

Gate Transponder Distribution Policy

The following policies will be utilized for distribution of gate transponders by the Paseo Community Development District ("Paseo CDD").

1. Transponder Authorized Users:

- A. Persons owning real property and persons renting property within the Paseo CDD shall be entitled to one (1) transponder per legal resident up to a maximum of four (4) transponders per residence; and
- B. Staff of the Paseo Village Center and Associations (to include the Paseo Master Association and such sub-associations that directly employ staff) shall be entitled to one (1) transponder; and
- C. Staff of the Paseo CDD shall be entitled to one (1) transponder
*Transponders shall **not** be distributed to vendors, contractors, or other service providers.*

2. Transponder Purchase Price:

- A. The price of a transponder shall be set by the Paseo CDD District Manager at the first regular meeting of each fiscal year.
- B. At no time shall the price of a transponder be greater than 110% of the average actual cost of the individual transponders in the preceding fiscal year.
- C. Staff of the Paseo CDD shall be entitled to one (1) transponder at no charge.

3. Transponder Distribution:

- A. New Transponder:
 - (1) All applicants desiring to receive a new transponder shall obtain a *New Transponder Registration Form* by downloading it from the Paseo CDD Website ([www.paseocdd.org/documents/District Rules and Policies/Transponder/Guest Registration Form](http://www.paseocdd.org/documents/District%20Rules%20and%20Policies/Transponder/Guest%20Registration%20Form)) or by collecting a copy from the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd.
 - (2) Upon completion, applicant shall return the *New Transponder Registration Form*, all supporting documents and required payment to the Lock Box located outside the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd.
 - (3) Upon verification of eligibility, new transponder(s) will be available for installation at the Paseo Guard House between the hours of 3:00 PM and 7:00 PM **TWO BUSINESS DAYS** after receipt of application and required payment. For the purpose of this document business days are defined as Monday through Friday, excluding holidays.
 - (4) Upon installation, transponders **must** remain attached to the windshield at all times. Transponders that are not attached to the windshield or that are used by individuals and/or vehicles for which they are not registered may be deactivated at the sole and absolute discretion of the Paseo CDD.

B. Replacement Transponder:

- (1) Existing transponder owners may purchase a replacement transponder to replace a previously issued transponder that no longer works or has otherwise been damaged by completing the *Replacement Transponder Registration Form* and delivering the completed form together with the nonfunctioning/damaged transponder and required payment to the Lock Box located outside the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd.
- (2) If the damaged/nonfunctioning transponder is not available or cannot be turned in, then the applicant must follow the instructions outlined in Section 3.A for receiving a new transponder.
- (3) Upon verification of eligibility, the replacement transponder(s) will be available for installation at the Paseo Guard House between the hours of 3:00 PM and 7:00 PM TWO business days after receipt of application and required payment. For the purpose of this document business days are defined as Monday through Friday, excluding any holidays
- (4) Upon installation, transponders **must** remain attached to the windshield at all times. Transponders that are not attached to the windshield or that are used by individuals and/or vehicles for which they are not registered may be deactivated at the sole and absolute discretion of the Paseo CDD.

4. Data Verification and Retention

- A. Resident information contained on the Transponder Registration Forms must be kept up to date in order to ensure continued transponder activation.
- B. Copies of completed registration forms will be kept on file by the Paseo CDD and may be used from time to time to validate transponder usage.
- C. Florida law allows eligible persons and their employing agencies to request in writing that the CDD maintain as exempt from public disclosure certain identification and/or location information contained in records within the CDD's custody. To do so please submit a Public Records Exemption Request Form (FORM DOS-119) directly to the District Manager.

- 5. Revision to This Policy:** It shall be in the sole discretion of the Paseo CDD, from time to time, to revise the forms and processes referenced herein, to develop new forms and/or processes, and/or designate representatives to carry out processes as necessary to implement this policy