



Members of the Board,

I wish to give you my management update as of 7.1.22

Administrative, Tasks and Projects:

- 1) Mass communication with owner's regarding Pest Control Notice 6.23.22 (6.22.22).
- 2) Mass communication with owner's regarding Board of Directors Meeting (6.27.22).
- 3) Mass communication with owner's regarding Abandoned Items (6.27.22).
- 4) Approval of employee hours and billing.
- 5) Oversight of new online guest registration platform for Grand Panama Guests that will be in conjunction with the owner's website [www.grandpanamacoa.com](http://www.grandpanamacoa.com). Working any issue that may arise with Curiosity Marketing.
- 6) **In-Progress/Update** – We have received not so good news from Assa Abloy concerning the doors. The mechanical plant that machines the doors has had a machine failure. We were updated yesterday that there currently is no estimated time frame and they will keep us updated as to when the machine will be back in operation. I will continue to keep you updated.
- 7) The Roofing Plus, Inc. proposal has been sign and executed by the Board and confirmed with Roofing Plus, Inc.
- 8) RCI Landscaping will be installing new jasmine at the Tower 2 entrance any day now. Weather delays have affected the installation of new jasmine.
- 9) RCI Landscaping has had a tough time finding available plants of the existing annuals within the tower 1 pool bed entrance. They are looking at suitable and available replacements. Once found, they will update ASAP.
- 10) The fitness center HVAC condenser is in need of replacements. We have had repairs completed on the unit this year, however, it is the original HVAC condenser and has reached the end of its life. I have attached a quote from Air It Cool who was the only contractor to quickly get us a proposal. Please see the attached quote. We have received confirmation that System Service & Engineering will be out on July 5, 2022 to inspect and provide a quote as well. Please know we have posted notice on the fitness center that the HVAC system is down and apologize for the inconvenience.
- 11) Maintenance has completed the painting of all Tower 1 entry way doors and will move to Tower 2 beginning next Tuesday, July 5, 2022.
- 12) Maintenance is addressing the yellow bollards on the parking garage and re-painting has begun starting on P5 and working down the building.
- 13) Custodial Supervisor position has been posted and HR is pre-screening any potential applicants.
- 14) Areas of Tower 1 pool will be pressure washed ASAP to address areas where water build up has made the pavers slippery. We are addressing any areas that pose a potential liability for a slip and fall.

- 15) I have begun working on the 2023 Draft Budget. I have been going through all contracts and addressing each line item by line item within the budget. My goal is to have a thorough draft and detailed explanation of each line item prepared for the Board.
- 16) T&D Plumbing has scheduled for the plumbing portion of the new heater to be installed late July.
- 17) Williams Electric will begin electrical install of the heater next week beginning July 5, 2022. Williams Electric will also be addressing the light outage for the 5 lights above the Tower 2 ground level entrance.
- 18) I have spoken with WatchFire concerning the sign and discovered that over the past several months, the sign has encountered over 300 re-starts or re-boots. I have left message with Crow Signs to schedule a service call. Per WatchFire there are (2) two options that may cause the re-starts or re-boots. The (2) two options are 1) incoming power supply issue or 2) controller failure. I will keep the Board updated.

Sincerely,

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

