



MAY 22, 2025

# PROPOSAL

SUB ASSOCIATION PROJECT



Presented To  
**BELL TOWER PARK PROPERTY OWNERS' ASSOCIATION, INC. (BTPPOA)**  
**AND SUB-ASSOCIATIONS AS LISTED ON THE FOLLOWING PAGE**

Presented by  
**RGB INTERNET SYSTEMS, INC.**

# Contact Details

## PLAN CREATED FOR THE BOARD OF DIRECTORS:

Bell Tower Park Property Owners' Association Inc.

The Courtyard Homes at Bell Tower Park Condominium Association, Inc

The Courtyard Homes at Bell Tower Park II Condominium Association, Inc

The Carriage Homes at Bell Tower Park Condominium Association, Inc.

## COMMUNITY ADDRESS - BTP POA

5100 Bell Tower Park Boulevard Fort Myers, FL 33912

(239) 774-0723

## PRIMARY URL

[HTTPS://BELLTOWERPARKCOMMUNITY.COM](https://belltowerparkcommunity.com)

## PRIMARY CONTACT BTP POA

Ron McEwan -- President, BTP Board of Directors

239/823-6708

[rmce23@aol.com](mailto:rmce23@aol.com)

## PROJECT CONTACT:

Nina Anderson - BTP POA Office | [ninaneen69@msn.com](mailto:ninaneen69@msn.com)

IBrandi Wells - CAM | [b.wells@cmgflorida.com](mailto:b.wells@cmgflorida.com)

## SUB ASSOCIATIONS/ OPTIONAL PARTICIPATION

The request from the BTP POA master association is to provide an optional program for the sub-associations to participate in the current [belltowerparkcommunity.com](http://belltowerparkcommunity.com) website.

- Integrate a public page and private areas for owners living in one sub-association. The system would automatically display the BTP POA master association features and the respective sub-association as outlined in the following pages.
- Webpages and content compliant with the State of Florida statutes for an association website.

# BTP POA - NEW PAGES

Additional pages. \*indicates State of Florida statute requirements

## NEW PUBLIC PAGE CONTENT

Add new public menu item:

### NEIGHBORHOODS

- COURTYARD I
- COURTYARD II
- CARRIAGE HOME

Each Sub-Community would have a public page with the following information

- General Information and descriptive text about the "neighborhood" such as number of residences, any community areas etc
- Any other important information such as lease or purchase agreements, etc etc. specific to the specific sub-association

## NEW PRIVATE PAGE CONTENT

A new top level menu item will appear with the Subassociation they have access to listed. They will have access to both the BTP POA Master and their Subassociation pages.

### EXAMPLE: CARRIAGE HOMES

#### CARRIAGE HOMES DASHBOARD

- Carriage Homes Upcoming Board Meeting/ Attached Agenda
- Carriage Homes BOD, Name, Term of Office

#### CARRIAGE HOMES NEWS

- News and Information specific to the Sub-association 'neighborhood'

#### CARRIAGE HOMES DOCUMENTS

- Documents specific to the Sub-association 'neighborhood'

# Project Timeline

STAGE	DATE
<b>Proposal Plan Sent to Client</b>	May 20, 2025
<b>Zoom meeting for Sub-associations</b>	June 12 @ 4PM
<b>Proposal Acceptance</b>	<b>on or before June 29, 2025</b>
<b>Internal System Onboarding</b> W9 & Certificate of Insurance sent to client	within 5 days of Acceptance
<b>Kick-off Work Session - 2 Hours</b>	Dates will be sent to client during the week of commencement
<b>Checklist Sent to Clients</b>	Confirmed after the initial Planning Meeting
<b>Checklist of Items Due from Client</b>	As confirmed during the Planning Session
<b>User Import File Review</b>	scheduled with client once received by RGB
<b>Website Updates Presentation Meeting</b>	will be scheduled after checklist items are received & reviewed
<b>Website Adjustments &amp; Pre-Launch</b>	within 5 business days of presentation and receipt of any adjustment requests
<b>Website Updates "Go Live" Date and Final User Import</b>	A date will be set during the presentation and confirmed based on any changes needed at that time.
<b>Client Training</b>	date scheduled with the client - within 5-30 business days*

RGB TEAM SUPPORT WILL NOT BE AVAILABLE OR LIMITED\* ON THE FOLLOWING DATES in 2025\*

## Q1

January 1  
January 20  
February 17

## Q2

May 26  
July 4  
July 21

## Q3

September 21

## Q4

November 27,28  
December 19  
December 24,25,26

## Cost & Payment Schedule

WEB DESIGN SERVICES: BTOA UPGRADES ONLY (NO SUB ASSOCIATION FEATURES)	COST
<p>WEB DESIGN -Pages and features as described above</p> <p>Web design consistent with current belltowerparkcommunity.com</p> <p><b>RGB will start with approximately 10 folders. 10 documents -</b></p> <p><b>BTP POA CAM will be responsible for full population - One-hour Training included for BTP POA CAM</b></p>	<p><b>\$2,000 PER SUB-ASSOCIATION</b></p>
TOTAL	TBD per sub

**A deposit of \$1,000 per sub-association is due upon commencement**  
**2 monthly payments of the balance per sub-association starting August, 2025\***

RGB will onboard the client and email an invoice to the Association's accounts payable as identified below - please complete the information  
Upon final payment, the website becomes the property of the association. RGB will supply the client with a full site backup at any time.

*\*The client can pay off the balance after the project is completed.*

### Project Acceptance - Proposal services and pricing are valid until June 28, 2025

Accepted by: Gabrielle Marvin, President, RGB Internet Systems, Inc.

*Gabrielle Marvin, President, May 20, 2025*

### Client Acceptance

By signing this proposal, the "client," agrees with the services, scheduling as listed, fees, fee schedule, and terms of the project.

\_\_\_\_\_  
**Authorized Representative of The Courtyard Homes at Bell Tower Park Condominium Association, Inc**

\_\_\_\_\_  
**DATE**

*Please sign and return to mail@rgbteamsupport.com*

\_\_\_\_\_  
**Authorized Representative of The Courtyard Homes at Bell Tower Park II Condominium Association, Inc**

\_\_\_\_\_  
**DATE**

*Please sign and return to mail@rgbteamsupport.com*

\_\_\_\_\_  
**Authorized Representative of The Carriage Homes at Bell Tower Park Condominium Association, Inc.**

\_\_\_\_\_  
**DATE**

*Please sign and return to mail@rgbteamsupport.com*