	3,187,089
Unrestricted	943,030	866,505
Total net position	\$ 3,893,976	\$ 4,053,594

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending.

The remaining balance of unrestricted net position may be used to meet the District's other obligations.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which the cost of operations and depreciation expense exceeded ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2024	2023
Revenues:		
Program revenues		
Charges for services	\$ 207,744	\$ 209,800
General revenues	28,194	19,201
Total revenues	235,938	229,001
Expenses:		
General government	82,667	85,301
Maintenance and operations	312,889	391,173
Total expenses	395,556	476,474
Change in net position	(159,618)	(247,473)
Net position - beginning	4,053,594	4,301,067
Net position - ending	\$ 3,893,976	\$ 4,053,594

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2024, was \$395,556. The costs of the District's activities were primarily funded by program revenues. Program revenues comprised primarily of assessments during the current and prior fiscal years. In total, expenses decreased from prior fiscal year mainly due to hurricane damages in the prior year.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2024.

CAPITAL ASSETS

At September 30, 2024, the District had \$9,630,805 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$6,679,859 has been taken, which resulted in a net book value of \$2,950,946. More detailed information about the District's capital assets is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, taxpayers, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Key Marco Community Development District's management at 505 Whiskey Creek Drive, Marco Island, FL 34145.

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2024**

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 943,855
Capital assets:	
Depreciable	981,743
Nondepreciable	<u>1,969,203</u>
Total assets	<u>3,894,801</u>
 LIABILITIES	
Accounts payable	<u>825</u>
Total liabilities	<u>825</u>
 NET POSITION	
Investment in capital assets	2,950,946
Unrestricted	<u>943,030</u>
Total net position	<u><u>\$ 3,893,976</u></u>

See notes to the financial statements

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Functions/Programs	Expenses	Program Charges for Services	Net (Expense) Revenue and Changes in Net Position
			Governmental Activities
Primary government:			
Governmental activities:			
General government	\$ 82,667	\$ 82,667	\$ -
Maintenance and operations	312,889	125,077	(187,812)
Total governmental activities	395,556	207,744	(187,812)
		General revenues:	
		Interest and other revenues	28,194
		Total general revenues	28,194
		Change in net position	(159,618)
		Net position - beginning	4,053,594
		Net position - ending	\$ 3,893,976

See notes to the financial statements

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2024**

	Major Fund General	Total Governmental Funds
ASSETS		
Cash	\$ 943,855	\$ 943,855
Total assets	<u>\$ 943,855</u>	<u>\$ 943,855</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable and accrued expenses	\$ 825	\$ 825
Total liabilities	<u>825</u>	<u>825</u>
Fund balances:		
Unassigned	943,030	943,030
Total fund balances	<u>943,030</u>	<u>943,030</u>
Total liabilities and fund balances	<u>\$ 943,855</u>	<u>\$ 943,855</u>

See notes to the financial statements

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
RECONCILIATION OF BALANCE SHEET – GOVERNMENTAL FUNDS
TO STATEMENT OF NET POSITION
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2024**

Total fund balances - governmental funds \$ 943,030

Amounts reported for governmental activities in the statement
of net position are different because:

Capital assets used in governmental activities are not financial
resources and therefore, are not reported as assets in the
governmental funds. The statement of net position includes
those capital assets, net of any accumulated depreciation, in
the net position of the government as a whole.

Cost of capital assets	9,630,805	
Accumulated depreciation	(6,679,859)	2,950,946
Net position of governmental activities		\$ 3,893,976

See notes to the financial statements

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	<u>Major Fund</u> General	<u>Total</u> Governmental Funds
REVENUES		
Assessments	\$ 207,744	\$ 207,744
Interest and other revenues	28,194	28,194
Total revenues	<u>235,938</u>	<u>235,938</u>
EXPENDITURES		
Current:		
General government	82,667	82,667
Maintenance and operations	76,746	76,746
Total expenditures	<u>159,413</u>	<u>159,413</u>
Excess (deficiency) of revenues over (under) expenditures	76,525	76,525
Fund balances - beginning	<u>866,505</u>	<u>866,505</u>
Fund balances - ending	<u>\$ 943,030</u>	<u>\$ 943,030</u>

See notes to the financial statements

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Net change in fund balances - total governmental funds	\$ 76,525
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Amounts reported for governmental activities in the statement of activities are different because:

Depreciation on capital assets is not recongnized in the governmental fund financial statement but is reported as an expense in the statement of activities.

(236,143)

Change in net position of governmental activities

\$ (159,618)

See notes to the financial statements

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Key Marco Community Development District ("District") was created on July 7, 1992 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes, under Collier County Ordinance 92-45. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board") which is composed of five members. The Supervisors are elected on an at large basis by the owners of the property within the District. Ownership of land within the District entitles the owner to one vote per acre. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the final responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment (Operating-type special assessments for maintenance and debt service are treated as charges for services.) and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations and debt service are billed and collected by the County Tax Assessor/Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental fund:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Deposits and Investments (Continued)

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building and improvements	10 – 30
Infrastructure assets	10 – 40
Machinery and equipment	20

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2024, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land and land improvements	\$ 1,969,203	\$ -	\$ -	\$ 1,969,203
Total capital assets, not being depreciated	1,969,203	-	-	1,969,203
Capital assets, being depreciated				
Buildings	143,369	-	-	143,369
Improvements	883,297	-	-	883,297
Infrastructure	6,511,876	-	-	6,511,876
Machinery & equipment	123,060	-	-	123,060
Total capital assets, being depreciated	7,661,602	-	-	7,661,602
Less accumulated depreciation for:				
Buildings	139,761	3,608	-	143,369
Improvements	798,950	21,108	-	820,058
Infrastructure	5,435,271	205,274	-	5,640,545
Machinery & equipment	69,734	6,153	-	75,887
Total accumulated depreciation	6,443,716	236,143	-	6,679,859
Total capital assets, being depreciated, net	1,217,886	(236,143)	-	981,743
Governmental activities capital assets, net	\$ 3,187,089	\$ (236,143)	\$ -	\$ 2,950,946

Depreciation expense was charged to maintenance and operations.

NOTE 6 – MANAGEMENT AGREEMENT

In November 2019, the District entered into an agreement with Key Marco Community Association (“KMCA”) regarding District management services. Per the agreement, the HOA Manager will provide District management services and will report to both the KMCA Board and the District Board. The District had agreed to pay KMCA an annual management fee of \$55,000. However, on June 10, 2020, the agreement was amended whereby the District is to pay KMCA \$10 per year effective October 1, 2020. The agreement is for a one-year term and is automatically renewed for successive one-year periods. For the fiscal year ended September 30, 2024, the District paid a total of \$10 to KMCA for these services.

NOTE 7 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	Budgeted Amounts <u>Original & Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 206,360	\$ 207,744	\$ 1,384
Interest and other revenues	5,500	28,194	22,694
Total revenues	<u>211,860</u>	<u>235,938</u>	<u>24,078</u>
EXPENDITURES			
Current:			
General government	93,292	82,667	10,625
Maintenance and operations	118,000	76,746	41,254
Total expenditures	<u>211,292</u>	<u>159,413</u>	<u>51,879</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 568</u>	76,525	<u>\$ 75,957</u>
Fund balance - beginning		<u>866,505</u>	
Fund balance - ending		<u>\$ 943,030</u>	

See notes to required supplementary information

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2024.

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
OTHER INFORMATION – DATA ELEMENTS
REQUIRED BY FL STATUTE 218.39(3)(C)
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of District employees compensated in the last pay period of the District's fiscal year being reported.	5
Number of independent contractors compensated to whom nonemployee compensation was paid in the last month of the District's fiscal year being reported.	1
Employee compensation	\$5,000
Independent contractor compensation	\$10
Construction projects to begin on or after October 1; (\$65K)	Not applicable
Budget variance report	See the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
Ad Valorem taxes;	Not applicable
Non ad valorem special assessments;	\$0
Special assessment rate	Operations and maintenance - \$1,600 Debt service - Not Applicable
Special assessments collected	\$207,744
Outstanding Bonds:	Not applicable

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Key Marco Community Development District
Collier County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Key Marco Community Development District, Collier County, Florida ("District") as of and for the fiscal year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated May 30, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

May 30, 2025

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Key Marco Community Development District
Collier County, Florida

We have examined Key Marco Community Development District, Collier County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2024. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2024.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Key Marco Community Development District, Collier County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

May 30, 2025

MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL FOR THE STATE OF FLORIDA

To the Board of Supervisors
Key Marco Community Development District
Collier County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Key Marco Community Development District ("District") as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated May 30, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters based on an audit of the financial statements performed in accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated May 30, 2025, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Key Marco Community Development District, Collier County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Key Marco Community Development District, Collier County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements and the courtesies extended to us.

May 30, 2025

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

2023-01 Budget:

Current Status: recommendation has been implemented

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2023, except as noted above.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2024.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2024.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 20.

Key Marco Community Development District

Balance Sheet

As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Fifth Third Public Fund	337,411.77
1001 · Fifth Third Money Market	245,066.61
1002 · First Horizon Money Market	243,771.61
1003 · Seacoast Bank Money Market	241,604.80
Total Checking/Savings	1,067,854.79
Other Current Assets	
1800 · Prepaid Expenses	-3,705.95
Total Other Current Assets	-3,705.95
Total Current Assets	1,064,148.84
TOTAL ASSETS	1,064,148.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	7,420.00
Total Accounts Payable	7,420.00
Other Current Liabilities	
2500 · Deposits and Prepaid Items	-3,705.95
Total Other Current Liabilities	-3,705.95
Total Current Liabilities	3,714.05
Total Liabilities	3,714.05
Equity	
30000 · Opening Balance Equity	2,341.71
3100 · Unassigned Fund Balance	899.11
32000 · Retained Earnings	939,788.03
9000 · Supspense Account	4,425.48
Net Income	112,980.46
Total Equity	1,060,434.79
TOTAL LIABILITIES & EQUITY	1,064,148.84

Key Marco Community Development District
Profit & Loss Budget Performance
April 2025

	<u>Apr 25</u>	<u>Budget</u>	<u>Oct '24 - Apr...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
Income					
4000 · Maintenance Assesements (4%)	0	-1,300	-7,106	-9,100	-9,100
4001 · Maintenance Assessments - Levy	10,200	32,543	209,100	227,800	227,800
4002 · Miscellaneous Income	0	0	153	0	0
4003 · Interest Income	1,719	833	12,219	5,833	10,000
4004 · Road Use Fee Revenue	561	417	3,882	2,917	5,000
4005 · FEMA Proceeds	0		0	0	0
Total Income	<u>12,480</u>	<u>32,493</u>	<u>218,248</u>	<u>227,450</u>	<u>233,700</u>
Gross Profit	12,480	32,493	218,248	227,450	233,700
Expense					
6000 · ACCESS CONTROL					
R&M Gatehouse	0		0	0	0
6001 · Contractural Services	0		0	0	0
6002 · Operating Supplies	0		0	0	0
6003 · Utilities	0		0	0	0
6004 · R&M Gates	0		0	0	0
Total 6000 · ACCESS CONTROL	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
6100 · ADMINISTRATION					
6101 · Accounting Services	0		0	0	0
6102 · Assessment Rolls	0	0	0	0	500
6103 · Attorney Fees	158	583	5,963	4,083	7,000
6104 · Audit Fees	0	0	0	0	5,000
6105 · Bank Fees	0	0	0	0	0
6106 · Computer- Website Support	0	50	330	350	600
6107 · Dues, Licenses, Subscriptions	0	0	185	0	175
6108 · Engineering Fees	0	1,000	1,037	7,000	12,000
6109 · FICA Taxes	0	0	0	0	0
6110 · Insurances	153	0	49,787	55,000	55,000
6111 · Legal Advertising	0	292	1,043	2,042	3,500
6112 · Management Fees	0		0	10	10
6113 · Office Supplies	0	0	0	200	200
6114 · Postage	0		18	20	20

	<u>Apr 25</u>	<u>Budget</u>	<u>Oct '24 - Apr...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
6115 · Property Appraiser	0	0	706	0	830
6116 · Property Tax Collector (2%)	204	614	1,671	4,300	4,300
6117 · Rentals & Leases	0	0	0	0	0
6118 · Road Use Fee Study	0	0	0	0	0
6119 · Supervisor Expenses	800	1,000	3,600	4,000	5,000
6120 · Trascryption Costs	0	0	0	0	0
Total 6100 · ADMINISTRATION	1,315	3,539	64,339	77,005	94,135
6200 · CAPITAL EXPENDITURES & PROJECTS					
Bridge Sidewalk/Curb Painting	0	0	14,800	18,000	18,000
Hurricane Contingency	0	0	2,840	0	40,000
6201 · Bridge Inspection Reserves	0	0	8,910	5,000	5,000
6202 · Bridge Painting	0	0	0	0	0
6203 · Bridge Reserves	0	0	0	18,000	18,000
6204 · Contingency Reserves	5,840	0	5,840	0	8,565
6205 · Gate Access Control	0		0	0	0
6206 · Gate Operator Replacement	0	0	0	0	0
6207 · Gatehouse Gates	0		0	0	0
6208 · Landscape Improvements	0	0	0	0	0
6209 · Landscape Lighting	0	0	0	0	0
6210 · Roads	0	0	0	0	40,000
6211 · Roads - Root Barrier	0	0	0	0	0
6212 · Solar Streetlighting	0	0	2,038	0	0
6213 · Street Lighting	0	0	0	0	0
Total 6200 · CAPITAL EXPENDITURES & PROJE...	5,840	0	34,428	41,000	129,565
6300 · STREET LIGHTING					
6301 · Holiday Decor	0	0	0	0	0
6302 · R&M - General	0	0	0	0	0
6303 · Utilities - Electric	0	0	0	0	0
Total 6300 · STREET LIGHTING	0	0	0	0	0
6400 · ROADWAY SERVICES					

	<u>Apr 25</u>	<u>Budget</u>	<u>Oct '24 - Apr...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
6401 · Repairs & Maintenance	<u>0</u>	<u>0</u>	<u>6,500</u>	<u>10,000</u>	<u>10,000</u>
Total 6400 · ROADWAY SERVICES	0	0	6,500	10,000	10,000
6500 · Hurricane Ian Expenses					
6501 · Hurricane Ian Debris Cleanup	0	0	0	0	0
6502 · Hurricane Ian Gatehouse Repair	0	0	0	0	0
6503 · Hurricane Ian Irrigation Repair	0	0	0	0	0
6500 · Hurricane Ian Expenses - Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total 6500 · Hurricane Ian Expenses	0	0	0	0	0
6600 · Irrigation Services	0	0	0	0	0
6700 · MAINTENANCE AND LANDSCAPING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expense	<u>7,155</u>	<u>3,539</u>	<u>105,268</u>	<u>128,005</u>	<u>233,700</u>
Net Income	<u><u>5,325</u></u>	<u><u>28,954</u></u>	<u><u>112,980</u></u>	<u><u>99,445</u></u>	<u><u>0</u></u>

Key Marco Community Development District
Reconciliation Detail
1000 · Fifth Third Public Fund, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						327,590.09
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	03/21/2025	1378	Jay Rosen	X	-200.00	-200.00
Bill Pmt -Check	03/21/2025	1382	Mary Beth Schewitz	X	-200.00	-400.00
Bill Pmt -Check	03/21/2025	1381	Luanne Kerins	X	-200.00	-600.00
Total Checks and Payments					-600.00	-600.00
Deposits and Credits - 4 items						
Deposit	04/07/2025			X	37.48	37.48
Deposit	04/07/2025			X	9,996.00	10,033.48
Deposit	04/30/2025			X	27.56	10,061.04
Deposit	04/30/2025			X	560.64	10,621.68
Total Deposits and Credits					10,621.68	10,621.68
Total Cleared Transactions					10,021.68	10,021.68
Cleared Balance					10,021.68	337,611.77
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 04/30/2025					9,821.68	337,411.77
New Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	05/06/2025	1388	Keys Security Servic...		-5,840.00	-5,840.00
Bill Pmt -Check	05/06/2025	1385	Coleman, Yovanovic...		-1,185.00	-7,025.00
Bill Pmt -Check	05/06/2025	1391	Preferred Governme...		-306.66	-7,331.66
Bill Pmt -Check	05/06/2025	1390	Mary Beth Schewitz		-200.00	-7,531.66
Bill Pmt -Check	05/06/2025	1389	Luanne Kerins		-200.00	-7,731.66
Bill Pmt -Check	05/06/2025	1387	Jennifer Sprague		-200.00	-7,931.66
Bill Pmt -Check	05/06/2025	1386	Jay Rosen		-200.00	-8,131.66
Bill Pmt -Check	06/04/2025	1393	Grau & Associates		-4,900.00	-13,031.66
Bill Pmt -Check	06/04/2025	1392	Coleman, Yovanovic...		-1,082.00	-14,113.66
Bill Pmt -Check	06/04/2025	1394	LJA Engineering		-488.00	-14,601.66
Bill Pmt -Check	06/04/2025	1395	Preferred Governme...		-153.36	-14,755.02
Total Checks and Payments					-14,755.02	-14,755.02
Deposits and Credits - 1 item						
Deposit	06/02/2025				5,147.94	5,147.94
Total Deposits and Credits					5,147.94	5,147.94
Total New Transactions					-9,607.08	-9,607.08
Ending Balance					214.60	327,804.69

Key Marco Community Development District
Reconciliation Detail
1001 · Fifth Third Money Market, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						244,707.53
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2025			X	359.08	359.08
Total Deposits and Credits					359.08	359.08
Total Cleared Transactions					359.08	359.08
Cleared Balance					359.08	245,066.61
Register Balance as of 04/30/2025					359.08	245,066.61
Ending Balance					359.08	245,066.61

Key Marco Community Development District
Reconciliation Detail
1003 · Seacoast Bank Money Market, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						240,901.56
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2025			X	703.24	703.24
Total Deposits and Credits					703.24	703.24
Total Cleared Transactions					703.24	703.24
Cleared Balance					703.24	241,604.80
Register Balance as of 04/30/2025					703.24	241,604.80
Ending Balance					703.24	241,604.80

Key Marco Community Development District
Reconciliation Detail
1002 · First Horizon Money Market, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						243,179.74
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2025			X	591.87	591.87
Total Deposits and Credits					591.87	591.87
Total Cleared Transactions					591.87	591.87
Cleared Balance					591.87	243,771.61
Register Balance as of 04/30/2025					591.87	243,771.61
Ending Balance					591.87	243,771.61