



Grand Panama Beach Resort Board of Directors Meeting
Thursday February 19, 2026
5:00pm CST





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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, February 19, 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/84620071205?pwd=7qfU8T5tlqZwBnPflA4tAYJcJolZOW.1>

Meeting ID: 846 2007 1205 // Passcode: 665299

AGENDA

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. PROOF OF NOTICE
- D. APPROVAL OF PRIOR MINUTES; 12.11.2025
- E. MANAGEMENT REPORT
- F. REPORT OF OFFICERS
- G. OLD BUSINESS
 - a. COMMERCIAL SPACE PARKING
 - b. TOWER I GENERATOR
 - c. EXTERIOR BID CHOICE
- H. NEW BUSINESS
 - a. STAFFING PLAN APPROVAL
 - b. FORECLOSURES
 - c. PREVENTATIVE MAINTENANCE AGREEMENT
 - d. RESERVE TRANSFER
 - e. BOARD MEETING SCHEDULE
- I. OWNER COMMENTS
- J. ADJOURNMENT

ON February 16, 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: Lindsay Williams, 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, December 11, 2025, 5:00pm CST
11800 Front Beach Rd | Panama City Beach, FL 32407

MINUTES

Board Members Present (in person):

Henry "Darrell" Caudill – Secretary
Louis "Brad" Coleman – President
William "Ron" Kibble – Director

Board Members' Present (VIA ZOOM):

James Eagleson – Vice President
Charles "Chuck" Knoll – Treasurer
Mary Swann – Director

FirstService Residential:

Lindsay Williams, Association Manager

Homeowners' Present (in person): 11

Homeowners' Present (VIA ZOOM): 39

CALL TO ORDER

Mrs. Williams called the meeting to order at 5:02pm CST.

QUORUM

Mrs. Williams stated a quorum was established with six of the seven of the Board members present.

PROOF OF NOTICE

Mrs. Williams did post notice on December 08, 2025, at Tower I and Tower II community message boards, as well as sent out a community wide email on November 08, 2025, to inform the owners about the meeting.

APPROVAL OF PRIOR MINUTES; 11.20.2025

Mr. Eagleson made a motion to approve the minutes of 11.20.2025. Mr. Knoll seconded the motion. The motion carried unanimously.

NEW BUSINESS

Pest Control Contract

Orkin has not followed through on the expectations of the contract and has repeatedly caused issues with the service and dates have had to be rescheduled multiple times due to Orkin not communicating with the management team. Mr. Coleman made a motion to approve the TruNorth proposal at \$10,584 annually. Mr. Caudill seconded the motion and the motion carried unanimously.

Landscape Contract

GreenEarth has consistently given poor service since the beginning of their contract in October even with counseling and correction multiple times by multiple people and board members. They have not made improvements to the property in a timely manner. The association has put the landscape contract out to bid again. Russell Landscape and H and L Outdoor Designs were the two companies that were put before the board. The board could not come to a decision during the board meeting so the decision was tabled until more information could be gathered from both companies.

Commercial Lease Approval

The final revision of the Lease Agreement between the new commercial space tenant provided by the attorney was discussed and agreed upon by all of the board members. Mr. Caudill made a motion to approve the final lease agreement. Mr. Eagleson seconded the motion and the motion carried unanimously.

Roof Repair 1-2101

The owner of this unit reported water intrusion into both the rooftop storage area and the living room wall. Bel Mac inspected the issue and recommended replacing the entire flat roof, providing a quote not to exceed \$12,000. The board agreed to approve the most favorable bid from any vendor, provided it did not exceed the \$12,000 limit. Mr. Kibble made a motion that this approach be adopted for evaluating and approving the remaining roof repair bids. Mr. Caudill seconded the motion, and the motion passed unanimously.

Window Cleaning

The East and West windows along the sides of both buildings have not been cleaned since 2018 so we asked for a quote from the only company in the area that does this

type of repelling window cleaning, PSI. The proposal is for cleaning the windows and cleaning out the dryer vents that expel from that side of the building as well in the amount of \$19,130.00. This item was not budgeted for in 2026, but Mrs. Williams made note of it during the meeting that we could code the expense to Contingency. Mr. Knoll made a motion to approve the proposal as written. Mr. Eagleson seconded the motion and the motion carried unanimously.

ADJOURNMENT

With no further business to come before the board, Mr. Eagleson made a motion to adjourn the meeting at 6:31pm CST. The motion was seconded by Mr. Knoll. All were in favor, and the motion carried unanimously.

Presented by: FirstService Residential
Lindsay Williams,
Association Manager

DRAFT

Parking Proposal for Commerical Spaces

Sunsation Area (12 spots total)

I suggest closing off the section containing the ten spots beside Sunsation and the two spots facing the street.

- Restaurant: The two street-facing spots and the first four spots toward the street would be reserved for the restaurant's exclusive use.
- Woody's and Panhandle: The remaining six spots in this section would be labeled commercial parking only, to be used by Woody's, Panhandle and the Restaurant.
- Rationale: Eliminating general guest parking here resolves ongoing issues with truck deliveries and provides the restaurant with easier access for loading.

See picture below



Cooler and Loading Area

I propose designating the loading/unloading area next to the cooler specifically for the restaurant.

- Rationale: This prevents vehicles from parking too close to the cooler and risking damage. It also provides a dedicated space for Jonathan to manage supplies or small delivery vehicles.

See picture below:



- Other Assignments:

All other parking areas will remain the same. Woody will have one spot, the next spot is a handicap spot, the restaurant will have a spot and Panhandle will have a spot.

Thanks to everyone for your ideas and opinions. I believe this final plan is workable for everyone involved and creates the least number of problems for our association. The rationale to our owners is that we are required, by our lease agreements, to provide these additional spots for our commercial leases.

Brad Coleman

GP Board President

Parker Construction, Inc.

4703 East Highway 22
Panama City, Fl. 32404

Contact numbers:

Office: (850) 257-5178

Cell: (850) 625-7555

February 9, 2026

Quote #: 02062026-1

Grand Panama

Attention: Lindsay Williams,

Ms. Williams,

Thank you for the opportunity to quote the purchase and installation of a replacement generator for Grand Panama. We are pleased to provide pricing for one Taylor Power Services TD400 diesel powered 400KW unit (based on current application) wired to the existing auto transfer switch. Specifics to be provided are on the attached BOM breakdown provided by Taylor Power Services regional sales team. We are submitting a bid of **\$149,934.00 Fixed (not to Exceed) to provide** all consumables, rental equipment, specified materials, labor, tools, and supervision for the purpose of satisfying the following task item description.

Task list is as follows:

- Provide all necessary permitting.
- Provide all necessary test equipment required to determine proper phase rotation of the existing power system to ensure new generator phasing will match the power company phase for proper motor rotation.
- Provide necessary rental equipment (crane) to remove the existing generator unit from the existing pad.
- Disconnect and removal of the existing unit from the pad and installation of the new unit onto the pad.
- Anchoring down of the unit to the concrete pad.
- Make all wire conductor terminations.
- Start up support from Taylor Power field technician and PCI electrician.
- Disposal of the removed (old)generator, fuel and motor oil.
- Provide 1 full tank of diesel fuel for new unit startup.
- See attached BOM, and supporting Taylor Power Services document.

Notes:

- This quotation is valid for 30 days from above date.
- Payment terms are net. 30 days from dated invoice. An invoicing of 50% of agreed price upon return of signed copy of this quotation. Final invoice of 50% to occur after successful start-up of unit.
- The existing unit will not be removed and new one installed until the first payment has been made.
- Installation warranty is for one year from date on final invoice.
- Unit warranty is in accordance with Taylor Power's Warranty described in the documents provided by PCI from Taylor Power Services.

- Completed installation to be in accordance with the National Electrical Codes (NEC) and local jurisdiction code.

Scott A. Beason

Scott A. Beason

Acceptance:

Responsible Signature: _____ Print: _____

Date: _____



Feb 12, 2026

Grand Panama
11807 Front Beach rd
Panama City, Fl 32407

Attn: Lindsey Williams; Lindsey.williams@fsresidential.com

Re: Grand Panama Emergency Generator estimate

Bay Engineering Solutions, LLC Veteran owned Small Business, is proud to provide the following proposal. BES is a licensed Commercial Building Contractor, Electrical Contractor, Commercial Pool Contractor and Certified Master Gas installer in the State of Florida.

The Following Scope includes:

- Provide new Generator for emergency backup power.
- Labor and materials to renew the emergency standby generator.
- Provide new Commercial Generac 400 Kw 208 Volt 3 Phase generator Deisel Generator with environmental enclosure package.
- Automatic Enclosure dampers.
- New fuel installation to two existing transfer switches.
- One for Fire pump transfer switch
- Second for House power and emergency services Power.
- Shipping of New Generator delivery and Old Generator for disposal.
- Crane Services to load and unload new and existing generator |
- Disposal of old generator fuel.
- Connection Testing and commissioning of new Emergency Deisel Generator.
- The expected delivery currently is 8 months from Manufacturer.
- One year Warranty, Plus Manufacturer warranty.

- Payment Terms will be 15% deposit upon approval.
- Permit will be at cost direct billed to customer. Estimate \$5500.00
- 55% Upon shipping Notification.
- 20% at delivery.
- 10% upon commissioning and start up.



Total Cost Estimate \$ 398,963.00

Not Included:

- a. Impact fees, or any utility fees
- b. Items not visible at site visit.
- c. Pulling new service feeder, reusing existing.
- d. Communication to Tenants and owners. Start up and test run will require drop testing and 4 Hour run time on 2 separate occasions.
- e. Monthly Maintenance contract at \$1650.00 per month.

Approval Signature: _____ **Date:** _____

If you have any questions or concerns, please contact us at the numbers provided below.

Thank You!
George Stewart
Bay Engineering Solutions, LLC
307 Bream Pond Rd
Panama City, FL 32409
O: 850-832-0911
C: 850-381-0476

Approval:

Signature

Date

Emergency Standby Power LLC

17 Duval Street
Fort Walton Beach, FL 32547

Estimate

Date	Estimate #
2/16/2026	4855

Phone # 850.862.6540 roxanne@espgenerators.com
Fax # 850.862.6545 www.espgenerators.com

Name / Address
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Project
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Product / kW	Model #	Serial #
Gillette 400kW		

Description	Qty	Rate	Total
SPVD-4000-3-2-2 400 KW 120/208V 3 PH, 60 HZ, TIER 3, VOLVO DIESEL FUEL ENGINE DRIVEN GEN-SET WITH LEVEL 2 SOUND AND WEATHER PROTECTED ALUMINUM ENCLOSURE STANDARDVOLVO *UL 2200 CERTIFIED *EPA CERTIFIED ENGINE *STAMFORD GENERATOR *180 MPH WIND RATED HOUSING *BASLER 2020 CONTROLLER *HIDDEN CRITICAL GRADE MUFFLER *FLEXIBLE RADIATOR & OIL DRAINS *BATTERY RACK & CABLES (BATTERY NOT INCLUDED) *RADIATOR FILLED WITH MIXTURE OF GREEN GLYCOL AND DE-IONIZED WATER *ENGINE CRANKCASE FILLED WITH SAE 10W30 OIL CB1-800-3-2LS11 800 AMP 120/208V 3 POLE LSI ELECTRONIC TRIP 100% RATED CIRCUIT BREAKER SET AT 700 AMPS CB1-400-3-2LS11 400 AMP 120/208V 3 POLE LSI ELECTRONIC TRIP 100% RATED CIRCUIT BREAKER S-8A EXTERNAL PMG EXCITATION S-13G 4000 WATT 230V 1PH ENGINE COOLANT HEATER 240-800KW DRY FUEL / 350-1000KW DIESEL FUEL	1	119,949.00	119,949.00T
		Subtotal	
		Sales Tax (7.0%)	
		Total	

Emergency Standby Power LLC

17 Duval Street
Fort Walton Beach, FL 32547

Estimate

Date	Estimate #
2/16/2026	4855

Phone # 850.862.6540 roxanne@espgenerators.com
Fax # 850.862.6545 www.espgenerators.com

Name / Address
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Project
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Product / kW	Model #	Serial #
Gillette 400kW		

Description	Qty	Rate	Total
<p>S-17B MUSHROOM STYLE STOP SWITCH MOUNTED IN NEMA 4X SMALL ENCLOSURE, UL LISTED, SUITABLE FOR REMOTE LOCATIONS, COMPLIES WITH NFPA-110 REQUIREMENTS</p> <p>S-RDP110-2 NFPA-110 COMPLIANCE PACKAGE FOR BASLER INCLUDES: *17 LAMP REMOTE ANNUNCIATOR WITH FLUSH/SURFACE MOUNTED COMBO NEMA 1 ENCLOSURE *10 AMP HEAVY DUTY 12/24 VDC SENS BATTERY CHARGER</p> <p>S-670FDEP 670 GALLON FDEP TANK (24 HR RUNTIME) *ALARM PANEL 4 LIGHT (OPW BRAND), LEAK DETECTION SWITCH, HIGH FUEL SWITCH, *HIGH FUEL LEVEL SWITCH (90%), LOW FUEL SWITCH (40%)</p> <p>Includes Florida Department of Environmental Protection Requirements and initial testing</p> <p>***Note: Fuel Tank size falls within the Florida Department of Environmental Protections oversight. Will be subject to all requirements prior to and during install, as well as annual inspection by the state.</p> <p>Disposing of Old Fuel and Generator (In accordance with Florida Regulations)</p>	1	1,000.00	1,000.00T
		Subtotal	
		Sales Tax (7.0%)	
		Total	

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17 Duval Street
Fort Walton Beach, FL 32547

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Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Project
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Product / kW	Model #	Serial #
Gillette 400kW		

Description	Qty	Rate	Total
Diesel Fuel - 600 Gallons	1	2,000.00	2,000.00
Electrical (Weaver Electric) - Reroute cables as needed Install Junctions box if needed Install cable extensions and connect if needed Check annunciation wiring, accessory voltage wiring, and remote start wiring for condition and compatibility, repair and replace as needed	1	4,500.00	4,500.00T
Supplies - Materials – Exhaust and Electrical and Components	1	1,000.00	1,000.00T
Increase Size of Generator Pad	1	1,500.00	1,500.00T
Crane for installation	1	3,500.00	3,500.00T
Labor - Disconnect, unbolt and remove old generator. Haul off the old generator. Connect the new generator. Bolt down and test the new generator. Complete start-up and warranty registration	24	135.00	3,240.00T
***Estimated Lead Time - 20 - 24 weeks (increase is lead time due to Florida tank regulations for over 550 gallons)			
Option – 5 year Extended Warranty – 2750.00			
Option – Subbase Tank – Rino lining protection – 5148.00			
		Subtotal	\$136,689.00
		Sales Tax (7.0%)	\$9,428.23
		Total	\$146,117.23

Emergency Standby Power LLC

17 Duval Street
Fort Walton Beach, FL 32547

Estimate

Date	Estimate #
2/16/2026	4639

Phone # 850.862.6540 roxanne@espgenerators.com
Fax # 850.862.6545 www.espgenerators.com

Name / Address
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Project
Grand Panama Beach Resort 11807 Front Beach Rd Panama City Beach, FL 32407 Brad Coleman

Product / kW	Model #	Serial #
Gillette 400kW		

Description	Qty	Rate	Total
SPVD-4000-3-2-2 400 KW 120/208V 3 PH, 60 HZ, TIER 3, VOLVO DIESEL FUEL ENGINE DRIVEN GEN-SET WITH LEVEL 2 SOUND AND WEATHER PROTECTED ALUMINUM ENCLOSURE STANDARDVOLVO *UL 2200 CERTIFIED *EPA CERTIFIED ENGINE *STAMFORD GENERATOR *180 MPH WIND RATED HOUSING *BASLER 2020 CONTROLLER *HIDDEN CRITICAL GRADE MUFFLER *FLEXIBLE RADIATOR & OIL DRAINS *BATTERY RACK & CABLES (BATTERY NOT INCLUDED) *RADIATOR FILLED WITH MIXTURE OF GREEN GLYCOL AND DE-IONIZED WATER *ENGINE CRANKCASE FILLED WITH SAE 10W30 OIL CB1-800-3-2LS11 800 AMP 120/208V 3 POLE LSI ELECTRONIC TRIP 100% RATED CIRCUIT BREAKER SET AT 700 AMPS CB1-400-3-2LS11 400 AMP 120/208V 3 POLE LSI ELECTRONIC TRIP 100% RATED CIRCUIT BREAKER S-8A EXTERNAL PMG EXCITATION S-13G 4000 WATT 230V 1PH ENGINE COOLANT HEATER 240-800KW DRY FUEL / 350-1000KW DIESEL FUEL	1	103,284.00	103,284.00T
		Subtotal	
		Sales Tax (7.0%)	
		Total	

Emergency Standby Power LLC

17 Duval Street
Fort Walton Beach, FL 32547

Estimate

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2/16/2026	4639

Phone # 850.862.6540 roxanne@espgenerators.com
Fax # 850.862.6545 www.espgenerators.com

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S-RDP110-2 NFPA-110 COMPLIANCE PACKAGE FOR BASLER INCLUDES: *17 LAMP REMOTE ANNUNCIATOR WITH FLUSH/SURFACE MOUNTED COMBO NEMA 1 ENCLOSURE *10 AMP HEAVY DUTY 12/24 VDC SENS BATTERY CHARGER			
S-524 524 GALLON DUAL WALL SUB BASE DIESEL TANK 188"L X 52"W X 23"H			
***Note: Fuel Tank capacity is under the Florida Department of Environmental Protections size for the state oversight. No state requirement or annual state inspection.			
Disposing of old fuel and old generator in accordance with Florida regulations	1	1,000.00	1,000.00T
Diesel Fuel - 475 Gallons	1	1,500.00	1,500.00
		Subtotal	
		Sales Tax (7.0%)	
		Total	

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Fort Walton Beach, FL 32547

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Supplies - Materials – Exhaust and Electrical and Components	1	1,000.00	1,000.00T
Increase Size of Generator Pad	1	1,500.00	1,500.00T
Crane for installation	1	3,500.00	3,500.00T
Labor - Disconnect, unbolt and remove old generator. Haul off the old generator. Connect the new generator. Bolt down and test the new generator. Complete start-up and warranty registration	24	135.00	3,240.00T
*** Estimated Lead Time 10 to 12 weeks			
Option – 5 year Extended Warranty – 2750.00			
Option – Subbase Tank – Rino lining protection – 5148			
		Subtotal	\$119,524.00
		Sales Tax (7.0%)	\$8,261.68
		Total	\$127,785.68

10 September 2025

To Whom It May Concern,

Here at the Okaloosa County Sheriff's Office (OC SO) we have used Emergency Standby Power (E.S.P.) for service, to work on and for technical support of our Standby Generators at our Headquarters and now our Training Facility.

They have shown nothing but True Professionalism, Timely Service and Empathy to our needs, which is quite rare now adays... Our facilities, especially our Headquarters, house's many pieces of equipment that are vital to our department's day to day functions. Without their quick responses and above/beyond effort we would have been scrambling for days on end during a couple of situations.

Their help of recent, from the time our Standby Generator went down, until the new one was chosen, delivered, installed and tested was Up and Beyond any other companies' efforts.

I would recommend E.S.P. to anyone, they have shown dedication by going the extra mile to keep our systems' functioning, righting any wrongs, and giving us the best service and by treating us beyond fare when we had no options and they had the upper hand.
True Professionalism.

If anyone has any further questions, you are more than welcome to contact me in person.

Respectfully,

Mike
Michael E Stafford
Okaloosa County Sheriff's Office - OCSO
Facilities Manager



April 23rd, 2025

Calypso Towers Resort Community Association
15817 Front Beach Rd.
Panama City Beach, FL 32413

RE: Letter of Recommendation

To Whom It May Concern,

I am pleased to write this letter of recommendation on behalf of **Emergency Standby Power**, who recently completed a generator installation project at our parking garage located at **15900 Front Beach Rd. Panama City Beach, FL 32413**

From our initial consultation through to the final testing and implementation, the team at **Emergency Standby Power** demonstrated a high level of professionalism, technical expertise, and commitment to quality. They provided clear communication throughout every phase of the project, adhered to timelines, and always maintained safety and cleanliness on site.

The scope of work involved **installing a 150 KW Gillette Generator for a commercial parking garage**, which was completed with precision and attention to detail. Their crew was knowledgeable, courteous, and respectful of both our property and tenants.

Thanks to their work, we now have a robust backup power solution in place that gives both management and residents peace of mind. I would not hesitate to hire them again for future projects, and I confidently recommend their services to any property manager or organization in need of reliable generator solutions.

If you have any questions regarding their work or would like further details, please feel free to contact me at the information provided above.

Sincerely,

Daniel Cortez, CAM
Community Association Manager
Calypso Towers Resort Community Association

OPERATIONS STAFFING PLAN FOR GRAND PANAMA RESORT

Housekeeping & Maintenance Coverage Plan

I. PURPOSE

This Operations Staffing Plan establishes structured daily staffing coverage for both Housekeeping and Maintenance Departments to ensure proper upkeep, sanitation, repair, and preservation of the Association's common elements in accordance with Florida condominium governance standards and the Association's governing documents.

II. HOUSEKEEPING STAFFING STRUCTURE

- Daily Staffing Schedule:
- Three (3) Cleaners: 6:00 a.m. – 2:30 p.m.
- One (1) Cleaner: 8:00 a.m. – 4:00 p.m.
- One (1) Cleaner: 3:00 p.m. – 11:00 p.m.

Total Daily Housekeeping Coverage: Five (5) Personnel, may require more for weekend coverage

Housekeeping Coverage Overview

A. Morning Shift (6:00 a.m. – 2:30 p.m.)

- Lobby and entrance cleaning
- Elevator sanitizing
- Parking garage and grounds trash pickup
- Pool deck, Tiki area, grills and restroom deep cleaning
- Trash removal from common areas
- Breezeways, floors and stairwell cleaning
- Fitness center sanitation
- Glass, mirrors, and high-touch surfaces disinfecting
- Storm coverage as needed

B. Mid-Day Support (8:00 a.m. – 4:00 p.m.)

- Touch-up cleaning of high-traffic areas
- Pool restroom refresh
- Trash monitoring
- Supply restocking
- Amenity reset and management support

- Storm coverage as needed

C. Evening Shift (3:00 p.m. – 11:00 p.m.)

- Corral luggage carts, placing in proper areas
- Lobby refresh
- Second elevator sanitizing cycle
- Trash pull and staging
- Pool closing procedures
- Final property walkthrough
- Storm coverage as needed

III. MAINTENANCE STAFFING STRUCTURE

- Daily Staffing Schedule:
- Two (2) Maintenance Technicians: 7:00 a.m. – 3:00 p.m.
- One (1) Maintenance Technician: 3:00 p.m. – 11:00 p.m.

Total Daily Maintenance Coverage: Three (3) Personnel

Maintenance Coverage Overview

A. Day Shift (7:00 a.m. – 3:00 p.m.)

- Preventative maintenance of building systems
- Work order completion
- Pool equipment checks, pool cleaning, walkway and common area cleaning, including walkway to beach
- Mechanical room inspections
- Lighting, plumbing, and minor electrical repairs
- Vendor coordination and project oversight
- Exterior and grounds inspections
- Trash duty at Tower 1, checking trash chutes and preventing backups

B. Evening Shift (3:00 p.m. – 11:00 p.m.)

- Emergency response (life-safety, leaks, electrical)
- Amenity and equipment monitoring
- Security lighting checks
- Final property inspection
- Daily maintenance log preparation

IV. PRIORITY PROTOCOL (Maintenance)

1. Life-safety emergencies
2. Water intrusion or active leaks
3. Electrical hazards
4. Security-related issues
5. Critical equipment failure
6. Routine work orders

V. SUPERVISION & REPORTING

- All personnel report to the Community Association Manager or Maintenance supervisor.
- Daily logs shall be completed by both departments.
- Preventative maintenance schedules shall be documented.
- Incident reports required for emergencies or property damage events.
- Overtime requires prior authorization except in emergencies.

VI. BOARD AUTHORIZATION

This Operations Staffing Plan is adopted to ensure proper maintenance and operational coverage of the Association's common elements and may be amended by majority vote of the Board of Directors.

Approved this _____ day of _____, 20____.

President: _____

Secretary: _____



ProActive Maintenance Plan



VALCOURT
WATERPROOFING
& RESTORATION

DECEMBER 5, 2025

Prepared For
GRAND PANAMA

Lindsay Williams

[lindsay.williams@fsresidential](mailto:lindsay.williams@fsresidential.com)

Prepared By

Larry LeBlanc

llebalnc@valcourt.net

850-737-0485

EVERY SURFACE. EVERY STRUCTURE.

www.valcourt.net



We Are Valcourt Building Services

We're more than a service provider—we are a trusted, full-service partner for all your exterior building needs.

With over 35 years of industry experience, Valcourt Building Services is the industry's premier choice for waterproofing, façade maintenance & restoration, parking garage repair & maintenance, post tension repairs, balcony/ walkway repairs, railing systems, window/ sliding glass doors, entrance door replacement and safety systems.

\$370M

Worth of restoration and repair



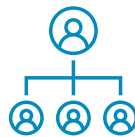
16K+

Sites serviced annually



2,300

Employees



2K+

Specialty tradesmen and technicians



22+

Local brands across the country



12

East Coast locations providing nationwide service



We're Part of The Valcourt Group

The Nation's Largest Exterior Maintenance Company

The Valcourt Group is the premier provider of commercial restoration, waterproofing, and window cleaning services in the United States. By partnering with the best companies in the industry, the Valcourt Group has evolved into one of the nation's largest exterior maintenance companies.

Our Waterproofing & Restoration Services



Concrete

Concrete strengthening including fiber reinforced plates and fabrics; beam repair; seismic upgrading; parking garage columns; crack prevention; and more...

Sealants & Caulking

Installation of sealants, caulking, and glazing to fill the gaps between building materials and prevent water and air from passing through.



Garages

Expansion joint repair and replacement; concrete R&R; carbon fiber structural wraps; structural steel R&R; post-tension cable repairs; and more...

Coatings

Façade coatings or water repellants for your building or parking garage including acrylic, latex, elastomeric, urethane, and silicone as well as siloxane and silane water repellents.



PLATINUM PLAN

SIRS validation review with board/third party engineer to include local market pricing.	\$2,500
Mock-ups for capital projects (limited to 10X area) material to be provided by HOA.	N/A
40 man-hours for preventative maintenance. Includes areas that can be reached with no access equipment. Access equipment install and dismantle per the T and M discount below.	\$4,000
8 hours of waterproofing maintenance and repair training with maintenance team by certified Valcourt Supervisor. To include needed material.	\$1000
Reserve study review with board and validation with local market pricing.	\$1,500
Accompany third party engineers with a visual inspection once a year and assist with preventive maintenance budgets.	\$1,250
Facilitate color renderings with local vendors.	N/A
Attend one board meeting pre calendar year.	\$250
Assist third parties on estimating budgets for capital projects.	\$500
Assist design team on roof anchor placement for practical applications.	N/A
Provide 25% discount for T&M when assisting third party for testing (\$500 per day of use in discounts).	\$500
Provide OSHA compliant working and walking inspection of roof areas.	N/A

Total Value (includes T&M discounts) **\$11,500**

Membership Savings **\$7,500**

TOTAL COST AFTER MEMBERSHIP PER TOWER: **\$4,000**

ProActive Maintenance Plan Service Agreement

THIS ProActive Maintenance Agreement (“Agreement”) is made and entered into this 7th April, 2025 (“Effective Date”) between Valcourt Exterior Building Services of Florida, LC (“VALCOURT”) and Maravilla (“Owner/Manager”). VALCOURT and Owner/Manager are also referred to as “party” and collectively as the “parties”. Subject to and in consideration of the mutual promises, conditions, and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

A yearly fee will of **\$8000** will be due within 30 days of executing this agreement. Scope and obligations under this agreement can be found in the proposal titled ProActive Maintenance Plan Proposal date the 7th of April, 2025.

Your acceptance of this proposal and these terms will constitute a contract between us and you, and this contract is our entire agreement, superseding all prior written or oral representations. Your acceptance of our services constitutes your agreement that these terms shall supersede any conflicting terms in any other document notwithstanding any provision of any document purporting to supersede or cancel these terms. You acknowledge and agree that Valcourt Building Services of Florida, L.C. would not have undertaken to perform any services unless these terms superseded all other terms of any other document. This contract may be cancelled by either party upon thirty (30) days written notice of cancellation. This contract shall be for an initial period of one year and will renew annually for up to 2 additional years, unless either party cancels this contract by giving thirty days written notice before any expiration date. This proposal shall be considered as withdrawn if not accepted within 30 days.

For the prices quoted above we will furnish all labor and material necessary to perform the work in a workman-like manner according to standard practices. We disclaim all warranties, oral or written, expressed or implied. Contractor reserves the decision whether to perform work on any day based on weather conditions. Any work orders will need to be fully executed prior to the work being performed. You shall have a duty to cooperate with us and/or our Third-Party Administrator or insurance carrier in the investigation of any damages or claims alleged to arise from our services. You, and we, waive claims against each other for indirect or consequential damages.

Insurance

- a. At all times during the term of this Agreement, VALCOURT shall, at it’s own expense, maintain with an insurance company or companies authorized to do business in the state where the work is to be performed, or through a funded or state approved self-insurance program, Workers Compensation, Commercial General Liability, Automobile and Excess Liability insurance coverage. VALCOURT’s initial compliance with this requirement shall be evidenced by the Certificate of Insurance issued by VALCOURT’s insurers to Owner/Manager.
- b. The above-required insurance shall be maintained by VALCOURT during the term of this Contract, and shall not be canceled, altered, or amended by VALCOURT without thirty (30) days advance written notice to Owner/Manager. VALCOURT agrees to have its insurance carrier furnish Owner/Manager a certificate or certificates evidencing insurance coverage in accordance with the requirements of this Agreement.

Terms: Net due 30 days. You agree to pay all costs of collection, attorneys’ fees, expenses, and court costs arising from our efforts to collect payment, as well as interest on the over 30 days outstanding balance of 1.5% per month.

Signature

Date



VALCOURT
WATERPROOFING
& RESTORATION

Larry LeBlanc
Territory Manager

Llebalanc@valcourt.net

850-737-0485

www.valcourt.net



SYSTEM SERVICE & ENGINEERING

A FIDELITY COMPANY

FirstService Residential Grand Panama *Proposed Maintenance Agreement*

Date:

4/25/2025

Proposal Number:

P03085

Prepared for:

Grand Panama
11807 Front Beach Road
Panama City Beach, Florida 32407

Prepared by:

Cliff Thorne
8504413458
cthorne@systems-service.com



Executive Summary

11807 Front Beach Road
Panama City Beach, Florida 32407

Dear Mr. Mark Huebner;

Thank you for taking the time to meet with System Service & Engineering and giving us the opportunity to provide this proposal for mechanical systems services.

System Service & Engineering, is unique in many ways. We are local in our commitment to our customers, with resources of a national organization, and the ability to provide timely support and specific solutions for your facility environmental needs. The foundation of our success, nationwide, is in several major areas. First, we seek ways to help you improve your building's HVAC (environmental) condition. Second, we help you reduce or control overall cost related to ownership and operating the facility. Most importantly, we have a long-term involvement in our community and we are dedicated and willing to be the single-source provider for design, installation, retrofit-repair, replacement and maintenance of your facility HVAC systems.

Each proposal is designed to match your specific needs with our capabilities and provide you with reduced overall costs, improved equipment efficiency, better comfort, extended equipment life and general peace of mind, related to the HVAC systems.

After careful survey of your mechanical systems, discussions with your staff, and evaluation of financial information, we present the following recommendations for system improvements and planned preventive maintenance.

Thank you again for your time, we look forward to working with you!

Respectfully,

Cliff Thorne
System Service & Engineering

Introduction

Service Makes Sense

The value of professional service cannot be underestimated. After all, the protection of your building's assets is critical to the operation of your business and the well-being of your employees.

A professional maintenance program keeps your building healthy and running at peak efficiency. Think of it as a "physical" for your facility. Regularly scheduled maintenance ensures environmental consistency. It makes work areas more comfortable and extends the life of your heating and cooling systems. A service agreement tailored to your specific facility also allows you to identify and address minor performance issues before they lead to catastrophic repairs and/or replacement.

System Service & Engineering's approach to service includes transparency. You'll receive a technical "menu" of the prescribed services and associated costs, along with a maintenance schedule tailored to your facility. We'll also provide a detailed explanation of the service performed.

More than 80% of the overall owning and operating costs of your facility will occur AFTER construction, which is why a professionally administered maintenance program is imperative to the ongoing performance of your building. The financial and technical risks of not performing regular service are many, so why chance it?

System Service & Engineering is dedicated to providing customized, professional maintenance programs that take the guesswork out of protecting your valuable assets.

You focus on the destination. Let us help you along the journey.

Program Overview

There are numerous benefits to ensuring the overall health of your mechanical systems with a well-planned preventative maintenance program. Not only are routine maintenance activities required by equipment manufacturers in order to keep warranties in effect, they protect capital investments in expensive mechanical equipment, reduce system downtime, and ensure that equipment is running efficiently, thereby helping to control energy costs and management to adhere to operational budgets.

Air Filter Service



Dirty filters and coils can increase your energy bills by 10-15%, according to the U.S. Department of Energy. Inefficient system operation caused by dirty filters can result in having to repair equipment more often or replace it sooner than its usual life expectancy. In some cases, dirty filters can even reduce employee productivity by aggravating employee health problems.

This program includes the labor and material to inspect, clean as required and change air filters on a regularly scheduled basis.

Belt Service



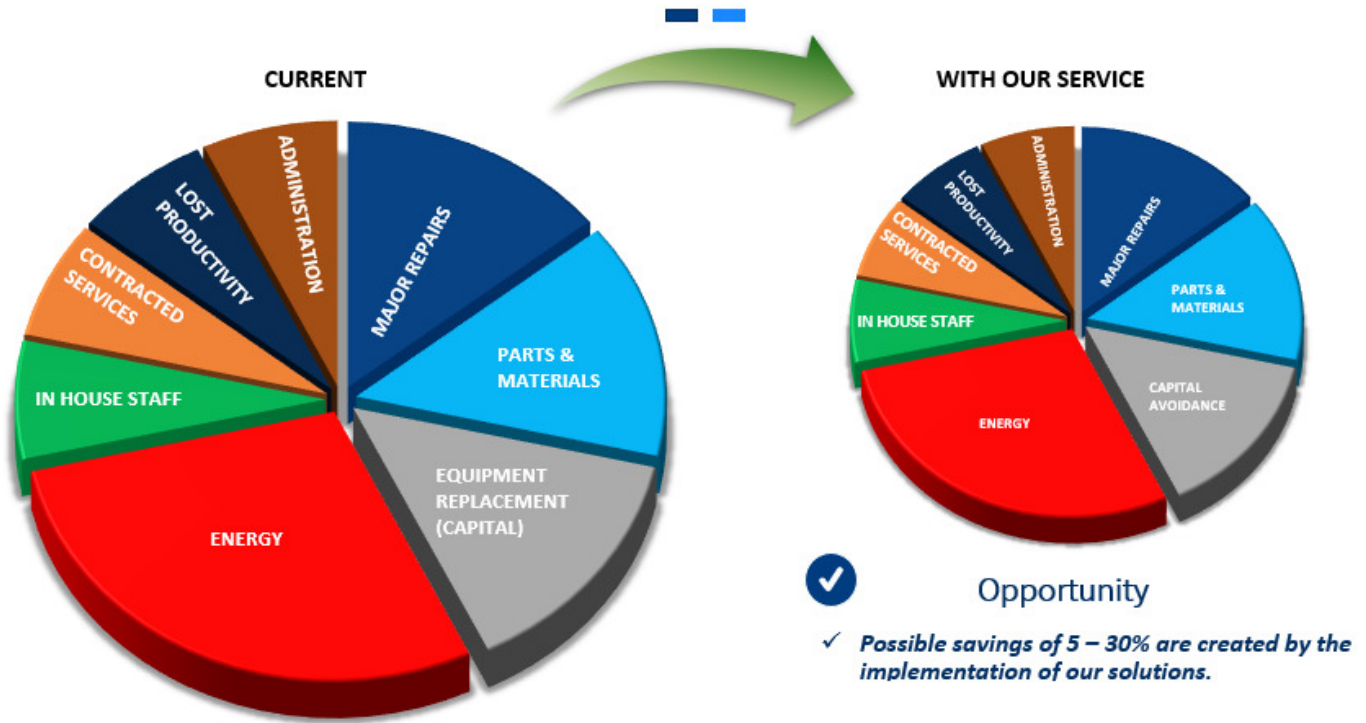
Belt inspection is particularly important to the operation because of the size of the power losses. Estimates of the energy losses due to under-tensioned drive belts can be as much as 20%. Proper belt tension is critical not only to belt life, but also to optimal drive function.

This program includes the labor and material to inspect, adjust as required and change belts on a regularly scheduled basis.

MAINTENANCE IMPACT

System Service & Engineering preventive maintenance program is the key to extending the life of your equipment. Our program provides the necessary labor, materials and test equipment to perform inspection, adjustment, calibration, and testing of the system's operation. By implementing our Maintenance Program you can ensure your system operates at optimal efficiency.

PROACTIVE APPROACH FINANCIAL SAVINGS



With System Service & Engineering you can expect:

- Expert operations and sales staff
- The highest standards and integrity in the industry
- Guaranteed performance
- Fast 24/7/365 emergency service
- Certified service professionals
- America's Best Service Experience
- Results oriented



According to the U.S. Department of Energy and the Building Owners and Managers Association (BOMA) energy savings of 5 to 30% can be realized through **improved operations and maintenance of building systems.**

Your Benefits

- Reduces energy consumption
- Extends equipment life
- Eliminates comfort problems
- Reduces costs
- Protects the value of your system
- Improves system performance
- Reduces down time

Value Maintenance Agreement For Environmental Systems

Company

System Service & Engineering
205 Mosley Drive
Lynn Haven, FL 32444

Proposal Date: 4/25/2025
Proposal Number: P03085
Agreement Number:
Contractor License:

Ph: 8504413458 Fax: 8504413459

Bill To Identity	Agreement Location
Maxet for Grand Panama 11807 Front Beach Road Panama City Beach, Florida 32407 Attn:	Grand Panama 11807 Front Beach Road Panama City Beach, Florida 32407 Attn:

System Service & Engineering will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: Value **SCHEDULES:** *Equipment Schedule *Air Filter Service

Agreement coverage will commence on 5/1/2025.

The Agreement price is \$6,340.00 per year, installments of \$1,585.00 per Quarter beginning on the effective date of 5/1/2025 through 4/30/2026.

This Agreement is the property of System Service & Engineering and is provided for Customer's use only. System Service & Engineering guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This Agreement is for an initial term of 1 year and shall renew for successive one year terms unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date. Upon execution as provided below, this Agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

Signature (Authorized Representative)

Cliff Thorne

Name (Print/ Type)

8504413458

Phone

4/25/2025

P03085

Date

Proposal #

Customer

Signature (Authorized Representative)

Name (Print/ Type)

Title

Date

PO#

Value Program

This Agreement will be initiated, scheduled, administered, monitored and updated by the Service Contractor. The Customer is informed via a detailed Service Report, presented for Customer's review, approval signature and record.

WE WILL PROVIDE THE FOLLOWING PROFESSIONAL SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON INVENTORY OF EQUIPMENT:

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan operation; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s).

INSPECTING for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks.

Exclusions

Any services other than what is specifically listed under the heading “Test and Inspect” above. Repairs and preventive maintenance to the Covered Equipment, the provisions or installation of components or parts, or service calls requested by the Customer outside the scope. These services will be charged for at Service Provider's rates in addition to vehicle and other related service charges then in effect.

Clarifications

Customer shall permit Service Contractor free and timely access to areas and the Covered Equipment, and allow Service Contractor to start and stop the Covered Equipment as necessary to perform required services.

All normal service will be performed during Service Contractor's normal business hours. Should the Customer require service during a time other than during Service Contractor's normal business hours; the Customer shall pay the Service Contractor the additional overtime portion of the normal service rates. Normal overtime is time and one half or the normal service rates times 1.5. Holidays and Sundays are double time.

The Customer will be responsible for any price increases that the Service Contractor incurs as a result of any tariffs imposed on the equipment and materials reflected in its scope of work, including any tariffs on any component parts of the equipment and materials. In the event the Service Contractor incurs any such tariff-related price increase, the Customer will issue a change order to the Service Contractor to adjust the contract price to reflect the tariff-related price increase.

The Service Contractor, as a convenience to the Customer, accepts payments via most major credit cards. In the event the Customer wishes to pay Service Contractor by credit card, Customer agrees to reimburse the Service Contractor a surcharge of 4% of the amount of the invoice being charged (or to the extent permissible by law) if the Customer uses any major credit card, and the Customer authorizes Service Contractor to add the applicable surcharge to the credit card transaction.

Value Terms and Conditions

Throughout this Agreement:

Maxet for Grand Panama shall be known as the Customer.

System Service & Engineering shall be known as the Service Contractor.

These terms and conditions of the Agreement (the "Agreement") and all of the sections included, are integral parts of and form the Agreement between the Service Contractor and the Customer. In the event the Customer seeks to have the Service Contractor enter into a separate written contract for the scope of work of this Agreement, then: (1) the separate written contract must be acceptable to the Contractor; (2) the entire Agreement shall be attached to and incorporated by reference in such separate written contract; (3) to the extent that there is a conflict between the terms and conditions of the Agreement and the terms and conditions of the separate written contract, the terms and conditions of this Agreement shall control; and (4) if the Contractor and the Customer are unable to agree upon a mutually acceptable separate written contract, the Contractor shall have the right to rescind the quote included with this Agreement without liability to the Contractor.

The Service Contractor accepts the care of the equipment listed in the Inventory of Equipment (the "Covered Equipment") as applicable to the Program. The Covered Equipment shall be maintained in the condition that exists at the beginning of the Term. Any defective components, excessive wear, maladjustments, improper installation, improper design, service by others, improper operation, or misapplication, shall not be considered the responsibility of the Service Contractor, other than normal Preventive Maintenance. Repairs and service required in restoring the Covered Equipment's capacity, reliability, design efficiency, or other shortcomings shall only be repaired with authorization and invoiced at normal service rates in addition to vehicle and other related service charges.

The Customer agrees to employ the Service Contractor exclusively for the service and repair work of the Covered Equipment and promptly notify the Service Contractor of any condition of the Covered Equipment that is unusual or that may adversely affect its operation and reliability. Any alterations, additions, adjustments, or repairs made by others, unless authorized or agreed upon by the Service Contractor in writing, will be cause for Service Contractor to terminate or renegotiate the Service Contractor's obligation under this Agreement. This Agreement shall not include maintenance, repairs, service or replacements necessitated by any loss or damage resulting from any cause beyond the control of the Service Contractor, including but not limited to damage or loss due to lack of water, freezing, loss or insufficient electric power or fuel source, hail, flood, windstorm, excessive rain, snow, freezing weather, lightning, earthquake, theft, fire, riots of any origin, strikes, wars, misuse, negligence by person(s) other than those representing the Service Contractor, vandalism, acts of government, building code requirements, insurance company requirements, unauthorized adjustments or repairs, or any other peril or act of God. The cost of all repairs, modifications, or alterations necessitated by the above shall be the responsibility of the Customer and payable to the Service Contractor at Service Contractor's current service rates in addition to vehicle and other related service charges.

All reasonable efforts shall be extended in performing the service as requested by the Customer, but the Service Contractor shall not be liable for any losses or consequential damage that arise out of delays, misuse by the Customer, or the Customer's agents or employees. Replacement and installation of equipment, components, or accessories that fail to provide satisfactory performance due to obsolescence or design conditions are not included in the scope of the Agreement.

The Customer agrees to pay the Service Contractor as set forth in the Agreement. The terms of payment for all other invoices submitted by the Service Contractor are net thirty (30) days from the Customer's receipt of such invoice. The Customer's obligation to pay the Contractor shall not be contingent upon or delayed by prior payment of a third-party, including but not limited to any insurance companies or the Customer's client. In the event that the Customer objects to the charges in any invoice, the Customer shall notify the Contractor in writing the basis for such objection within fifteen (15) days of its receipt of such invoice, and if the Customer fails to provide written notice within such timeframe, the Customer's objection shall be deemed waived, and the invoice shall be

deemed due and payable for the amount of such invoice. Unless the Agreement specifically states otherwise, the prices in this Agreement do not include sales tax, and to the extent sales tax is applicable to any services, materials and/or equipment, such sales tax will be listed separately on the Service Contractor's invoices, and the Customer agrees to pay for all applicable sales taxes. The prices in this Agreement do not include any costs associated with using any invoicing software, portals or services required by the Customer or of any requirement by the Customer for the Service Contractor to procure additional insurance or higher limits of insurance than are typically carried by the Service Contractor, and to the extent there are any costs incurred by the Service Contractor to comply with such requirements, the Customer agrees to reimburse the Service Contractor for such costs. The Customer further agrees to pay finance charges of 1½ % per month for invoices not paid within 30 days of the invoice date. In the event that the Customer fails to pay the Service Contractor in accordance with the agreed payment terms: (1) the Service Contractor may, at its sole discretion, stop all work under this Agreement and any other Agreement between the Service Contractor and the Customer until such time as the Customer's account is brought current; and (2) the Customer agrees to reimburse the Service Contractor for any and all costs of collection of the outstanding balance, including but not limited to the Service Contractor's attorneys' fees, expert fees, court costs and any other legal expenses that the Service Contractor incurs, even if the costs of collection exceed the outstanding balance. The Service Contractor and the Customer agree that in the event a dispute arises with respect to this Agreement, such dispute shall be resolved in a court of competent jurisdiction in the county in which Service Contractor's home office is located and this Agreement shall be governed and interpreted by the laws of the state in which Service Contractor's home office is located, exclusive of its conflict of laws principles. THE SERVICE CONTRACTOR AND THE CUSTOMER EXPRESSLY CONSENT TO THE PERSONAL JURISDICTION OF THE AFOREMENTIONED STATE, AGREE TO THE AFOREMENTIONED COUNTY AS THE APPROPRIATE VENUE FOR DISPUTES, AND IRREVOCABLY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM, WHETHER AT LAW OR IN EQUITY, BROUGHT BY EITHER PARTY IN CONNECTION WITH THIS AGREEMENT.

Where the Service Contractor renders service for the Customer other than those services specified in the Program, the Customer agrees to pay for such services at the Service Contractor's current service rates in addition to vehicle and other related service charges. Loss of time or productivity due to unexpected events that may restrict or limit access to the Covered Equipment, associated equipment or components shall be invoiced at the current service rates in addition to vehicle and other related service charges. The fees and surcharges set forth in this Agreement are estimates based on the market conditions at the time that this Agreement was entered. Service Contractor will use reasonable efforts to maintain the fees and surcharges as estimated in this Agreement. However, due to severe fluctuations in material, equipment and fuel costs, Service Contractor reserves its right to modify the fees and surcharges during the term of the Agreement with regard to any services rendered for the Customer, other than those services specified in the Program.

The term of this Agreement (the "Term") is designated on the signature page of the Agreement. The Customer and the Service Contractor agree that the Term or any renewal term thereafter shall automatically renew for a one- year period ("Renewal Term") under the same terms and conditions of the Agreement, and subject to adjustment at the commencement of each Renewal Term to reflect increases in labor, material and other costs, unless the Agreement is terminated in writing by either the Customer or the Service Contractor no less than thirty (30) days prior to the expiration of the current Term or Renewal Term. If any of the rates to be charged by the Service Contractor and/or vehicle and other related service charges for the upcoming Renewal Term will change, the Service Contractor will notify the Customer of such changes in writing.

The Service Contractor's liability hereunder shall not exceed the annual cost of this Agreement, except in the event where damage to the Covered Equipment has been caused by the Service Contractor while performing routine maintenance or service, and then only to the extent of the replacement parts and installation thereof. In no event shall the Service Contractor be liable for consequential damages or losses, including but not limited to loss of profits, loss of use of the Covered Equipment, loss of the use of any associated or supported equipment, high or unusual utility cost, investment cost of substitute facilities, or rental of equipment. During the Term of the Agreement, the Service Contractor agrees to either repair or replace any defective work performed by the Service Contractor. The determination as to whether such work is to be repaired or replaced is within the sole discretion of the Service Contractor. Unless otherwise agreed to in writing by the Service Contractor and the Customer, upon the termination of this Agreement or the expiration of the Term, whichever occurs first, the Service Contractor shall have no further obligations to repair or replace work performed during the Term, and Customer shall be responsible for maintaining the Covered Equipment upon the termination of this Agreement or the

expiration of the Term, whichever occurs first. Any warranty of the materials, parts and equipment installed by Service Contractor shall be subject to the manufacturers' standard warranty terms, if any, and Customer's exclusive remedy with respect to any claims of defects in such materials, parts or equipment shall be governed by the manufacturers' standard warranty. To the fullest extent permitted by law, the Customer shall defend, indemnify and hold harmless the Service Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the Customer, anyone directly or indirectly employed by the Customer, or anyone for whose acts the Customer may be liable, regardless of whether it is caused in part by the negligence of the Service Contractor. Further and notwithstanding the preceding sentence, the Service Contractor shall be held harmless by the Customer and shall not be liable to the Customer for any claims, liabilities, damages, losses and expenses related to mold or the creation of mold at the Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

The Customer agrees to not solicit or hire employees of Service Contractor and/or the Service Contractor's subcontractors for itself and/or for any corporation, which Customer now represents or with which Customer now or may later be affiliated during the term of this Agreement and for a period of one year after the termination of the Agreement.

PANDEMIC AND EPIDEMIC PRECAUTIONS

The Customer and the Service Contractor acknowledge that pandemics and/or epidemics may severely impact the location where the services will be performed. As a result, in the event of a pandemic and/or epidemic, Federal, State and Local guidelines and requirements may be imposed and modified, which may impact the timing and cost of the services under the Agreement.

The Customer and the Service Contractor agree that: (1) the Customer and the Service Contractor will both use commercially reasonable efforts with respect to the services under the Agreement; (2) the Customer and the Service Contractor and their respective employees, agents and representatives will comply with applicable Federal, State and Local government quarantines, shelter-in-place orders, regulations, executive orders and/or directives, including but not limited to any recommendations or requirements of the Centers for Disease Control, U.S. Department of Labor, U.S. Department of Health and Human Services, and/or any comparable State or Local agencies (collectively, "Pandemic/Epidemic Requirements"); (3) the Customer and the Service Contractor will both use commercially reasonable efforts to keep each other informed of pertinent updates or developments regarding their obligations to comply with Pandemic/Epidemic Requirements; and (4) if the Service Contractor's performance of the services under the Agreement is delayed, suspended and/or effected by Pandemic/Epidemic Requirements and/or by their direct or indirect impacts, the Service Contractor shall be entitled to adjustments to the schedule and/or the prices under the Agreement, provided the Service Contractor notifies the Customer within a reasonable period of time after the Service Contractor learns of the delay, suspension and/or effect.

Your Mechanical Investment

Asset Maintenance Schedule

Assets									
Qty	Unit Desc.	Type	Spring	Summer	Fall	Winter	Coil Cleaning	Annual Filter Changes	Annual Belt Changes
2	DW BOOSTER SKID	PMP	1	1	1	1	0	0	0
1	GENSET 001	Custom	1	0	1	0	0	0	0
1	P2	PKG-DX-HTPMP	1	1	1	1	1	4	0
1	P3	PKG-DX-HTPMP	1	1	1	1	1	4	0
1	P4	SPLT-DX-HC	1	1	1	1	1	4	0
1	POOL HTR 001	MIS-UHTR-GAS	0	0	1	1	0	0	0
1	POOL HTR 002	MIS-UHTR-GAS	0	0	1	1	0	0	0
1	SHP-1 CONF RM	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-2 BOH	SPLT-DX-HC	1	1	1	1	1	4	1
1	SHP-3 MAIN LOBBY	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-4 TRASH LOBBY	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-5 ELEVATOR LOBBIES	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-6 STORAGE LOCKERS	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-7 MECH RM	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-8 ELEC RM	SPLT-DX-HC	1	1	1	1	1	4	0

Inventory of Equipment

Assets							
Qty	Equipment	Manufacturer	Model	Serial#	Rating	Location	Area Served
2	DW BOOSTER SKID	ARMSTRONG	6535	552245	15 HP		
1	GENSET 001	KOHLER	400RE0ZVC	2134405	1		
1	P2	FRIEDRICH	VHA24K25RTH-3	LEMV00306	2 Ton	P3	
1	P3	FRIEDRICH	VHA24K25RTH-3	LEMV00310	2 Ton	P3	
1	P4	GOODMAN	AVPTC30C14AB	1411147010	2.5 Ton	P4	
1	POOL HTR 001	PENTAIR	461113	1125283230003X	1		
1	POOL HTR 002	PENTAIR	461113	1125283230001V	1		
1	SHP-1 CONF RM	Carrier	FB4CNF024	0621F28797	2 Ton		
1	SHP-2 BOH	MAGICAIRE	36-HBAX-3	W060469868	3 Ton		
1	SHP-3 MAIN LOBBY				4 Ton		
1	SHP-4 TRASH LOBBY				2 Ton		
1	SHP-5 ELEVATOR LOBBIES				3 Ton		
1	SHP-6 STORAGE LOCKERS				5 Ton		
1	SHP-7 MECH RM				2 Ton		
1	SHP-8 ELEC RM				2 Ton		

Air Filter Service

Assets				
Qty	Unit	Changes/Yr	Size	Type
1	P2	4	20x25x1 Pleated Filter MERV 10	Pleated
1	P3	4	20x25x1 Pleated Filter MERV 10	Pleated
1	P4	4	20x20x1 Pleated Filter MERV 10	Pleated
1	SHP-1 CONF RM	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-2 BOH	4	16x30x1 Pleated Filter MERV 10	Pleated
1	SHP-3 MAIN LOBBY	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-4 TRASH LOBBY	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-5 ELEVATOR LOBBIES	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-6 STORAGE LOCKERS	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-7 MECH RM	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-8 ELEC RM	4	20x25x1 Pleated Filter MERV 10	Pleated

Tasking

DOMESTIC WATER BOOSTER PUMP MAINTENANCE
PREVENTATIVE MAINTENANCE TASK LIST
(As applicable per equipment schedule)

INSPECTION:

- Check for leaks at connection and shaft seal
- Check for excessive vibration and cavitation
- Lubricate per manufacturer's recommendations
- Check all mounting bolts for tightness
- Check Electrical Starter for visual signs of wear
- Visually inspect for proper alignment

EMERGENCY BACKUP GENSET

Engine

- Check with customer for any known issues
- Visual inspection
- Check all belts, adjust as needed
- Check all hoses and upgrade rubber block heater hoses as needed
- Inspect cooling system, test antifreeze and change filter if equipped
- Inspect and replace air filters (up to 200kW) as needed
- Inspect block heater for proper operation
- Check lube oil level, change oil and filters on annual basis
- Top off all fluids as needed
- Inspect/test fuel system, replace fuel filter annually
- Inspect battery, applicable cables and connections
- Inspect exhaust system
- Test run engine to normal operating temperature and verify operation
- Check all ignition components

Generators

- Inspect all components
- Test run system and adjust voltage and Hz as needed

Automatic Transfer Switches

- Visually inspect switch
- Transfer load to emergency
- Check time delay and overall operation
- Return system to automatic and advise of any needed repairs

Vertical Through-the-Wall Packaged Unit
PREVENTATIVE MAINTENANCE SCHEDULE
(As applicable per equipment schedule)

Quarterly Items:

- Inspect control panel.
- Inspect and adjust belt alignment and tension.
- Inspect drain pan and inspect drain line, clean as required.
- Inspect filters and change as indicated in the equipment schedule.

Spring Items:

- Check unit for visual signs of refrigerant leaks.
- Check main starter (if applicable), tighten all starter terminals and check contacts for wear.
- Check oil level in the compressor (where applicable).
- Clean Condenser coils per scope of work.
- Check damper operation (where applicable).

Fall Items:

- Lubricate fan bearings (where applicable)
- Replace belt per scope schedule.

Electric heat option.

- Inspect electrical connections and contactors.

Split, DX Electric Heat
PREVENTATIVE MAINTENANCE SCHEDULE
(As applicable per equipment schedule)

Quarterly Items:

- Inspect control panel for visual signs of electrical wear and tear.
- Inspect and adjust belt alignment and tension.
- Inspect drain pan and inspect drain line, clean as required.
- Inspect filters and change as indicated in the scope of service.

Spring Items:

- Check unit for visual signs of refrigerant leaks.
- Check and calibrate safety controls and overloads.
- Check main starter (if applicable), tighten all starter terminals and check contacts for wear.
- Check and Record Voltage & Amperage Readings – Compressor(s), Fan(s)
- Check oil level in the compressor (where applicable).
- Record refrigerant pressures temperatures, super heat and sub cooling.
- Chemical Clean Condenser coils per scope of work.
- Check crankcase heater (where applicable).
- Check damper operation (where applicable).

Fall Items:

- Lubricate fan bearings (where applicable).
- Replace belt(s) per equipment schedule (where applicable)

Electric heat option:

- Inspect electrical connections and contactors.
- Check and Record Voltage & Amperage Readings

Gas Pool Heater PREVENTATIVE MAINTENANCE TASK LIST (As applicable per equipment schedule)

- Check fresh air inlet- insure that the inlet is free of any debris
- Check exhaust vent- insure that the exhaust vent is free of any debris
- Check radiant tubes and reflectors- look for any damage that may have occurred or excessive dirt buildup
- Check control system and devices for proper operation
- Check and verify burner operation
- Check and verify for gas leaks
- Check and verify gas safety switch
- Check and verify gas valve/operation

Grand Panama Beach Resort Association

Board Meeting Schedule and Agenda Submission Guidelines – 2026

The Grand Panama Beach Resort Association Board of Directors will hold regular board meetings on the third Thursday of each month at 5:00 p.m. for the 2026 calendar year. The Board of Director meetings will take place at 11800 Front Beach Road, Panama City Beach, Florida, 32407 in the Tower 2 conference room. All meetings will be made available through Zoom video conferencing for all owners of the association with a link provided by the Community Association Manager.

Accordingly, board meetings for 2026 will be held on the following dates:

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 17

*Special meetings of the Board of Directors may be called at different times and dates with proper notification to all owners.

To ensure adequate preparation and effective meetings, all bids, reports, and supporting information required for consideration at a meeting must be finalized and submitted to the Board of Directors President or Community Association Manager no later than one (1) week prior to the scheduled meeting date.

Board members and owners who wish to have items included on the meeting agenda must submit those items at least one (1) week in advance of the meeting.

Board packets and related meeting materials will be distributed to all owners before the minimum required notice of 48 hours by our Community Association Manager.

This schedule serves as the official notice for all scheduled Board of Director meetings for the 2026 calendar year for the Grand Panama Beach Resort. We thank you for your consideration.

Brad Coleman
Grand Panama Board President