



Members of the Board,

I wish to give you my management update as of 7.8.22

Administrative, Tasks and Projects:

- 1) Mass communication with owner's regarding Power Outage (7.3.22).
- 2) Mass communication with owner's regarding Fitness Center Closure due to HVAC outage (7.4.22).
- 3) Mass communication with owner's regarding Tower 2 Door Painting (7.5.22).
- 4) Mass communication with owner's regarding Power Outage (7.5.22).
- 5) Mass communication with owner's regarding Pest Control Notice (7.6.22).
- 6) Mass communication with owner's regarding Tower 2 Pool Closure (7.6.22).
- 7) Approval of employee hours and billing.
- 8) Oversight of new online guest registration platform for Grand Panama Guests that will be in conjunction with the owner's website www.grandpanamacoa.com. Working any issue that may arise with Curiosity Marketing.
- 9) **In-Progress/Update** – Tower Entry Way Doors – No update as of 7.8.22. We have called and sought an update and have not been replied to this week. We will continue weekly to seek an update. Once received, I will communicate with the Board.
- 10) RCI Landscaping will be installing new jasmine (Tower 2 entrance) and flowers (Tower 1 Pool Entrance) today, 7.8.22.
- 11) The fitness center HVAC unit will be completed at the latest by Monday, July 11, 2022. There was a little delay due to re-routing electrical components. They are working on the install today and depending on how it goes, it COULD be sooner than later.
- 12) Maintenance has begun door painting on Tower 2 floors 13 & 14.
- 13) Custodial Supervisor position has been posted and HR is pre-screening any potential applicants. We have (2) two candidates; however, they do not have custodial experience but do have a maintenance background.
- 14) I have been working daily on the 2023 Draft Budget and have completed 2/3's of the Draft. Steve and myself are scheduled Monday to review the Repairs and Maintenance portion of the Budget to help budget appropriately. Once I have the draft completed, I will be meeting with Amy and reviewing it. After review, I will then present the Draft to the Treasurer as well a document explaining line item by line item.
- 15) T&D Plumbing has scheduled for the plumbing portion of the new heater to be installed late July.
- 16) Due to a delay, Williams Electric was unable to start this week. They will begin electrical install of the heater next week beginning July 12, 2022. Williams Electric will also be addressing the light outage for the 5 lights above the Tower 2 ground level entrance.

- 17) **In-Progress/Update** – Crow Signs is scheduling to visit the property and will give me notice prior to arrival. 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.
- 18) Remaining staff have been busy with normal day to day operations of the property.
- 19) Tower 1 Pool area pressure washing will begin this Sunday, July 10, 2022.

Sincerely,

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

