


The logo for Grand Panama Beach Resort features a gold oval on the left containing the letters 'GP' in a stylized font. To the right of the oval, the words 'GRAND PANAMA' are stacked vertically in a large, green, serif font. Below this, the words 'BEACH RESORT' are written in a smaller, green, serif font. The entire logo is framed by two thin horizontal lines, one above and one below.

Members of the Board,

I wish to give you my management update for (3/21 – 3/31):

Administrative:

- 1) Mass communication with owner's regarding Tower 1 Elevator Testing Notice (3.21.22).
- 2) Mass communication with owner's regarding Locker Update (3.22.22).
- 3) Mass communication with owner's regarding Balcony Inspection Update (3.23.22).
- 4) Mass communication with owner's regarding Bicycle Storage and Available Storage Closets (3.23.22)
- 5) Mass communication with owner's regarding Pest Control Notice (3.23.22).
- 6) Mass communication with owner's regarding Vehicle Owner Decals (3.25.22).
- 7) Mass communication with owner's regarding PCB and Panamania 2 (3.28.22).
- 8) Mass communication with owner's regarding Tower 1 Smoke Test for Stacks 8 & 9 (3.29.22).
- 9) Mass communication with owner's regarding Tower 1 Code Drilling Notice (3.30.22)
- 10) Mass communication with owner's regarding Potential High Winds and Balcony Items Notice (3.30.22).
- 11) Approval of employee hours and billing.
- 12) Oversight of new online guest registration platform for Grand Panama Guests that will be in conjunction with the owner's website www.grandpanamacoa.com.
- 13) Met with Bobby Painter, Division Manager with Rotolo Consultants, Inc., (RCI) in regard to property landscaping and addressed ongoing issues as well as property projects.
- 14) Created Balcony Inspection Spreadsheet to be used for soliciting at least 3 bids for building project (Valcourt, C-Sharpe & Munyon). All but (4) four units were inspected. Management is addressing access with owners immediately. Per Brandon with Valcourt, we are still scheduled for August 2022.
- 15) Ordered green and orange pet leash identification covers that will identify pets on property. Green will be for owners and orange will be for guests. The leash covers will have the name Grand Panama. This is an example.



- 16) Absolute Fitness has inspected our equipment and diagnosed the problem with one of our elliptical machines. They have stated that the elliptical track that the roller glides on is worn out and in need of replacement. Per Absolute Fitness, the part is backordered and the cost of replacement would be close to the same prices as a new one based upon the amount of parts in need of replacement. They are providing me with pricing for a new Matrix elliptical for your consideration.
- 17) The Owner Services desk now has a desktop computer set up and is connected to the network to ensure all files are saved and backed up. The computer will serve as the main computer for registration and parking pass information, as well as maintaining the pet registry. Security will now have access to this computer to gain information if needed regarding guests, vehicles, and pets.
- 18) Received and processed the Insurance Claim check with RCAM Accounting.
- 19) Per Anthony Dubose, the sewer claim check will be overnighted by Auto-Owners within the next week.
- 20) New Pool Signs have arrived as well as various other property signs have been upgraded and installations are in progress.
- 21) Per RCI, annual plantings will be installed at Tower 1 Pool, Tower 2 Pool and front entrance sign by the 2nd week in April.
- 22) Hiller is close to the completion of the sprinkler pipe replacement for Tower 2 ground floor and maintenance room. Estimated completion date is April 8, 2022.
- 23) Assa Abloy has confirmed that the new entry doors for Tower 1 and 2 will be delivered and begin install the week of June 13, 2022.
- 24) I have received confirmation of the delivery of the new fitness equipment. The equipment will arrive April 6, 2022. The old equipment will be exchanged with Absolute Fitness for a year and a half of Preventative Maintenance care at a cost of \$175 per quarter totaling \$1050.00. Good news is that they come get it and move it.
- 25) T & D Plumbing will be core drilling within Tower 1 ground floor on April 1, 2022 in preparation for new pool heater(s) installation.
- 26) Starting this weekend, we will be moving all remaining items that are on top or outside of lockers to a designated place within maintenance. We will store the items for a time period and communicate with owners.
- 27) Redesigned Tower 2 Lobby television slides and added (2) two new slides with property information.
- 28) New property rule signs have been posted in elevators and Tower 2 lobbies to help communicate rules with guests on property.
- 29) Maintenance is addressing leaning or loose sign posts throughout the property in the upcoming week.
- 30) Purchased lockable cables for Tower 2 pool furniture in the case of inclement weather.

Completed tasks:

- 1) **COMPLETED:** New sump pumps and control panel have been installed on the ground floor for Tower 1.
- 2) **COMPLETED:** New Tower 1 Pool Gate installed.
- 3) **COMPLETED:** New grill lighters for Tower 2 pool area.
- 4) **COMPLETED:** Palm Tree Removal for preparation for pool heater installation and concrete slab.
- 5) **COMPLETED:** Installed Tower 2 domestic water pump. We now have a backup on standby.

Sincerely,

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

