



RC Association Management

MANAGEMENT REPORT

**GRAND PANAMA BEACH RESORT
OWNERS ASSOCIATION**

MANAGEMENT REPORT

JASON BENNETT, CMCA, AMS

JUNE 10, 2022

<u>DISTRIBUTION</u>	<u>TITLE</u>	<u>METHOD</u>
<u>Frank Booke</u>	<u>President</u>	<u>E</u>
<u>Nancy Stovall</u>	<u>Secretary</u>	<u>E</u>
<u>Glenn Holliday</u>	<u>Treasurer</u>	<u>E</u>
<u>Woody Junot</u>	<u>Director</u>	<u>E</u>
<u>JPorter Share</u>	<u>Director</u>	<u>E</u>
<u>Pete Morreale</u>	<u>Director</u>	<u>E</u>
<u>Jarod Tripplett</u>	<u>Director</u>	<u>E</u>
<u>Sherry Hill</u>	<u>Director – RCAM</u>	<u>E</u>

Method of distribution: Fax (F), E-mail (E), Mail (M), Hand Delivered (H)

I. ADMINISTRATION:

➤ Correspondence received and/or mailed:

Mass emailed owners regarding Pest Control notice (3.9.22).
Mass emailed owners regarding Tower 2 Balcony Inspection Update (3.10.22).
Mass emailed owners regarding Tower 1 pool closure and opening (3.13.22).
Mass emailed owners regarding Food and Drink within Pools/Hot Tubs (3.14.22).
Mass emailed owners regarding Pool Rules Follow Up (3.14.22).
Mass emailed owners regarding Tower 1 Elevator Outage (3.15.22).
Mass emailed owners regarding Tower 1 – Stacks 08 & 09 Smoke Test (3.15.22).
Mass emailed owners regarding Draft Board of Director Meeting Minutes 3.10.22 (3.18.22).
Mass emailed owners regarding Elevator Testing Notice (3.21.22).
Mass emailed owners regarding Tower 2 – Fire Alarm (3.21.22).
Mass emailed owners regarding Tower 1 Main Pool Gate Closure (3.21.22).
Mass emailed owners regarding Locker Update (3.22.22).
Mass emailed owners regarding Balcony Inspection Update (3.23.22).
Mass emailed owners regarding Bicycle Storage and Available Storage Closets (3.23.22).
Mass emailed owners regarding Pest Control notice (3.23.22).
Mass emailed owners regarding Vehicle Owner Decals (3.25.22).
Mass emailed owners regarding PCB and PANAMANIAC 2 – Final Invasion (3.28.22).
Mass emailed owners regarding Reminder – Tower 1 Smoke Test Stacks 8 & 9 (3.29.22).
Mass emailed owners regarding Tower 1 Core Drilling Notice (3.30.22).
Mass emailed owners regarding Potential High Winds and Balcony Items (3.30.22).
Mass emailed owners regarding Weather Notice (3.30.22).
Mass emailed owners regarding Tower 2 Pool Closure (4.1.22).
Mass emailed owners regarding Tower 1 – Floors 15 – 22 (4.4.22).
Mass emailed owners regarding Pest Control notice (4.6.22).
Mass emailed owners regarding New Guest Registration Platform (4.9.22).
Mass emailed owners regarding Guest Registration PDF and Guest Pet Policy (4.11.22).
Mass emailed owners regarding Tower 1 – Construction for Pool Heater (4.12.22).
Mass emailed owners regarding Pest Control notice (4.13.22).
Mass emailed owners regarding “Owners Who Rent.” (4.19.22).
Mass emailed owners regarding Tower 1 Elevator 2 Outage (4.20.22).
Mass emailed owners regarding Security (4.21.22).
Mass emailed owners regarding Pest Control notice (4.28.22).
Mass emailed owners regarding Board of Directors meeting notice (4.28.22).
Mass emailed owners regarding Internet Outage (5.1.22).
Mass emailed owners regarding Internet Update (5.1.22).
Mass emailed owners regarding Door Painting Notice (5.2.22).

Mass emailed owners regarding DRAFT BOD Meeting Minutes (4.30.22).
Mass emailed owners regarding Pest Control notice (5.4.22).
Mass emailed owners regarding Balcony Measurements (select Tower 2 units) (5.4.22).
Mass emailed owners regarding Storage Closet Rental (5.5.22).
Mass emailed owners regarding Pest Control notice (5.11.22).
Mass emailed owners regarding Pest Control notice (5.18.22).
Mass emailed owners regarding Pest Control notice (5.26.22).
Mass emailed owners regarding Pest Control notice (6.2.22).
Mass emailed owners regarding Tower 1 Elevator Outage (6.3.22).
Mass emailed owners regarding Tower 2 Pool Closure (6.5.22).
Mass emailed owners regarding Board of Director Meeting Notice 6.10.22 (6.7.22).
Mass emailed owners regarding Pest Control notice (6.9.22).
Mass emailed owners regarding Tower 1 Elevator Outage and Update (6.9.22).

II. PROJECT UPDATE AND STATUS:

➤ Administrative Projects:

Prepare invoices for payment and approved invoices during the month.

Approved time for team members.

Persistent work on gaining unit access for emergency and routine maintenance on behalf of the Association.

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.

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.

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.

Addressed (7) seven Tower 2 floor 1 & 2 HVAC Condensers hanging within P5 parking garage. Worked with Association Attorney in regard to a Hold Harmless Agreement and communicated HVAC Condenser issues with owners via email.

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. Received and processed

the Insurance Sewer Claim check with RCAM Accounting. Association has now been paid in whole.

Assa Abloy has confirmed that the new entry doors for Tower 1 and 2 will be delivered and begin installed anywhere between June 2 – 24. Assa Abloy has indicated shipping of doors has been delayed. We are to be contacted once doors are shipped.

Construction and preparation for Tower 1 heater pad has been completed. Heater has arrived and will be delivered to property within the coming week. Once arrived, installation will be scheduled.

Overseen and worked with Anthony DuBose concerning property insurance renewal. Discovered a budgeted item that did not exist and was able to help save the Association money by re-allocating the funds.

Set up new voicemail greeting for the owner and guest services phone. Greeting states information on how to contact the manager, maintenance and security.

Further revised the building scope of work and sought quotes for balcony carpet options.

With help from security, we are working to identify owner vehicles and update the information into AppFolio. We are identifying vehicles with old decals and asking that they come pick up their free decal at Guest and Owner Services in the Tower 2 lobby.

Transition from Square account to Authorize.net complete and registration form updated. New interface has received positive feedback from guests due to ease of use compared to first version.

Created and completed Balcony Inspection Spreadsheet to be used for soliciting bid for balcony carpet installation as a part of the insurance repair. Proposal to be delivered 5.27.22. Once received, the proposal will be sent to the Board.

Pest Control issues have been improving. Mice/rodent issues are few and I have only received 1 communication regarding mice in the past month. Unit access is at an all-time high and units are being serviced. If a guest refuses service, we have been successful at having the unit serviced the following week instead of waiting until the next quarter to service. By ensuring units receive service, we are receiving fewer notifications of pest issues.

III. New Owners (2022):

UNIT	OWNER	PURCHASE DATE
2-1206	Anderson, Glenn & Olga	1.14.22
2-606	Andes, David	1.19.22
	Weiner, Ida & Wes	
	Farrar, Stephen & Margaret	
	Andes, Jerry	
	Miabear Properties, LLC	
	Virgin, Brett	
	Levinson, Peter & Helene	
	Colten, Steven & Robin	
	Malina, Whitney	
	Rickenbacker, Sarah & Scott	
	Levinson, David	
	Lebowitz, David	
	Jackson, Emma	
	Mezza, LLC	
1-307	Wright, Michael & Jennifer	1.19.22
1-1202	KC Beach Condos, LLC	1.24.22
2-1003	Solek, Kenneth & Phoebe	1.28.22
1-601	Fields, Roger	1.28.22
	Thomas, Mehgan	
1-504	Deitch, Jeremy & Molly	2.10.22
2-1203	Penmetsa, Ravindra & Sujani	2.10.22
2-107	Toth, Austin & Kerri	2.18.22
2-807	Tupelo PCB S Corporation	3.3.22
*2-302	Beach Cowboy, LLC	3.4.22
1-1606	Knoll, Charles & Debra	3.15.22
2-904	Eagleson, James & Lois	3.15.22
1-606	Cahoon, Daniel & Erin	3.18.22
1-306	Deshpande, Shiram & Amirta	3.21.22
1-907	Hamdan Quality Roofing, LLC	3.23.22
2-1307	McLeroy, Mark	3.25.22
1-701	Emmett, David & Dana	4.15.22
2-1207	Share, Daniel & Candance	4.17.22
1-1003	Front Beach Road, LLC	4.21.22
1-1306	Rogers, Neil & Julie	4.25.22
1-703	AD Property Management, LLC	4.29.22
2-1404	Bauerle, Todd & Susan	5.25.22
1-205	Wise, Greg & Brandi	5.25.22
1-1305	Martin Property Group, LLC	6.3.22

IV: MAINTENANCE PROJECTS AND UPDATES:

- New sump pumps and control panel have been installed on the ground floor for Tower 1.
- New Tower 1 Pool Gate installed.
- New grill lighters for Tower 2 pool area.
- Installed Tower 2 domestic water pump. We now have a backup on standby.
- New gym equipment has been installed and the old equipment was traded with Absolute Fitness in exchange for a year and a half of preventative maintenance.
- Annual Plantings have been installed at the Tower 1 Pool, Tower 2 Pool and Front Entrance Sign.
- Hiller has completed the sprinkler pipe replacement for Tower 2 ground floor and maintenance room.
- Storage Lockers have been cleaned. Items outside and on top of lockers have been removed and are currently stored in the maintenance shop. I wish to have Board direction on how long we are to hold on to the items until considering the items abandoned. Empty lockers with a lock, the lock has been removed to allow for owner usage.
- Repairs to the west tower 2 gate have been completed in house by maintenance
- Installed two (2) under the sink mounted electric water heaters within the men's and women's bathrooms in the Commercial Unit #3 – Restaurant.
- Both crosswalk signals have been installed. (*Thank you to Mr. Eagleson for making this happen*)
- Addressed possible trip/fall hazard liability area by painting and installing bollards (commercial parking space east side of property)

Sincerely,

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

