



**Grand Panama Beach Resort Owners Association, Inc.
11800 Front Beach Road, Panama City Beach, FL 32407**

Notice of: Board of Directors Meeting

Date: Friday, August 11, 2023
Time: 04:00 PM CST
Location: Grand Panama Tower 2 Board Room & Zoom Teleconference
11800 Front Beach Road
Panama City Beach, FL 32407

Join Zoom Meeting

<https://us06web.zoom.us/j/88496918253?pwd=VlVIUnE5R1M2RDk0N2lOUVE3VjZlZz09>

Meeting ID: 884 9691 8253

Passcode: 696102

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Agenda

1. Call to Order and Determine Quorum
2. Proof of Notice
3. Approval of Meeting Agenda
4. Approval of the May 15, 2023 BOD Meeting Minutes
5. Old Business - None
6. New Business
 - A. Oracle Elevator Inspection Repairs Proposal Ratification
 - B. RCI Irrigation Audit Repairs July Proposal Ratification
 - C. Reserve Advisors Structural Integrity Reserve Study Proposal Ratification
 - D. Valcourt Change Order #3 Proposal Ratification
 - E. Pool Furniture Quote/Invoice Ratifications
 - F. Roofing Plus Tiki Bar Roof Repair Proposal Ratification
 - G. Air it Cool Tiki Bar Exhaust Fan Proposal Ratification
 - H. Air it Cool Heat Pump Condenser for Tower 1 Laundry Room Proposal Ratification
 - I. Insurance Liabilities Discussion
 - J. Long term Item Updates

- K. Electronic Voting Analysis
- L. Resolution – Electronic Voting

7. Adjournment

Posted: July 26, 2023

By: Derek Gilbert – Association Manager

GRAND PANAMA BEACH RESORT OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
May 15, 2023, 04:00 PM CT
Zoom Teleconference & GP Tower 2 Board Room, 11800 Front Beach Road
DRAFT MINUTES

- A. **CALL TO ORDER:** The meeting was called to order at 03:59 PM CT by President Glenn Holliday.
- B. **ESTABLISH QUORUM:** Quorum was established with Nancy Stovall, Glenn Holliday, Woody Junot, James Eagleson, Darrell Caudill, Jarod Triplett and Stuart Sanderson participating either in person or via Zoom teleconference. Derek Gilbert (CAM) was present in person on behalf of RCAM Florida Association Management and Stephen Kilcummings was present as the Building Maintenance Supervisor in person. Amy Ludlam, RCAM Director of Association Accounting, was on Zoom at approximately 4:10 PM CT. Derek Gilbert recorded the minutes.

ALSO IN ATTENDANCE: Owners in person (4) Four. On Zoom: Unknown number of Owners present via Zoom teleconference.

- C. **PROOF OF NOTICE:** Derek Gilbert (CAM) verified Proof of Notice was posted according to Florida Statutes and Association Documents.
- D. **APPROVAL OF MEETING AGENDA:** On a **motion** by Nancy Stovall and a second by Woody Junot to **approve** the meeting agenda, the motion carried unanimously.
- E. **APPROVAL OF THE APRIL 27, 2023 BOD MEETING MINUTES:** On a **motion** by Nancy Stovall and a second by Stuart Sanderson, the meeting minutes were **approved**. Motion carried unanimously.

APPROVAL OF THE MAY 3, 2023 BOD MEETING MINUTES: On a **motion** by Nancy Stovall and a second by Woody Junot, the meeting minutes were **approved**. Motion carried unanimously.

F. **OLD BUSINESS:** None.

G. **NEW BUSINESS:**

- A. **Insurance Shortfall Options:** Darrell Caudill noted that the property insurance increased to \$565,093 and the Association had accounted for a 30% estimated increase related to the 2023 approved budget which created a \$140,000 shortfall. Options to cover for the shortfall were noted as a budget amendment, special assessment, financing option or to transfer the funds from insurance proceeds. These options were displayed per the included sheet.

The Board of Directors weighed the positives and negatives of each of the options and solicited input from Amy Ludlam on the subject. Before making a motion, the Board elected to open comments and recommended choices to the Owners in attendance and on the call, the results of which were mixed between an assessment and paying the shortfall out of the insurance proceeds.

On a **motion** by Darrell Caudill to utilize the insurance proceeds to pay the \$140,000 insurance shortfall and a second by Stuart Sanderson, the motion carried unanimously. On a **motion** by Darrell Caudill to self-finance the insurance premium out of the insurance proceeds in monthly payments and a second by Woody Junot, the motion carried unanimously.

H. **ADJOURNMENT:** Woody Junot **motioned** and a second by Darrell Caudill to adjourn at approximately 04:36 PM CT. The motion was **approved** and carried unanimously.

Respectfully Submitted,

Derek Gilbert, LCAM



2023-2024 Insurance Renewal

Situation: As discussed in the April 27, 2023 Board Meeting, the property insurance for Grand Panama for May 1, 2023-2024 is \$565,093. Although the approved budget for property insurance included a 30% increase from the previous year, the premium is \$140,000 more than what is in the 2023 budget.

Insurance Funding Options to cover the \$140,000 shortfall

Budget Amendment - Proposed budget amendment must be mailed to the ownership 14 days before adoption of the amended budget and then would be approved by the board of directors. Assessment changes would be reflected in July and for the remainder of the year. Estimated average increase per unit would be approximately \$77 per month.

Special Assessment - Allowed by 5.05 in our documents. Must be mailed, delivered, or electronically transmitted to the owners and posted conspicuously on the condominium property at least 14 days before the meeting for which the assessment is to be considered. Estimated average special assessment per unit would be approximately \$460.

Financing Option - Interest rates are approximately 6.25% which could reflect approximately \$9,000 in interest and would require increasing the budget to cover repayment.

Transfer the funds from Insurance Proceeds - Allowed by 11.07 in our documents, Distribution of Proceeds if the damage for which the proceeds are paid is to be repaired or reconstructed, the remaining proceeds shall be paid to defray the cost thereof as elsewhere provided for. All items in the insurance claims have been completed or are under contract and pending amounts are credited against the remaining balance. After coordinating with our insurance agent, the Association would be able to use the remaining funds to cover the \$140,000.

Insurance Payment Options

Monthly Payment - For cash flow reasons, insurance is paid each month from the operating account. The cost of paying monthly premiums for the 2023-2024 policy is \$14,701.

Float a loan from the Insurance Proceeds - The uncommitted balance in the insurance account would allow paying the premium in full and the operating account would transfer the amount back to the insurance account monthly to save the \$14,701.



<p>Date: July 18, 2023 Estimate: E33807 Account No: 5059-0057</p> <p>Grand Panama Beach Resort Condominium Association, Inc. 11800 Front Beach Rd. Panama City Beach, FL 32407</p>	<p>John Lee Branch Manager</p> <p><u>Oracle Elevator Company</u> 1129 St. Andrews Blvd. Panama City, FL 32405</p> <p>Tel: (850) 529-7284 Off: (850) 944-6605</p> <p>E-mail: John.Lee@OracleElevator.com</p>
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Oracle Elevator will provide the necessary labor and materials for the following work to be completed at the above-referenced location:

Scope of Work:

- **State Number 92120-** We will remove the existing car governor and replace it with a new OEM part to include a new governor rope.
- **State Numbers 92121 and 92122-** We will remove the existing car governor and replace it with a new OEM part to include a new governor rope. We will also replace the car sill with a direct OEM part.
- **State Numbers 92123, 92124, and 92125-** We will remove the existing car governor and replace it with a new OEM part to include a new governor rope.

The listed scope is necessary to correct the recent inspection violations on elevator components that are not serviceable and to which no maintenance may be performed. We will obtain the required state permits and complete the required state inspection of the replaced components.

Total Cost: \$69,850.00 (SIXTY-NINE THOUSAND EIGHT HUNDRED AND FIFTY 00/100 DOLLARS)

PAYMENT SCHEDULE

50% due upon acceptance
Balance due upon completion of scope of work.

TAXES, PERMITS, TESTING, AND FEES

We included taxes where applicable, permits, testing requirements and testing fees.

SCHEDULING, LEAD TIME and WORKING HOURS

All work is based on the normal working hours of the elevator trade and no overtime hours are considered. Material will be ordered upon receipt of deposit.



ACCEPTANCE

A returned copy of the proposal, properly signed and dated and approved by Oracle Elevator, shall constitute the contract between us and will be our authorization to order materials and schedule the work.

CONTACT

Please direct any questions or areas of concern to the undersigned.
This proposal consists of two (2) pages and the price is valid for thirty (30) days.

It is understood that Oracle Elevator (the "Company") will arrange to install the material necessary to complete your job and shall be upon you or your authorized representative signing the final acceptance that the installation is satisfactory and complete. You agree to pay the Company the amount specified above which will cover the costs of labor and materials. Should it become necessary to collect any of the money due us under this agreement with you, through an attorney, then you shall pay all cost of collections, including a reasonable attorney's fee. Any changes made by you in the above specifications necessitating additional labor or materials shall not be included or covered by this proposal but shall be provided for in a separate and additional signed agreement by both parties. There shall be no liability for delays due to causes beyond our control. Accounts in arrears thirty (30) days will be assessed a monthly service charge of 1.5% This proposal and payment agreement shall be the whole agreement between the parties and shall not be altered except by written agreement. In consideration of the performance of the services and the furnishing of the materials, it is expressly understood that the Company assumes no liability for accidents, injuries to persons or damage to property occurring on or near any part of the elevator system which is the subject of this Agreement regardless of the cause of any such accident, bodily injury or property damage and regardless of any negligence upon the part of the Company, its employees or officers. You agree to indemnify, defend, and hold harmless the Company, its officers, agents and employees from and against any and all claims, demand, suits and proceedings brought against the Company or its officers, directors, or employees of any nature whatsoever, including but not limited to claims and lawsuits for losses of any kind, property damage, personal injury or death that are alleged to have arisen from or alleged to be connected with the presence, use misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this Agreement, specifically including claims or losses alleged or proved to have arisen from the partial or sole negligence of the Company or its officers, directors, or employees. You expressly agree to name Oracle Elevator as an additional named insured on your liability insurance policies. It is understood that the elevator, at all times, is owned by you and that you are solely responsible for its safe operation.

<p>Proposed by:</p> <p>X <u>John Lee</u> (Signature)</p> <p>John Lee Branch Manager Oracle Elevator Company</p> <p>Date: <u>July 20, 2023</u></p>	<p>Accepted by:</p> <p>X <u>Nancy Stovall</u> (Signature)</p> <p>Name: <u>NANCY STOUALL</u> (Print)</p> <p>Title: <u>ASSOCIATION Board Secretary</u></p> <p>Date: <u>07-19-23</u></p>
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Irrigation Estimate for Repair(s)



Employee:	Preston peuhs
Date:	7/19/2023
Property:	Grand Panama Resort
Job Number:	89-20295-FL
Customer Reference #	0

Status of system Funtional

Status of system Funtional

Job Assignment and Tasks to be Completed

Mp need added back and nozzle and head replacement

Zone one needs wire replaced and 40 mp nozzles to be adjust to fit the two zones

Part Search - Description Term:

Part #	Item Description	Qty	Unit Price	Extended Price
MP200090	4 in/hr precipitation rate, 13' to 21' radius, 90° to 210° adjustable arc	40	\$ 11.85 =	\$474.00
1806	1800 SPRAY HEAD, BODY ONLY, 6" POP-UP HEIGHT	5	\$ 11.75 =	\$58.75
10h	10' RADIUS, HALF CIRCLE PATTERN	10	\$ 1.70 =	\$17.00
WPSK20	ICE KIT SILICONE TUBE WITH RED/YELLOW TWIST-ON WIRE	10	\$ 3.13 =	\$31.30
Vbstd	BODY & GREEN LID	1	\$ 70.45 =	\$70.45
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
	Not Found		x 0.00 =	\$0.00
MISC	2 inch ball valve with hose bib	1	\$ 50.00 =	\$50.00
MISC			x 0.00 =	\$0.00

Rental Equipment

Pro900	Wire Tracer / Valve Locator	0	x Days	\$50.00 =	Rental Price
			x Days	0.00 =	\$0.00

Price Estimates:

Tech:	8 hrs.	x	\$95.00 =	\$760.00
Laborer:	0 hrs.	x	\$55.00 =	\$0.00
Service Charge	0	x	\$95.00 =	\$0.00
Materials:				\$701.50
Misc Materials	0	x	\$0.00 =	\$0.00
Contract Material Adjustment	-1	x		\$0.00
Rental Equipment Cost:				\$0.00
Contract Labor Adjustment	-1	x	\$0.00	\$0.00
Total estimated Cost:				\$1,461.50

Notes:

Estimate valid for 30 days

Print Name NANCY STOVALL, ASSN Secretary Signature Nancy Stovall Date 07/19/23

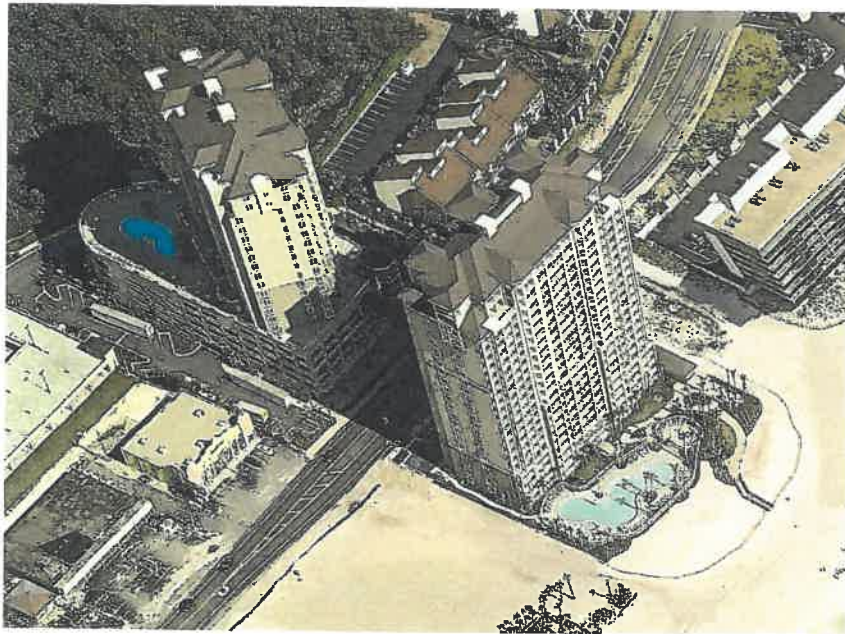


STRUCTURAL INTEGRITY RESERVE STUDY PROPOSAL

Grand Panama Beach Resort Condominium Association, Inc.

Prepared for:
Mr. Derek Gilbert, Community Association Manager
c/o The Resort Collection

May 17, 2023



Prepared by:
Reserve Advisors, LLC
201 E. Kennedy Boulevard, Suite 1150
Tampa, FL 33602
(800) 980-9881





May 17, 2023

Dear Mr. Derek Gilbert,

Thank you for the opportunity to present Grand Panama Beach Resort Condominium Association, Inc. with this structural integrity reserve study proposal. The service outlined in this proposal includes a physical and financial analysis of both your community's structural and non-structural common elements, providing you with the most detailed understanding of your long-term capital planning needs. [Click here to see how Reserve Advisors' structural integrity reserve study meets and exceeds the requirements set forth in Florida Statute 718.112 \(2\) \(g\).](#)

While our industry-leading team of consultants have conducted over 8,500 reserve studies for Florida associations, we will approach your study with the firm understanding that your community's needs are truly unique. That's why we guarantee:



FULL ENGAGEMENT

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your experience exceeds your expectations.



DETAILED UNDERSTANDING

We will do whatever it takes to ensure Grand Panama Beach Resort Condominium Association, Inc. has complete confidence in interpreting and putting into practice our findings and recommendations.



ONGOING SUPPORT

This will not be a one-and-done report. Unlike other firms, we provide your current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

At Reserve Advisors, we take great pride in helping communities thrive. By applying industry leading expertise, we deliver unbiased guidance that supports the Grand Panama Beach Resort Condominium Association, Inc. Board with maintaining their community's long-term physical and financial health.

Please sign and return the [Confirmation of Services](#) page to get started.

Sincerely,

Nick Brenneman, Southeast Regional Account Manager
(800) 980-9881

One of the biggest challenges associations face with SIRS is the implementation of funding, which is why we've developed an optimizer to allocate the funds appropriately between the structural and non-structural reserve accounts. We are also there to work with you through implementation with unlimited consulting support free of charge.

STRUCTURAL INTEGRITY RESERVE STUDY BENEFITS



FOR BOARDS

- ✓ Fulfills your fiduciary responsibility
- ✓ Supports board decisions
- ✓ Streamlines your budget process
- ✓ Prioritizes capital projects



FOR HOMEOWNERS

- ✓ Ensures fair and equitable reserve contributions
- ✓ Reduces long-term cost of ownership
- ✓ Minimizes risk of assessments

MAIN REASONS COMMUNITIES CHOOSE RESERVE ADVISORS

- ✓ **Multi-disciplined Expert Engineers**
 - Our team of licensed Florida Professional Engineers, backed by over 40 additional engineers, allows us to match our expertise with your community's needs
- ✓ **Comprehensive Reports to Solve Problems Before They Escalate**
 - Thorough condition assessments that prioritize your near-term projects
 - Best practices and technical illustrations to better understand project scope and compare contractor bids
- ✓ **Unbiased Recommendations With Your Best Interests in Mind**
 - We do not provide design or project management services
 - We do not profit from your capital projects
- ✓ **Unmatched Local Experience**
 - Intimate working knowledge of local costs and conditions that affect your community
- ✓ **Dedicated Support During and After the Reserve Study**
 - Industry leading support by our team of multi-disciplined engineers ensures your complete satisfaction
- ✓ **Knowledge of Local Replacement Costs**
 - Our proprietary cost database comprises actual client project costs and is the basis for adequate — not excessive — reserve budgets
- ✓ **Exclusive and Unique Easy-to-use Expenditures Table**
 - View all of your community's reserve components in one place
 - See all of your prioritized capital projects for the next 30 years
- ✓ **Comply with State Statutes**
 - Your reserve study exceeds requirements set for in Florida Statute 718.112 (2) (g), ensuring both building and resident safety



CLIENTS SERVED NEAR YOU

Red represents your property, Green represents our clients.
References available upon request.



Name

- The Leeward/Windward Owners Association, Inc.
- Edgewater Beach Resort Community Association, Inc.
- Palm Cove Homeowners Association, Inc.
- Tapestry Park Owners Association, Inc.
- Shores of Panama Resort Community Association, Inc.
- Nautilus Cove Condominium Association, Inc.
- Ocean Reef Resort Owners Association, Inc.
- Island Reserve Condominium Association, Inc.
- Origin at Seahaven Condominium Association, Inc.
- En Soleil Owners Association, Inc.
- Hidden Dunes at Panama City Beach Condominium Owners Association, Inc.
- Emerald Pointe Resort Homeowners Association, Inc.
- Sterling Breeze Owners Association, Inc.
- Tidewater Beach Resort Community Association, Inc.
- Aquavista of Panama City Owners Association, Inc.
- Regency Towers Owners Association, Inc.
- Venture Out at Panama City Beach, Inc.
- Finisterre Owners Association, Inc.
- Martinique Owners Association, Inc.

City

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QUALIFICATIONS

SPECIALIZING IN RESERVE STUDIES SINCE 1991

Reserve Advisors is an engineering firm that specializes in reserve study consulting services for common-interest communities. We've partnered with more than 29,000 clients, providing communities across the United States the peace of mind that comes from long-term planning and proactive asset management. Our full-time staff of engineers conduct life and valuation analyses for building, mechanical system, site and recreational components and utilizes its breadth of experience to deliver the most realistic capital planning solutions in the industry.

60+
ENGINEERS

29,000
RESERVE STUDIES CONDUCTED

300+
YEARS OF RESERVE STUDY EXPERIENCE

A LEADERSHIP TEAM LIKE NO OTHER

Reserve Advisors' leadership team comprises 6 licensed professional engineers with a combined 90 years of reserve study experience. What sets our leadership team apart is the around-the-clock collaboration they demonstrate to share field intelligence, market trends and to discover new products, materials, and best practices. The intelligence they gather is constantly enhancing our recommendations for the good of your community, and keeps Reserve Advisors a step ahead.

Nick Brenneman
REGIONAL ACCOUNT MANAGER
12 Years of Experience



Since joining Reserve Advisors in 2010, Nick has partnered with more than 3,500 clients to deliver comprehensive reserve study solutions that guide community association boards in fulfilling their fiduciary responsibilities for the maintenance, operation and longevity of their properties.

Matt Kuisle
REGIONAL EXECUTIVE DIRECTOR
23 Years of Experience
275+ Studies Conducted



PROFESSIONAL ENGINEER (FL)
Reserve Specialist
Professional Reserve Analyst

Nancy Daniel
REGIONAL ENGINEERING MANAGER
9 Years of Experience
400+ Studies Conducted



PROFESSIONAL ENGINEER (TX)
Reserve Specialist
Licensed Community Association Manager (FL)

Colin Niemeyer
REGIONAL ENGINEERING MANAGER
6 Years of Experience
500+ Studies Conducted



PROFESSIONAL ENGINEER (FL, NC)
Reserve Specialist



SCOPE OF WORK

FOR CONFIDENCE IN ALL DECISIONS

While maintaining structural infrastructure is critical, it is also important to remain vigilant in maintaining all of your capital planning needs. Reserve Advisors will perform a Structural Integrity Reserve Study that meets and exceeds the requirements set forth in Florida Statute 718.112 (2) (g). Our scope of work includes both a physical and financial analysis of *all of your association's common elements*; providing you with the most detailed understanding of your long-term capital planning needs. Our service comprises the following activities:

Physical Analysis: Our consultants develop a detailed list of reserve components, also known as a component inventory, and quantities for each. A condition assessment or physical evaluation is completed for each reserve component and the current condition of each is documented with photographs. Life and valuation estimates are performed to determine estimated useful lives, remaining useful lives, and current cost of repair or replacement.

Financial Analysis: Our consultants identify the current reserve fund status in terms of cash value. *They assess current reserves against future capital projects and optimize the distribution of funds between your structural and non-structural reserve accounts.* This information is used to develop both a structural and a non-structural funding plan, which outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

Grand Panama Beach Resort Condominium Association, Inc. comprises 300 units within 2 buildings in Panama City Beach. We've identified and will include the following reserve components in your Structural Integrity Reserve Study:

Structural Integrity Components

- Roofs
- Structure, including load-bearing walls and other primary structural members/ systems
- Fireproofing and fire protection systems
- Plumbing
- Electrical systems
- Waterproofing and exterior painting
- Windows and exterior doors

Exterior Building Elements

- Sloped Roofs including Roofing Assembly
- Exterior Wall Finishes
- Windows & Doors
- Light Fixtures
- Balconies & Railings
- Breezeways

Additional Building Elements

- Mailboxes
- Restrooms
- Fitness Room
- Meeting Room
- Elevators (6)
- Trash Rooms including Chute and Doors
- Plumbing & Mechanical Systems

- HVAC (heating, ventilating & air conditioning) Systems
- Life Safety System
- Security System
- Parking Garages (2)
- Plaza Deck

Site Components

- Pools including Fence, Deck, Mechanicals & Furniture (2)
- Wading Pool
- Whirlpools/Spas (2)
- Streets & Curbs
- Parking Areas
- Pavers
- Catch Basins
- Sidewalks
- Retaining Walls
- Fences
- Gates
- Gate House
- Monuments
- Signage
- Skywalk

Scope of work includes all property owned-in-common as defined in your association's declaration or with a deferred maintenance expense or replacement cost that exceeds \$10,000 and the failure to replace or maintain such item negatively affects the structural integrity components.



KEY ELEMENTS OF YOUR RESERVE ADVISORS EXPERIENCE

INDUSTRY LEADING SUPPORT

- ✓ Your experience is tailored to your specific needs, ensuring your community's concerns are thoroughly addressed and its priorities are met
- ✓ We provide current and future boards with additional insight, and the availability to answer questions and guidance well beyond report delivery

TABLES AND GRAPHS EXCLUSIVE TO RESERVE ADVISORS

- ✓ **Reserve Expenditures** - View your community's entire schedule of prioritized expenditures for the next 30-years. You receive two expenditure schedules; one for structural components and one for non-structural components.

RESERVE EXPENDITURES

Reserve Component Inventory	Estimated 1st Year of Event	RUL = 0 FY2021	1 2022	2 2023	3 2024	4 2025	5 2026
<u>Exterior Building Elements</u>							
Roofs, Asphalt Shingles, Phased	2025					228,696	234,414
Roofs, Flat, Phased	2025					71,748	73,542
Walls, Stucco, Paint Finishes and Capital Repairs	2022		38,438	39,398	40,383		
Walls, Trim, Soffits and Fascia, Paint Finishes	2022						
<u>Property Site Elements</u>							
Asphalt Pavement, Mill and Overlay, Phased	2025					108,643	111,359
Pavers, Masonry	2025					22,518	
Retaining Walls, Timber (Replace with Masonry)	2024				76,998	78,923	
Anticipated Expenditures, By Year		0	51,250	52,531	130,842	510,528	419,315

- ✓ **Funding Plans** - Establishing adequate, non-excessive recommended annual reserve contributions to meet your future project needs. You receive two funding plans; one to support expenditures related to structural components and one for non-structural components.

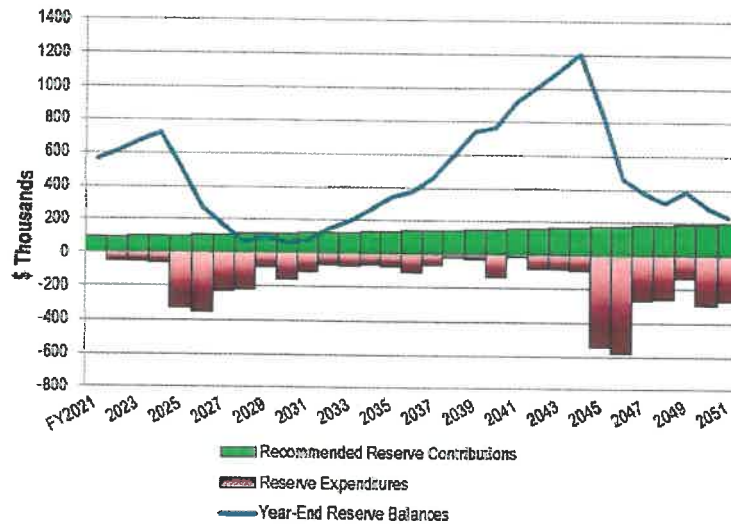
RESERVE FUNDING PLAN

	FY2021	Individual Rese		Years			
		2022	2023	2024	2025	2026	
Reserves at Beginning of Year	567,289	666,648					357,432
Total Recommended Reserve Contributions	92,000	95,500	99,000	102,500	106,000		109,500
Estimated Interest Earned, During Year	7,359	8,265	8,909	9,124	6,637		2,430
Anticipated Expenditures, By Year	0	(51,250)	(52,531)	(130,842)	(510,528)		(419,315)
Anticipated Reserves at Year End	\$666,648	\$719,163	\$774,541	\$755,323	\$357,432		\$50,047



KEY ELEMENTS OF YOUR RESERVE ADVISORS EXPERIENCE

- ✓ **Reserve Funding Graphs** highlight your community's financial health and provides visibility to your projected 30-year cash flow



COMPREHENSIVE REPORTS

Reserve Advisors delivers insights that enhance your ability to make informed decisions. Our reports:

- ✓ Include detailed photos that document the condition of your property
- ✓ Provide project-specific best practices and diagrams to help you understand the scope of future projects
- ✓ Recommend preventative maintenance activities to maximize component useful lives



EXCEL SPREADSHEETS

Make more informed financial decisions using the industry's most advanced Excel spreadsheets with formulas and funding calculator.

- ✓ Evaluate the financial implications of adjusting expenditures and/or annual funding levels
- ✓ Create and compare various reserve funding schedules to help guide your budget process
- ✓ Address the unexpected - Make adjustments to take into account unanticipated expenses
- ✓ Keep your reserve expenditures and funding schedules current between studies

[Download Our Report Overview](#)

(800) 980-9881 • www.reserveadvisors.com



**It is more than just a reserve study.
It's added value and peace of mind with unconditional support.**

**CONFIRMATION OF SERVICES FOR
GRAND PANAMA BEACH RESORT CONDOMINIUM ASSOCIATION, INC.**

Structural Integrity Reserve Study for a total investment of **\$11,100** (includes all expenses). You'll receive:



- Electronic PDF Report with 30-year structural and non-structural Reserve Expenditure and Funding Plan tables



- Excel file of Reserve Expenditures and Funding Plan tables with formulas for creating alternate expenditure and funding schedules



- We tailor your experience to your specific needs and ensure your priorities are addressed
- Meeting with our engineer on the day of our visual property inspection
- We are available to answer questions and to provide guidance well beyond report delivery

OPTIONAL SERVICES

___ One (1) Bound Report hard copy (no charge); Additional copies at \$75 ea. – indicate quantity:
 ___ Insurance Appraisal by a credentialed member of the American Society of Appraisers for
 ___ Include Flood Values for an additional **\$200**

To authorize the reserve study:

- 1. Sign and email agreement to
Nick@reserveadvisors.com.**

Signature: Nancy Stovall
 (Print Name): NANCY STOVALL
 Title: Board Secretary
 Date: 05-18-23
 For: **Grand Panama Beach Resort
Condominium Association, Inc.
(110761)**

- 2. Send \$5,550 retainer to:**
Reserve Advisors, LLC
735 N. Water Street, Suite 175
Milwaukee, WI 53202

*Retainer invoice will be emailed to you and is due upon authorization and prior to inspection. The balance is due net 30 days from report shipment. Following receipt of balance due, you may request one set of complimentary changes within six months of report shipment. Cancellation of services is subject to a 10% non-refundable service fee. This fee may otherwise be applied to another Reserve Advisors service within 12 months of initial authorization. Agreement is subject to our Professional Services Conditions.

You will receive your electronic report approximately 8-12 weeks after our initial inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, signed above by Reserve Advisors, LLC and dated May 17, 2023, is valid for 45 days, and may be executed and delivered by facsimile, portable document format (.pdf) or other electronic signature pages, and in any number of counterparts, which taken together shall be deemed one and the same instrument.



PROFESSIONAL SERVICE CONDITIONS

1. . **Our Services** - Reserve Advisors, LLC (RA) performs our services as an independent contractor in accordance with our professional practice standards and our compensation is not contingent upon our conclusions. The purpose of our structural integrity reserve study ("SIRS") is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create required reserves for anticipated future major repairs and replacement expenditures of the common areas of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into legal, statutory, regulatory or code compliance. **RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available.** The SIRS report (including any subsequent revisions thereto pursuant to the terms hereof, the "Report" is based upon a "snapshot in time" at the moment of visual inspection. RA may note visible physical defects in the Report. Other than the visual inspection conducted in connection with the SIRS (which visual inspection shall be conducted by a licensed architect or engineer (in RA's sole discretion)) (the "SIRS Visual Inspection"), the study will be performed by employees generally familiar with real estate and building construction but in the absence of invasive testing. Except to the extent readily apparent to RA during the SIRS Visual Inspection, RA cannot and shall not opine on the structural integrity of or any other physical defects in the property, nor is RA responsible for the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for the property's conformity to specific governmental code requirements for fire, building, earthquake, and/or occupancy.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against and from (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgements, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.



2. Report - RA agrees to complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by You in connection with the services, or gathered as a result of providing such services, including issuing any Report, in a de-identified and aggregated form for RA's business purposes.

3. Your Obligations - You agree to provide RA access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

4. Use of Our Report - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part ***is not and cannot be used as a design specification for design engineering purposes or as an appraisal.*** You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, owners and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law.. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that ***the Report*** contains intellectual property developed (and owned solely) by RA and ***agree that you will not reproduce or distribute the Report to any party that conducts reserve studies without the written consent of RA.***

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

5. Payment Terms, Due Dates, Interest Charges and Term – The retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law.

6. Miscellaneous – Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

Change Order

AIA Document G701 Electronic Format

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES: CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE USING AIA DOCUMENT D401.

PROJECT: Grand Panama Beach Resort
 11800 Front Beach Road
 Panama City Beach, FL 32407

CHANGE ORDER NO: 3

TO CONTRACTOR: Valcourt Building Services of Florida LC
 4695 18th Street East
 Bradenton, FL 34203

DATE: 7/6/2023

CONTRACT FOR: Waterproofing & Repairs

CONTRACT DATE: 6/14/2022

The Contract change is as follows:

Scope:

Material cost for Tower 1 Walkway Coatings

Total Cost of Change Order: \$32,296.88

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum Price was	\$ 1,674,000.00
Net change by previously authorized Change Orders	\$ 103,637.00
The Contract Sum prior to this Change Order was	\$ 1,777,637.00
The Contract Sum will be (increased)	
by this Change Order in the amount of	\$ 32,296.88
The new Contract Sum including this Change Order will be	\$ 1,809,933.88

The Contract Time will be (unchanged) by (0) days

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time, or Guaranteed maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

ENGINEER	CONTRACTOR	OWNER
ADDRESS	Valcourt Ext. Bldg. Services of FL, LC	Grand Panama Beach Resort Condo
	ADDRESS	Assoc, Inc
	4695 18th Street East	ADDRESS
	Bradenton, FL 34203	11800 Front Beach Road
		Panama City Beach, FL 32407
BY	BY <u>Mike Vanhoy</u>	BY <u>Nancy Stovall, Board Secretary</u>
DATE	DATE <u>7/6/2023</u>	DATE <u>07/06/23</u>

SUNCOAST OUTDOOR FURNITURE SERVICES INC.
 c/o 6769 Oser Road, Milton , Florida 32570
 (Mailing / Correspondence Address Only)

Invoice

Date	Invoice No.
06/21/23	11484

Phone & Fax :- (850) 623 8686 or 1 800 476 4370
 www.suncoastfurniture.net
 william.suncoast@gmail.com
 sarah.suncoast@gmail.com

P.O. Number

Bill To:
 GRAND PANAMA RESORT (PCB)
 C/O

Ship To
 GRAND PANAMA RESORT (PCB)
 FRONT BEACH ROAD
 PANAMA CITY BEACH, FL

Serving the Gulf Coast Since 1982

Item	Description	Quantity	Price Each	Amount
NEW #224 BONE STRAP LOUNGE 16"	16" HIGHBOY LOUNGES, POWDERCOAT AND STRAP 224 BONE, ACCT 248 GREEN, 2-3-4 NO REPEAT	45	219.00	9,855.00T
DELIVERY CHARGE	DELIVERY CHARGE FL-PANAMA CITY BCH (BAY Co.)	1	50.00 7.00%	50.00T 693.35
			Total	\$10,598.35

PLEASE INCLUDE INVOICE # ON ALL CHECKS & CORRESPONDENCE.

Late fee charged on Invoices over 30 days.



For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by July 09, 2023

Item subtotal before tax	\$ 1,139.64
Shipping & handling	\$ 75.36
Promos & discounts	(\$ 75.36)
Total before tax	\$ 1,139.64
Tax	\$ 79.80

Amount due \$ 1,219.44 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410676825238
SWIFT code (wire transfer) WFBIUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1OW6TYFK9PAUS

Payment terms Net 30

Purchase date 07-Jun-2023

Purchased by Stephen Kilcummings

PO # 1364

Property Grand Panama

Registered business name

Resort Collection Association Management

Bill to

Resort Collection Association Management
495 RICHARD JACKSON BLVD
PANAMA CITY BEACH, FL 32407

Ship to

Stephen Kilcummings
11800 FRONT BEACH RD
PANAMA CITY BEACH, FL 32407-0600

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 EliteShade 11Ft Patio Umbrella Outdoor Table Market Umbrella with Manual Push Button and air cylinder for lifting, easy to open and close. Ideal for b ASIN: B08BC4S5D7 Sold by: ALTSHADE CO LIMITED Order # 112-0952933-1866629	6	\$189.94	\$1,139.64	7.000%
2 Shipping & handling			\$75.36	7.000%
3 Promotions & discounts			(\$75.36)	7.000%

Total before tax \$1,139.64
Tax \$79.80

Amount due \$1,219.44

Site Bid: 149220778

Date: 5/15/2023



Penetration - Improper installation (Emergency)

Quantity: 1 EA

Deficiency:

The existing penetration was flashed with improper materials

Corrective Action:

Remove the existing materials and flash the penetration with the manufacturers approved materials and installation procedure.



Penetration - Improper installation (Emergency)

Quantity: 1 EA

Deficiency:

The existing penetration was flashed with improper materials

Corrective Action:

Remove the existing materials and flash the penetration with the manufacturers approved materials and installation procedure.

Site Bid: 149220778

Date: 5/15/2023



No sealant under screws (Emergency)

Quantity: 4

Deficiency:

We will need to pull the neoprene screws out and put mastic under flashing and then reattach with new neoprene screws. The sections are 12 foot long and there is four of them.

Corrective Action:

RC Hospitality
Grand Panama Beach Resort
11807 Front Beach Rd
Panama City Beach, FL 32407



Description	Amount
<input checked="" type="checkbox"/> Repairs	\$4,710.00

Terms and Conditions

Payment is due upon completion of work unless specified in another agreement. An invoice will be sent with documentation of work performed.

Work Authorization

I hereby authorize the work indicated in this document. I understand the minimum cost per service work order is \$500.

Site Bid No.
149220778

Signature: _____ Date: _____

Printed Name: _____ PO#: _____



Duro-Last Platinum Contractor
1525 University Drive
Auburn, GA 30011

Air it Cool

HEATING AND AIR CONDITIONING

Service. Repair. Installation.

Residential and Commercial



850-258-8144

QUOTE

DATE: **06/22/2023**

EXP. DATE: **06/21/2024**

QUOTE # **2102**

Air It Cool

127 Grand Lagoon Shores Dr

Panama City Beach, FL 32408

Phone: (850) 258-8144

Email: airtcoolpcb@gmail.com

BILL TO:

Resort Collection

Derek Gilbert

11807 Front Beach Rd

Panama City beach, FL 32407

SERVICE TO:

Resort Collection

Derek Gilbert

11807 Front Beach Rd

Panama City beach, FL 32407

ITEM	DESCRIPTION	QTY	PRICE PER	UNIT	AMOUNT	TAX
install	Installation of a DU50HFA High Speed Direct Drive Centrifugal Upblast Exhaust Fan, disconnect switch and 13-3/4" wheel. Exhaust Fan handles 1200 CFM @ -0.850" wc ESP, Fan runs at 1472 RPM. Exhaust Motor: 0.500 HP, 1 Phs, 230 V, 60 Hz, 4.2 FLA.	1.00	\$3,200.00	Item	\$3,200.00	N

SUBTOTAL **\$3,200.00**

TAX RATE* **0.0000%**

TAX **\$0.00**

OTHER **-**

TOTAL \$3,200.00

MEMO

Tiki bar exhaust hood system.

TERMS & CONDITIONS

Air It Cool

HEATING AND AIR CONDITIONING

Service. Repair. Installation.

Residential and Commercial



850-258-8144

QUOTE

DATE: **05/16/2023**

EXP. DATE: **05/15/2024**

QUOTE # **2098**

Air It Cool

127 Grand Lagoon Shores Dr

Panama City Beach, FL 32408

Phone: (850) 258-8144

Email: airtcoolpcb@gmail.com

BILL TO:

Resort Collection

Derek Gilbert

11807 Front Beach Rd

Panama City beach, FL 32407

SERVICE TO:

Resort Collection

Derek Gilbert

11807 Front Beach Rd

Panama City beach, FL 32407

ITEM	DESCRIPTION	QTY	PRICE PER	UNIT	AMOUNT	TAX
service	New 5 ton goodman heat pump condenser installation for laundry room in tower 1. This price includes removing old condenser, installing new 5 ton Goodman condenser, vacuuming system, labor and any other parts needed to complete the installation.	1.00	\$5,400.00	Item	\$5,400.00	N

SUBTOTAL **\$5,400.00**

TAX RATE* **0.0000%**

TAX **\$0.00**

OTHER **-**

TOTAL \$5,400.00

MEMO

New 5 ton heat pump condenser install for the laundry room in tower 1.

TERMS & CONDITIONS

Electronic Voting Analysis

Approximately 75% of the owners at Grand Panama Beach Resort, do not reside locally and do not always receive timely delivery of voting information.

There are huge advantages for the Association to implement an electronic voting system

- Saves costs for the Association (administration, postage, copies)
- Increases member's participation
- Eliminates mail delays and lost ballots
- Reduces meeting time involved in counting ballots
- Owner's that vote through the online system are counted as being in attendance at the meeting for purposes of determining quorum (condo control article)

Florida Statute 718.128 requires the association to provide an owner

- A method to authenticate the unit owner's identity
- A method to transmit an electronic ballot to the online voting system that ensures secrecy and integrity of each ballot
- A method to confirm, at least 14 days before the voting deadline, that the unit's owner's electronic device can successfully communicate with the online voting system

Legal and technical requirements to getting started with online voting

- Formally adopt a (one-time) board resolution authorizing an online voting system
 - Written notice of the meeting at which the resolution will be considered must be mailed, delivered, or electronically transmitted to the unit owners and displayed conspicuously on the condominium property at least 14 days before the meeting
- Establish procedures and guidelines for unit owners to consent in writing to online voting and an opt out option later
 - Any unit owner who chooses not to use the online voting system will be provided a paper copy

Cost Assumptions:

Current Paper Process

Board of Director Elections

Notice with candidate information, ballot and envelopes

3 envelopes - 1 for mail out of information, one for ballot, one for return of ballot for 305 units

Stamps for 305 envelopes

Labels for mailing

1 B&W copy .98 + 5 additional copies @ .16/ea=.80 + \$2.63 for 6+ pages for total \$4.41 for 305 letters = \$1,345.05 (some cost for those sent international)

Electronic Options

AppFolio

No additional charge for using online voting in the existing portal at the current time, but may be in the future.

Pros:

- Integrated within the existing owner portal
- Owner information updated at time of purchases and/or sale
- Compliant with Florida Statutes

Concerns:

- New module added to the portal
- No Association in Florida using the online module

BeckerBALLOT (non client)

\$ 750/single vote option +\$250 set up fee = \$1,000

\$1,080 unlimited voting for the year + \$250 set up fee

Pros:

- Developed by a Fort Lauderdale Law Firm
- Both single vote option and unlimited year option
- Link can be added to our website
- Compliant with Florida Statutes

Concerns:

- Not familiar with any Association using the system

EZ Vote

Single ballot purchase up to 300 voters \$189.89 ~305 voters \$193.05

Annual subscription \$266.26 plus additional options

Ballot Setup \$50

Email Invitation \$40

Email Reminder \$40/ea

Paper Ballots \$6-13 based on ballot packet content

Pros:

- Compliant with Florida Statutes
- Cost per ballot

Concerns:

- Additional cost for options

HOAst (now Cinc Systems)

Costs per Kay Dobbins First Residential

\$600.00 yearly fee plus .50 per unit (305) units \$762.50

Pros:

- Boardwalk CAM and an owner who also owns at Grand Panama Owner shared
 - The Association has used for several years
 - The system easy to use

Concerns:

- HOAst recently sold to Cinc
 - No response to email inquiries

Simply Voting

Systems Fees: Single election base fee of \$200 with 250 electors or less. For additional electors over 250, \$.40 each . For 305 electors, the cost is \$222. There is a one-time fee of \$150 to set up for owners with multiple units = \$372

Optional: Fully managed \$1,100 per election

Pros:

- Watercrest CAM shared
 - The Association has used for several years
 - Technical support very responsive
 - The system easy to set up and use
 - The Association currently has about 95% of owners voting on line
- Watercrest is also a client of our Attorney
- Cost includes invites and reminders
- Compliant with Florida Statutes

Concerns:

- Headquarters located in Montreal

Scenario	Cost Comparisons for Single Vote		P=Paper	E=Electronic	0% P 100% E
	100% P 0% E	75% P 25% E	50% P 50% E	25% P 75% E	
		Individual System	Costs		
Paper Process	\$1,345	\$1,009	\$673	\$336	0
AppFolio	0	0	0	0	0
BeckerBALLOT	0	\$1,000	\$1,000	\$1,000	\$1,000
EZ Vote	0	\$372	\$372	\$372	\$372
HOAst (Cinc)	0	\$763	\$763	\$763	\$763
Simply Vote	0	\$372	\$372	\$372	\$372
		Total Cost Using	Both Paper and	Online System	
AppFolio	\$1,345	\$1,009	\$673	\$336	0
BeckerBallot	\$1,345	\$2,009	\$1,673	\$1,336	\$1,000
EZ Vote	\$1,345	\$1,381	\$1,045	\$708	\$372
HOAst (Cinc)	\$1,345	\$1,772	\$1,436	\$1,009	\$763

Simply Vote	\$1,345	\$1,381	\$1,045	\$708	\$372
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**RESOLUTION OF THE BOARD OF DIRECTORS
AUTHORIZING AN ONLINE VOTING SYSTEM FOR
GRAND PANAMA BEACH RESORT CONDOMINIUM ASSOCIATION, INC.**

WHEREAS, Section 718.128, Florida Statutes, authorizes condominium associations to conduct elections and other unit owner votes through an online voting system;

WHEREAS, the Board of Directors desires to authorize Grand Panama Beach Resort Condominium Association, Inc. ("Association") to conduct such votes as permitted by the statute,

NOW, THEREFORE, upon motion duly made, seconded, and approved, it is hereby:

RESOLVED, that all members of the Association shall receive notice from the Association of the opportunity to vote through an online voting system and all members eligible to vote through the online voting system shall receive an opportunity to consent to voting through said system.

RESOLVED, that all consents from eligible members must be received, in writing, by filling out the form on the online voting system. An eligible member must consent to online voting through the online voting system no later than twenty-four (24) hours prior to a meeting for which a vote will be required.

RESOLVED, that the Association shall give all members eligible to vote who have consented to casting their vote through the online voting system the opportunity to opt out of the online voting system. An eligible member must opt out of online voting through the online voting system no later than thirty (30) days prior to a meeting for which a vote will be required.

This Resolution was adopted by the Board of Directors on this _____ day of _____, 2023, and shall be immediately effective.

Witnesses:

Grand Panama Beach Resort
Condominium Association, Inc.,
a Florida not-for-profit
corporation

Printed Name: _____

By: _____

Printed Name: _____

Its: President

Name Printed: _____

Printed Name: _____

By: _____

Printed Name: _____

Its: Secretary

Name Printed: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2023, by _____, who is the President of Grand Panama Beach Resort Condominium Association, Inc., who is personally known to me or has produced _____ as identification.

Signature

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2023, by _____, who is the Secretary of Grand Panama Beach Resort Condominium Association, Inc., who is personally known to me or has produced _____ as identification.

Signature

This Instrument was prepared by Timothy J. Sloan, Esq., of Timothy J. Sloan, P.A., 427 McKenzie Avenue, Panama City, FL 32401.

**GRAND PANAMA BEACH RESORT CONDOMINIUM ASSOCIATION, INC.
("Association")
SELECTION FOR NOTICES AND PERSONAL INFORMATION**

Name of Owner(s)/Designated Voter _____

Unit #(s) _____, _____, _____

Home Address _____

Mailing Address _____

Primary Phone # _____

Cell Phone # _____

Email Address _____

I do ____ or do not ____ give the Association permission to utilize email using my foregoing email address in lieu of other means for purposes of fulfilling the Association's notice requirements including but not limited to providing notices of meetings.

I do ____ or do not ____ give the Association permission to disclose all or some of my contact information consisting of name, unit designation, mailing address, property address, telephone number(s) and my address used for official notices (email address if used for official notices) in an Owners' Directory and as allowed by law.

I do ____ or do not ____ consent to participate in electronic voting as authorized by Section 718.128, Florida Statutes, using procedures adopted by the Board.

These selections shall remain in effect until revoked by the owner(s)/designated voter of the unit(s) by a document revoking the selections delivered to the Community Association Manager for the Association.

Date _____

Signature(s) of Owner/
Designated Vote