

Community Development District

Board of Supervisor's Regular Meeting

January 18, 2018 at 8:30 a.m.

505 Whiskey Creek Drive
Marco Island, FL 34145

AGENDA

Note: Requests to address the Board on all subjects, which are not on today's agenda, will be accommodated under "Public Comments". Public Comments should be limited to 2 minutes.

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining there to and may need to ensure that a verbatim record of these proceedings is made at their expense.

Any person requiring special accommodations at this meeting because of a disability of physical impairment should contact the District Office at 239 -394-4346 at least five days prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes a.
December 21, 2017
5. Audience Questions and Comments on Agenda Items
6. Specific Items of Old Business
 - a. Street Lights
 - b. Gatehouse Flower Bowls
 - c. Joint Environmental Committee 2017 Funded Project

7. Specific Items of New Business

- a. Authorize Katie to Research in House Security Staff
- b. Street Sign Repairs
- c. Gatehouse Roof Replacement

8. Reports:

District Counsel — Greg Urbancic

- a. Public Records Request Clarification

District Manager — Katie Maline

- i) Financial Statement ending November 2017
- ii) Post Hurricane Irma Update
 - (1) FEMA Status
 - (2) Landscaping
 - (a) Sod Estimate
 - (b) Mulch Estimate

9. Supervisors Request and Comments

10. Audience Questions and Comments

11. Schedule Next Meeting Date and Time

12. Adjournment

On Page 9, it was noted that the CDD would no longer pay legal fees for anyone contacting Mr. Urbancic unless it is approved beforehand by a supervisor, and Mrs. McFarland pointed this out to Mr. Urbancic as a reminder.

On Page 13, in the third paragraph, the sentence beginning "...at this point there were \$34,000 over budget...", the last four words, "and repair of fences" should be deleted and the word "issues" added after the word "administrative" to end the sentence.

On Page 14, as a reminder, Mr. Dorrill had mentioned that a portion of Mrs. Maline's salary may be able to be captured by FEMA, and they should continue to pursue that.

The first line of the second paragraph was difficult to understand and Mrs. Maline was asked to simplify that.

The first word of the last sentence on Page 14 should start with a small "t".

Mrs. Parkes noted that on Page 11 the third line under item B had the word "Board" misspelled. Under Item C, the first sentence will be rewritten as it did not make sense.

On Page 18 in the next paragraph, when the word "she" was used, it referred to Mrs. Maline. In the third paragraph on that page, when the word "they" was used, it referred to landowners.

On a MOTION by Mrs. Parkes and a second by Mrs. (inaudible) the October minutes were then unanimously approved as corrected.

Mrs. McFarland reminded those present that the minutes are all posted on the website if they miss a meeting and are interested in reading them.

As it relates to the November minutes, on Page 3, under Item A, third paragraph, Mrs. McFarland asked if the case manager would be coming to Key Marco for an on-site visit as suggested by Mr. Dorrill.

Mrs. Maline advised that she had just heard from their case manager the previous day and they had their first conversation. They will have another meeting on the 29th, and Mrs. Maline will ask him to come to Key Marco for their January meeting for an on-site assessment of the damage.

Additionally, in the next paragraph, Mr. Dorrill suggested that the bridge evaluation should be one of the eligible expenses for FEMA, and Mrs. Maline agreed. This will also be included in their list of reimbursements.

On Page 4, the first word should not be a capital T.

On Page 5, in the third line of the first full paragraph, change "mount" to "amount".

On Page 9, as a reminder, regarding gate access, Mrs. McFarland asked if this would be addressed during this meeting as it was indicated in the minutes that it would be.

Additionally, on that page, the last paragraph of the discussion on the flower pots, Mrs. McFarland reminded Mrs. Maline that this was to be addressed at the December meeting as well.

On a MOTION by Mrs. Parkes and a second by Mrs. Schewitz, the minutes of the November meeting were unanimously approved by the Board as corrected.

AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

No questions or comments were received at this time.

SPECIFIC ITEMS OF OLD BUSINESS No

items of old business were discussed.

SPECIFIC ITEMS OF NEW BUSINESS

Election of New Officers

Every time a new supervisor is elected an officer election is held as a statutory requirement. Mrs. McFarland was nominated by Mrs. Schewitz as chairman, with a second by Mrs. Aitkenhead. The nomination was unanimously approved.

Mrs. Schewitz was nominated by Mrs. McFarland as vice-chair, with a second by Mrs. Aitkenhead. The nomination was unanimously approved.

At this point Mrs. McFarland asked if anyone was interested in taking over the job of treasurer. It is time consuming, but they are switching to a new accountant and the job will ultimately be much easier. Mrs. Maline explained how the system will be streamlined, and Mrs. McFarland suggested that this may be a consideration for a member of the Board once the transition is made. She also noted that they have had a new auditor for the past two years and they are excellent and they miss nothing. If a new treasurer is found, Mr. Urbancic stated that it is a simple matter of doing a resolution to make that change. Mrs. McFarland also noted that Fifth Third has a new system for statements, but they only go back six months, and she asked that Mrs. Maline contact them for copies of the last 12 months.

Mrs. McFarland was nominated by Mrs. Schewitz for treasurer, with a second by Mrs. Parkes. The nomination was unanimously approved.

It was agreed by the Board that Mrs. Maline would serve as secretary, and the remaining Board members would serve as Assistant Secretaries.

On a MOTION by Mrs. McFarland and a second by Mrs. Parkes, the Board unanimously approved the slate as listed above, with Mrs. Grado, Mrs. Parkes and Mrs. Aitkenhead serving as Assistant Secretaries.

Mr. Urbancic will prepare Resolution 2018- 02 to this effect for the record.

Mrs. Parkes will receive the minutes from Mrs. Maline and make any corrections deemed necessary in the future.

Presentation by Dawn Aitkenhead

Mrs. Aitkenhead noted that the gatehouse roof will be replaced with a like or similar product, if possible. She also recommended that the architecture remain the same, with a complete cleanup to include pressure washing initially and regularly. A bid was received for \$15 0 per washing, which will not remove the paint. This will be done every three months, except during the summer rainy season when the guards will touch up the outside cleaning. A new technician is in place to clean the exterior of the building, which will help keep the bugs and spiders cleared.

Mrs. Aitkenhead suggested that a list of items be provided to the gate guards that they could get done at the beginning of their shift, and Mrs. Maline indicated that this item is in their post orders, and that will be addressed during her report. The building should be repainted, but it should be a neutral color, similar to what is there now. Mrs. Aitkenhead will be happy to make that selection. Mrs. McFarland asked if there were any comments about the condition of the gatehouse, as its appearance is very important, and there are always many visitors coming into Key Marco. She did not feel that it looked clean, and asked Mrs. Maline to monitor it to determine if every three months was sufficient for a power washing. If not, it would need to be done more often.

Mrs. Aitkenhead felt that the guard gate was very important as a first impression, and she is willing to be more involved with making sure it is kept clean. The wall at the guard gate will need to be repainted, due to damage from the storm. This, however, is an HOA issue and will be addressed by them. Mrs. Aitkenhead was advised that she could suggest a color to them, which she will do. Once the proposals are received Mrs. Aitkenhead will move forward. Mrs. McFarland suggested that the Board could approve another amount for the work on the guardhouse, or give Mrs. Maline and Mrs. Aitkenhead the ability to make the selection of a contractor to do the painting.

After a brief discussion, Mrs. McFarland moved and Mrs. Schewitz seconded that Mrs. Maline and Mrs. Aitkenhead go forward with the selection of a painter to do the guard house with Mrs. Aitkenhead's recommended color. The Motion passed unanimously.

Lastly and most importantly, Mrs. Aitkenhead felt that the landscaping was in very bad shape and needed attention, and Mrs. Maline gave her the parameters of the CDD ownership and where the new landscaping could be addressed.

Mrs. Aitkenhead indicated that she had spoken with Christian Busk, Landscape Architect about the landscaping, and his pricing and his way of doing things was not appropriate for Key Marco. Landscaping will be addressed with some other vendors. Hopefully, proposals from them will be available at the January meeting. Mrs. Parkes indicated that if a committee is formed for this she would be interested in serving on it. She suggested that the landscaper who was hired to do the special project not be hired again. Mrs. Maline and Mrs. Aitkenhead will reach out to some landscapers for suggestions on what can be done in this area.

REPORTS

DISTRICT COUNSEL

Recent Legislation

Mr. Urbancic monitors legislation that may be going through, and there are several at this time. One has to do with revising the process by which auditors are selected, and making it much more difficult, and it seems to be following a path of greater transparency. He will keep an eye on this as it moves through the process. There is another piece of legislation going through that changes the ethical statutes for all governments, including special districts. He will keep an eye on that as well to see if there is any impact on Key Marco. He does, however, expect some sort of ethical bill to pass.

Sunshine Law Overview

The Board had requested that Mr. Urbancic give a brief overview of this law for the new Board members, Mrs. Schewitz and Mrs. Aitkenhead. There are newspaper articles written on the Sunshine Law quite often, especially in Florida, as there are so many individual governmental entities. He felt it important to provide this information, and urged the Board members to reach out to him with any questions, especially if they find themselves in a situation where they are not sure of how the law applies.

Mrs. McFarland agreed, and suggested that they call Mrs. Maline first, and then Mr. Urbancic if they deemed it necessary to do so, before they put anything in writing.

Essentially the Sunshine Law is a statutory provision in Chapter 286 of the Florida Statutes, and it indicates that members of the same public body, which would be this Board, cannot communicate with each other on matters that may foreseeably come before them for action except at an open meeting. When it mentions meeting, it is not just a face to face meeting. It could be an email or text messages, social media or whatever the case may be. For example, if Mr. Urbancic sat on the Board and sent Mrs. McFarland a note on twitter asking her how she was going to vote on the painting, and she responds, they have both violated the Sunshine Law.

All it requires is two or more members getting together outside of an advertised meeting where they discuss business, that becomes a Sunshine Law issue, and he urged them to be careful with that. Liaisons cannot be used to talk with someone indirectly, and the consequence of violating this law from a Board perspective would nullify anything done out of the Sunshine. From an individual perspective there are two potentials. There could be a knowing violation and an unknowing violation, so the intent for violation does not have to be present. If it is done accidentally, it could be up to a \$500 fine. A knowing violation is a second degree misdemeanor, and could come with potential jail time of 30 days and up to a \$500 fine. What Mr. Urbancic tells supervisors is it's not so much the \$500 fine as it is the negative publicity that comes with it. There is also a trend happening of people attacking Districts and suing them for Sunshine violations to prove that they are right on an issue, and there is case in Sarasota where this happened and caused a great expense to the city. Mrs. McFarland asked if this was covered under Directors and Officers Insurance, and was advised that to the extent the director was acting within the scope of their authority, they would be covered by the adopted defense resolution. He felt that the insurance policy would kick in if there was no intent to go against the law. Mr. Urbancic will look into that for the Board. Another thing that has been in place since 2014 is the opportunity to be heard at meetings on matters on the agenda. This is an extension of the Sunshine Law, in that anything that is coming up for action, the public has a right to give input on. There are some exceptions to the Sunshine Law, but they involve significant procedural hurdles that must be gone through. The District has a resolution as to these rules, and as long as they are followed, the Board is perfectly defensible under the law. In response to a question from the public, Mr. Urbancic indicated that HOAs and CDDs operate differently, and the HOA does not have the same restrictions on communications. They operate under Chapter 720, which says that as long as members of an HOA do not have a quorum together, which would constitute a meeting, then there is no violation. Two directors of an HOA can talk together outside of a meeting, while CDD directors cannot. There was an attempt in the Legislature to allow less than a quorum of CDD directors to be able to discuss business, and it failed. He advised the Board members that they have to be careful, for instance, if they go to an HOA Board meeting and see other Board members there, they must be careful not to engage in any conversation that may come up for action in a CDD meeting.

As it relates to the Public Records law, anything made or received in connection with the business of the CDD is a public record and has to be maintained. Any emails, even in the simplest case, such as receiving one from a resident making a suggestion about a street light near their house, must be maintained. These emails should be forwarded to Mrs. Maline in the event they need to be recovered at a later date. Mr. Urbancic suggested that a separate email account be created for CDD business. In that way no one ever has to go through your personal records. A public record can be an email, a text message, or anything people may use to communicate. If there is ever a question about a document that was received, it should be sent to Mrs. Maline, as she will be saving these documents on behalf of the District.

Mrs. McFarland added that if anyone sends a request to one of the Board members for records should go directly to Mrs. Maline. Anyone can ask for a public record, even if they are not a resident.

In response to a question from the public regarding charging for copying documents in response to a records request, Mrs. Maline indicated that this will be brought back to the Board in January for a minor revision, and the policy is on line. Mrs. McFarland added that they follow the policy of the governor of the State of Florida in this regard.

DISTRICT MANAGER

Financial Statement Ending October 31, 2017

Mrs. Maline presented this statement, noting that no revenue was received during this month, and there were no special events noted. Mrs. McFarland pointed out that the land lease continues to be noted in two separate areas, and it was agreed that in the future it will be noted under irrigation, and will be deleted from the other section when the transition is made with the new accountant. This was an error that was never taken care of, and it was a \$31,000 expense that was listed twice.

For the Board's information, invoices from Mr. Urbancic and Crawford for the month of November were included. The total for hurricane debris removal work on Key Marco with the November invoice is \$91,849.00. There will be another invoice for December. This expense is being submitted to FEMA.

Post Hurricane Update

The final pass through at Key Marco for pickup was made the previous week. A case manager was assigned to Key Marco, and Mrs. Maline had her first conversation with him the previous day. The process is a complicated one, but that is now moving forward.

Street Light Research

This project continues, and Martin is working on it and has done a layout for rewiring the existing lights with new lamp heads, and he has also done a plan for solar lights. These would be on top of the light fixture itself, so there would be no cost for electricity. Martin will make a presentation on this project at the January meeting. Mr. Kerins and Mrs. Maline will go over everything with Martin prior to the presentation at the meeting in January. Mrs. McFarland noted that both Mr. Kerins and Mrs. Krutisch continue to spend many hours working on various projects for Key Marco. Key Marco will be reimbursed for 17 street lights from the insurance the District carries at \$3,500 per light with a cap of \$50,000.00

Bridge Inspection Report

The report from Bridging Solutions noted that there was very little scouring around the bridge pilings, and that the bridge is in good shape. This, again, is a FEMA expense.

South Florida Water Management District Information

The permit from 1990 from the South Florida Water Management District was never transferred from the developer to the HOA and the CDD, and that has now been done, and Key Marco is now in compliance.

Ongoing Projects

The FEMA submittal work continues, as well as the street signs, the annual audit, landscaping and sod replacement on the entire property and irrigation and pumps.

Earthview is tentatively scheduled in January to clean out all the catch basins, and Mrs. Aitkenhead and Mrs. Maline are working on the gatehouse use. Additionally, the transition to the new accounting firm is underway.

Mrs. Maline also noted that the manager transition from Dorrill Management to InfraMark, formerly known as Severn Trent, is taking place.

Speeding Issues

There have been quite a few incidents of speeding, one where a woman was walking her dog and had to quickly get out of the road for a speeding car, and another where someone was aggressively tailgating her at night. That incident is a public record as several emails were written about it. The make and model of the car is known, and Mrs. Maline is researching this issue. Mrs. Maline stressed the need for everyone to slow down at Key Marco, and she has spoken to delivery people about this. With the Board's permission she will contact the City of Marco with a request to bring out a flashing sign to remind people of their speed. 20 miles per hour in a gated community is the norm. There have been several incidents over the past few years where wildlife has been killed, and Mr. Krutisch suggested that it may be appropriate to have an off-duty police officer come to Key Marco occasionally and stop people who are speeding and give them a warning. Mrs. McFarland added that many of the complaints now are related to residents who are speeding. The Key Marco roads are owned by the CDD, so the police cannot come and enforce speed limits. However, the CDD Board can give the police the authority to come in and police the Key Marco residents on the Key Marco roads. There were a number of residents who did not agree with this idea, and felt that they should self-police, and appeal to residents to be respectful of the other residents. Mrs. McFarland suggested that talking to specific residents may be something to try again, and added that the guards at the gate are warning contractors. Mrs. Aitkenhead added that nonresidents also speed as the area has such low density.

A member of the public noted that the flashing speed limit sign can come with a camera which would provide the evidence of speeding which would support any actions the Board wished to take. Mrs. McFarland asked if the residents would want to do that, as it would then become public record.

Mrs. Aitkenhead wondered if a more permanent solution could be the answer to this ongoing problem if there is a cost tradeoff between speed bumps and monitoring with cameras. Mrs. McFarland noted that she would advocate for speed bumps, especially in certain areas, and temporary speed bumps can be purchased and moved around, and the cost is not prohibitive. The Police Department also has temporary speed bumps, and it was suggested that those could be tried as well.

The problem continues to be that some residents will not slow down, and have openly indicated that. In response to a question about liability with these speed bumps, Mr. Urbancic indicated that they probably have signage that has to be posted alerting that there is a speed bump ahead.

Mr. Kerins suggested that a blast email be sent out so it is documented, and advise people that there have been complaints, and that further action will follow if the problem continues, noting that the final action would be to open the roads to the police. After discussion, it was agreed that an email, advising people that speed bumps will be put in if people don't slow down, and final action would be the police monitoring the speeders will be sent. The residents have been personally spoken to many times, and signs are posted and handouts distributed, but are not effective. Mr. Krutisch added that the irrigation system has been damaged many times by contractors parking on the grass, even after the residents have been advised many times to have them park elsewhere.

Mrs. Maline will reinforce the directions to the gate guards about warning people of the speed limit as they come through the gate, she will also contact the Police Department regarding the flashing speed limit sign and see if it can be installed on Key Marco on occasion, which will be used to determine if it is effective before one is purchased. A speed limit sign will also be put at the guard house. This item will be put on the agenda of the January meeting for further discussion and follow up.

A resident suggested that contractors be warned that if they don't slow down they won't be allowed to drive in the community, and Mrs. Maline indicated that she has advised many contractors of that. Another resident noted that speed bumps may be difficult for ambulance drivers, and Mrs. McFarland agreed that there was no easy solution to this problem.

Mr. Krutisch expressed his opposition to speed bumps, and Mrs. Maline asked those present to take note of the make and model and if possible the license plate of anyone speeding so she can research with more accuracy.

The question was asked as to what bicyclists are advised of when they come in the gate, and Mrs. Maline advised that they are asked to stay on the bike path, which they usually do not do. Additionally, they drop bottles and wrappers along Key Marco.

It is part of the post orders for the guards to advise them of what they must do while biking on Key Marco, and a handout is provided to them as well. An effort is being made to flag certain

Date: 11/28/2017
Estimate # : 21959

5935 Taylor Rd.
Naples FL. 34109

Created By:
Jim Geiger
239-594-8494
jim@lykins-signtek.com

PHONE 239-594-8494
FAX 239-591-3940

Estimate/Contract

Prepared By Lykins Signtek, Inc. for : KEY MARCO HOA Address:
505 WHISKEY CREEK DR MARCO ISLAND FL 34145

To: KATIE MALINE

Phone: 394-4346

From: Jim Geiger

Fax:

Quote Description: KEY MARCO VARIOUS SIGNS

Item Description	Quantity		Price
1) All signs will have the Key Marco logo routed in the top portion of the sign, painted one shot gold. 1" HDU, sandblasted, 32w x 34h/38h w/hump on 090 backer, painted essex green with Red/white stop. Mounted on 4" sq alum post with ball finial, painted essex green. Bottom of sign to ground, 36"	2	\$1,225.00	\$2,450.00
2) Sign only - 1" HDU, sandblasted, 24w x 24h/31h w/hump, painted essex green with White lettering., SPEED LIMIT 20. Mounted on existing post with backer	1	\$790.00	\$790.00
3) 1" HDU, sandblasted, 15w x 15h/19h w/hump on 090 backer, painted essex green with Red/white Do Not Enter. Mounted on 4" sq alum post with ball finial, painted essex green. Bottom of sign to ground, 48" As per approved proof.	1	\$695.00	\$695.00
4) Paint/fill all of the Marble signs with the Key Marco logo, one shot gold.	20	\$110.00	\$2,200.00
5) Reset 15 signs that are leaning	15	\$65.00	\$975.00

I accept the above proposal and agree to pay for said work promptly upon completion of same.

Authorized Signature: _____ Date: _____

Deposit Amount: _____ CHECK/CC # _____

Terms and Conditions:

Prices on this estimate are valid for 30 days.

A deposit of 60% is required for CBU's and 50% on other products with the balance due upon completion. Signing of this document constitutes a legal and binding contract between parties named on this agreement. Customer is responsible for landscape amenities within install area or as required for permitting
Lykins Signtek is NOT responsible for Irrigation or Private Underground Lines. Goods sold remain the property of seller until paid in full.

Customer agrees to provide necessary information to obtain permit, electrical supply to sign or fixture location, and/or provide color and logo information where specified.

Customer is responsible for any cap rock, lime rock or unforeseen digging conditions

1.5 % Monthly Late Fee applied to all past due invoices

Warranties:

Workmanship: All signs or fixtures fabricated and installed by Lykins Signtek and its affiliates are warranted against defects in material and workmanship for one year, parts and labor.

Sub Total:	\$7,110.00
Sales Tax:	\$426.60
Total:	\$7,536.60

****NOTE :**

Signs are custom produced to your specifications.
 All orders of \$250.00 or less require pre-payment unless prior credit arrangements are in place.

I accept the above proposal and agree to pay for said work promptly upon completion of same.

Authorized Signature: _____ Date: _____

Deposit Amount: _____ CHECK/CC # _____

Terms and Conditions:

Prices on this estimate are valid for 30 days.

A deposit of 60% is required for CBU's and 50% on other products with the balance due upon completion. Signing of this document constitutes a legal and binding contract between parties named on this agreement. Customer is responsible for landscape amenities within install area or as required for permitting

Lykins Signtek is NOT responsible for Irrigation or Private Underground Lines. Goods sold remain the property of seller until paid in full.

Customer agrees to provide necessary information to obtain permit, electrical supply to sign or fixture location, and/or provide color and logo information where specified.

Customer is responsible for any cap rock, lime rock or unforeseen digging conditions

1.5 % Monthly Late Fee applied to all past due invoices

Warranties:

Workmanship: All signs or fixtures fabricated and installed by Lykins Signtek and its affiliates are warranted against defects in material and workmanship for one year, parts and labor.

Robert W Kettelle LLC Roofing

18460 River Estates Lane
Alva, Florida, 33920
Phone: (239) 699-8762
rekettelle@aol.com

Estimate

Date	Estimate#
6/2/2017	621

Web Site	ROBERTKETTELLEROOFING.COM
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Name / Address
MARCO KEY 2323 SAN MARCO ROAD MARCO ISLAND FLA 239 784 5110

Description	Total
GATE HOUSE REROOF REMOVE THE EXISTING TILE ROOF SYSTEM FROM THE ENTRANCE GATE HOUSE RENAIL THE SHEATHING TO CODE AND REPLACE ANY ROTTED WOOD AT \$ 85.00 PER HOUR PLUS MATERIALS. INSTALL A OWENS CORNING TILE UNDERLAYMENT PEEL AND STICK MEMBRANE TO THE PREPARED ROOF DECK INSTALL NEW DRIP EDGE NAILED TO CODE INSTALL NEW VALLEY METAL TO THE VALLEY'S INSTALL NEW RIDGE CHANNEL AND EVE RISER METAL AT THE EVE DETAIL INSTALL A ENTEG.RA CONCRETE ROOF TILE (BELLA STYLE PROFILE) FASTENED TO CODE. INSTALL MATCHING RIDGE AND RAKE TILES FASTENED TO THE ROOF DECK REMOVE ALL ROOF DEBRIS AND HAUL AWAY PRICE INCLUDES PERMIT AND INSPECTIONS ALL WORK DONE TO CODE 12 YEAR WARRANTY ON WORKMANSHIP	
Total	

Katie Maline

From: andrew mauro <drew.ksimonconstruction@gmail.com>
Sent: Thursday, January 4, 2018 1:20 AM
To: Katie Maline
Subject: Re: Bid proposal: Key Marco properties

Follow Up Flag: Follow Up
Due By: Thursday, January 4, 2018 7:20 AM
Flag Status: Flagged

Hi Katie,

Roof replacement was submitted to you for both structures. But here is the summary breakdown. Tile

repair only for the clubhouse materials and labor: \$ 13,500

This includes repairing and replacing tiles, seaming, caulking, and fastening all jacks, vents, and water intrusion areas, and fixing all ridges that are compromised. And this job can be started within 2 weeks and completed within 2 days.

Roof replacement for the Gatehouse materials plus labor: \$ 20,500

Thanks,

Andrew Mauro

Project Manager
239-269-1009

K Simon Construction
CG C# 1523639 CBC#
1259517 CCC#
1330244

On Jan 3, 2018, at 11:27 PM, andrew mauro <drew.ksimonconstruction@gmail.com> wrote:

Hello Katie and happy new year to you,

Please accept my apologies for the delay in getting this proposal to you. Hopefully you are still taking bids for the project.

Pre-holidays and we were initially waiting on a 3-D image of the Key Marco properties from Eagle View, but only a 2-D rendering was available. We had to manually enter 47 facets of pitch as you can see from the Eagle copy I sent you.

I have included the total amount of material squares for both the club house and the security house in the proposal. This proposal

includes all materials and labor with the exception of plywood if any would need to be replaced. Replacement sheets are \$40 each and would only be replaced if necessary due to dry rot, any breakage, water damage, etc. Photos would be provided first for your approval.

We are 45-75 days out for commencement of this project. Upon a signed contract, we would require 50% down payment when the materials are delivered, and the balance paid upon final inspection and job completion.

Warranty provided is 5 years on all labor and 30 years on the tile you choose Eagle concrete or Boral concrete- style , color , and shape of your choosing. All materials used are local and premium grade. High-grade Ice and water shield membrane for both roofs, entire deck sheathing. All work done to Code specs. ETA to complete both structures 2 weeks from commencement.

I have a hard copy for you if you need it and of course will contain all of our licenses, insurance, W9, and commercial and residential references.

K . Simon are local, in business since 2004, in Naples since 2013, headquarters at the airport at 150 Aviation Dr, and are triple licensed general contractors. We have completed over 15,000 commercial and residential projects to date, have 35 offices nationwide, and are A+ accredited out of 15,000 job completions.

If you have any questions at all please feel free to call me direct or send me an email.

Sincerely,

<KEY MARCO ESTIMATE.xlsx>
<21175131.pdf>

Andrew Mauro

Project Manager
239-269-1009

K Simon Construction
CGC# 1523639 CBC#
1259517 CCC#
1330244

Key Marco Community Dev District
STATEMENT OF REVENUE AND EXPENSE
General Fund

	One Month Ended November 30, 2017	Current Period Budget	Current Period Variance	Two Months Ended November 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
Revenue							
Non Ad Valorem Assessments	\$ 297,792.00	52,483.33	\$ 245,308.67	\$ 297,792.00	\$ 104,966.66	\$ 192,825.34	\$ 629,800.00
Interest Income	751.84	333.33	418.51	1,570.84	666.66	904.18	4,000.00
Revenue Carry Forward	0.00	28,937.08	(28,937.08)	003	57,874.16	(57,874.16)	347,245.00
Other Miscellaneous Revenues	266.72	8.33	258.39	266.72	16.66	250.06	100.00
Total Revenues	298,810.56	81,762.07	217,048.49	299,629.56	163,524.14	136,105.42	981,145.00
Expenditures							
Professional & Administrative							
Board of Supervisor Fees	400.00	333.33	(66.67)	1,000.00	666.66	(333.34)	4,000.00
Payroll Tax Expense	0.00	41.67	41.67	0.00	83.34	83.34	500.00
Management Fees	7,250.00	6,666.67	(583.33)	14,500.00	13,333.34	(1,166.66)	80,000.00
Transcription Services	190.00	83.33	(106.67)	370.00	166.66	(203.34)	1,000.00
Audit Fees	0.00	416.67	416.67	0.00	833.34	833.34	5,000.00
Accounting Fees	600.00	600.00	0.00	1,200.00	1,200.00	0.00	7,200.00
Special Assessment Roll Prep	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
Property Appraiser Fees	0.00	0.00	0.00	9,045.00	9,045.00	0.00	9,045.00
Tax Collector Fees	5,955.84	1,083.33	(4,872.51)	5,955.84	2,166.66	(3,789.18)	13,000.00
Legal Fees	1,430.00	2,083.33	653.33	2,941.25	4,166.66	1,225.41	25,000.00
Engineering Fees	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00
Postage & Courier	0.00	33.33	33.33	0.00	66.66	66.66	400.00
Computer Services	300.00	50.00	(250.00)	300.00	100.00	(200.00)	600.00
Rentals & Leases	25.00	125.00	100.00	50.00	250.00	200.00	1,500.00
Insurance - General	0.00	450.00	450.00	25,539.00	26,500.00	961.00	31,000.00
Legal Advertising	185.50	166.67	(18.83)	371.00	333.34	(37.66)	2,000.00
Office Supplies	0.00	33.33	33.33	0.00	66.66	66.66	400.00
Subscriptions & Dues	0.00	0.00	0.00	175.00	200.00	25.00	200.00
Bank Charges	43.65	0.00	(43.55)	82.03	0.00	(82.03)	0.00
Miscellaneous Expense	0.00	41.67	41.67	35.92	83.34	47.42	500.00
Total Expenditures	16,379.99	12,458.33	(3,921.66)	61,565.04	59,761.66	(1,803.38)	184,345.00

**Key Marco Community Dev District
STATEMENT OF REVENUE AND EXPENSE
General Fund**

	One Month Ended November 30, 2017	Current Period Budget	Current Period Variance	Two Months Ended November 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
<i>Expenditures</i>							
<i>Field Management Servkes</i>							
Rentals & Leases	0.00	41.67	41.67	0.00	83.34	83.34	500.00
Total Expenditures	0.00	41.67	41.67	0.00	83.34	83.34	500.00
<i>Expenditures</i>							
<i>Landscaping</i>							
Contractual Services	11,392.00	11,166.67	(225.33)	22,784.00	22,333.34	(450.66)	134,000.00
Tree Trimming	0.00	2,083.33	2,083.33	0.00	4,166.66	4,166.66	25,000.00
Flower Program	327.00	416.67	89.67	327.00	833.34	506.34	5,000.00
Mulch Program	0.00	1,250.00	1,250.00	0.00	2,500.00	2,500.00	15,000.00
Plant Replacement Program	0.00	1,666.67	1,666.67	516.85	3,333.34	2,816.49	20,000.00
Irrigation Supplies	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00
FEMA Expenses	7,456.54	0.00	(7,456.54)	12,628.54	0.00	(12,628.54)	0.00
Land Lease	2,553.00	2,583.33	30.33	5,106.00	5,166.66	60.66	31,000.00
Miscellaneous Expense	0.00	1,083.33	1,083.33	116.25	2,166.66	2,050.41	13,000.00
Total Expenditures	21,728.54	20,500.00	(1,228.54)	41,478.64	41,000.00	(478.64)	246,000.00
<i>Expenditures</i>							
<i>Environmental Services</i>							
<i>Expenditures</i>							
<i>Lighting</i>							
Electric Services	992.87	1,250.00	257.13	2,409.66	2,500.00	90.34	15,000.00
Repairs & Maint - General	0.00	1,166.67	1,166.67	185.00	2,333.34	2,148.34	14,000.00
Holiday Lighting	1,750.00	1,750.00	0.00	1,750.00	1,750.00	0.00	3,000.00
Total Expenditures	2,742.87	4,166.67	1,423.80	4,344.66	6,583.34	2,238.68	32,000.00

Key Marco Community Dev District
STATEMENT OF REVENUE AND EXPENSE
General Fund

	One Month Ended November 30, 2017	Current Period Budget	Current Period Variance	Two Months Ended November 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
Expenditures							
<i>Access Contra!</i>							
Utility Services	655.32	833.33	178.01	1,215.14	1,666.66	451.52	10,000.00
Operating Supplies	0.00	100.00	100.00	123.05	200.00	76.95	1,200.00
Repairs & Maint - Parts	1,290.00	416.67	(873.33)	1,417.98	833.34	(584.64)	5,000.00
Repairs & Maint - Gatehouse	0.00	666.67	666.67	220.00	1,333.34	1,113.34	8,000.00
Contractual Services	6,822.40	7,000.00	177.60	13,697.80	14,000.00	302.20	84,000.00
Total Expenditures	8,767.72	9,016.67	248.95	16,673.97	18,033.34	1,359.37	108,200.00
Expenditures							
<i>Roadway</i>							
Repairs & Maint - Parts	0.00	833.33	833.33	30.72	1,666.66	1,635.94	10,000.00
Total Expenditures	0.00	833.33	833.33	30.72	1,666.66	1,635.94	10,000.00
Expenditures							
<i>Irrigation</i>							
Electric Services	575.62	416.67	(158.95)	799.23	833.34	34.11	5,000.00
Utilities - Water	1,997.65	1,250.00	(747.65)	3,015.54	2,500.00	(515.54)	15,000.00
Repairs & Maint - General	4,375.00*	1,250.00	(3,125.00)	4,375.00	2,500.00	(1,875.00)	15,000.00
Land Lease	0.00	2,583.33	2,583.33	0.00	5,166.66	5,166.66	31,000.00 it
Contractual Services	124.80	508.33	383.53	249.60	1,016.66	767.06	6,100.00
Total Expenditures	7,073.07	6,008.33	(1,064.74)	8,439.37	12,016.66	3,577.2.9	72,100.00
Total Operating Expenditures	56,692.19	53,025.00	(3,667.19)	132,532.40	139,145.00	6,612.60	653,145.00

**Key Marco Community Dev District
STATEMENT OF REVENUE AND EXPENSE
General Fund**

	One Month Ended November 30, 2017	Current Period Budget	Current Period Variance	Two Months Ended November 30, 2017	Year to Date Budget	Year to Date Variance	Annual Budget
Bridge Repair	13,723.75	15,000.00	1,276.25	13,723.75	15,000.00	1,276.25	15,000.00
Street Light Project	0.00	3,083.33	3,083.33	0.00	6,166.66	6,166.66	37,000.00
Guardgate Roof	0.00	1,750.00	1,750.00	0.00	3,500.00	3,500.00	21,000.00
Road Repairs	13,386.00 •	19,166.67	5,780.67	13,386.00	38,333.34	24,947.34	230,000.00
Total Expenditures	27,109.75	39,000.00	11,890.25	27,109.75	63,000.00	35,890.25	303,000.00
Expenditures							
Other Fees & Charges							
Revenue Reserve	0.00	2,083.33	2,083.33	0.00	4,166.66	4,166.66	25,000.00
Contingency Reserve	0.00	833.33	833.33	0.00	1,666.66	1,666.66	10,000.00
Total Expenditures	0.00	2,916.66	2,916.66	0.00	5,833.32	5,833.32	35,000.00
Total All Expenditures	83,801.94	94,941.66	11,139.72	159,642.15	207,978.32	48,336.17	991,145.00
Excess Revenues (Expenditures)	\$ 215,008.62	\$ (13,179.59)	\$ 228,188.21	\$ 139,987.41	\$ (44,454.18)	\$ (95,533.23)	\$ (10,000.00)

