



**Grand Panama Beach Resort Board of Directors Meeting**

**Thursday April 16, 2026**

**5:00pm CST**





**NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of Grand Panama Beach Resort will be held on the following date, time, and location:**

**Date: Thursday, April 16, 2026 // Time: 5:00pm CST // Location: 11800 Front Beach Rd. Panama City Beach, FL 32407, Tower II Conference Room**

**Join Zoom Meeting:**

<https://us06web.zoom.us/j/9574414635?pwd=YrvQtad8PjrlBPWd974ny1aCWadRcF.1&omn=82141604510>

Meeting ID: 957 441 4635

Passcode: 099287

## **AGENDA**

- 1. CALL TO ORDER**
- 2. ESTABLISH QUORUM**
- 3. PROOF OF NOTICE**
- 4. APPROVAL OF MINUTES 03/19/2026**
- 5. PROPERTY MANGER'S REPORT**

### **OLD BUSINESS**

- 6. PARK N SPOT**
  - a. OWNER, SELF MANAGED AND MANAGEMENT COMPANY PARTICIPATION
  - b. GUEST BOOKING LINKS AND PROCESS FLOW
- 7. SIGN PROOF APPROVAL**
  - a. PREVIOUSLY APPROVED THE PROOF HAS BEEN RETURNED FOR FINAL APPROVAL

### **NEW BUSINESS**

- 8. RECORDS REQUEST**
  - a. BOD ADOPOTION TO CHARGE A RESONABLE EXPENSE
  - b. BOD RULE ADOPTION FOR METHOD TO OBTAIN REQUESTED RECORDS
- 9. CENTURY FIRE PROTECTION PROPOSAL**
  - a. PROPOSED REPAIRS ARE REQUIRED IN ORDER FOR THE FIRE PROTECTION SYSTEM TO BE COMPLIANT
  - b. PROPOSAL FOR BDA SURVERY IN TOWER I & II

**10. WATCHFIRE**

- a. DATA PLAN RENEWAL

**11. BECI**

- a. CHANGE ORDER - INCLUDES ENGINEERING OVERSIGHT & CONTRACT ADMINISTRATION

**12. BALCONY AND RAILING INSPECTION PROPOSALS**

- a. LERTCH BATES
- b. RJH & ASSOCIATES

**13. OWNER COMMENTS**

**14. ADJOURNMENT**

ON MONDAY APRIL 13, 2026, THE NOTICE OF THE GRAND PANAMA BEACH RESORT BOARD OF DIRECTORS MEETING WAS POSTED AT TOWER I AND TOWER II COMMUNICATION BOARDS IN ACCORDANCE WITH FLORIDA STATUTE 718. // **Submitted by: SHELLEY RICHARDS CMCA, CAM**

*Owners desiring to address the Board regarding any agenda item will be given 3 minutes at the beginning of each agenda item.*



**Grand Panama Beach Resort  
Condominium Association, INC.**

**Board of Directors Meeting**

Thursday, March 19, 2026  
11800 Front Beach Rd | Panama City Beach, FL 32407

**MINUTES**

Meeting Minutes - **UNAPPROVED**

**FirstService Residential:**

Lindsay Williams, Association Manager

**CALL TO ORDER**

The meeting was called to order at 5:00pm CST.

**QUORUM**

A quorum was established with six of the seven of the Board members present.

**PROOF OF NOTICE**

Mrs. Williams did post notice on September 02, 2025, at Tower I and Tower II community message boards, as well as sent out a community wide email on September 02, 2025, to inform the owners about the meeting.

**APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made to approve the February 19<sup>th</sup>, 2026 Meeting Minutes. A second was made. All were in favor, and the motion carried unanimously.

**NEW BUSINESS**

**I. Management Company Performance**

The Board issued a 30-day deficiency notice to First Service Residential for the following failures:  
Financial statements delayed by more than 3 months  
Improper handling of special assessments and commingling of funds  
Unpaid vendor bills totaling \$71,000 from prior year, with some outstanding over 5 months  
Inadequate hiring practices and insufficient employee training  
Poor communication and maintenance oversight

Motion: Schedule meeting with First Service leadership to develop improvement plan

Status: Approved

## **II. Financial Report**

Special assessment loan successfully paid off in December  
Outstanding receivables of \$27,000 from non-paying owners (all accounts in collections)  
Prior year vendor bills totaling \$71,000 paid from current year budget  
Reserve funds: \$2.2 million in T-bills, \$1.2 million in money market account

Motion: Approve 6-month Treasury bill investment for reserve funds

Status: Approved

## **III. Capital Projects**

A. Column Repairs Motion: Award contract to Seashore Construction for repairs to Columns 1 & 9 (Tower 1) and skybridge, with work commencing after Labor Day  
Status: Approved

B. Security Camera System Motion: Renew ProCom Solutions contract and add hallway cameras at reduced rate of \$20.89 per camera (versus \$27.50)  
Status: Approved

C. Bulk Trash Disposal Motion: Implement fee structure for bulk trash disposal: \$25 for medium items, \$40 for large items to offset \$5,000 annual hauling costs  
Status: Approved

## **IV. Tabled Items**

Fire panel replacement pending additional information on sprinkler head replacements and cost analysis  
Extended generator warranty proposal declined

## **V. Operational Updates**

Enhanced security patrols and armband enforcement implemented  
Landscaping overhaul currently underway  
Dynasty Cleaning billing documentation requires improvement

## **VI. Action Items & Follow-Up**

1. Management Oversight: Monitor First Service Residential compliance with deficiency notice and improvement plan implementation Responsible Party: Board Deadline: 30 days from notice date
2. Fire Panel Analysis: Obtain detailed sprinkler head replacement specifications and comprehensive cost analysis Responsible Party: Management Deadline: Next board meeting
3. Billing Documentation: Ensure Dynasty Cleaning provides proper billing documentation Responsible Party: Management Deadline: Ongoing
4. Column Repair Timeline: Confirm project start date and timeline with Seashore Construction Responsible Party: Management Deadline: Post-Labor Day
5. Collections Update: Track progress on \$27,000 outstanding receivables Responsible Party: Management Deadline: Monthly reporting
6. Camera Installation: Verify ProCom Solutions installation schedule and completion date Responsible Party: Management

**ADJOURNMENT**

Meeting adjourned at 7:34pm Next Meeting: 04/16/2026 @ 5:00PM

**NEXT MEETING**

Thursday, April 16 2026<sup>th</sup> @5:00PM

**Presented by: FirstService Residential  
Lindsay Williams, Association  
Manager**

# Grand Panama Beach Resort Property Management Report

**To:** Board of Directors and Owners

**From:** Shelley Richards CMCA, CAM (Community Association Manager)

**Reporting Period:** 04/06/2026 - 04/10/2026

**Date:** 04/11/2026

## Message to the Board and Owners

Thank you for the warm welcome to the Grand Panama community. My first week as CAM was busy and productive—especially as it coincided with the final week of Spring Break. I appreciate having Tanya in the office alongside me, which allowed me to focus on learning the property, improving processes, and beginning to unify our team.

## Compliance & Inspections

- **Fire Prevention & Life Safety Inspection:** Last inspection was completed in 2024; next inspection is due next year. We currently have one proposal from Century to correct deficiencies that would cause the condominium to fail if not addressed. We will obtain two additional bids once the exact locations of the sprinkler head replacements are confirmed.
- **DBPR License:** Grand Panama's DBPR license has been renewed.
- **FSR QA Inspection:** Retrieved the prior report dated 11/11/2025; the team is actively working through the noted areas of improvement.

## Building Systems & Projects

- **Elevator:** Repair is scheduled for Tuesday of next week.
- **Generator Replacement:** New generator is expected to be installed within the next 30 days. Shelley and Tony met with the vendor this week to review initial logistics for removal and replacement. We will meet again prior to the generator's arrival. Shelley will send a mass communication 2–3 days before delivery/installation activities begin.

## Grounds, Landscaping & Equipment

- Purchased two STIHL backpack blowers to support day-to-day grounds maintenance.
- Rubber mulch: Purchased 400 bags (4 pallets) on sale at Sam's. Shelley and Tony loaded the mulch, saving the HOA shipping costs and approximately \$800 versus Home Depot's pallet pricing. Additionally, the Sam's bags are 1.25 cu. ft. compared to 0.75 cu. ft. at Home Depot.

- Purchased roughly 50 perennial tropical/drought-tolerant plants.
- Completed two landscape beds planted and mulched.

## Operations & Work Orders

- Currently updating work orders in Connect and establishing a clear process for the Maintenance Supervisor to manage, prioritize, and delegate work orders.

## Cost Savings & Expense Control

- **Pool leak/chemical waste addressed:** The pool was losing water due to a faulty gasket in the pump, which caused the fill tank to run continuously. This increased water use and contributed to unnecessary chemical consumption. With the gasket issue corrected, we anticipate an immediate reduction in chemical costs and a noticeable decrease in the water bill as the pool is no longer losing water.

## On-Property Presence

- Lead and mentor the whole team as we continue to integrate.
- Work with security to ensure safety and that rules are followed
- Confirm exact locations for repaired sprinkler head replacements.
- Solicit **two additional bids** (in addition to Century's proposal).
- Complete elevator repair scheduled for Tuesday and provide a follow-up status update.
- Coordinate generator replacement: finalize logistics meeting with vendor and send resident communication **2–3 days** prior to delivery/installation.
- Continue implementing the Connect work order workflow and transition day-to-day delegation to the Maintenance Supervisor.
- Continue addressing items identified in the 11/11/2025 FSR QA report and track progress to completion.

## Next Steps / Action Items

I continue to spend significant time on property monitoring cleanliness, conducting spot inspections, and speaking with owners and guests to identify concerns and opportunities for improvement. Our team is working extremely hard and collaboratively to restore confidence in our company and fulfill our mission of doing what is right for Grand Panama. I sincerely appreciate the support and trust of the Board during this transition.

Respectfully submitted,  
Shelley Richards, CMCA, CAM

PROOF VERSION: 1

ESTIMATED PRODUCTION:  
7-10 BUSINESS DAYS



Holes as Indicated (4 Corners)

■ 3M Series 50 Dark Green

**SUBSTRATE:** .5" PVC

**QUANTITY:** 4

**SIDES:** 1

**PRICE:** \$100.00 Each

**NOTES:** None

**First Service Residential**

COMPANY/CLIENT

**Lindsay Williams**

ORDERED BY

**4/4/2026**

DATE

**29437 - Item 1 of 1**

SALES ORDER # - ITEM #

Once approved, customer agrees to press print graphics terms/policies. Any original artwork & creative designs/concepts created by PPG are copyrighted & exclusive property of PPG all proofs/layouts provided may not be used for other purposes & are not to be transmitted to or reproduced by any outside party. Misuse of copyright laws will result in legal action & additional fees.

**FOR INTERNAL USE ONLY**

DESIGNER: **Josh Romero**

APPROVED ON:

EDD:

ORDERED  PRINTED /CUT  ROUTED  SANDED/ CLEANED

QC BY:

## ASSOCIATION RECORDS

### FLORIDA STATUTE 718.111 subsections (b) (c)1.a.

(b) The records of the association shall be made available to a unit owner within 45 miles of the condominium property or within the county in which the condominium property is located within 10 working days after receipt of a written request by the board or its designee. However, such distance requirement does not apply to an association governing a timeshare condominium. This paragraph and paragraph (c) may be complied with by having a copy of the official records of the association available for inspection or copying on the condominium property or association property, or the association may offer the option of **making the records available to a unit owner electronically via the Internet as provided under paragraph (g) or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.**

(c)1.a. The official records of the association are open to inspection by any association member and any person authorized by an association member as a representative of such member at all reasonable times. The right to inspect the records includes the right to make or obtain copies, **at the reasonable expense,** if any, of the member and of the person authorized by the association member as a representative of such member. A renter of a unit has a right to inspect and copy only the declaration of condominium, the association's bylaws and rules, and the inspection reports described in ss. [553.899](#) and [718.301\(4\)\(p\)](#). **The association may adopt reasonable rules regarding the frequency, time, location, notice, and manner of record inspections and copying** but may not require a member to demonstrate any purpose or state any reason for the inspection.

1. The board should adopt a rule on how an owner is to receive records
2. The board should adopt a reasonable fee to be charged to the owner. The right to obtain records also includes the right to a copy, so it will be an all-inclusive amount.



**From** | **Century Fire Protection (713)**  
 4325 Lafayette Street,  
 Suite A  
 Marianna FL 32446  
 (850) 482-7366

**Quote No.** | **2088402**

Type | Inspection Repair  
 Prepared By | Amanda Robinson  
 Created On | 02/16/2026  
 Valid Until | 02/28/2026

**Quote For** | **Grand Panama**  
 Grand Panama Tower #1  
 11807 Front Beach Road  
 Panama City Beach FL  
 32407

## Description of Work

Century Fire Protection has completed the contracted inspections of the fire protection systems at your facility. Upon reviewing the most recent attached inspection reports we noted deficiencies on the fire protection systems making it non-compliant.

As your service provider, it is our responsibility to report any deficiency items, repairs, and replacements that are necessary by NFPA codes, local jurisdiction, manufacturer's guidelines, and insurance requirements. The following deficiencies will need to be corrected for the fire protection systems to be compliant.

**Please note that vendor pricing can change at anytime which can cause our material pricing to increase. Material pricing is only good for the time this quote is sent.**

## Scope of Work:

1. Replace (99) Corroded Sprinkler Heads and (24) Painted Sprinkler Heads
2. Attempt to clean by blowing off with compressed air (290) loaded/dusted heads. (If heads can not be cleaned with compressed air a new quote will be submitted to replace heads.)
3. Uncover (1) Sprinkler Head
4. Replace (4) Missing Plates
5. Reinspect (19) No Access Units:  
 2203, 2102, 2007, 1504, 1304, 1203, 1201, 1108, 1102, 903, 802, 607, 605, 507, 504, 406, 405, 307, 306, 205
6. Provide hydraulic calculations and engineering on (1) dry system and (22) wet systems, and provide nameplate. (If customer can provide drawings then the fee is \$50 per plate)
7. Perform 3 year full flow trip on dry system and air leak test.
8. Replace accelerator on dry system.
9. Investigate quick opening device on dry system that failed to operate.
10. Hydro on east and west standpipe (Needs signs)
11. Install (4) missing standpipe signs
12. Investigate alarm control valve Wet #5 that is inoperable.
13. Investigate Flush and attempt to clean 6" domestic backflow SN# (no plate found)
14. Replace (2) gate valves on OS&Y on the 8" backflow SN# 152344

### Exclusions:

- Painting, Drywall, soffits, etc.
- Repairing broken or damaged pipes not listed in the scope.
- Electrical work not listed in the scope.
- Temporary restrooms.

- Fire watches.
- Insulation or insulation repair.
- Disposal of materials not specified in the scope.

**Clarifications:**

- Unless specified in the scope, broken pipes due to sprinkler head changes will be billed in addition to the work quoted in the scope.
- "Swapped" Extinguishers: All extinguishers due for 6-year maintenance and 12-year hydro will be exchanged for a like unit and the existing unit will be retained by Century Fire Protection.
- Anytime a fire protection system or device is taken out of service the authority having jurisdiction may require mitigating measures to be implemented for the period that the system is impaired. This can include a full-time fire watch. Contact your local fire department and insurance carrier to determine what mitigating measures are required. The owner is responsible for all fire watches.
- Due to the fragile nature of CPVC pipe, Century Fire Protection cannot be held responsible for any CPVC breakage, sheetrock, painting or any other drywall repairs or any holes needing to be cut during sprinkler head replacement. It is the customer’s responsibility to follow up on repairs to vacant and occupied areas after the repair is made due to the possibility that leaks may not appear until hours or days after repair. Any breakage of CPVC piping and/or fittings during performance of this work will be repaired and billed in addition to the quoted price. ALL REPAIRS TO CPVC PIPE requires a 24-Hour Cure Time.
- Century Fire Protection cannot be responsible for any collateral or peripheral damage that occurs as a result of the repair.

**Services to be completed**

**[Sprinkler] Location - Building**

There are deficiencies on the report. Please see the report on the job. - repair

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
Sprinkler Heads - Wet - DIV 8	Corroded and painted	123	\$35.00	\$4,305.00
SP-Material	Attempt to clean 290 Loaded and Dusted Heads	290	\$5.00	\$1,450.00
Escutcheon Plates - DIV 8	Escutcheon Plates - DIV 8	4	\$10.00	\$40.00
Reinspect - DIV 8	Reinspect 19 No Access Units (Another trip charge will apply)	1	\$465.00	\$465.00
Hydraulic Nameplate - DIV 8	Hydraulic Nameplate 1 Dry	1	\$2,500.00	\$2,500.00
Hydraulic Nameplate - DIV 8	Hydraulic Nameplate - 22 Wet	22	\$750.00	\$16,500.00
Full Trip Test - DIV 8	Full Trip Test - DIV 8	1	\$450.00	\$450.00
SP-Material - DIV49	Replace accelerator on dry system	1	\$1,185.00	\$1,185.00
Hyrdostatic Test - DIV 8	Hyrdostatic Test - DIV 8	2	\$450.00	\$900.00
Control Valve Sign - DIV 8	Control Valve Sign - DIV 8	4	\$10.00	\$40.00

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
NF-S-Labor Crew	Fire Sprinkler Labor - Crew	1	\$12,600.00	\$12,600.00
BF-Material	Backflow Material General	1	\$7,700.00	\$7,700.00
			<b>GRAND TOTAL</b>	<b>\$48,135.00</b>

## Terms and Conditions

### Terms:

This agreement made between Century Fire Protection herein called "Company" and Customer whose billing address is referenced above, herein called "Subscriber". Subscriber owns and/or occupies and or manages the facility (s) listed above wherein Century Fire Protection will provide inspections and/or service to the fire protection systems and equipment as described in this agreement.

The term of this agreement shall be continuous commencing on the date of this Agreement as set forth above, covering the period starting on the date of approval and until terminated by Thirty (30) days written notice by either party to the other after this contract has been in effect for a minimum of three (3) years.

1. Company shall visually inspect said systems and shall promptly report to Subscriber all needed items of maintenance, repairs, and replacements which in the judgment of the Company may be necessary and reasonable to ensure the highest degree of protection up to, but not including an Engineering Review for compliance with any current or past standards for the building hazard as it may exist.
2. The contracted inspections shall be preformed in accordance to currently adopted NFPA Standards and state and local law. Every type of inspection mentioned or required by NFPA standards or state law may not be preformed. Only the inspections mentioned in the scope will be preformed.
3. All Deficiencies will be reported to the local authority having jurisdiction herein know as "AHJ". It is the responsibility of the Subscriber to notify the Company of all AHJs over the property and their contact information e.g. insurance companies, fire marshals, or other state agencies.
4. Company will send one technician to perform an inspection. Assistance from one of the Subscribers staff may be required to perform non-technical duties such as silencing and acknowledging alarms as they are received at the fire alarm panel. For an added charge and at the Subscribers request, Company can provide additional technicians. Unless otherwise specified, testing is limited to accessible devices, those where access can be obtained without restriction at the scheduled time of the test and does not exceed heights obtainable with a 6 foot ladder. If a return trip is required due to access problems it will be billed at our normal prevailing rates.

#### Exclusions:

- A. Valve pit or equipment on City / County right of way
  - B. Public Fire Hydrants
  - C. Confined Space requirements as defined by OSHA
  - D. Above ceiling and concealed space areas
5. Any additional systems, devices, or assemblies relative to this Agreement added to the above premises after the date of contract acceptance shall be inspected by Company. Subscriber shall pay an additional price commensurate with the usual charges made by the Company for inspecting such additional systems at a price agreed upon by both Company and Subscriber.

### Owners Responsibility:

1. The responsibility for properly maintaining systems, devices, or assemblies shall be that of the Owner of the property. By means of periodic inspections, testing and maintenance, the equipment shall be in good operating condition and any defects or impairments shall be revealed. The Owner, Manager, or Occupant shall promptly correct or repair deficiencies, damaged parts, or impairments found while performing the inspection & testing of the system. Corrections and repairs shall be performed by qualified personnel or a qualified contractor.
2. This agreement is limited to inspection, testing and services at the time of the visit only and does not eliminate the Owners responsibility for maintaining the system(s), such as, CHECKING AND DRAINING LOW POINTS, MAINTAINING ADEQUATE HEAT, PROPER LEVELS OF LUBRICANT, ETC. or include maintenance alterations, repairs or replacement of faulty system components.
3. Company shall be admitted into all areas of said premises for the purpose of providing these services. Appropriate notice will be given. Should a return trip be necessary due to areas of the premises not being accessible, subscriber will be charged at prevailing hourly rate.

4. Have system drawing(s) [if available] on site to assist the inspector to identify equipment components so that they can be properly located. Owner is responsible for identifying equipment locations.

## **TERMS AND CONDITIONS**

### **CANCELLATION**

CFPs Proposal, when accepted, and any resulting contract, are not subject to cancellation, suspension, or reduction in amount, except with CFPs written consent and upon terms which reimburse CFP for any costs incurred including overhead and profit not to exceed face value of the agreement.

### **PRICES**

In addition to the prices specified herein, Subscriber shall pay for all extra work requested by Subscriber or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Subscriber with respect to location, type of occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Subscribers existing facilities, Prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in CFPs engineering records. In the event of layout of Subscribers facilities has been altered, or is altered prior to completion of this contract, Subscriber shall advise CFP of any alterations, and such prices and delivery and completion dates quoted herein shall be changed by CFP as may be required because of such alterations. Unless prices are stated by CFP in this or other documents forming part of this contract, the prices applicable to the extra work performed shall be CFPs prices in effect at that time.

### **PAYMENT**

Subscriber agrees that payment to CFP shall not be contingent upon settlement of any insurance claim of Subscriber. Final payment shall be in all cases due to payment within (30) days after final billing. A service charge will be charged and added to the prices on all payments past due and owed by the Subscriber under this contract, and at a rate of 18% per annum, or if such rate is prohibited under applicable law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Subscriber shall pay any reasonable attorney fees incurred in the collection of past due accounts.

### **DELAYS / FORCE MAJEURE**

No deadline for completion of work hereunder shall be binding unless agreed to in writing in advance by CFP. CFP shall not be liable for any damage or penalty for any delays, default, or failure to perform due to act of God, acts of omissions of the Subscriber, acts of civil or military authorities, Government regulations or priorities, fires, lightning, severe weather, water, epidemics, quarantine restrictions, war, riots, strikers, differences with workmen, accidents to machinery, car shortages, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of CFPs subcontractors, failure of or delay in furnishing correct or complete information be Subscriber with respect to location, timing, or other details of work to be performed hereunder, impossibility or impracticality or performance of any other causes beyond the control of the CFP, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, the completion of work shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

### **EXCAVATION**

When the CFP does the excavating, if water, quick-sand, rocks, or other unforeseen obstructions are encountered or shoring is required, Subscriber shall pay for as extra to the contract price and additional work involved at CFPs price for such work then in effect.

### **SITE FACILITIES**

Subscriber shall furnish access to all necessary facilities for performance of its work by CFP, adequate space for storage and handling of material, Light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Keys for all areas, including mechanical, electrical, telephone and rooftop areas, shall be provided to allow access to areas where peripheral devices may be located. If keys are not available, Subscriber agrees to provide the necessary equipment to reach inaccessible equipment and peripheral devices. Subscriber agrees to provide suitable electrical service. If available, blueprints, wiring diagrams or as built drawings shall be provided showing location of all devices connected to the main fire control panel, the fire system(s) and any portable fire extinguishers. Subscriber acknowledges that the fire authorities may require that a copy of inspection reports be furnished, and Subscriber recognizes that those reports may result in requirement by the fire authorities that changes be made in Subscribers premises. Where the wet pipe system is installed, the Subscriber assumes full responsibility for indicating where all dry system(s) low point drains to the CFPs service personnel during the course of the CFPs work, to prevent the possible subsequent freezing of these sections of the piping system(s), if they are not drained.

### **STRUCTURE AND SITE CONDITIONS**

While employees of CFP will exercise reasonable care in this respect, CFP shall be under no responsibility for loss or damage due to the character, condition or user of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundations, walls or other structures subject to being disturbed by an excavation required hereunder shall be the responsibility of the Subscriber unless otherwise specified. Subscriber warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Subscriber shall have all things in readiness for installation, including but not limited to, other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event the Subscriber shall fail to have all things in readiness for erection at the time of receipt of the materials at the place of erection the Subscriber shall reimburse CFP for any and all expenses caused by such failure to have things in readiness. Failure to make areas available to CFP during performance in accord with schedules which are the basis of CFPs proposal shall be considered a failure to have all things in readiness for erection in accord with the terms of this contract.

#### **LIMITATIONS OF LIABILITY**

CFP shall not be liable for any claim for direct, indirect, or consequential damages whether or not such claim is based in contract or tort or occasioned by CFPs active or passive negligence, including without limitation, damages arising from the use, loss of use, performance or failure of any equipment or systems. Subscriber shall be solely responsible for compliance with all applicable State, federal and local fire codes and other regulatory requirements, including without limitation, the timing and performance of all inspections required by any such authorities. To the maximum extent allowed by law, CFPs liability on any claim for loss or liability arising out of or connected with this contract or any obligation resulting thereof or the manufacture, fabrication, sale, delivery, inspection, installation or use of any materials or system shall be limited to repair or replacement of materials or workmanship as set forth in the paragraph entitled Warranty and shall in no event exceed the amount paid by the Subscriber for the applicable product or service hereunder. Unless specifically included in the work order, CFP shall not be responsible for any maintenance, repairs, alterations, parts replacement or field adjustments.

#### **WARRANTY**

CFP agrees that for a period of ninety (90) days after completion of work performed hereunder, it will, at its expense, repair or replace and defective materials or workmanship supplied or performed by CFP. As used herein, the term defective means failure to conform to professional workmanship standards or with manufacturer specifications. It is understood that the CFP does not warrant the operation of the system or that work or equipment provided by the CFP will detect or prevent the occurrences that the work or equipment was designed to detect or prevent. CFP warrants the products of other manufacturers supplied hereunder only to the extent of the warranty of the respective manufacturer can be passed to the Subscriber. CFPs warranty expressly excludes, without limitation, coverage for any damages, defects, or other conditions associated with or caused by Microbiologically Induced Corrosion (MIC), water or flooding, Mold, defects, misuse, or recall of products or components manufactured by third parties, inadequate water supply, defects in installation by third parties, any sheet rock repair or painting of pipe and CFP shall have no liability or obligation whatsoever with respect to any damages, defects or other conditions associated with or caused by any of the above. For purposes of these Terms and Conditions, MIC includes any electromechanical corrosion process that is concentrated and accelerated by the activity of specific bacteria within a fire sprinkler system, resulting in the premature failure of metallic system components. EXCEPT AS EXPRESSLY SET FORTH HEREIN, CFP DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

#### **IDEMNITY**

CFP shall not be liable for claims, losses, or damages arising from any act or omission of Subscriber, including without limitation, Subscribers failure to activate or authorize the operation of any portion of the system or Subscribers modifications, alterations, or adjustments to any of the equipment or systems. Subscriber agrees to indemnify, defend, and hold harmless CFP from and against any and all liability, claims, losses, costs, including reasonable attorneys fees, incurred in connection with any third party claim arising from or related to (i) CFPs provision of products or services hereunder; or (ii) and acts or omissions of Subscriber. CFP reserves the right to select counsel to represent in such action.

#### **CHANGES, ALTERATIONS, ADDITIONS**

Changes, Alterations, and additions to the plans, specs, or construction schedule for this contract shall be invalid unless approved in writing by CFP. For any such changed approved by CFP in this manner, which will increase or decrease the cost and expense of work to CFP, there shall be a corresponding increase or decrease in the contract price herein provided. The value of the additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and CFP elects to continue performance so as to avoid delay, the estimate of CFPs estimating department as to the value of the work shall be deemed acceptable by the Subscriber.

#### **SPRINKLER TESTING**

The CFP will only test new work under high pressure and high pressure tests required on the existing sprinkler system(s) will be done as extra to the contract price. All work required to make the existing sprinkler system(s) tight or to rearrange sprinkler lines to ensure proper drainage of such system(s) including any necessary removal of built up scale, Foreign materials, or wet sediment for dry system(s) piping is the responsibility of the

Subscriber, and will be done as extra to the contract price. The Subscriber assumes full responsibility for the condition of the existing sprinkler system(s) for water or other damage resulting directly or indirectly from such condition of the application or test or flushing pressures, and for any damage, defects or other conditions associated with or caused by MIC.

#### **ARBITRATION**

Any Controversy or claim arising out of or relating to this contract or the breach thereof shall be settled exclusively by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator(s) may be entered into any court having jurisdiction thereof. Any Arbitration proceedings shall be held in Atlanta, Georgia.

#### **OVERTIME**

Unless otherwise specified by Subscriber, all installation work will be performed during normal business hours. If Subscriber shall require any overtime labor, Subscriber agrees to reimburse CFP for the overtime premium on the same. If overtime labor is required on an emergency basis, Subscriber agrees to reimburse CFP for the same.

#### **INCIDENTAL LOSSES**

All loss or damage from any cause (not the fault of the CFP) to the materials, tools, equipment, work or workmen of the CFP or its agents or subcontractors while in or about the premises of the Subscriber shall be borne and paid for by the Subscriber.

#### **DEFAULT**

In case of any default by the Subscriber, CFP may declare the contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed). All such remedies of CFP are cumulative and not exclusive. Default by Subscriber shall consist of: Failure to pay an installment of price when due, no demand being necessary, or any act or omission on the part of Subscriber whereby CFP is prevented from completing any work hereunder, or receivership, bankruptcy, assignment for the benefit of creditors of any other form of insolvency proceedings by or against Subscriber or in case the Subscribers premises or sprinkler system shall be attached, liened, seized by process of law and such attachment or lien is not vacated or seizure is not terminated within ten (10) days after its occurrence.

#### **OSHA AND ASBESTOS**

Subscriber agrees to indemnify and hold harmless the CFP from and against any claims, demands or damages, including reasonable attorneys fees, resulting from the enforcement of the Occupational Safety Health Act (Public Law 91-596). In the event that the CFPs employees or others are or may be exposed to asbestos fibers during the performance of this contract, all additional cost necessary to protect such individuals, including but not limited to all cost for Qualified Laboratory Sample Test of any work area for asbestos exposure concentrations, shall be paid by Subscriber and Subscriber agrees to indemnify CFP against all claims, demands, injury or damage arising from such exposure.

#### **GOVERNING LAW**

This contract shall be governed by the laws of the State of Georgia, without reference to any conflict of laws principles.

#### **ENTIRE AGREEMENT**

This contract, together with any Service Agreement between CFP and Subscriber, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements. This Agreement may not be amended or modified, except by a further written agreement signed by an authorized representative of CFP. In the event of a conflict between any provision of this contract and any Service Agreement between the CFP and Subscriber, this contract shall govern.

#### **ASSIGNMENT**

Subscriber shall not assign the Agreement, or any rights or obligations herein, without the prior written consent of CFP. CFP shall have the right to assign all or any part of this Agreement to another at any time and without the consent of the Subscriber.

#### **SEVERABILITY**

Any provision of this Agreement that is prohibited or unenforceable shall not affect the enforceability of the other provisions of this Agreement.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**From** | **Century Fire Protection  
(713)**  
4325 Lafayette Street, Suite  
A  
Marianna FL 32446  
(850) 482-7366

**Quote No.** | **2088879**  
Type | Service Call  
Prepared By | John Kempton  
Created On | 02/23/2026  
Valid Until | 03/31/2026

**Quote For** | **Grand Panama**  
Grand Panama Tower #1  
11807 Front Beach Road  
Panama City Beach FL  
32407

## Description of Work

### 20x20 Grid Testing for Emergency Responder Radio Coverage

Century Fire Protection will work to provide you with the highest quality Bi-Directional Amplifier testing services for your building's emergency responder radio coverage system.

#### Executive Summary

This quote outlines Florida Fire Prevention Code Required 20x20 Grid Testing for Emergency Responder Radio Coverage at the Grand Panama City Beach Resort located at 11807 & 11800 Front Beach Rd, Panama City Beach, FL 32407. The project involves comprehensive testing of the existing north and south tower, to include critical and general areas to ensure compliance as required by local fire codes and optimal emergency responder radio coverage as outlined in the NFPA 1221.

**Scope of Work:** ERRCS Testing for Grand Panama City Beach Resort Towers I & II

#### 1. Overview

This document outlines the comprehensive testing process for the Emergency Responder Radio Communications System (ERRCS) for Grand Panama Resort Towers I & II. The scope includes signal strength measurements, system performance evaluation, and compliance verification. The north tower consists of the ground floor, 15 residential floors, and a 4-level parking garage. The total square footage is 314,955. The south tower consists of the ground floor and 22 additional levels.

#### 2. Detailed Scope

##### 2.1 System Testing

- Conduct a thorough survey of the facility's emergency responder radio coverage
- Evaluate signal strength and quality throughout the building
- Verify compliance with local fire codes and regulations
- Identify any areas of weak or insufficient coverage

##### 2.2 Equipment and Tools

- Spectrum analyzers
- Signal generators
- Portable radios for testing

##### 2.3 Testing Process

1. Initial site walk-through and system inspection
2. Grid-based signal strength and radio DAQ testing measurements throughout the facility
3. Data analysis and compliance assessment
4. Preparation of detailed test report

#### 3. Deliverables

- Comprehensive documentation of signal strength measurements
- Compliance verification certificate
- Detailed recommendations for system improvements (if necessary)

#### 4. Project Timeline

The exact timeline will be determined based on client requirements and contractor availability. Typically, testing for a single-story facility of this size can be completed within one business day with report

following in 2 business days after engineering review.

## 5. Compliance Standards

All testing will be conducted in accordance with:

- Local fire codes and regulations
- NFPA 1221: Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems
- Any additional standards specified by the Authority Having Jurisdiction (AHJ)

## 6. Reporting

A detailed report will be provided upon completion of testing, including:

- Executive summary
- Methodology description
- Signal strength heat maps
- Compliance analysis
- Certifications
- Recommendations (if applicable)

## 7. Client Responsibilities

Provide access to all areas of the facility

- Ensure power availability for testing equipment
- Provide any existing ERRCS documentation or previous test results

For questions or clarifications regarding this scope of work, please contact Russ Hindman at above information.

Note: Price includes all necessary testing equipment, personnel, and report generation. Any required system repairs or upgrades identified during testing are not included in this price and would be quoted separately.

Special Note: If the testing fails and equipment is required, a credit for this testing will be applied towards the cost of the necessary equipment if Premier Fiber USA is selected as the system integrator.

Terms and Conditions

## ASSUMPTIONS

- Pricing provided based on engineered plans and equipment list provided.
- Bonding not included but can be added upon request at additional expense.
- No special access or additional vetting required
- This is not a prevailing wage project.
- The facility has built-in ladders or stairs for accessing the roof.
- Service elevator service will be available to all levels above the ground floor.
- Delays beyond Premier Fiber USA's control may result in additional time and cost.

## Additional Notes

- All testing to be performed by qualified technicians certified in system evaluation.
- Adherence to local fire codes and NFPA standards
- Minimal disruption to facility operations during testing

## Services to be completed

### [Alarm Systems] Location - Building

BDA Grid Testing

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
BDAGT	BDA Grid Test	1	\$8,500.00	\$8,500.00
			<b>GRAND TOTAL</b>	<b>\$8,500.00</b>

## Terms and Conditions

### TERMS AND CONDITIONS

#### CANCELLATION

CFPs Proposal, when accepted, and any resulting contract, are not subject to cancellation, suspension, or reduction in amount, except with CFPs written consent and upon terms which reimburse CFP for any costs incurred including overhead and profit not to exceed face value of the agreement.

## **PRICES**

In addition to the prices specified herein, Subscriber shall pay for all extra work requested by Subscriber or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Subscriber with respect to location, type of occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Subscribers existing facilities, Prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in CFPs engineering records. In the event of layout of Subscribers facilities has been altered, or is altered prior to completion of this contract, Subscriber shall advise CFP of any alterations, and such prices and delivery and completion dates quoted herein shall be changed by CFP as may be required because of such alterations. Unless prices are stated by CFP in this or other documents forming part of this contract, the prices applicable to the extra work performed shall be CFPs prices in effect at that time.

## **PAYMENT**

Subscriber agrees that payment to CFP shall not be contingent upon settlement of any insurance claim of Subscriber. Final payment shall be in all cases due to payment within (30) days after final billing. A service charge will be charged and added to the prices on all payments past due and owed by the Subscriber under this contract, and at a rate of 18% per annum, or if such rate is prohibited under applicable law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Subscriber shall pay any reasonable attorney fees incurred in the collection of past due accounts.

## **DELAYS / FORCE MAJEURE**

No deadline for completion of work hereunder shall be binding unless agreed to in writing in advance by CFP. CFP shall not be liable for any damage or penalty for any delays, default, or failure to perform due to act of God, acts of omissions of the Subscriber, acts of civil or military authorities, Government regulations or priorities, fires, lightning, severe weather, water, epidemics, quarantine restrictions, war, riots, strikers, differences with workmen, accidents to machinery, car shortages, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of CFPs subcontractors, failure of or delay in furnishing correct or complete information by Subscriber with respect to location, timing, or other details of work to be performed hereunder, impossibility or impracticability or performance of any other causes beyond the control of the CFP, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, the completion of work shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

## **EXCAVATION**

When the CFP does the excavating, if water, quick-sand, rocks, or other unforeseen obstructions are encountered or shoring is required, Subscriber shall pay for as extra to the contract price and additional work involved at CFPs price for such work then in effect.

## **SITE FACILITIES**

Subscriber shall furnish access to all necessary facilities for performance of its work by CFP, adequate space for storage and handling of material, Light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Keys for all areas, including mechanical, electrical, telephone and rooftop areas, shall be provided to allow access to areas where peripheral devices may be located. If keys are not available, Subscriber agrees to provide the necessary equipment to reach inaccessible equipment and peripheral devices. Subscriber agrees to provide suitable electrical service. If available, blueprints, wiring diagrams or as built drawings shall be provided showing location of all devices connected to the main fire control panel, the fire system(s) and any portable fire extinguishers. Subscriber acknowledges that the fire authorities may require that a copy of inspection reports be furnished, and Subscriber recognizes that those reports may result in requirement by the fire authorities that changes be made in Subscribers premises. Where the wet pipe system is installed, the Subscriber assumes full responsibility for indicating where all dry system(s) low point drains to the CFPs service personnel during the course of the CFPs work, to prevent the possible subsequent freezing of these sections of the piping system(s), if they are not drained.

## **STRUCTURE AND SITE CONDITIONS**

While employees of CFP will exercise reasonable care in this respect, CFP shall be under no responsibility for loss or damage due to the character, condition or user of foundations, walls or other structures not erected by it or resulting for excavation in proximity thereto, nor for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundations, walls or other structures subject to being disturbed by an excavation required hereunder shall be the responsibility of the Subscriber unless otherwise specified. Subscriber warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Subscriber shall have all things in readiness for installation, including but not limited to, other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event the Subscriber shall fail to have all things in readiness for erection at the time of receipt of the materials at the place of erection the Subscriber shall reimburse CFP for any and all expenses caused by such failure to have things in readiness. Failure to make areas available to CFP during performance in accord with schedules which are the basis of CFPs proposal shall be considered a failure to have all things in readiness for erection in accord with the terms of this contract.

## **LIMITATIONS OF LIABILITY**

CFP shall not be liable for any claim for direct, indirect, or consequential damages whether or not such claim is based in contract or tort or occasioned by CFPs active or passive negligence, including without limitation, damages arising from the use, loss of use, performance or failure of any equipment or systems. Subscriber shall be solely responsible for compliance with all applicable State, federal and local fire codes and other regulatory requirements, including without limitation, the timing and performance of all inspections required by any such authorities. To the maximum extent allowed by law, CFPs liability on any claim for loss or liability arising out of or connected with this contract or any obligation resulting thereof or the manufacture, fabrication, sale,

delivery, inspection, installation or use of any materials or system shall be limited to repair or replacement of materials or workmanship as set forth in the paragraph entitled Warranty and shall in no event exceed the amount paid by the Subscriber for the applicable product or service hereunder. Unless specifically included in the work order, CFP shall not be responsible for any maintenance, repairs, alterations, parts replacement or field adjustments.

#### **WARRANTY**

CFP agrees that for a period of ninety (90) days after completion of work performed hereunder, it will, at its expense, repair or replace and defective materials or workmanship supplied or performed by CFP. As used herein, the term defective means failure to conform to professional workmanship standards or with manufacturer specifications. It is understood that the CFP does not warrant the operation of the system or that work or equipment provided by the CFP will detect or prevent the occurrences that the work or equipment was designed to detect or prevent. CFP warrants the products of other manufacturers supplied hereunder only to the extent of the warranty of the respective manufacturer can be passed to the Subscriber. CFP's warranty expressly excludes, without limitation, coverage for any damages, defects, or other conditions associated with or caused by Microbiologically Induced Corrosion (MIC), water or flooding, mold, defects, misuse, or recall of products or components manufactured by third parties, inadequate water supply, defects in installation by third parties, any sheet rock repair or painting of pipe and CFP shall have no liability or obligation whatsoever with respect to any damages, defects or other conditions associated with or caused by any of the above. For purposes of these Terms and Conditions, MIC includes any electromechanical corrosion process that is concentrated and accelerated by the activity of specific bacteria within a fire sprinkler system, resulting in the premature failure of metallic system components. EXCEPT AS EXPRESSLY SET FORTH HEREIN, CFP DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

#### **IDEMNITY**

CFP shall not be liable for claims, losses, or damages arising from any act or omission of Subscriber, including without limitation, Subscriber's failure to activate or authorize the operation of any portion of the system or Subscriber's modifications, alterations, or adjustments to any of the equipment or systems. Subscriber agrees to indemnify, defend, and hold harmless CFP from and against any and all liability, claims, losses, costs, including reasonable attorneys fees, incurred in connection with any third party claim arising from or related to (i) CFP's provision of products or services hereunder; or (ii) and acts or omissions of Subscriber. CFP reserves the right to select counsel to represent in such action.

#### **CHANGES, ALTERATIONS, ADDITIONS**

Changes, Alterations, and additions to the plans, specs, or construction schedule for this contract shall be invalid unless approved in writing by CFP. For any such change approved by CFP in this manner, which will increase or decrease the cost and expense of work to CFP, there shall be a corresponding increase or decrease in the contract price herein provided. The value of the additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and CFP elects to continue performance so as to avoid delay, the estimate of CFP's estimating department as to the value of the work shall be deemed acceptable by the Subscriber.

#### **SPRINKLER TESTING**

CFP will only test new work under high pressure and high pressure tests required on the existing sprinkler system(s) will be done as extra to the contract price. All work required to make the existing sprinkler system(s) tight or to rearrange sprinkler lines to ensure proper drainage of such system(s) including any necessary removal of built up scale, foreign materials, or wet sediment for dry system(s) piping is the responsibility of the Subscriber, and will be done as extra to the contract price. The Subscriber assumes full responsibility for the condition of the existing sprinkler system(s) for water or other damage resulting directly or indirectly from such condition of the application or test or flushing pressures, and for any damage, defects or other conditions associated with or caused by MIC.

#### **5 YEAR INTERNAL INSPECTION/FLUSHING**

Said inspection is intended to point out any blockage or adverse conditions such as excessive corrosion inside the pipe that may cause a system malfunction.

This service is intended to simulate the stress put on a system in the event of activation. Said stress may expose existing system weak points causing leaks. Customer acknowledges the risk of potential system leaks and understands that Century Fire Protection shall have no liability for damage caused by these leaks. Customer hereby agrees to indemnify and hold harmless Century Fire Protection from any and all claims, losses or damages arising from testing of the fire sprinkler system.

#### **ARBITRATION**

Any Controversy or claim arising out of or relating to this contract or the breach thereof shall be settled exclusively by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator(s) may be entered into any court having jurisdiction thereof. Any Arbitration proceedings shall be held in Atlanta, Georgia.

#### **OVERTIME**

Unless otherwise specified by Subscriber, all installation work will be performed during normal business hours. If Subscriber shall require any overtime labor, Subscriber agrees to reimburse CFP for the overtime premium on the same. If overtime labor is required on an emergency basis, Subscriber agrees to reimburse CFP for the same.

#### **INCIDENTAL LOSSES**

All loss or damage from any cause (not the fault of the CFP) to the materials, tools, equipment, work or workmen of the CFP or its agents or subcontractors while in or about the premises of the Subscriber shall be borne and paid for by the Subscriber.

#### **DEFAULT**

In case of any default by the Subscriber, CFP may declare the contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed). All such remedies of CFP are cumulative and not exclusive. Default by Subscriber shall consist of: Failure to pay an installment of price when due, no demand being necessary, or any act or omission on the part of Subscriber whereby CFP is prevented from completing any work hereunder, or receivership, bankruptcy, assignment for the benefit of creditors of any other form of insolvency proceedings by or against Subscriber or in case the Subscribers premises or sprinkler system shall be attached, liened, seized by process of law and such attachment or lien is not vacated or seizure is not terminated within ten (10) days after its occurrence.

**OSHA AND ASBESTOS**

Subscriber agrees to indemnify and hold harmless the CFP from and against any claims, demands or damages, including reasonable attorneys fees, resulting from the enforcement of the Occupational Safety Health Act (Public Law 91-596). In the event that the CFPs employees or others are or may be exposed to asbestos fibers during the performance of this contract, all additional cost necessary to protect such individuals, including but not limited to all cost for Qualified Laboratory Sample Test of any work area for asbestos exposure concentrations, shall be paid by Subscriber and Subscriber agrees to indemnify CFP against all claims, demands, injury or damage arising from such exposure.

**GOVERNING LAW**

This contract shall be governed by the laws of the State of Georgia, without reference to any conflict of laws principles.

**ENTIRE AGREEMENT**

This contract, together with any Service Agreement between CFP and Subscriber, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements. This Agreement may not be amended or modified, except by a further written agreement signed by an authorized representative of CFP. In the event of a conflict between any provision of this contract and any Service Agreement between the CFP and Subscriber, this contract shall govern.

**ASSIGNMENT**

Subscriber shall not assign the Agreement, or any rights or obligations herein, without the prior written consent of CFP. CFP shall have the right to assign all or any part of this Agreement to another at any time and without the consent of the Subscriber.

**SEVERABILITY**

Any provision of this Agreement that is prohibited or unenforceable shall not affect the enforceability of the other provisions of this Agreement.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



March 4, 2026

Grand Panama Beach Resort  
11807 Front Beach Rd  
Panama City Beach, FL 32407-0631

The Watchfire Data Plan for your sign's broadband wireless service expires soon. In partnership with Verizon, Watchfire provides affordable cellular service to make it easy to continue updating your Watchfire sign.

Watchfire Data Plan customers have a couple of billing options available. The renewal option rates are \$520 for 60 months or \$830 for service throughout the remaining life of a sign. **Currently, your renewal term is set at 5 years.** Pay the corresponding amount for the service term you choose.

If you would like to continue this data plan service, please make payment via one of the following methods, and be sure to **reference "invoice #0156241 - DATA PLAN RENEWAL"** with your payment:

- Via ACH at [www.watchfiresigns.com/ACH](http://www.watchfiresigns.com/ACH)
- Via paper check (with this paperwork included)
- Via credit card by calling Watchfire Accounts Receivable at 800-637-2645

Please respond by 4/4/2026, or your current data plan may be deactivated.

Thank you,

*Watchfire Accounts Receivable Team*



Watchfire Signs, LLC

Invoice #: 0156241

1015 Maple St  
Danville, IL 61832  
217-442-0611

Date: 3/4/2026

[AccountsReceivable@watchfiresigns.com](mailto:AccountsReceivable@watchfiresigns.com)

Bill To: Grand Panama Beach Resort  
11807 Front Beach Rd  
Panama City Beach, FL 32407-0631

Qty.	Description	Amount
1	Current Data Plan - 5 years	\$520.00

Data Plan options:

\$520.00 – 60 Months (5 years)

\$830.00 – Remaining Life of Sign

Payments by check should be sent to:

Watchfire Signs, LLC  
1015 Maple Street  
Danville, IL 61832

OR

Payments by wire should be sent to:

Chase Bank  
Account Name: Watchfire Signs, LLC

ACH Account Number: 397518595  
ACH Routing: 071000013

Federal Tax ID No: 26-2231283

WIRE Account Number: 397518595  
WIRE Routing: 021000021  
SWIFT Code: CHASUS33



Cover



[Change Signature](#)

Cover



Changes to Our Services

1

Changes to Your Invest...

2

3

Next Steps

4

Thank You!

5

# CHANGE ORDER PROPOSAL

building enclosure consulting services

100%

- Edit
- 50%
- 60%
- 70%

## FirstService Residential

Grand Panama - Change Order #1

One Time

USD \$34,425.00

[Sign & Accept](#) [Edit](#) [Agree](#)

You've completed the required fields. [Click here to continue.](#)

**GRAND PANAMA CONDOMINIUM**  
PANAMA CITY BEACH, FL

**BUILDING ENCLOSURE CONSULTING SERVICES PROPOSAL**

**BALCONY & RAILING SURVEY**

**APRIL 9, 2026**

**PREPARED FOR:**

Grand Panama Owners Association  
Tanya Russell  
11807 Front Beach Rd  
Panama City Beach, FL 32407  
Tanya.Russell@fsresidential.com

**PREPARED BY:**

Steve Coxé  
Sr. Market Development Consultant  
Steve.coxe@lerchbates.com  
850-530-9250

**PROJECT LOCATION:**

11807 Front Beach Rd  
Panama City Beach, FL 32407

LB Project No: 0100066165

Cc: Jack Hook, FMPC, CEI, RRO,  
REWO, BECxP, CxA+BE  
Director of Operations – Florida  
863-287-8746  
Jack.hook@lerchbates.com

**BASIC BUILDING ENCLOSURE CONSULTING SERVICES**

Lerch Bates Inc. (Lerch Bates) agrees to provide Grand Panama Owners Association (Client) with the following building envelope consulting services for the building located at 11807 Front Beach Rd, Panama City Beach, FL:

**Proposed Scope of Services**

The services outlined below are conducted by a team of registered engineers and architects, building scientists, and roofing/waterproofing consultants with specialties in structural and restoration engineering, building envelopes, and general construction. The specialists working on each project have extensive experience in such investigations. Conclusions will be drawn from on-site observations and interviews with users and management/maintenance personnel. Appropriate documents will be reviewed for orientation purposes. Unless indicated otherwise, no destructive testing, calculations, intrusive observations, or laboratory analysis is included in the services outlined herein.

**BALCONY AND RAILING SURVEY**

1. Lerch Bates proposes to perform a site visit at the Grand Panama Condominium located in Panama City Beach, FL. During the site visit, Lerch Bates will perform visual, non-destructive observations of the railing systems and deck surfaces located at the private balconies, common walkways, stairwells, and other accessible common areas where railings are present.
  - 1.1. It will be necessary for Lerch Bates to gain access to all private balconies. The Client will be responsible for escorting Lerch Bates to each individual unit and notifying owners/ guests of our services prior to arrival.
  - 1.2. If access is not available during the time of our site visit, then we will return at a later date to complete the observations. This would be considered an additional service and would be billed at an hourly rate plus any reimbursable travel expenses.
  - 1.3. Any conditions observed that, in Lerch Bates' professional judgment, present an immediate Life Safety concern will be reported to management prior to leaving the site.
2. Lerch Bates will prepare a Balcony & Railing Survey Report that will summarize our observations and recommendations for the railing systems and deck surfaces observed. The Report will include a spreadsheet of all units observed that will indicate which systems must be repaired prior to issuing a Certificate of Balcony Inspection. Additionally, the Report will include Photo Exhibits depicting typical conditions observed during the time of our site visit.
  - 2.1. Client is responsible for submitting the Certificate of Balcony Inspection and required documentation to the Florida Department of Business and Professional Regulation (DBPR).

**FEES AND EXPENSES**

1. Fee for Basic Services will be **\$27,900**.
2. The fee schedule for the work is listed below:

<i>Phase</i>	<i>Fee</i>	<i>Initial Below to Accept Service</i>
Balcony & Railing Survey	\$ 27,900	

3. Reimbursable Expenses:

3.1. Reimbursable travel expenses are included in the above fee.

**EXCLUSIONS AND CLARIFICATIONS**

1. Destructive or invasive testing of the railing systems, deck surfaces, or underlying structural components are excluded.
2. Laboratory testing or chemical analysis of the railing or deck surfaces is excluded.
3. Physical load or stress testing of the railings or balconies is excluded.
4. Written recommendations included in the Report should not be considered construction documents.
5. While we provide recommendations, we do not provide legal opinions.
6. Client is responsible for arranging and providing access to all private balconies. If access is unavailable, return visits will be billed separately.
7. Any observed conditions deemed an immediate Life Safety concern will be reported to management on-site. This does not constitute a full safety certification.
8. All observations are visual and non-destructive, limited to surfaces and components that are readily accessible at the time of the site visit.
9. Assessment of Mechanical, electrical, plumbing, landscaping, civil, code egress, fire-suppression, and accessibility are excluded.

**TERMS AND CONDITIONS**

- A. Parties to this Agreement: Lerch Bates Inc. (hereinafter "LB" or "Lerch Bates") shall proceed based upon the terms and conditions of this Proposal ("the Terms" or "Agreement"), including the Basic Services, Compensation, Reimbursable Expenses, and Terms and Conditions herein, to provide such services to Client ("Client") for Client's proposed scope of work ("Project"). Client shall notify Lerch Bates immediately in writing with any changes to the scope of services or other requested changes prior to commencement of services covered by this Agreement.
- B. Standard of Care: Lerch Bates shall perform its services as expeditiously as is consistent with professional care and diligence. Services provided by Lerch Bates in connection with the Project shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession practicing at the same time and under similar circumstances.
- C. Documents: All documents furnished by Lerch Bates are Instruments of Service and shall remain the sole property of Lerch Bates. Lerch Bates shall retain all common law, statutory and other reserved rights, including the copyright thereto. LB's Instruments of Service are to be used only for this Project and are not to be modified, distributed, or used for any other project, in whole or in part, except with the written authorization of Lerch Bates. Lerch Bates accepts no liability for any unauthorized use or modification of these documents. Upon execution of this Agreement, Lerch Bates grants a worldwide, perpetual, royalty-free, non-exclusive license to use the Instruments of Service for any and all purposes relating to the construction, maintenance, renovation, or other attendant work of the equipment that is the subject of this Agreement.
- D. Cost Estimates: Opinions of probable cost, if any, shall be based on training and experience. Lerch Bates does not control contractors' costs of labor or materials or other conditions affecting market pricing, and accordingly Lerch Bates does not warrant its estimates, or guarantee that contractors' actual or quoted costs will not vary from LB's opinions of probable costs.
- E. Submittal Review: Lerch Bates review of shop drawings and other submittals shall be for conformance with the general intent of the Lerch Bates documents, and action taken, or comments made by Lerch Bates shall not create or transfer responsibility for the content of such submittals. Responsibility for submittals shall remain with the contractor or the party preparing said submittals.

- F. **Review of Pay Applications:** Review by Lerch Bates of the contractor's applications for payment, if any, shall constitute Lerch Bates' opinion based on its review of the work in progress, but shall neither be a warranty nor a representation that the contractor has appropriately applied payments for any purpose of the contractor's work.
- G. **Construction Observation:**
1. Lerch Bates shall visit the site at intervals appropriate to the state of construction, or as otherwise agreed to in writing by Client and Lerch Bates, in order to observe the progress and quality of the work completed by Project's contractor. Such visits and observations shall not be an exhaustive check or a detailed inspection of any contractor's work but are to allow Lerch Bates to become familiar with the work in progress and to determine, in general, if the applicable Project work is proceeding in accordance with the contract documents. Based on this general observation, Lerch Bates shall keep Client informed about the progress of the work and shall advise Client about observed deficiencies in the work.
  2. If Client desires more extensive project observation or full-time project representation, Client shall request that such services be provided by Lerch Bates as Additional Services in accordance with the terms of this Agreement.
  3. Lerch Bates shall not supervise, direct, or have control over contractors' work and shall not have any responsibility for construction means, methods, techniques, sequences, or procedures selected by any contractor, nor for any contractor's safety precautions or programs in connection with the work. These rights and responsibilities are solely those of the applicable contractor in accordance with the contract documents.
- H. **Services Excluded:** Lerch Bates offers a scope of services that is required for a successful project outcome. Such services are not offered on a phased or a-la-carte basis. In the event Client does not authorize all services offered, Client assumes responsibility for interpretation of the Lerch Bates deliverables.
- I. **Force Majeure/Matters Outside Parties' Control:** Client acknowledges that Lerch Bates, by undertaking this engagement, assumes no obligation nor responsibility to Client or its employees, guests, customers, suppliers, or vendors, nor any other person whatsoever, for prevention or mitigation of property damage, personal or bodily injury, loss detention, or delay caused by accidents, strikes, lockouts, civil or governmental unrest, epidemics or pandemics, natural disasters, and any other cause including those resulting from force majeure.
- J. **Consequential Damages:** Notwithstanding any other part of this Agreement and to the fullest extent permitted by law, neither Client nor Lerch Bates, their respective employees, agents, or subconsultants, shall be liable to the other Party for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred, whether caused by negligence, breach of contract, express or implied warranty, or any other theory.
- K. **Use of Equipment:** Except for Lerch Bates' negligence or willful misconduct, Lerch Bates shall have no responsibility for property damage or personal or bodily injury occurring while in, on, or about the equipment which is the subject of this agreement, or for the consequences of such damage or injury.
- L. **Code Opinions:** Client acknowledges that Lerch Bates' recommendations, interpretations, opinions, and conclusions regarding requirements of applicable codes, ordinances, laws, and regulations shall be based on current versions of said authorities in existence at the time of site review and may not reflect versions existing before or after the date of review.
- M. **Maintenance:** Client acknowledges that preventive and ongoing maintenance is required on all mechanical and electrical systems to assure safe, proper, and consistent operation of the equipment, and that said preventive or other maintenance is and shall remain solely as Client's responsibility.
- N. **Client Information:** Client is responsible for providing, at its expense, to Lerch Bates such information as may be necessary to facilitate Lerch Bates' services herein; Lerch Bates shall be entitled to rely on all Client-supplied information being current, complete, and accurate regardless of the original source.

- O. Corporate Protection: Lerch Bates' services in connection with the Project shall not subject individual employees, officers, or directors to any personal liability for risks associated with this Project. Notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim demand or suit shall be directed and/or asserted only against Lerch Bates Inc., a Colorado corporation, and not against any of Lerch Bates' individual employees, officers, or directors.
- P. Limitation of Liability and Indemnity:
1. Client agrees to limit the liability of Lerch Bates and its employees to Client for any and all claims, losses, costs, and damages of any nature whatsoever arising from Lerch Bates work on the Project, including but not limited to additional services not referred to in this Agreement or other contract, so that the total aggregate liability of Lerch Bates and its employees to Client shall not exceed Lerch Bates total fees for work on the Project or \$100,000, whichever is greater. It is intended that this limitation shall apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. The parties agree that this Limitation of Liability bears a reasonable and proportional relationship to Lerch Bates's fees for the Project.
  2. Lerch Bates shall not be liable for Client's employees or agents who accompany Lerch Bates while in or on Client's property. Client agrees to indemnify and hold harmless Lerch Bates, its employees, officers, directors, subsidiaries, and consultants from and against any and all claims, demands, losses, damages, costs, or expenses, including attorneys' fees, which result or arise from, or relate to Client, or an agent or employee acting on behalf of Client, accompanying Lerch Bates' employees or consultants at any time during Lerch Bates' onsite activities.
  3. Client agrees to indemnify and hold harmless Lerch Bates, its employees, and its consultants from and against any and all claims, demands, losses, damages, costs, or expenses, including attorneys' fees, which are asserted by any other party, firm, or individual and which are alleged to result from or be related to this Agreement or the services hereunder, and which exceed the sum of \$100,000, or Lerch Bates fee for the services, whichever is greater.
- Q. Insurance: Lerch Bates shall provide Insurance Certificates to the Client upon request following execution of this Agreement. In the event of insurance cancellation or material alteration, Lerch Bates shall provide thirty (30) days' written notice to Client. Client shall add Lerch Bates Inc. as an Additional Insured on Client's General Liability and Umbrella policies and shall provide Lerch Bates with an insurance certificate that includes such coverage.
- R. Invoice Payment, Interest on Unpaid Amount and Disputed Invoices: Lerch Bates shall submit progress invoices which are due upon receipt and considered past due if not paid within thirty (30) days of invoice date. If payment in full is not received by Lerch Bates within sixty (60) calendar days of invoice date, invoices will bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the unpaid amount per month, which will be calculated from the invoice date. Furthermore, if the Client has not objected to the invoice, as provided for below, and the invoice is more the sixty (60) days outstanding, Lerch Bates may proceed immediately to collection of the invoice without mediation as a condition precedent. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.
1. Lerch Bates shall be compensated to the extent that Lerch Bates' services are requested, directed, and provided regardless of project schedule or Client's billing arrangement with Owner.
  2. If the Client objects to any portion of an invoice, the Client shall so notify Lerch Bates in writing within fifteen (15) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement.
  3. Any dispute over invoiced amounts due which the Client has objected to and cannot be resolved within twenty-five (25) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved in accordance with the following Disputed Invoice Resolution process:
  4. A demand for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation.
  5. The other party shall deliver a written response to the party demanding mediation within seven (7) calendar days of receipt of the demand for mediation indicating that the other party agrees to mediate.

- 6. Should the other party fail to provide a written response to the demand for mediation within the seven (7) day period, the requirement of mediation as a condition precedent under said Terms and Conditions shall be deemed waived, and Lerch Bates may proceed directly with the filing of a civil complaint in a court of competent jurisdiction.
- S. Additional Services: Lerch Bates' services exceeding the scope of the basic services shall be considered additional services and will be provided based upon a mutually agreeable fee and terms.
- T. Collection Costs: Should litigation or arbitration be necessary to collect any portion of amounts due Lerch Bates for work on the Project, Lerch Bates shall also be entitled to all costs of collection, including reasonable attorneys' and expert fees and costs.
- U. Mediation:
  - 1. Client and Lerch Bates agree that all disputes between them arising out of or relating to this Agreement, or the Project shall be submitted to nonbinding mediation as a pre-condition to litigation or arbitration.
  - 2. Client and Lerch Bates further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their respective subcontractors, subconsultants, suppliers, and fabricators.
- V. Termination of Services: Lerch Bates reserves the right, in its sole reasonable discretion, to terminate this Agreement upon thirty (30) days' notice for any reason. Lerch Bates may, at its option, suspend work in the event payments are not received and shall have no liability for any delay caused thereby.
- W. Extent of Agreement: This Agreement, when executed by authorized representatives of both Lerch Bates and Client, constitutes all understandings and agreements between the parties hereto and all prior representations or agreements, oral or written, not expressly incorporated herein, are superseded.
- X. This Agreement shall be governed by the state laws of Colorado and Douglas County and all actions pertaining to or arising out of this Agreement shall be filed in said jurisdiction.
- Y. If applicable, Lerch Bates and Client shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered entities take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.
- Z. This proposal expires sixty (60) days from the submission date.


FOR: Grand Panama Owners Association

FOR: LERCH BATES INC.

ACCEPTED

ACCEPTED

BY: \_\_\_\_\_

BY:  \_\_\_\_\_  
Steve Cox

TITLE: \_\_\_\_\_


TITLE: Sr. Market Development Consultant

DATE: \_\_\_\_\_

DATE: April 9, 2026

With an accepted contract we request that you complete the following information and return:

Project Name:	.....
Internal Project #:	.....
P.O. No.:	.....
Bill to Person or Project Manager:	.....
Phone	.....
Email	.....
Billing Address:	.....
	.....
Project Billing Schedule?	If a project billing schedule exists, please provide
Accounts Payable Contact:	.....
Phone:	.....
Email Address:	.....
	.....
Insurance Certificate:	Blanket COI attached on next page (If specific COI is required then please send requirements or Addt'l insured)
Lien Waivers Required:	.....
Expenses Billable:	.....
Other Instructions:	.....

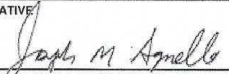
		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 9/30/2026      9/26/2025	
		<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>			
<b>PRODUCER</b> Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com			<b>CONTACT NAME:</b> PHONE (A/C, No, Ext):      FAX (A/C, No): E-MAIL: ADDRESS:		
<b>INSURED</b> 1466328 LERCH BATES, INC. 8744 KENDRICK CASTILLO WAY SUITE 330 HIGHLANDS RANCH CO 80129			<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
			<b>INSURER A:</b> Zurich American Insurance Company		16535
			<b>INSURER B:</b> American Guarantee and Liab. Ins. Co.		26247
			<b>INSURER C:</b> Allied World Surplus Lines Insurance Company		24319
			<b>INSURER D:</b>		
			<b>INSURER E:</b>		
			<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 21873294      **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	GLO 7501705	9/30/2025	9/30/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	BAP 7501704	9/30/2025	9/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	N	N	SXS 7767073	9/30/2025	9/30/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 7501706	9/30/2025	9/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL LIABILITY	N	N	0312-0324	9/30/2025	9/30/2026	\$5,000,000 PER CLAIM/AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: FOR INFORMATIONAL PURPOSES.

<b>CERTIFICATE HOLDER</b>  21873294 EVIDENCE OF COVERAGE	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: 
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Building Envelope  
Consultants & Structural Engineers

RJH & Associates, Inc.  
12590 Emerald Coast Pkwy., Unit B  
Miramar Beach, FL 32550  
Tel: (850) 608-6221

February 12<sup>th</sup>, 2026

Tanya Russell, CAM  
FirstService Residential

**Reference: State Mandated Balcony & Rail Inspection  
Grand Panama Beach Resort Condominium Association, Inc.  
11800 Front Beach Rd, Panama City Beach, FL 32407**

**Community Description:** This community is comprised of (1) twenty-two story building and (1) twenty-story building located at 11800 Front Beach Rd, Panama City Beach, FL 32407. There are 299 total units.

Dear Board of Directors,

**RJH & Associates, Inc. (RJH)** is pleased to submit this Proposal to provide a **Balcony and Rail Review** for the above referenced project. We understand that you want RJH to perform a site visit to evaluate the balconies and railings through-out the property. RJH proposes to perform the following services in a Professional manner and in accordance with standard principles and practices.

### **SCOPE OF WORK**

#### **Balcony and Rail Inspection**

Based on the information provided, it is understood that you would like RJH to accomplish a balcony and rail review in order to provide the State of FL required certification. This will require access to as many of the units as possible and a full time escort with keys and access to all units and access to all locations on the building that have existing rails. Our scope includes multiple site visit during consecutive days and periods and does not include returning multiple times to access units that were not available during the schedule site visit days. If RJH is unable to access certain units while we are on site, we will exclude those from the review. RJH will provide a list of any items that need to be corrected prior to issuance of the certification. If RJH is required to return and review additional work after repair, that time will be billed on an hourly basis. For this project, RJH will review as many of the units we are able to access during our site visit, all floors of walkways, rails in the stair towers, and any common area rails.

**PROPOSED FEE**

Please check the boxes next to the services selected below:

Engineering Consulting		
<input checked="" type="checkbox"/>	<b>State Mandated Balcony and Rail Inspection</b>	<b>\$10,695</b>
Additional Services		
<input type="checkbox"/>	<b>Add- Wind Mitigation Reports</b>	<b>\$2,495/building</b>

The pricing provided above is valid for 60 days.

Lump sum due within 10 days of report delivery. Additional services can be selected with the discounted pricing found above and do not represent standalone fees.

This does not include the cost for a follow-up site visit to review repaired deficiencies, which will be charged under our normal hourly rates, plus reimbursable expenses.

2026 RJH Standard Hourly Rate Sheet	
Title	Hourly Rate
Principal Partner	\$360
Senior Associates	\$300
Senior Project Manager/Project Engineer	\$230
Project Manager	\$210
Project Coordinator	\$180
Field Technician	\$160
Drafting Services	\$120
Administrative Services	\$90
Expenses (food, lodging, etc.) at cost plus a 10% admin fee	

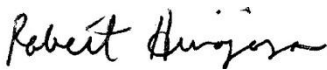
We plan to provide our services in accordance with the proposed Standard Terms & Conditions of the Contract.

**AUTHORIZATION/SCHEDULE**

RJH will begin working on the project immediately upon receipt of your written authorization. We trust this Proposal is satisfactory, and we look forward to assisting you. We understand that the site visit will be coordinated via RJH and the CLIENT.

We appreciate the opportunity to work with you. Should you have any questions regarding our proposal, please do not hesitate to contact us.

Sincerely,



**RJH & Associates, Inc.**

Robért Hinojosa, PE, RRC, RWC, REWC, RBEC, MBA  
Chief Executive Officer

**Accepted By,**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title/Company) (Date)

**STANDARD TERMS AND CONDITIONS**

1. RJH is being engaged by the CLIENT to render professional services involving aspects of design, construction observation and consulting.
2. RJH will perform its services in accordance with the standard of care normally practiced by recognized professional firms in performing services of similar nature. CLIENT expressly acknowledges that RJH makes no other warranties or guarantees, expressed or implied, regarding the services set forth herein.
3. RJH will provide the CLIENT with a Project Manual and Scope of Work in connection with the services performed. The report will present such findings and conclusions as RJH may reasonably make with the information gathered while performing its services. In preparing the work product, RJH may review and interpret certain information provided by the CLIENT or by third parties.
4. RJH's drawings, plans, specification and other project related documents and deliverables are instruments of professional service ("instruments") developed by RJH in contemplation of a wide array of project-specific variable, including how the documents will be used and by whom. The CLIENT and RJH shall together identify those who, in addition to CLIENT, may use the various instruments and for what purposes. RJH shall copyright the instruments to make illegal any unauthorized duplication, other reproduction or copying, quotation or excerption.
5. The total liability in the aggregate arising out of or in any way related to Consultant's services, the project, or this Agreement shall not exceed the total compensation received by Consultant under this Agreement. The Agreement cost is predicated on this limitation of liability.
6. No claim may be brought against RJH in contract or tort more than two (2) years after the services were completed or terminated under this engagement.
7. A fully executed copy of this proposal along with receipt of the retainer will be required prior to scheduling services. A signature block has been provided. All invoices are due upon receipt. Invoices are sent monthly for services rendered throughout the process and payment is not to be held during work progress or until the end of the phase. All invoices that are unpaid after 30 days are subject to interest charges of 1.5% per month and related collection expenses and attorney fees related to collections.
8. Travel is to and from the TX, NC, FL or ON office. Expenses will be charged as reimbursable with a 10% administration fee and mileage at the rate of \$0.78 per mile.
9. For projects that span over a calendar year, RJH reserves the right to update and/or revise our fees/rates, regardless of when the proposal is executed.