All guests who stay at Grand Panama must pre-register and pay for the resort fee that includes a Grand Panama Welcome Packet with the parking pass(es), wristbands and pet sleeves(if the guest is staying in a pet friendly unit) inside the Welcome Packet. Grand Panama only accepts credit card payments. Guests can pre-register through Park N Spot with individual owners, management companies or through the Park N Spot portal.

Fees: All fees include sales tax and credit transaction fees.
The resort fee is $55. The resort fee includes 1 parking pass and wristbands for everyone in your reservation 13 and older. Occupancy levels are strictly enforced. A one-bedroom unit is 6, a two-bedroom unit is 8, a three-bedroom unit is 10 and a four-bedroom unit is 12.
Wristband replacements are $10.
Motorcycle parking is $55. Trailer parking is $55 (only during biker weeks).
An additional parking pass can be purchased for $35 during registration. Only 2 parking passes are allowed per unit. Vehicles parked in restricted areas or without parking passes will be booted and/or towed with a $150 fine to remove the boot.
Guests bringing a pet to a PET FRIENDLY unit must register the pet in the guest registration system. **Pet sleeves are $50 per sleeve for 1-7 days, $5 for each additional day**. No more than (2) two pets shall be allowed per PET FRIENDLY unit. All documentation, including the pet registration form, shot records and a recent photo of the pet must be uploaded to our guest registration system. NO PETS OVER 25 POUNDS OR ON THE DANGEROUS BREED LIST WILL BE ALLOWED. Guests who bring a pet over 25 pounds or on the dangerous breed list will be asked to remove the pet from the property and/or be evicted. ESA and Service Animal forms are available during the registration process.

Pre-Registered Guests:
* Check the system for pre-registrations. The guest's registration information should automatically populate.
* Using the application, verify that the guest has paid the resort fee, which covers the parking pass and wristbands.
* Determine the number of wristbands needed for guests aged 13 and older, keeping in mind that unit occupancy levels must be enforced (one-bedroom 6, two-bedroom 8, three-bedroom 10, four-bedroom 12).
* Check if the guest purchased any additional parking passes, noting that a maximum of two parking passes are allowed per unit.
* If the guest has registered a pet, please verify current shot records, registration details, and the pet's picture. Ensure the dog is not a dangerous breed and does not exceed 25 pounds. Lime Green sleeves are for guests, Blue sleeves are for ESA registered animals, Red sleeves are for Service Animals and Green sleeves are for owner’s pets.
* If there are any concerns regarding the pet's breed or weight, please call the guest. Inform them that bringing a prohibited pet may result in required local boarding or eviction.
* For guests registering at the front desk with a pet where there is a question about breed or weight, contact security for assistance.
* If a pet is registered, include the appropriate number of pet sleeves (limit 2 per unit) in the welcome packet. Write the unit number and departure date on each sleeve.

Boarding and Kennel Information:

Dr Norm Animal Hospital and Boarding	(850) 708-1080
Zommies Pet Hotel	(850) 706-1006
Ruff House Resort	(850) 441-3585
Bark Baths and Beyond	(850) 249-2284
Waggy Tail Boarding and Services	(850) 873-0775

Welcome Packet Assembly:
For both pre-registered and walk-in guests, please assemble welcome packets containing the following:
* Wristbands
* Pet sleeves and a pet map (if a pet is registered)
* Advertisements
Kindly remind guests that wristbands must be worn at all times while on the property. Remind them that we use a license plate reader to identify vehicles allowed on property. Failure to properly register for parking will result in a boot. Parking is available in the Tower 2 garage, stand-alone garage next to Tower 2, outside areas around Tower 2 and the back parking lot. Inform them that illegally parked vehicles will be booted and subject to a $150 fine. Also, remind guests to review the property rules located on the back of the Welcome Packet.

Walk-in Guests:
Walk-in guests can register at the front desk using the QR code. All walk-in guests will need to log into the registration system to complete their registration. Once registration is complete, please provide them with a Welcome Packet containing all the requested items.

Friends and Family of Owners:
Friends and Family of Owners must register through the same Guest Registration site as paying guests and will receive the standard Welcome Packet. They are responsible for paying for pet sleeves if they are bringing a pet.

Owners with Rental Cars:
Owners requiring a parking pass for a rental car should register through Park N Spot on the owner's page.

Guests Arriving After Hours:
For guests who have completed their pre-registration and whose Welcome Packet is prepared, security personnel are authorized to provide these packets upon their arrival.
If a guest has not pre-registered, security will issue a temporary parking permit valid until 10:00 a.m. the following morning. These guests will be informed that they must complete the registration process and collect their Welcome Packets before 10:00 a.m. to avoid the possibility of their vehicle being booted.

Vendor Parking Passes and Wristbands:
All vendors, including contractors, maintenance personnel, cleaning services, and others, are required to check in at the front registration desk upon arrival. They will be issued a GREEN parking pass and the necessary number of rubber wristbands at no charge. The GREEN parking pass must be displayed on the vendor's rearview mirror and will indicate the duration of their permitted stay, not exceeding six months (with the option for renewal). Please write the end date on the GREEN parking pass.

Please note that vendors are not permitted to park in the Tower 1 or Tower 2 parking garages, the designated 15 or 30-minute loading and unloading zones, or the stand-alone garage. Approved vendor parking is limited to the areas outside of Tower 2 and the back parking lot. Additionally, vendors are not allowed to use Grand Panama luggage carts.

Remind vendors that failure to comply with these parking regulations and other association policies may result in the vendor being banned from the property or their vehicle being subject to booting or towing.

Fines/Fees Registration Page:
The fines/fees registration page will have a place for guests to purchase a replacement wristband ($10), a one-day parking pass (use provided parking sheets) for guests ($10), an additional parking pass for more than one day ($35), a pet fine ($100) and an elevator fine ($1000). The one-day parking pass fee can be waived for family and friends of owners.

CAM: Shelley Richards shelley.richards@fsresidential.com 816-785-9083
Security: 850-625-5960
Board President: Brad Coleman 573-747-9822 louisbcoleman67@gmail.com
Board Secretary: Darrell Caudill 850-740-9587 dcaudill52@gmail.com
Thank you for your attention to these procedures.