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The logo for Grand Panama Beach Resort features a gold oval on the left containing the letters 'GP' in a dark green serif font. To the right of the oval, the words 'GRAND PANAMA' are stacked vertically in a large, dark green serif font. Below this, the words 'BEACH RESORT' are written in a smaller, dark green serif font. A thin horizontal line runs above the 'GRAND PANAMA' text, and another runs below the 'BEACH RESORT' text.

GRAND  
PANAMA  
BEACH RESORT

Members of the Board,

I wish to give you my weekly update (2/5 – 2/11):

Administrative:

- 1) Mass communication with owner's regarding 2<sup>nd</sup> Notice for Annual Meeting.
- 2) Mass communication with owner's regarding anonymous letter to Board of Directors.
- 3) Mass communication with owner's regarding Pest Control Service reminder.
- 4) Mass communication with owner's regarding Full Balcony Inspections and Pest Control Rodent Update.
- 5) Mass communication with owner's regarding owners who rent their condo seeking Rental Management Company contact information updates.
- 6) Approval of employee hours and billing.
- 7) Continued organization of Association records.
- 8) ONGOING: RCI has begun addressing landscaping issues at the request of Management.
- 9) Association Attorney Tim Sloan is creating a Hold Harmless Agreement on behalf of the Association regarding HVAC Condensers (still awaiting agreement)
- 10) Unit Access is significantly improved as staff and myself have now acquired around 90-95% access.
- 11) Preparing for the annual meeting and election. Scanning and ensuring we have appropriate voting certificates for unit owners. Scanned and now saved in Association records.
- 12) Received information from Watchfire and now have my computer set up with Watchfire software.
- 13) Absolute Fitness will be on property next week to address an issue with one of the elliptical machines. They will also provide me with a quarterly service agreement price to maintain, inspect, and service the equipment. Once received, I will supply to the Board.
- 14) T&D Plumbing will begin plumbing piping install for the Tower 1 pool heater beginning next week.
- 15) 2-208 Bedroom window glass ordered from Area Glass. Estimated 6-10 weeks' delivery then schedule install with owner. Owner has been contacted.
- 16) Continuous talk with Anthony Dubose regarding insurance claim due to sewer back up. Coastal Community Insurance Agency has now joined with Acentria Insurance which will hopefully add strength to moving items along faster regarding the claim and monies collected.
- 17) Researching guest check in protocols and looking into ways to be more efficient in regard to time, ease of check and means to increase security of who is on property.

In Progress:

- 1) **IN PROGRESS:** Order new pool signs to reflect new 2022 law regarding stating “maximum pool depth” and “no swimming while ill.” Contacted Gulf Glo Banners for pricing. Also sought pricing for replacing small signs in elevator. Adding addition signs to order for dog areas and one for trash area (owners are blocking the garage stairwell door with trash) Items have been placed via email, but I have not heard back from them. I am going to their office next week to confirm order and move things along.
- 2) **IN PROGRESS:** All (23) rodent bait stations have been placed around the property and glue traps have been delivered. We are on schedule to begin baiting tower 1 next Monday – Thursday.

Completed tasks:

- 1) **COMPLETED:** Maintenance has completed the dog area for tower 1. They did a great job in my opinion. We also installed solar power LED lights that are motion activated.



- 2) **COMPLETED:** Tower 1 landscaping and brick border completed. RCI will be applying flower and vegetation to the area free of charge.



- 3) **UPDATE:** Hiller Fire – Hiller has begun receiving materials and we are storing on property as they come in.



- 4) **COMPLETED:** Additional dog station on the west side of the standalone parking garage.



#### Updates/Other:

Entryway Doors – Invoice was received and has been submitted to accounting for payment. Once the check is cut, I will overnight the check in order to proceed as quickly as possible.

Tower 1 Pool Heater: Per Steve the order is around 70-75 days out. Deposit has been paid and we are now at the mercy of deliver. We estimate the install taking place in late April in to May.

Here are some great shows of our wonderful custodial crew helping to keep Grand Panama one of the best resorts around!



Sincerely,

Jason Bennett, CMCA, AMS  
Grand Panama Beach Resort COA  
Association Manager