



**Grand Panama Beach Resort Board of Directors Meeting**  
**Thursday August 07, 2025**  
**3:00pm 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, August 07, 2025 // Time: 3:00pm CST // Location: 11800 Front Beach Rd. Panama City Beach, FL 32407, Tower II Conference Room

Join Zoom Meeting: <https://us06web.zoom.us/j/85823162576?pwd=SAAtULF7M6sHupxqIJufcKJKyEMc8sd.1>

Meeting ID: **858 2316 2576** // Passcode: **117106**

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### **AGENDA**

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. PROOF OF NOTICE
- D. APPROVAL OF PRIOR MINUTES; 07.17.2025
- E. NEW BUSINESS
  - a. Pest Control Contract
  - b. Document Resolution
  - c. Hiller Contract
  - d. BECI Exterior Proposal
- F. OWNER COMMENTS
- G. ADJOURNMENT

ON August 05, 2025, 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, July 17, 2025  
11800 Front Beach Rd | Panama City Beach, FL 32407

MINUTES

Board Members Present (in person):

Louis "Brad" Coleman – President  
Henry "Darrell" Caudill - Secretary

Board Members' Present (VIA ZOOM):

James Eagleson – Vice President  
Charles "Chuck" Knoll – Treasurer  
William "Ron" Kibble – Director  
Brenda Roberts – Director  
Mary Swann – Director

FirstService Residential:

Lindsay Williams, Association Manager  
Andy Sorenson, Vice President Northwest Florida Region  
Jason Bennett, Regional Director

Homeowners Present (in person): 5

Homeowners Present (VIA ZOOM): 3 6

CALL TO ORDER

Mrs. Williams called the meeting to order at 5:04pm CST.

QUORUM

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

PROOF OF NOTICE

Mrs. Williams did post notice on July 15, 2025, at Tower I and Tower II community message boards, as well as sent out a community wide email on July 15, 2025, and again July 17, 2025, to inform the owners about the meeting.



## APPROVAL OF PREVIOUS MEETING MINUTES

Mr. Caudill made a motion to approve the June 25, 2025 Meeting Minutes. Mr. Eagleson seconded the motion. Mrs. Swann voted against. Motion carried 6-1.

## OLD BUSINESS

### Tower 1 Generator Update

Mrs. Roberts discussed the various issues with the generator at Tower I. Metro Power has stepped in and diagnosed that a repair needs to be made a load test completed to get the generator in working order. Mrs. Roberts made a motion to approve the generator invoice from Metro Power in the amount of \$4195.37 to remove and replace the gear driven diesel fuel pump. They will also need to perform a load test after this repair is completed and will be a \$700 cost. Mr. Kibble seconded the motion. The motion carried unanimously.

### 2024 Audit Review and Approval

Mr. Coleman discussed the previous board meeting topic regarding the 2024 Audit as well as confirmation from the CPA firm auditor affirming that from their professional perspective no fraudulent activities had been committed with association funds during the period reviewed. Mr. Knoll made a motion to approve the 2024 Draft of the Audit as presented by Ashleigh Lyons CPA with Carter & Company, CPAs, LLC.. June 19, 2025, board meeting, 600,000 of insurance equity that was moved to reserves fund July 2024. Remaining 300,000 to be paid back and was questioned by Mary Swann, video is up on website for owner's review. Mr. Eagleson seconded the motion. A roll call vote was taken Mr. Coleman – yes // Mr. Kibble – yes // Mr. Caudill – yes // Mrs. Swann – no // Mrs. Roberts – abstain. The motion carries with a 5-1-1 vote.

## NEW BUSINESS

### Emergency Protocols

The board, the CAM and owners discussed the upcoming emergency protocol SOPs and informed the group that we will be rolling out best practices very soon.

### Rust Spot Project

Mr. Coleman reviewed the Valcourt exterior building project that was completed a number of years ago and the dissatisfaction with the performance of the team that was onsite as well as the outcome of their work. BECI only quoted Valcourt to perform the scope of work to make repairs to the rust spot repairs that need to be made to the building. Mr. Caudill made a motion to allow the CAM to rebid the Rust

Spot Project with 3 new contractors via BECI. Mr. Knoll seconded the motion, and the motion carried unanimously.

### Owner Requests

The board discussed various topics including U-haul trailers, trailers used for moving, moving trucks, BBQ area at Tower I, carpets in hallways and EV charging stations. Mr. Coleman made a motion to allow owners to park trailers, and U-haul moving trucks in the back parking lot for up to 48 hours with the prior approval of the CAM and the owner will park with the assistance of security personnel. Mr. Eagleson seconded the motion, and the motion carried unanimously.

### Insurance Financing

This agenda item was no longer necessary; therefore, the item was tabled.

### Security Contract

The Board has provided American Security Associates (ASA) with multiple opportunities to improve the quality of service and oversight at Grand Panama. Despite these efforts, the level of service has continued to decline over the past six months. Additionally, ASA failed to provide the requested increased coverage during the peak summer months. The Board President and the (CAM) consulted with the Association's attorney regarding the contract and service concerns. Based on this discussion, the attorney found no legal impediment to issuing a thirty (30) day termination notice for cause. Two of the board members and the CAM met with a security team, Lance Security. Lance Security provided a contract with similar pricing to our current budget for security and the other bids that were provided when the board previously bid it out were significantly higher. Mr. Caudill made a motion to approve the Lance Security proposal for Standard Staff at \$25/hour and Site Supervisor staff at \$27/hour. Mr. Knoll seconded the motion, and the motion carried unanimously.

### NEXT MEETING

No future meeting date was set.







### ADJOURNMENT

With no further business to come before the board, Mr. Eagleson made a motion to adjourn the meeting at 6:53pm CST. The motion was seconded by Mr. Caudill and the motion carried unanimously.

Presented by: FirstService Residential  
Lindsay Williams,  
Association Manager

Business Name:	Grand Panama	Contact Email:	wayman.hunt@fsresidential.com		Account #:	100-01993543	
Contact Name:	Wayman Hunt	Title:	Property Manager		Contact Mobile Phone:	(770) 283-7204	
Service Address:	11807 Front Beach Road		City, State, & Zip:	Panama City Beach	FL	32407	
Billing Address:	11807 Front Beach Road		City, State, & Zip:	Panama City Beach	FL	32407	
Office Phone:			Marketing Source:	Service Center Admin Lead- Prospect			

Waynes Pest Control Services, LLC (Waynes), for the fee indicated below agrees to provide pest prevention services, within 10 feet of the structure, for ants\*, roaches, rats, mice, spiders\*, silverfish, crickets, centipedes and millipedes. *\*Excludes bed bugs, termites, fleas, ticks, flying insects, carpenter ants, brown recluse and black widow spiders.*

SERVICE OPTIONS	SERVICE FREQUENCY						INVESTMENT ANALYSIS	
	One-Time	Weekly	Bi-Weekly	Monthly	Quarterly	Annual	Initial Fee	Service Fee
 Year Round Pest Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 SMART Pest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 3894.80	\$ 1150.25
 Fly Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Flea/Tick Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Mosquito Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Mosquito Plus+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$

\*Mississippi Sales tax included

Every little thing matters. **A lot.**



3894.80



TOTAL INITIAL FEE

COMMENTS SECTION:

299 Units to be done on a as needed basis. Common areas will need to be treated each visit. Commercial building will need to be treated per visit. Exterior will need to be treated per visit. For both Tower 1-2

Addon - Bedbug treatments will be 450 per room.

This will include Rodent control for both Tower1-2

7% Sales tax has already been factored in to the final amounts.

Smart rodent boxes (299 per box x 10)

Service of rodent boxes (75x10)

BILLING FREQUENCY

☐ One-Time ☒ Monthly ☐ Quarterly ☐ Annually

Authorization

By signing this Agreement, I, the Purchaser certify I have read, fully understand and agree to the provisions on the front and back of this Agreement, with all of the Terms and Conditions without limitations, and I understand and agree Wayne and I are bound only by the Terms and Conditions of this Agreement and not by any other representation(s) oral or written; however, I agree that if a signed Proposal is submitted with this Service Agreement, it shall become an integral part of this Service Agreement. Purchaser may cancel this Agreement at any time prior to midnight of the third (3rd) business day after execution of this Agreement.

Supervisor Approval

YES

NO

☐

☐

This Service Agreement is contingent upon approval

Service Center:	FLP Waynes Pest Control	Address:	6740 Highway 77, Panama City,FL,32409	Phone:	850.785.8844
Purchaser Signature:				Date:	07/24/2025
Waynes Signature:	David Towery			Date:	07/24/2025

Waynes World-Class Solution Guarantee

We commit to providing World-Class termite, pest and lawn care solutions and to maintaining our level of service excellence for the duration of our relationship. Our commitment to You is simple...World Class Service - Every Time: We will do the job right (Integrity). Do it well even when no one is looking and communicate the good and bad news (Courage). Stick with every job or issue until it's done right (Perseverance). Consistently deliver on our promises with a great attitude (Character). We simply ask you to let us know when we fall short of our standard and provide us time to make it right.



Service Commitment

Waynes Pest Control Services, LLC (Waynes), for a period of one (1) year from the date of this Service Agreement, in exchange for stated payment and subject to the Terms and Conditions, agrees to provide within ten (10) feet of the structure the pest services chosen by Purchaser, as indicated on the front of this Agreement.

Purchaser’s Obligations

For the commitments of Waynes to become effective and Waynes obligated and liable therefore, the Supervisor approval box must be checked and Purchaser must fulfill the Obligations stated below. If Purchaser fails to fulfill any of these Obligations, Waynes reserves the right to terminate this Agreement in its entirety without further notice, obligation or liability on its part.

- (a) Payment for Services.** Purchaser agrees to pay the total amounts owed prior to or upon Waynes performing the initial service. Purchaser shall pay the remaining fees upon receipt of invoice. Waynes may terminate this Agreement if payment is not received within 30 days. A surcharge in the maximum amount allowed by state law will be added to returned checks and ACH withdrawals and the highest amount allowed by law will be charged for reversed credit/debit card charges and late payments. Should nonpayment require Waynes to take action to collect the debt, Purchaser agrees to pay all costs of collection, including but not limited to, collection, attorneys’ fees and court costs, along with an interest rate on the unpaid balance at the highest legal percentage. Any amount paid shall become the property of Waynes as liquidated damages hereunder. Purchaser understands and agrees that by selecting the Monthly option under Renewal Fee or SmartPay, Purchaser is making a two (2) year commitment to pay the monthly fee. If Purchaser terminates this Service Agreement within the two year commitment, the remaining balance for the two years will become due in full.
- (b) Access to Property.** Purchaser must allow Waynes access to the property for all purposes related to performance of this Agreement and making access safe from pet interference and escape..
- (c) Maintenance of Property.** Purchaser agrees to maintain the property in a reasonably clean and sanitary condition and in good repair, as deemed by Waynes, so as to avoid promoting pest entry and infestation.
- (d) Claims.** Any claim pertaining to the services provided pursuant to this Service Agreement shall be made in writing to Waynes during the term of this Agreement.

Term and Renewal

Subject to its Terms and Conditions, this Agreement will be in effect for 12 months from the date of execution, subject to Purchaser’s obligations, and continue on a month-to-month basis by mutual consent thereafter by timely payment of the fees. On that basis, the Agreement will be renewed automatically and continuously unless, the structure fails to qualify for this warranty, Purchaser fails to fulfill the obligations herein or either party gives notice of non-renewal at least 30 days prior to the next renewal date. Prior to termination, both parties shall be entitled to cure any deficiency of performance or payment within 30 days of being notified of deficiency. Fees will not be prorated should the Service Agreement be canceled. Waynes reserves the right to adjust the service fee after the first year. Entering into this Service Agreement does not obligate Waynes to agree to requests for other services.

SMART

Is a proactive home system with continuous rodent activity monitoring. Some SMART devices detect activity through a passive infrared response and others eliminate rodents. These devices are not cameras. The SMART system provides additional rodent control through a non-toxic, sustainable approach. The system will remain property of Waynes and Purchaser has rights only to its use as used under this Agreement. Upon this Agreement’s termination, Purchaser shall allow Waynes to retrieve all SMART system components. Children should not be allowed to touch SMART components. Purchaser will be responsible for replacement costs of damaged components.

Disclaimers / Exclusions / Limits of Liability

If Purchaser fails to timely fulfill the Obligations hereunder, Waynes reserves the right to adjust the fees or void the Agreement at any time without future notice. It shall not be the responsibility of Waynes to advise Purchaser further of these Obligations.

- (a)** This Agreement provides protection for all crawling insects, except termites, bed bugs, fleas, ticks, carpenter ants, brown recluse spiders, black widow spiders and fire ants beyond 10 feet of the structure.
- (b)** Waynes reserves the right to adjust the fee(s) or terminate this Agreement in its entirety and Waynes responsibilities and liabilities hereunder should Waynes be hindered or prevented from fulfilling its obligations by circumstances reasonably beyond its control, including, but not limited to, Acts of God, war, terrorism, civil unrest, changes in laws or regulations, strikes, embargoes, shortages or increased costs of fuel or materials, or Purchaser’s failure to cooperate with the services or treatments deems appropriate.
- (c)** Waynes will exercise due care while performing its work to avoid damaging Purchaser’s property, plants or animals. Waynes also applies all products according to manufacturer’s specifications. Waynes will not be responsible or liable for any side effects, injury, disease or illness caused, by bites, stings or the manufacturer’s products or products’ odor. Waynes is not responsible or liable for fire ant activity beyond 10 feet of the structure.
- (d)** TO THE FULLEST EXTENT PERMITTED BY LAW, WAYNES WILL NOT BE LIABLE FOR PERSONAL INJURY, DEATH, PROPERTY DAMAGE, LOSS OF USE, LOSS OF INCOME OR ANY OTHER DAMAGES WHATSOEVER, INCLUDING CONSEQUENTIAL AND INCIDENTAL DAMAGES, ARISING FROM THIS SERVICE AGREEMENT OR OTHERWISE. WAYNES SPECIFICALLY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. WAYNES WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION, ANY LOST PROFITS OR LABOR COSTS AND WILL NOT BE LIABLE FOR NON-ECONOMIC DAMAGES, DIMINUTION OF GOODWILL OR LOSS TO REPUTATION ARISING FROM THE PERFORMANCE OF THIS AGREEMENT, FROM ANY BREACH OF THIS AGREEMENT, OR FROM ANY OTHER CAUSE WHATSOEVER. THE EXCLUSIVE REMEDY OF THE BUYER FOR ANY AND ALL LOSSES, INJURIES OR DAMAGES, WHETHER IN CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE SHALL NOT EXCEED THE PURCHASE PRICE PAID, WHICHEVER IS GREATER. THE LIMITATIONS SET FORTH IN THIS AGREEMENT REGARDING THE LIABILITY OF WAYNES SHALL BE VALID AND ENFORCEABLE NOTWITHSTANDING A FAILURE OF ESSENTIAL PURPOSE OF THE LIMITED REMEDIES SPECIFIED ABOVE. LIABILITY OF WAYNES IS LIMITED TO THE LIFE OF AGREEMENT AND ANY RENEWAL THEREOF.

No agents of Waynes are authorized to make warranties beyond those contained herein or to modify the warranties contained herein. Except as to those limitations of liability, no persons other than the contracting party shall be deemed to be third party beneficiaries of this Agreement.

Insurance

Waynes shall maintain general liability insurance, automobile liability insurance, and Worker’s Compensation insurance. Purchaser shall maintain all risk extended property damage coverage for Purchaser’s personal and real property, including materials for performance of this Agreement. Purchaser’s policy shall include coverage for fire, natural disaster, Acts of God, and other casualty, physical loss or damage, theft, vandalism. Purchaser shall not make a claim against Waynes for a loss, damage, liability, or cost which is covered by said insurance. Certificates of insurance will be provided upon request.

Entire Agreement and Alteration

This Agreement and any attached graph constitute the parties’ complete Agreement and it may not be altered, oral or otherwise, without prior written and signed authorized consent of both parties. However, if a signed Proposal is submitted with this Service Agreement, it shall become an integral part of this Service Agreement. If any part of this Agreement is held to be invalid or unenforceable, the remaining Terms and Conditions shall remain in full force and effect.







Choice of Law

This Agreement shall be constructed and enforced in accordance with the laws and regulations of the State in which the structure is located as they exist at the time this Agreement is executed. Should any law or regulation change regarding the services or treatment provided by Waynes hereunder, Waynes may take the necessary steps to comply.

Purchaser Initials

Business Name:	Grand Panama	Contact Email:	wayman.hunt@fsresidential.com	Account #:	100-01993543
Contact Name:	Wayman Hunt	Title:	Property Manager	Contact Mobile Phone:	(770) 283-7204
Service Address:	11807 Front Beach Road	City, State, & Zip:	Panama City Beach	FL	32407
Billing Address:	11807 Front Beach Road	City, State, & Zip:	Panama City Beach	FL	32407
Office Phone:		Marketing Source:	Service Center Admin Lead- Prospect		

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SERVICE OPTIONS	SERVICE FREQUENCY						INVESTMENT ANALYSIS	
	One-Time	Weekly	Bi-Weekly	Monthly	Quarterly	Annual	Initial Fee	Service Fee
 Year Round Pest Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 650.00	\$ 325.00
 SMART Pest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Fly Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Flea/Tick Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Mosquito Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
 Mosquito Plus+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$

\*Mississippi Sales tax included

Every little thing matters. **A lot.**

 TOTAL INITIAL FEE

COMMENTS SECTION:

299 Units to be done on a as needed basis. Common areas will need to be treated each visit. Commercial building will need to be treated per visit. Exterior will need to be treated per visit.  
Addion - Bedbug treatments will be 450 per room.  
This does not include rodent bait stations. This proposal is only for General pest control.

BILLING FREQUENCY

☐ One-Time ☒ Monthly ☐ Quarterly ☐ Annually

Authorization

By signing this Agreement, I, the Purchaser certify I have read, fully understand and agree to the provisions on the front and back of this Agreement, with all of the Terms and Conditions without limitations, and I understand and agree Waynes and I are bound only by the Terms and Conditions of this Agreement and not by any other representation(s) oral or written; however, I agree that if a signed Proposal is submitted with this Service Agreement, it shall become an integral part of this Service Agreement. Purchaser may cancel this Agreement at any time prior to midnight of the third (3rd) business day after execution of this Agreement.

Supervisor Approval

YES

NO

☐ ☐

This Service Agreement is contingent upon approval

Service Center:	FLP Waynes Pest Control	Address:	6740 Highway 77, Panama City,Fl ,32409	Phone:	850.785.8844
Purchaser Signature:		Date:	07/24/2025		
Waynes Signature:	David Towery	Date:	07/24/2025		

Waynes World-Class Solution Guarantee

We commit to providing World-Class termite, pest and lawn care solutions and to maintaining our level of service excellence for the duration of our relationship. Our commitment to You is simple...World Class Service - Every Time: We will do the job right (Integrity). Do it well even when no one is looking and communicate the good and bad news (Courage). Stick with every job or issue until it's done right (Perseverance). Consistently deliver on our promises with a great attitude (Character). We simply ask you to let us know when we fall short of our standard and provide us time to make it right.



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- (d) Claims.** Any claim pertaining to the services provided pursuant to this Service Agreement shall be made in writing to Waynes during the term of this Agreement.

Term and Renewal

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SMART

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- (c)** Waynes will exercise due care while performing its work to avoid damaging Purchaser’s property, plants or animals. Waynes also applies all products according to manufacturer’s specifications. Waynes will not be responsible or liable for any side effects, injury, disease or illness caused, by bites, stings or the manufacturer’s products or products’ odor. Waynes is not responsible or liable for fire ant activity beyond 10 feet of the structure.
- (d)** TO THE FULLEST EXTENT PERMITTED BY LAW, WAYNES WILL NOT BE LIABLE FOR PERSONAL INJURY, DEATH, PROPERTY DAMAGE, LOSS OF USE, LOSS OF INCOME OR ANY OTHER DAMAGES WHATSOEVER, INCLUDING CONSEQUENTIAL AND INCIDENTAL DAMAGES, ARISING FROM THIS SERVICE AGREEMENT OR OTHERWISE. WAYNES SPECIFICALLY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. WAYNES WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION, ANY LOST PROFITS OR LABOR COSTS AND WILL NOT BE LIABLE FOR NON-ECONOMIC DAMAGES, DIMINUTION OF GOODWILL OR LOSS TO REPUTATION ARISING FROM THE PERFORMANCE OF THIS AGREEMENT, FROM ANY BREACH OF THIS AGREEMENT, OR FROM ANY OTHER CAUSE WHATSOEVER. THE EXCLUSIVE REMEDY OF THE BUYER FOR ANY AND ALL LOSSES, INJURIES OR DAMAGES, WHETHER IN CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE SHALL NOT EXCEED THE PURCHASE PRICE PAID, WHICHEVER IS GREATER. THE LIMITATIONS SET FORTH IN THIS AGREEMENT REGARDING THE LIABILITY OF WAYNES SHALL BE VALID AND ENFORCEABLE NOTWITHSTANDING A FAILURE OF ESSENTIAL PURPOSE OF THE LIMITED REMEDIES SPECIFIED ABOVE. LIABILITY OF WAYNES IS LIMITED TO THE LIFE OF AGREEMENT AND ANY RENEWAL THEREOF.

No agents of Waynes are authorized to make warranties beyond those contained herein or to modify the warranties contained herein. Except as to those limitations of liability, no persons other than the contracting party shall be deemed to be third party beneficiaries of this Agreement.

Insurance

Waynes shall maintain general liability insurance, automobile liability insurance, and Worker’s Compensation insurance. Purchaser shall maintain all risk extended property damage coverage for Purchaser’s personal and real property, including materials for performance of this Agreement. Purchaser’s policy shall include coverage for fire, natural disaster, Acts of God, and other casualty, physical loss or damage, theft, vandalism. Purchaser shall not make a claim against Waynes for a loss, damage, liability, or cost which is covered by said insurance. Certificates of insurance will be provided upon request.

Entire Agreement and Alteration

This Agreement and any attached graph constitute the parties’ complete Agreement and it may not be altered, oral or otherwise, without prior written and signed authorized consent of both parties. However, if a signed Proposal is submitted with this Service Agreement, it shall become an integral part of this Service Agreement. If any part of this Agreement is held to be invalid or unenforceable, the remaining Terms and Conditions shall remain in full force and effect.

Choice of Law

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Purchaser Initials





HOSPITALITY  
PRECISION  
PROTECTION™



Prepared For  
**Grand Panama Beach Resort**  
July 29, 2025

Steven Craig  
Orkin Commercial Services  
**Phone:** (850) 381-7415  
**Email:** Steven.craig1@orkin.com

This report is limited to a visual inspection of the structure. There may be hidden infestations and/or areas of access that are not evident from a visual inspection. The purpose of this report is to document areas of concern from the interior and exterior inspection. Specifically: 1.) visible evidence of pest infection or damage; 2.) visible conditions conducive to infestations; 3.) visible areas of potential pest access to the structure.



# CUSTOMER INFORMATION

## BUSINESS INFORMATION

Grand Panama Beach Resort			
Business Name		Facility or Store Number (if applicable)	
11807 Front Beach Road	Panama City Beach	FL	32407
Service Address	City	State	Zip
Lindsay Williams	(770) 283-7204		
Service Contact Name	Business Phone Number	Extension	
lindsay.williams@fsresidential.com			
Service Contact Email			
Hotels/Motels/Casinos			
Type of Business			

## BILLING INFORMATION

11807 Front Beach Road		Panama City Beach		FL	32407
Billing Address		City		State	Zip
Lindsay Williams	(770) 283-7204				
Billing Contact Name	Business Phone Number	Extension			
lindsay.williams@fsresidential.com					
Billing Contact Email					
Notes					

Founded in 1901, Atlanta-based Orkin, LLC serves more than 1.7 million clients through more than 400 locations across the world. We'd like to put our century of pest research and real-world results to work for you. Our goal is to get to know your property inside and out, customize an Integrated Pest Management (IPM) program to fit your needs, and integrate seamlessly into your team – so you can breathe easier when it comes to pest control.



## WHY CHOOSE ORKIN AS YOUR PARTNER?

Our Commercial Pros have extensive experience and receive world-class training so they understand the unique challenges you face.

- ◆ **National expertise** – We partner with you and provide unrivalled access to our national expertise and resources to help solve pest problems.
- ◆ **Rapid, effective response** – Because pest problems can occur at any time, we provide fast, reliable and high-quality service to help ensure your establishment is protected.
- ◆ **Breadth and depth of experience** – Our commitment and consistent nationwide service mean we deliver outstanding results, no matter where you are.
- ◆ **Security** – Orkin is bonded, and our Commercial Pros are screened and randomly drug tested to allay security concerns.

## OUR A.I.M.® APPROACH TO PEST PREVENTION

### Environmental Commitment

Effective pest management is a process, not a one-time event. Through our IPM approach, which we call A.I.M., we identify the best program for your needs based on scientific research and custom solutions. Our methods combine a collaborative and ongoing cycle of three critical activities, so you can rest assured that your business is getting maximum protection with minimum exposure.



#### Assess

First we inspect, identify and evaluate all the underlying reasons pests infest your establishment.



#### Implement

Your Orkin Commercial Pro continually works with you to develop customized solutions that suit your establishment's unique needs.



#### Monitor

Year-round monitoring, documentation, and communication help ensure the ongoing effectiveness of your service.

## HOSPITALITY PRECISION PROTECTION®

Orkin services thousands of hospitality establishments across North America, so we understand the unique pest control challenges you face. With Hospitality Precision Protection, you get experience, knowledge, training and a reputation of success – all cultivated through a scientific approach.

**Discreet service visits** – We schedule our service calls around your business hours to remain as invisible as possible to your guests.

**Rapid, effective response** – Because pest problems can occur at any time, we provide fast, reliable and high-quality service to help you ensure a positive experience for your guests.

**Staff training** – We can share our award-winning training expertise with you and your staff through free training materials and free in-person training sessions upon request.

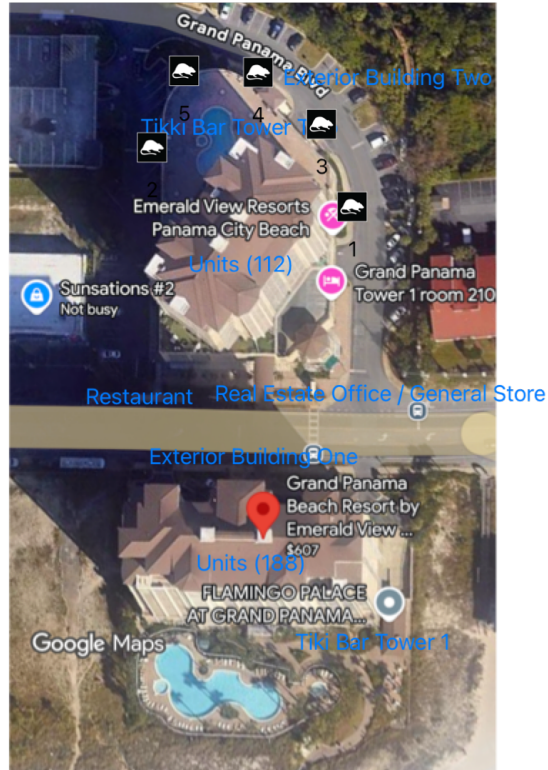


**Business Name:** Grand Panama Beach Resort

**Service Address:** 11807 Front Beach Road Panama City Beach, FL 32407

**Account Manager:** Steven Craig

**Date:** July 29, 2025



Icon indicates general area and is not precise.  
Insect evidence and conditions may be widespread.

Bait Station Count: 5	Restroom Care Count: 0
Tin Cat Count: 0	Actizyme Dispenser Count: 0
Pest Monitor Count: 0	Actizyme Odor Control: 0
Fly Light Count: 0	Pheromone Trap Count: 0
Door Sweep Count: 0	Glue Trap Count: 0
Air Curtain Count: 0	AirSpa/AirRemedy Count: 0
Mouse Snap Trap Count: 0	Rat Snap Trap Count: 0
Orkin Eclipse Count: 0	Gateway Count: 0
Bird Control Count: 0	Fly Bait Station Count: 0
Green Drain Count: 0	Vital Clean Count: 0
Wild Life Trap Count: 0	



**Bait Station**





# SCOPE OF SERVICE

## Grand Panama Beach Resort

### SERVICE AREA: EXTERIOR BUILDING ONE

#### Monthly

- ◆ Inspection of all exterior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in exterior areas.

### SERVICE AREA: EXTERIOR BUILDING TWO

- ◆ Inspection and maintenance of all exterior rodent devices.
- ◆ Crawling insect treatment in response to pest activity in exterior areas.

#### One-Time

- ◆ Installation of rodent devices in necessary exterior areas.

### SERVICE AREA: REAL ESTATE OFFICE / GENERAL STORE

#### Monthly

- ◆ Inspection of all interior areas for pest activity and/or conditions conducive for pests.
- ◆ Inspection of all exterior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in interior areas.
- ◆ Crawling insect treatment in response to pest activity in exterior areas.

### SERVICE AREA: RESTAURANT

- ◆ Inspection of all interior areas for pest activity and/or conditions conducive for pests.
- ◆ Inspection of all exterior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in interior areas.
- ◆ Crawling insect treatment in response to pest activity in exterior areas.

### SERVICE AREA: TIKI BAR TOWER 1

- ◆ Inspection of all interior areas for pest activity and/or conditions conducive for pests.
- ◆ Inspection of all exterior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in interior areas.
- ◆ Crawling insect treatment in response to pest activity in exterior areas.

NOTE: Unless specified elsewhere in this scope of service, only the following pests are covered under this proposal: Cockroaches, Mice, Rats, Common Ants (excluding Carpenter, Pharaoh and Fire Ants), Spiders (excluding Brown Recluse Spiders), Pill Bugs, Centipedes, and Millipedes. A separate proposal is required for pests such as Bed Bugs, Bat Bugs, Mosquitoes, Termites, and other wood destroying organisms.



# SCOPE OF SERVICE

Grand Panama Beach Resort

## SERVICE AREA: TIKKI BAR TOWER TWO

- ◆ Inspection of all interior areas for pest activity and/or conditions conducive for pests.
- ◆ Inspection of all exterior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in interior areas.
- ◆ Crawling insect treatment in response to pest activity in exterior areas.

## SERVICE AREA: UNITS (112)

### Weekly (W - 52)

- ◆ Inspection of all interior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in interior areas.

## SERVICE AREA: UNITS (188)

- ◆ Inspection of all interior areas for pest activity and/or conditions conducive for pests.
- ◆ Crawling insect treatment in response to pest activity in interior areas.

NOTE: Unless specified elsewhere in this scope of service, only the following pests are covered under this proposal: Cockroaches, Mice, Rats, Common Ants (excluding Carpenter, Pharaoh and Fire Ants), Spiders (excluding Brown Recluse Spiders), Pill Bugs, Centipedes, and Millipedes. A separate proposal is required for pests such as Bed Bugs, Bat Bugs, Mosquitoes, Termites, and other wood destroying organisms.



# INITIAL INSPECTION OBSERVATIONS

Grand Panama Beach Resort

A handwritten signature in black ink, appearing to read "M. V. Smith", is written on a light gray rectangular background.

Customer Signature

*Customer signature is simply acknowledgement of receipt of the Orkin Inspection Report to which the signature is affixed. The Orkin Inspection Report may contain matters that the customer will need to address should the customer decide to receive services from Orkin. The customer's signature is NOT a commitment to scheduling Orkin services. A separate agreement is required for these services.*



# QUALITY ASSURANCE & OTHER SERVICES

## QUALITY ASSURANCE

We back Precision Protection™ with Orkin's Quality Assurance program (featured in the American Society for Quality's Quality Progress magazine), which assures your pest management service meets Orkin's high quality standards – and your own.

## 60-DAY FOLLOW-UP INSPECTION

A follow-up visit by your Orkin Account Manager will be scheduled within 60 days of your initial service to review your IPM program. All findings will be documented and discussed with your designated facility representative.

## ISO 9001: 2015 CERTIFIED CORPORATE COMPLIANCE AUDITS

Orkin employs a National Quality Systems Team, which utilizes an ISO 9001:2015 certified audit process to ensure proper documented procedures are followed. Close monitoring by the ISO Certification Process reinforces Orkin's documented quality management processes and strict regulatory compliance.

## ADDITIONAL SERVICES

We would be happy to submit a proposal for any of the additional services below, upon your request.

- ◆ Bed bug control
- ◆ Bird control (baiting, netting, exclusion)
- ◆ Fly control (service, fly light rental)
- ◆ Orkin Actizyme® Floor and Drain Cleaner
- ◆ Termite control
- ◆ Orkin Actizyme® Odor Neutralizer
- ◆ Wildlife control (groundhogs, skunks, etc.)
- ◆ Mosquito control

A separate service agreement would be required for the above additional pests and services.



## **1 2X24 RESPONSE GUARANTEE**

When you see a pest, you need service right away – 365 days a year. Orkin makes it easy with a direct priority line to our national customer service department and to your local branch. We'll respond to your request within 2 hours and if needed have someone on-site at your facility within 24 hours – guaranteed.

## **2 REIMBURSEMENT GUARANTEE\***

Should your establishment be fined by a regulatory agency due solely to a pest infestation, Orkin will reimburse you for the amount of those fines that are paid.\*

As a Hospitality Precision Protection™ customer, should you see a roach, rat, or mouse in your establishment after 60 days of service, Orkin will:

- ◆ Repay, either you or the customers as appropriate, the reasonable charges incurred by the customer at time of sighting.
- ◆ Invite the customer back as Orkin's guest for a meal, as appropriate.

## **3 360° SATISFACTION GUARANTEE**

With Orkin, your satisfaction is guaranteed on all sides with three unique 60-day guarantees.

- ◆ 60 days complimentary service if you're not satisfied with the way we begin our service – After you choose Orkin, we provide a 60-day guarantee of our service. If you're not satisfied after the first 60 days, we reimburse you in full.
- ◆ 60 days complimentary service if you're not satisfied at any time thereafter – At any time, if you are not completely satisfied with results of your regularly scheduled service, Orkin will provide complimentary service for up to 60 days until you're satisfied.
- ◆ 60 days complimentary service by another provider if you're still not satisfied –

\* Your account must be current, under contract for over 60 days, and your business must be compliant with sanitation and structural requests as noted on Orkin service reports.

^ Payment to other provider due to unsatisfactory pest control shall not exceed Orkin's established rates for like service protocol.



# INVESTMENT SUMMARY

Grand Panama Beach Resort

## PROPOSAL #1

### SERVICE DESCRIPTION

- Weekly general pest control for interior and exterior of towers one and two
- Interior general pest control for all units on a quarterly rotation (23 units per service) and call backs for up to 5 units
- Installation and monthly monitoring of 5 exterior rodent control devices on the north side of tower 2
- Monthly general pest control for common areas (Lobby, Restrooms, Business Office, Real Estate Office, General Store, Restaurant, Tiki Bars and exterior)
  - Week 1 Exterior of Tower 2 and Tiki Bar
  - Week 2: Lobby, Restrooms, Business Office
  - Week 3: Real Estate office, General Store and Restaurant
  - Week 4: Exterior of Tower 1 and Tiki Bar
  - Week 5: Up to 5 additional call backs for units

### PEST CONTROL SERVICE

TYPE	FREQUENCY
Standard	Weekly (W - 52)

### EQUIPMENT

TYPE	FREQUENCY	COUNT
Bait Stations	Monthly (M)	5





# INVESTMENT SUMMARY

Grand Panama Beach Resort

## PROPOSAL #1 CONTINUED

### INVESTMENT \*\*

Total Initial Month .....	\$726.00
Per Service Visit .....	\$251.00
Annual .....	\$13,527.00

*\*\* Quote excludes tax and replacement cost of pest control equipment*



## GRAND PANAMA BEACH RESORT OWNERS' ASSOCIATION, INC.

### BOARD RESOLUTION AUTHORIZING RESPONSE TO RECORDS REQUEST

WHEREAS, a member of the Board of Directors of Grand Panama Beach Resort Owners Association, Inc. (the "Association") has submitted a formal request for records related to the Association's Hurricane Michael insurance claim, specifically requesting the following documents:

- Emails
- Check Stubs
- Insurance Claim
- Estimates
- Reports
- All documentation included in the settlement that was paid;

WHEREAS, the Board of Directors has reviewed the request and determined that it is appropriate and in the best interest of the Association to authorize the release of the requested records;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes Lindsay Williams, Manager, On-Site Property, to compile and provide the requested documents to the requesting board member in accordance with applicable laws and the Association's governing documents;

FURTHER RESOLVED, that this resolution shall be provided to Mr. Michael J. Higer as confirmation of the Board's authorization of both the request and the Association's response.

IN WITNESS WHEREOF, the undersigned, being all the members of the Board of Directors of Grand Panama Beach Resort Owners Association, Inc., have executed this resolution as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Louis Coleman // Signed \_\_\_\_\_

James Eagleson // Signed \_\_\_\_\_

Henry Caudill // Signed \_\_\_\_\_

Charles Knoll // Signed \_\_\_\_\_

William Kibble // Signed \_\_\_\_\_

Brenda Roberts // Signed \_\_\_\_\_



**From** | **Hiller Freeport**  
60 Bulldog Rd  
Freeport FL 32439  
(850) 659-7555  
hillerfire.com  
EXT: FED20-000015; SYS:  
FED20-000021;  
AL:EF20000477  
Cont II: FPC16-000131; Cont III:  
FPC12-000125

**Quote No.** | **2122972**  
Type | Inspection  
Prepared By | Brad Willnecker  
Created On | 07/17/2025  
Valid Until | 07/31/2025

**Quote For** | **GRAND PANAMA BEACH  
RESORT**  
GRAND PANAMA TOWER 1  
11807 FRONT BEACH ROAD  
PANAMA CITY BEACH FL  
32407-0631  
8502493521

## Description of Work

Hey Lindsay,

Please find the following Fire Inspection Agreement Renewal for Grand Panama Tower 1. I have added the Private Hydrants into your fire protection schedule due to the Fire Department putting this on the radar for your Fire Protection Equipment Inspections. Again, this is the renewal agreement of the inspection agreement that is terming out July 2025.

---

## HILLER FIRE & LIFE SAFETY INSPECTION AGREEMENT RENEWAL

### OUR SERVICES

Hiller will perform the testing and/or visual inspection of the system(s) below, using NFPA recommended frequencies and methods. Work to be performed during normal business hours (Monday - Friday, 7:00 AM - 4:00 PM). The customer shall provide an escort for full access to all areas/devices. If testing cannot be completed due to access restrictions during the scheduled service, additional fees shall apply. The customer will provide Hiller with a device points list and previous inspection reports.

### SCOPE OF WORK

System	Quantity	Frequency	Due (Month/Year)
Fire Alarm	1	Annual	Sept 2025
Sprinkler Annual	1	Annual	Sept 2025
Sprinkler Quarterly	2	Quarterly	Dec 2025 - June 2026
Sprinkler Semi Annual	1	Semi Annual	March 2026
Backflows	3	Annual	Sept 2025
Fire Pump	1	Annual	Sept 2025
Fire Extinguishers	85	Annual	July 2025
Private Fire Hydrants	4	Annual	September 2025

1. AHJ COMPLIANCE ENGINE BY BRYCERS FEES AND ONLINE DOCUMENT SUBMITAL MANAGEMENT

2. ANNUAL SPRINKLER SYSTEM INSPECTION

**\*\*PLEASE NOTE: If access to a residential unit is required to inspect sprinkler heads, a site representative (Maintenance**

*and/or Management) must be in the unit while the inspection is taking place. If a representative cannot be provided during the scheduled time to escort our technician, the technician has been instructed by Hiller to mark the unit as not inspected and will require a return trip which will be billed in addition to the quoted inspection price on a time and material basis.*

### 3. ANNUAL BACKFLOW INSPECTION

***\*\*PLEASE NOTE: Due to OSHA Safety Requirements, devices located in Pits are required to have 2 technicians. If a Backflow device is found to be in a Pit, additional charges will apply for a second technician.***

### 4. ANNUAL FIRE EXTINGUISHER INSPECTION

***\*\* Excludes: New equipment, repairs, spares, extinguisher breakdowns, and hydro tests.***

### 5. SEMI-ANNUAL KITCHEN HOOD SYSTEM INSPECTION

***\*\*Unless otherwise noted, any additional parts such as fusible links, actuation cartridges, blow-off caps, and nozzle exchanges/replacements will be charged in addition to this agreement.***

### 6. SEMI-ANNUAL CLEAN AGENT SUPPRESSION SYSTEM INSPECTION

***\*\*PLEASE NOTE: Computer/Server Room Inspection, Test, and Maintenance Exclusion: Hiller is not responsible for any damage to computers/servers caused by sound and frequency to hard disc drives or solid-state drives, due to discharge of the installed system.***

---

Additional Services customer has declined and are EXCLUDED, but are required by fire code, and Hiller can provide upon request:

- ...

---

## ASSUMPTIONS, CLARIFICATIONS AND CUSTOMER SPECIAL PROVISIONS

- Due to potential changes in tariffs and trade regulations, the cost of materials we use in our products may increase. If tariffs or additional trade costs are imposed on our materials, we may find it necessary to adjust our pricing accordingly. This adjustment is essential for Hiller to continue delivering the superior quality and service you expect from us.

---

## EXCLUSIONS

- AHJ / Compliance Engine by Brycer fees and online document submittal management unless listed in the scope of work.
- Any fee(s) associated with a billing portal to upload invoices will be added to the invoice.
- Price does not include labor and/or material for repairs, re-test fees, or troubleshooting.
- Due to safety requirements, interface devices that are not serviced by Hiller will not be tested without the service provider present (i.e.: fire doors, elevator and elevator shaft, sprinkler devices, hood suppression, etc.).
- Customer and/or Engineering staff to assist with auxiliary function testing and resetting of equipment (elevators, HVAC/mechanical equipment, power, etc.).
- Due to safety requirements, devices in the elevator & elevator shaft will not be tested unless a qualified elevator technician is on hand to lock out the elevator equipment. Return trips to test elevators not tested during the scheduled test date will be billed in addition to any quoted inspection price.
- Due to OSHA Safety Requirements, devices located in Pits are required to have 2 technicians. If a Backflow device is found to be in a Pit, additional charges will apply for a second technician.
- Special Access equipment: Ladders over 6, lift rentals, etc. are not included unless listed in the scope of work.
- Full access to all areas is to be provided by the facility's staff.
- A facility representative must be present with Hiller technicians when entering a residential space for fire/life safety testing only.
- Scope of work and pricing is based on device counts provided to Hiller via a previous test report or point list. Any additional devices found during the inspection will be subsequent to a change order.
- Prevailing wage, special wage, and/or certified payroll is excluded. Billing programs, special reporting systems, and/or any additional insurance beyond our standard coverage are excluded.
- If a purchase order is required, the customer is responsible for providing a purchase order prior to work being performed. Hiller reserves the right to withhold services and/or the final inspection report should a purchase order not be provided when required.
- Pricing does not include sales, use, excise, or similar taxes or duties. Buyer shall pay these taxes directly if the law permits or will reimburse Seller if Seller is required to pay them. The buyer will provide tax exemption certificates or evidence of tax payment before work begins to be applicable.

---

## SERVICE AGREEMENT CONTRACT SERVICE RATES

**Contract Customer's Labor Rates**

Hiller has an official Service Labor Rate Schedule. Service calls will be charged at the current published rate made available at the time of service. Service Labor Rate Schedule is subject to change at any time.

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**SERVICE TEAM**

A significant benefit of your Service Agreement derives from having the trained building service personnel of Hiller familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

---

**STANDBY TIME:** Should our technician(s) be detained due to the effects of other trades and/or customers, this proposal will be subject to additional billing hours at Time & Material rates per hour. These hours will be added to your final invoicing.

**CANCELLATION POLICY:** Should customers cancel appt 48 hrs. or less before the confirmed appointment, Hiller reserves the right to charge customers 2 hrs. of labor per tech for cancellation, plus a service charge. These hours will be billed at the time of cancelation.

**NO SHOW POLICY:** Should a customer fail to show for a confirmed appointment, Hiller reserves the right to charge the customer 2 hrs. of labor per tech, plus a service charge. These hours will be billed at the time of scheduled appointment.

---

**AGREEMENT TERMS**

Period of Agreement: One year from approval

*Sales Tax, if applicable, is NOT included in the above price(s). Applicable sales taxes will be calculated based on local requirements at the time of invoicing. The pricing quoted in this Proposal is firm for 30 days.*

**We appreciate the opportunity to provide the professional fire protection products and services your company demands and trusts.**

Due to global conditions, temporary delays in delivery, labor, or services from Hiller and its sub-suppliers or subcontractors may occur. Among other factors, Hiller delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors. Hiller reserves the right to make partial deliveries or modify its labor or services. While Hiller shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

---

**Services to be completed**

**Fire Protection**

Fire Protection Inspection Agreement Renewal Agreement Tower 1. Previous contract schedule dates to stay the same.

Parts, Labor, and Items	Quantity
INSPECTION FIRE ALARM SYSTEM ANNUAL	1
FIRE ALARM SERVICE CHARGE T-EXEMPT	1
INSPECTION SPRINKLER SYSTEM ANNUAL T-EXEMPT	1
INSPECTION SPRINKLER SYSTEM SEMI-ANNUAL T-EXEMPT	1
INSPECTION SPRINKLER SYSTEM QUARTERLY T-EXEMPT	2
INSPECTION FIRE PUMP ANNUAL	1
INSPECTION OF BACKFLOW PREVENTOR	1
INSPECTION ADDITIONAL BACKFLOW PREVENTOR BYPASS; ANNUAL	1
INSPECTION ADDITIONAL BACKFLOW PREVENTOR DOMESTIC; ANNUAL	1
FIRE SPRINKLER SERVICE CHARGE T-EXEMPT	4
INSPECTION FIRE EXTINGUISHER ANNUAL	85
FIRE EXTINGUISHER SERVICE CHARGE T-EXEMPT	1

Parts, Labor, and Items	Quantity
HYDRANT TEST ANNUAL	2
SUBTOTAL	\$7,154.25
TAX @ 7.0%	\$242.15
GRAND TOTAL	\$7,396.40

Terms and Conditions

Approval indicates acceptance of Hiller's Terms and Conditions found here [<https://hillerfire.com/terms-and-conditions-inspections-1/>](<https://hillerfire.com/terms-and-conditions-inspections-1/>) "https://hillerfire.com/terms-and-conditions-inspections-1/"

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

Hiller Freeport  
60 Bulldog Rd  
Freeport FL 32439  
(850) 659-7555  
hillerfire.com  
EXT: FED20-000015; SYS:  
FED20-000021;  
AL:EF20000477  
Cont II: FPC16-000131; Cont III:  
FPC12-000125

Quote No.

2122974

Type

Inspection

Prepared By

Brad Willnecker

Created On

07/17/2025

Valid Until

07/31/2025

Quote For

GRAND PANAMA BEACH  
RESORT  
GRAND PANAMA TOWER 2  
11800 FRONT BEACH ROAD  
PANAMA CITY BEACH FL  
32407-0600  
850-249-3521

Description of Work

Hey Lindsay,

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---

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---

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---

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- Prevailing wage, special wage, and/or certified payroll is excluded. Billing programs, special reporting systems, and/or any additional insurance beyond our standard coverage are excluded.
- If a purchase order is required, the customer is responsible for providing a purchase order prior to work being performed. Hiller reserves the right to withhold services and/or the final inspection report should a purchase order not be provided when required.
- Pricing does not include sales, use, excise, or similar taxes or duties. Buyer shall pay these taxes directly if the law permits or will reimburse Seller if Seller is required to pay them. The buyer will provide tax exemption certificates or evidence of tax payment before work begins to be applicable.

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## SERVICE AGREEMENT CONTRACT SERVICE RATES

### Contract Customer's Labor Rates

Hiller has an official Service Labor Rate Schedule. Service calls will be charged at the current published rate made available at the time of service. Service Labor Rate Schedule is subject to change at any time.

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## SERVICE TEAM

A significant benefit of your Service Agreement derives from having the trained building service personnel of Hiller familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

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**STANDBY TIME:** Should our technician(s) be detained due to the effects of other trades and/or customers, this proposal will be subject to additional billing hours at Time & Material rates per hour. These hours will be added to your final invoicing.

**CANCELLATION POLICY:** Should customers cancel appt 48 hrs. or less before the confirmed appointment, Hiller reserves the right to charge customers 2 hrs. of labor per tech for cancellation, plus a service charge. These hours will be billed at the time of cancelation.

**NO SHOW POLICY:** Should a customer fail to show for a confirmed appointment, Hiller reserves the right to charge the customer 2 hrs. of labor per tech, plus a service charge. These hours will be billed at the time of scheduled appointment.

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## AGREEMENT TERMS

Period of Agreement: One year from approval

*Sales Tax, if applicable, is NOT included in the above price(s). Applicable sales taxes will be calculated based on local requirements at the time of invoicing. The pricing quoted in this Proposal is firm for 30 days.*

**We appreciate the opportunity to provide the professional fire protection products and services your company demands and trusts.**

Due to global conditions, temporary delays in delivery, labor, or services from Hiller and its sub-suppliers or subcontractors may occur. Among other factors, Hiller delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors. Hiller reserves the right to make partial deliveries or modify its labor or services. While Hiller shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

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## Services to be completed

### Fire Protection

Fire Protection Inspection Agreement Renewal Tower 2 Previous contract schedule dates to stay the same on the renewed contract.

Parts, Labor, and Items	Quantity
INSPECTION ADDITIONAL FIRE ALARM DEVICE; ANNUAL	1
FIRE ALARM SERVICE CHARGE T-EXEMPT	1
INSPECTION SPRINKLER SYSTEM ANNUAL T-EXEMPT	1
INSPECTION SPRINKLER SYSTEM QUARTERLY T-EXEMPT	2
INSPECTION SPRINKLER SYSTEM SEMI-ANNUAL T-EXEMPT	1
INSPECTION OF BACKFLOW PREVENTOR	1
INSPECTION ADDITIONAL BACKFLOW PREVENTOR BYPASS; ANNUAL	1
INSPECTION ADDITIONAL BACKFLOW PREVENTOR DOMESTIC; ANNUAL	1
INSPECTION FIRE PUMP ANNUAL	1
HYDRANT TEST ANNUAL	2
FIRE SPRINKLER SERVICE CHARGE T-EXEMPT	4

Parts, Labor, and Items	Quantity
INSPECTION FIRE EXTINGUISHER ANNUAL	80
FIRE EXTINGUISHER SERVICE CHARGE T-EXEMPT	1
SUBTOTAL	\$7,118.01
TAX @ 7.0%	\$239.57
<b>GRAND TOTAL</b>	<b>\$7,357.58</b>

Terms and Conditions

Approval indicates acceptance of Hiller’s Terms and Conditions found here [<https://hillerfire.com/terms-and-conditions-inspections-1/>](<https://hillerfire.com/terms-and-conditions-inspections-1/>) "https://hillerfire.com/terms-and-conditions-inspections-1/")

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: \_\_\_\_\_



*Servicing offices  
Nationwide, from  
coast to coast*



# Project Proposal

building enclosure  
consulting services



## GRAND PANAMA - DOC DEV/ CA

Project Address

11807 Front Beach Rd,  
Panama City Beach, FL 32407

Date Submitted:

July 25, 2025

Proposed by:

Max Saeman

# MEET THE TEAM

Prepared for:  
Grand Panama Beach Resort Owners Association  
via  
**FirstService Residential**  
185 Grand Boulevard  
Miramar Beach, Florida 32550  
**Lindsay Williams** - Community Association Manager  
lindsay.williams@fsresidential.com - (850) 622-6222

Hello Lindsay:

Please accept this as **BECI's** proposal, and response to your request for Building Enclosure Consulting Services. We have put together this proposal understanding your current challenges. Thank you for the opportunity to provide a proposal for your project.

**BECI** is looking forward to becoming your Building Enclosure Service provider for this project and we are prepared to schedule our services after receiving an executed Agreement or Notice to Proceed. To expedite this process, we have provided our standard General Terms and Conditions as an attachment to your proposal package, along with other key information about **BECI**. Should you prefer to utilize a different agreement form, please email it over so we can start our review.

We truly appreciate this opportunity. Should you have any questions concerning the information contained within this proposal package, please contact me anytime at (201) 913-6505 or msaeman@be-ci.com.

Respectfully Submitted,

**BECI-Florida, LLC.**

**Max Saeman**  
Business Development Consultant



**Max Saeman, MBA**  
*Business Development  
Consultant*



**Chase McInnis, RRO,  
REWO**  
*Branch Manager*



**Gordon Porter, REWO, FAA  
sUAS**  
*Senior Project Manager I*



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# WHAT TO EXPECT

## A SENSIBLE APPROACH

BECI offers building enclosure consulting services that ensure that all six sides of your building are protected from water intrusion. We leverage our extensive experience to assist our clients in achieving their objectives. Everything we do is guided by our four Core Values (People, Knowledge, Service, Balance). This lets us build lasting relationships with our clients and employees.

### 01 CONNECT

Connect with someone from our talented sales team. At BECI, we put people first to give you a thoughtful and detailed explanation of what we offer to add value to your project.

### 02 PLAN

BECI will collaborate with you to find the best solutions for your building enclosure challenges, ensuring our services align with your project and budget. We're excited to partner with you for efficient resource use.

### 03 EXECUTE

Once the plan is set, we pride ourselves on execution. Our team provides world-class work ethic, knowledge, and experience to guarantee our unmatched responsiveness.

## SUMMARY OF SERVICES

Here is the list of services we intend to use to solve your challenges:

- Restoration Document Development
- Pre-Construction Services
- Construction Inspection
- Contract Administration
- Post Construction Services



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# OUR SERVICES

## DOCUMENT DEVELOPMENT

1. Prior to preparing the bidding documents, BECI will review any available construction drawings and meet with the Client to discuss the history of the property, their goals and budget expectations. Based upon the Client's goals, BECI will develop Bidding Documents for the following anticipated scope items:
  - A. **Column Restoration**
    1. Removal of the stucco cladding at the columns on the South Elevation of the North and South Towers down to the existing framing
    2. Removal and replacement of deteriorated light gauge metal framing, as necessary
    3. Installation of new glass faced exterior grade gypsum sheathing at the column conditions
    4. Installation of a new drainable stucco system at the column conditions
  - B. **Skybridge Restoration**
    1. Rust removal and preparation of all corroded steel framing members, columns, decking, and steel brackets
    2. Application of new high performance marine grade coating to all steel components
    3. Concrete and waterproofing repairs at the wall and parking garage adjacent the skybridge
    4. Removal of the existing head wall flashings
    5. Integration of the roofing underlayment to the waterproofing at the vertical walls
    6. Installation of new head flashings
2. The Bidding Documents will include all Bidding Requirements, Scope of Work, Construction Drawings and Details, as required, and an Administrative Section that will cover the General Contract, General Conditions, and special condition sections for all the Client's requirements. Above enumerated components shall be considered the Project Manual for the restoration.
3. BECI will recommend inviting at least three (3) licensed **Florida** General Contractors, who have previously completed similar projects (subject to the Client's approval). All contractors invited to bid the project will be required to submit an AIA A-305 Contractor's Qualification Form, prior to attending the Pre-Bid Meeting.
4. Once the Bid Documents are approximately 90% complete, BECI will submit the documents to the Client for review and final approval of the specified scope of work. Once the bid documents are approved by the Client, in writing, BECI will coordinate and conduct a Pre-Bid Conference on-site and with the Client's Representative(s) and bidding Contractors (subject to the Client's approval). Minutes of this meeting will be taken, documented, and become part of the Contract Documents. BECI will answer questions from the contractors (RFI's), tabulate all bids and prepare a spreadsheet showing the base bid(s), alternates, and unit costs in a comparative format. We will also provide the Client our estimate of unit cost usage and contingency costs that should be included in the final budget. We will also consult with the Client and incorporate in the bid documents all time limits for construction activity, agreed upon changes in scope, finalized alternates, as well as a proposed penalty clause, if applicable, to be part of the contract



## CONTRACT ADMINISTRATION:

### 1. Pre- Construction Services:

- A. BECI will prepare an AIA Contract Agreement between the Client and approved Contractor, incorporating all the Construction Documents prepared by BECI. We recommend an attorney review all contracts, prior to executing.
- B. BECI will review Contractor's Commencement Data, as it relates to Schedules, Submittals, Shop Drawings, and Insurance Certificates. Once all these documents have been submitted and reviewed, BECI will schedule a Pre-Construction Conference with the approved Contractor and Client.
- C. BECI will conduct a Pre-Construction Conference with the approved Contractor, Sub-Contractors, Material Manufacturer Representatives, and Client. Minutes of this meeting will be recorded, transmitted, and become part of the Contract Documents. Topics to be discussed during, the course of this meeting shall include, but are not limited to the following:
  - 1. Review of executed Contracts, Bonds, Schedule of Values and Scope of Work.
  - 2. Establish proper chain of command protocols, work hours, staging areas, and inspection procedures.
  - 3. Establish time for progress meetings and location.
  - 4. Safety issues.

### 2. Contract Administration:

- A. BECI will conduct bi-weekly Job Progress Meetings with the approved Contractor, Sub-Contractors, Material Manufacturer Representatives, and Board Representative(s). Topics to be discussed during, the course of this meeting shall include, but are not limited to the following:
  - 1. Safety
  - 2. Review of executed work and 2-week look ahead.
  - 3. Review of Contractor's Schedules and additional Submittals and/or Shop Drawings.
  - 4. Review Consultant's previous Quality Assurance site observations.
  - 5. Review Construction Directives, Pay Applications, and any proposed Change Orders.
  - 6. Q & A.
  - 7. Minutes of this meeting will be recorded, transmitted, and become part of the Contract Documents. All submittals will be reviewed for compliance with Industry Standards and the Contract Documents.
- B. BECI will conduct periodic observations on a weekly basis of the work in progress, to determine if the work observed is in, compliance with the Contract Documents. Observation reports will be developed and shall include, but not be limited to the following information:
  - 1. Date of the inspection.
  - 2. Areas of work performed in compliance and items of work performed not in compliance with the Contract Documents.
  - 3. Weather conditions and 24-Hour forecast.
  - 4. Notification of individuals' onsite, such as material representatives or building inspector.
  - 5. Problems and Resolution section for future matters.
  - 6. Photograph documentation of typical areas observed.

C. BECI will review each of the Contractors Application and Certificate for Payment (Payment Applications), lien releases, as well as any accompanying change order documents. Each application will be reviewed for accuracy and compliance with the terms of the Contract and then provide these documents to the Owner with a recommended course of action.

**3. Post-Construction Services:**

- A. BECI, along with Owner's Representative, will perform one (1) contract compliance punch list at the substantial completion period inclusive of Field Report.
- B. BECI will issue an AIA G704-Certificate of Substantial Completion, along with other associated AIA Close-Out Documents upon completion of the project.
- C. BECI will review of all written warranties and collect all project closeout documents from the Contractor, prior to final payment.
- D. Upon completion of the project, BECI shall provide the Client with an electronic set of As Built Restoration Documents.

# YOUR INVESTMENT

Description	Price	Qty	Subtotal
<b>Document Development **</b> As outlined in <a href="#">Document Development</a> scope			\$24,500
<b>Contract Administration **</b> As outlined in <a href="#">Contract Administration</a> scope and includes services listed below:			
<b>Pre-Construction</b> As outlined in <a href="#">Pre-Construction</a> scope.			\$7,500
<b>Contract Administration</b> As outlined in <a href="#">Contract Administration</a> scope. Note: Contract Administration Services are billed at a Weekly Rate for an estimated 16-Week Project Duration. Project duration may differ upon receipt of bids from Contractors. If additional site visits are required, BECI shall request written approval from the client prior to exceeding enumerated site visits at the weekly rate provided herein.	\$2,025	16	\$32,400
<b>Post Construction</b> As outlined in <a href="#">Post Construction</a> scope.			\$8,000
<b>Contract Administration Subtotal</b>			\$47,900
* - Plus Expenses ** - Expenses Included			
<b>Total</b>			<b>\$72,400</b>

**Please Note:**

We understand that the Total Lump Sum Contract Fee is for budgetary purposes only and the fee for actual services provided may vary due to an increase or decrease in the quantity of services requested.





# CLIENT INFORMATION

Invoicing will be submitted on a monthly basis and payable within thirty (30) days of the invoice date. Overdue invoices are subject to 1.5% interest per month, plus any customary and reasonable Attorney's Fees and Collection Costs. Payments shall be delivered to:

**Dept # 6547**  
**BECI-Corporate, Inc.**  
P.O. Box 11407  
Birmingham, AL 35246-6547

Invoice Delivery Method (Select ONE Method)	
<input type="checkbox"/> Email Address:	<div>Email Address</div>
<input type="checkbox"/> USPS Address:	<div>USPS Address</div>
INVOICING TO BE DIRECTED TO:	
Company Name:	<div>Company Name</div>
Attention:	<div>Contact Name</div>





## NEXT STEPS

1. Please review this proposal in detail as well as our [TERMS AND CONDITIONS](#) prior to accepting. We want to ensure you are 100% comfortable with everything presented.
2. If you have any questions at all, please contact me at (201) 913-6505 or msaeman@be-ci.com for clarification or further discussion.
3. Once you are ready to proceed, please click '**Accept Proposal**' and sign below. Once accepted, you will receive an email with the completed proposal for your records.



July 25, 2025

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| Michael Fell, Chief Financial Officer



SIGNATURE  
Lindsay Williams

Not yet accepted

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**FirstService Residential** | Lindsay Williams, Community Association Manager



# THANK YOU

Hello Lindsay,

When **BECI** began in the mid 90's it was started with a passion for solving problems. Our founder Jim Fell Sr. infused our core values of People, Knowledge, Servant, and Balance into everything he did as he grew from a one man operation to a full blown engineering corporation. Mr. Fell's passion is still alive today in everything we do at **BECI** and you will soon experience what consulting should be. At **BECI**, YOU are our mission. Our sole focus is providing you with the best service possible while providing sound advice as you navigate the waters of the most critical elements of your building so that we can continue to serve you year after year; project after project. Our team utilizes our "Sensible Approach to Building Enclosure Solutions" to ensure that when we solve problems, it's the most effective solution, not the most costly.

Welcome to the **BECI** family!

We know you have many choices in consultants and are humbled you chose us, THANK YOU! I know you will not be disappointed.

Regards,



Joseph Ferrell, PE

CEO

## BECI LEADERSHIP TEAM



**Joseph Ferrell, PE, RRC**  
Chief Executive Officer



**Michael Fell, RWC, RS**  
Chief Financial Officer



**Jimmy Fell, CSI, CDT**  
Chief Experience Officer



**Josh Tatum, PE, RRC, RRO**  
Chief Operations Officer



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