

PASEO COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9530 MARKETPLACE ROAD, SUITE 206 · FORT MYERS, FLORIDA 33912

WWW.PASEOCDD.ORG

Gate Transponder Distribution Policy

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

Transponders shall only be issued to duly registered low-speed electric vehicles, automobiles, trucks, vans, and motorcycles used to transport persons or property but does NOT include any other Recreational Vehicle including, but not limited to, those vehicles designed as temporary living quarters for recreational, camping, or travel use, whether self-powered or mounted on or drawn by another vehicle.

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.
- D. Transponders may be deactivated by Paseo CDD management as a result of abusive behavior towards gate personnel and/or other Paseo CDD staff, employees, or contractors. Any deactivation of transponder privileges may be appealed to the Paseo CDD Board of Supervisors at the next scheduled CDD meeting provided the request for appeal and any supporting documentation is submitted to the Paseo CDD District Manager at least ten (10) calendar days before the scheduled meeting.

Transponders shall not be distributed to vendors, contractors, or other service providers.

2. Transponder Purchase Price:

- A. The price of a transponder shall be the cost incurred by the Paseo CDD.
- B. 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 collecting a copy from the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd or from the Paseo Entry Guard House.
- (2) Upon completion, applicant shall return the *New Transponder Registration Form*, all supporting documents, which may include separate documentation required for tenants residing in the Paseo CDD 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. Checks and/or money orders shall be made payable to Paseo CDD.
- (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 and any necessary supporting documentation, 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. All 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 and supporting required documentation will be kept on file by the Paseo CDD and may be used from time to time to validate transponder usage.
- C. If Florida law allows, eligible persons and their employing agencies may request in writing that the Paseo CDD maintain as exempt from public disclosure certain identification and/or location information contained in records within the Paseo 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.

Adopted February 26, 2020, revised July 28, 2021, and March 23, 2022.