

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

#### **Notice of: Board of Directors Meeting**

Date: Friday, January 19, 2024

Time: 03:00 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/84802812449?pwd=T8zc250y94tFKRWrPzluG4MCAWQbL1.1

Meeting ID: 848 0281 2449 Passcode: 345722

+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 December 12, 2023 BOD Meeting Minutes
- 5. Old Business None
- 6. New Business
  - A. Taylor Sudden Service Generator Radiator Housing Invoice Ratification
  - B. Coastal Waste & Brask Addendums
  - C. Vending Machines Discussion
  - D. Current Beach Services Contract Discussion
  - E. Parking Discussion
  - F. Trailers Discussion
  - G. Fine Process
  - H. Loan & Insurance Committee Updates
  - I. Financial Discussion
- 7. Adjournment

Posted: January 17, 2024 By: Derek Gilbert – Association Manager

## GRAND PANAMA BEACH RESORT OWNERS ASSOCIATION, INC. BOARD OF DIRECTORS BUDGET RATIFICATION MEETING

December 12, 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 04:01 PM CT by CAM Derek Gilbert.
- B. **ESTABLISH QUORUM:** Quorum was established with Nancy Stovall, Glenn Holliday, Woody Junot, James Eagleson, Darrell Caudill, Jarod Triplett and JPorter Share 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, RCAM Florida, was present as the Building Maintenance Supervisor in person. Derek Gilbert recorded the minutes.
  - **ALSO IN ATTENDANCE:** Unit Owners in person (4) Four. On Zoom: Unknown number of Unit 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 Darrell Caudill and a second by JPorter Share to **approve** the meeting agenda, the motion carried unanimously.
- E. APPROVAL OF THE NOVEMBER 9, 2023 BOD MEETING MINUTES: On a motion by Nancy Stovall and a second by Jarod Triplett, the meeting minutes were approved. Motion carried unanimously.
- F. OLD BUSINESS: None.

#### G. NEW BUSINESS:

- A. Taylor Sudden Service Generator Fan Invoice Ratification: Derek Gilbert noted that the Tower 1 generator fan was discovered on a recent inspection to be chipped. This was determined to be the result of the radiator housing having rusted out and not being bracketed any longer. The vibrations of the radiator housing were ultimately damaging the fan. The fan was installed at a cost of \$2,292.91 and then uninstalled and placed in the maintenance shop until a new radiator housing could be installed first, as the current radiator housing would damage the new fan. The radiator housing would be estimated to cost around \$11,000 and would be ratified at a future meeting with any generator expenses able to be funded out of Reserves with acknowledgement and approval by the Board of Directors. He also added that a functional generator is a requirement within the city of PCB code and is a necessity for its parts to be in good working order for compliance. On a motion by Nancy Stovall and a second by JPorter Share to ratify the Taylor Sudden Service invoice for the generator fan for \$2,292.91 to be funded out of Reserves, the motion carried unanimously.
- B. Responses to Owner Budget Questions: Darrell Caudill read the questions submitted by Owners with Board of Directors' responses on each and attached to these minutes. Additional Owner questions were presented in person and also answered by the Board of Directors. Also discussed amongst the Board of Directors and Owners was the possibility of various committees to present recommendations to the Board. One final discussion point was to add a financial review for any future Board of Directors meetings.

- **C. 2024 Budget Ratification:** On a **motion** by JPorter Share to ratify the 2024 annual budget as presented and a second by Jarod Triplett, the motion carried 5-2 with Glenn Holliday, Nancy Stovall, Woody Junot, JPorter Share and Jarod Triplett voting yes and Darrell Caudill and James Eagleson voting no.
- H. **ADJOURNMENT:** James Eagleson **motioned** and a second by Darrell Caudill to adjourn at approximately 05:45 PM CT. The motion was **approved** and carried unanimously.

Respectfully Submitted,

Derek Gilbert, LCAM



#### 2024 Proposed Budget Workshop Questions/Comments and Responses

#### Preparation of the Budget

Question: With the rising cost of insurance and mandatory reserve requirements the Board should be scrutinizing every single budget line item. Ultimately, it's our GP Board's responsibility for submitting the budget proposal. In many instances HOA's rely heavily on the their hired management companies input. Ultimately, it's not their money and doesn't affect them personally, it only affects owners. However, it does appear they're all getting raises?

Comment: This budget has over a 30 per cent increase in two years. That is totally ridiculous!! It appears we need someone that knows how to control fixed cost.

Comment: When we purchased our unit in October 2020, the monthly HOA fee was \$516.95. We are currently at \$655.44 and projected to increase to \$839.88 based on the 2024 proposed budget which is approximately a 28% increase from 2023 and approximately a 62.5% increase since 2020.

Comment: While we understand costs are increasing such as insurance and reserve studies calling for additional money, this BOD needs to be proactively monitoring expenses and considering additional revenue streams other than just increasing the HOA fees and closet rental fees for the owners.

**Response:** The budget preparation process involves the management company reviewing all of the contracts, soliciting any bids necessary, going out for additional bids to help reduce costs, working with the maintenance and housekeeping supervisor to present a preliminary budget to the treasurer, president and secretary of the board for review. During the first review, the members of the board did in fact reduce some of the proposed items. The proposed budget is then reviewed by all of the board members and discussed at the budget workshop. The management contract for 2022-2024 includes not only our CAM, but all the fiscal management which includes accounting personnel and accounting systems, the physical management of our property and the assurance of compliance to all governmental regulations and requirements. The contract signed in 2022 includes a 5% escalation clause.

In 2021, our insurance was \$327,867 and the projected cost in 2024 is \$907,542. Our reserve contribution in 2021 was \$350,000 and the project contributions in 2024 is \$754,200. Both of these items are the major contributors to the cost increases.

#### **Vending Machine and Expenses Income**

Comment: Owner suggested we look at the cost of electricity to run the vending machines as it is costly and may not benefit the Association.

**Response:** The vending machines are there for the convenience of the owners and guests. Although this is not a budgeted item, in 2022 vending machine income was \$11,579 and from January 2023 to July 2023 the income was \$5,217 which would project about \$8,943 of income for 2023. The vendor was contacted regarding the estimate of the costs to run vending machine and they shared that they get this cost regularly and provided us with the following electricity costs per vending machine. Some of the vending machines may be outside but they are not in the sunlight.

(1) Ice Cooler (the machine just stores ice) \$12/mo, \$144 per year (1) Ice Cream Vending Machine, \$15/mo, \$188/yr (3) Snack Machines \$20/yr for a total of \$60, (4) drink machines, \$15/mo, \$180/yr total of \$720. Total cost of all machines is \$1,104 based on the vendors information. Using a second source, the internet based on Florida prices states an average cost per machine is \$300-\$350 or a total \$2,700-\$3,150.

A third source states a vending machine owner can expect to pay \$25.95 per month which would equate to \$2,802.60.

#### NRU Income

Question: I'm assuming the Rental Income is associated with the commercial space. Is that correct and if so, can you provide the breakdown for the \$179,700.00 proposed rental income for 2024?

Response: Table listed below.

Question: In the budget, I don't see a breakdown of the rental income. What does the HOA charge for rental retail space per foot?

**Response:** The average rent per square foot for the commercial leases is \$24.64. The current average for commercial space in our area today is \$17.86.

Question: Storage Rental goes from 65k to 75k or 14% but retail rental income only increased by 4%. Seems vendors got a lot better deal than owners on rental space?

Response: The retail rental is based on the negotiated contracts with three years leases. The Real Estate Office base contract expires on December 31, 2023 and they have exercised their first option with a 5% increase as specified in their contract. The other increase was due to additional units being managed by Panhandle Getaways as specified in their contract. One lease is due for renewal in August 2024 and two leases in February 2025, at which time additional increases will be negotiated. Prices for storage rental rates have remained the same for 3 years, and proposed increased is \$5 per month in 2024.

#### Response:

Non-Residential	Yearly	Lease	Options
Unit	Income	Expiration	Expiration
Tiki Hut	\$ 50,000	2/3/2025	2026, 2027 The tenant has 1st right of refusal for these years.  New lease amounts will be presented based on current market.
Real Estate Office	\$ 31,500	<del>1/1/2024</del> 12/31/2026	2027,2030. Options included a 5% rate increase for each option period. First option was exercised for the period of 2024-2026 with monthly rent of \$2,625
Panhandle Getaway	\$ 66,000	8/1/2024	2027,2030. The first period of the lease included increases in what is paid based on the

Coffee & Donut Shop	\$ 25,000	2/3/2025	number of units at Grand Panama managed by Panhandle Getaway. Base rent \$5,000, if 40-49 units are managed, rent would be \$5,500, if 50-74 units \$6,000, if 75 or more \$6,500. Currently Panhandle manages 42 units. Each option rent will be negotiated at the time of renewal. The initial term was negotiated for \$25,000 plus 10% of revenue over \$100,000 after taxes. Income for 2021 was \$32,850, 2022 was \$36,665. The tenant has first rights of refusal for 2026 and 2027. New lease amounts will be based on current market
Digital Sign	\$ 7,200		The Real Estate Office and Panhandle Getaways pay \$300 a month each for the use of the digital sign
Total Yearly Income	\$179,700		

#### **Beach Service Income**

Question: Beach Rental income is budgeted up considerably, is this new amount from 63k to 85k secure and under contract?

**Response:** Yes, the contract was approved at the November 9, 2023 board meeting and was executed on November 14, 2023.

#### **Maintenance Payroll**

Question: Who and what positions are in maintenance payroll?

Response: One Maintenance Supervisor

#### **Maintenance Payroll Overtime:**

Comment: Big percentage cost increases need to be looked at. (some are not big dollars): Maintenance overtime +140% but only \$4200. Note: budget shows \$7200.

**Response:** Employees are on call after hours and outside of their shifts for which they are paid time and a half. The proposed budget equates to about 4 hours a week unscheduled time.

#### **Owner Services Payroll**

Questions: Who and what positions are in Owner Services Payroll. \$38K

**Reponse:** The budget provides for coverage at the front desk for guest check in, package handling and other administrative tasks every day, with the exception of Thanksgiving and Christmas. The hours of coverage are from 10AM - 6PM during the busy season and 10AM-5PM during the slower season. The front desk closes for an hour every day to allow a lunch break for the employee. Currently the hours are covered with three part time employees.

#### Bonus

Question: Who and what positions are Bonuses? 2k

**Response:** The amount budgeted is used to recognize our maintenance and grounds staff each year for going above and beyond expectations. This equates to an average of \$150 per employees.

#### Contract Labor

Question: Who and what positions are in Contract Labor? 375k

**Response:** Includes (5) maintenance employees, (6) common grounds employees and (1) seasonal employee. The average hourly rate including administration fee per employee is \$15.88 (\$14.88 salary + \$1.00 administration fee).

#### **Management Fees**

Question: Management Fees, who, and what specific positions does the \$154,369.85 cover.

#### **Response:** The management fees include:

Full time Community Association Manager (Cam) who ensures compliance of all stakeholders with the association by-laws, ensures compliance of the association with Florida Statute 718, conducts site and equipment inspections, resolves condo owner's complaints and disputes, supervise property maintenance and upkeep of facilities and amenities, support the association's board of directors, identifies requirements for repair, maintenance and upgrade and work with contractors to meet those requirements, oversee the vendor bidding process and supervise the contractors and staff on site, provide direction for maintenance, security and grounds teams, interview, hire and replace employees as required, communicate information, such as hurricane alerts, board meetings, owner's meeting and other required information to the owners, prepare, distribute and post meeting notices and meeting minutes, ensure required information is posted to the Association website and maintain presence on property and on call for off-hours emergencies. Administration Support includes the collection of COA and miscellaneous fees from property owners, resolves past due accounts through notices and liens, resolves owner's questions, regarding fees, preparing, tracking and follows up on board of directors elections, proxy voting, and owner's voting certificates, prepares mailings, coordination and recording of changes in ownerships of the units in the association, creates and distributes welcome packages to new owners.

Bookkeeping Support includes tracking payments and invoices, depositing and reconciling receipts from dues, leases and other income sources, helps the board in budget preparation, maintaining checking, savings and other investments accounts assisting in the preparation of the annual audit and tax returns, making all disbursements from assessments for normal recurring expenses, preparing and furnishing monthly financial statements.

#### **Security**

Comment: This contract was up for renewal, but yet no additional quotes were requested. While the billing increase may be minimal, additional quotes should have been requested and discussed by the BOD and owners allowed to voice their opinions.

Question: Security budget seems high; however, I may not understand it. I took the wages so we would have coverage 24/7 and figured 2 security personnel during the 6 busy months. I did not figure any overtime or holidays. I came up with \$142,792 a far cry from 242,001.

Question: Who and what positions are in Security? 242k

**Response:** The Association Office did reach out to other Security Company for bids and received bids from Allied Universal and DSI. Their per hour bid was between \$3-\$5 an hour higher than American Security contract. The amount below is what Security Companies collect not what Security personnel is paid.

	Bill	Per	Hour
	ASA	DSI	Allied
Supervisor	\$ 25.20	\$ 28.50	\$ 30.26
Security Officer	\$ 22.40	\$ 25.50	\$ 27.60

Security Breakdown	# Hours	Pay Rate	Yearly Total
365 days, 24 hours coverage	8760		
Covered by (1) Supervisor (40 hours per week)	2080	25.20	52416
Covered by (3.2) Non Supervisors	6680	22.40	149632
Total	8760		202048
Additional Seasonal Coverage during peak season	1784	22.40	39962
Total Security			242010

#### Landscape

Comment: These are the big percentage cost increases (some are not big dollars): Landscape +32% for \$6,820

Response: As the current contract with RCI expires on February 9, 2024, the Association Office solicited and received bids from RCI, BrightView, Lawn Trust, Diamond Landscape and Northwest FL Landscape. One additional item that was included in the solicitation for bids was two palm tree trims instead of one. The bids received ranged from \$26,500 to \$62,995. The Board voted to accept the bid from Diamond, not only based on price but also on recommendations from local companies that are using their service.

#### Cable

Question: Is cable TV required under the governing condo docs, or is this elective benefit. With streaming services so prevalent, this could save owners 100k, has that been discussed or considered?

Comment: Need to verify the contract term for the WOW Contract.

**Response:** Condo Document 6.04 Cable Television - Basic cable television is included in the Association budget. However, each Owner of a Unit shall be responsible for obtaining any enhanced cable television services for its Unit, and shall pay all costs, expenses, fees, rates and other charges incurred in connection therewith, including, without limitation, any connection fees, directly to the cable company providing the same.

The Association Office has contacted WOW, the provider of our cable services, and they cannot get the Association a renewal quote until mid December because they are revamping their bulk video options and the rates won't be available until then.

#### Garbage

Comment: As Coastal Waste is will be collecting our garbage and they also do recycling, could they suggest a recycling plan for Grand Panama.

Response: Derek contacted Coastal Waste and they do not actively do recycling in our area.

#### Insurance and Bonds

Question: I know that the insurance market in Florida is in trouble and there are not many choices. Has the board tried another agent.

Comment: These are the big percentage cost increases (some are not big dollars): Insurance and Bonds +58% for \$332,621 (this is a big one; did this go out to bid?)

**Response:** Many insurance companies are leaving Florida entirely or staying and revoking policies, limiting coverage and raising premiums by double digits. All agents of record are pursuing the same market of carriers for their clients and will get the same pricing. Coastal Community, our Insurance Agent of Record, has always found the best combination of policies to ensure Grand Panama gets the best value and the best rate.

#### Other Licenses

Comment: These are the big percentage cost increases (some are not big dollars): Other Licenses +79% for \$285.

**Response:** It has been discovered that the Condo Association is required to be licensed by Florida Department of Business and Professional Regulation. This is the cost of the license.

#### Repairs and Maintenance

Question: Can the subcategories be provided for the REPAIRS & MAINTENANCE categories? All subcategories (building, pools, equipment, grounds) have an increased budget for 2024. Is the 2024 budget based on the projected actual s for 2023? Based on the notes provided for extra 2023 expenses related to POOLS and EQUIPMENT, I wouldn't think that some of those expenses would be recurring in 2024 (ex. pool heater, expenses associated with the new charcoal grill area, fire alarm and sprinkler service calls/repairs).

Comment: These are the big percentage cost increases (some are not big dollars): Repairs and Maintenance Building +34% for \$34,000.

#### Response:

General Maintenance costs have increased due to inflation and aging of general items on the property. The proposed budget looked at each element, what maintenance costs are running, eliminated any one time expenditures included in the 2023 actuals to establish the line item budgets. The following are the subcategories.

Repairs and Maintenance Building

Account	2023	2023	2024	
	Actual Jan-Jul	Budget	Proposed Budget	
	Budget Aug-Dec			
R&M Air Conditioning	11,243	2,500	15,000	CE Units repaired/replaced
R&M Building Plumbing	11,306	5,000	12,000	
R&M Door Locks	2,767	2,000	3,000	
R&M Doors	6,855	10,000	12,000	Repair/Replacement
R&M Electrical	1,569	2,500	3,000	
R&M Elevator	12,826	6,500	10,000	
R&M Exterior	3,203	1,500	3,000	
R&M Gym	234	500	500	
R&M Interior	7,422	3,000	6,000	
R&M Miscellaneous	6,250	15,000	10,000	
R&M Roof	417	1,000	1,000	
R&M Cleaning	46,852	42,000	59,000	Price Inceases
R&M Supplies	9,607	8,000	8,000	
Building	120,551	99,500	133,500	

Repairs and Maintenance Pools

Account	2023	2023	2024	
	Actual Jan-Jul	Budget	Proposed Budget	
	Budget Aug-Dec			
R&M Pool Area Maintena	5,255	2,500	3,000	
R&M Pool Area Painting	104	250	500	
R&M Pool Chemicals	29,341	28,000	35,000	Increases in cost
R&M Pool Equipment	16,751	10,000	15,000	Backup motors, etc
R&M Pool Furniture	15,984	10,000	7,500	
R&M Pool Gates	1,192	1,500	1,250	
R&M Grill Area	5,558	3,500	3,500	Gas Grill Replacements
R&M Pool Plumbing	4,769	5,000	5,000	
R&M Pool Supplies	5,255	5,000	5,000	
R&M Pool Miscellaneous				
Pools	84,209	65,750	75,750	

Repairs and Maintenance: Equipment

Account	2023	2023	2024	
	Actual Jan-Jul	Budget	Proposed Budget	
	Budget Aug-Dec			
R&M Fire Alarm & Monitoring	33,524	10,000	20,000	
R&M Fire Sprinkler & Backflow	17,508	5,000	15,000	
R&M Security Cameras	833	2,000	1,000	
R&M Fitness Equipment	1,530	750	1,000	
R&M Floor Machine	2,946	2,500	2,500	
R&M Generator	1,817	2,000	2,000	
R&M Small Tools	5,116	6,000	5,000	
R&M Equipment Miscellaneous	26,209	30,000	22,500	
Equipment	89,483	58,250	69,000	

Repairs and Maintenance: Grounds

Account	2023	2023	2024	
	Actual Jan-Jul	Budget	Proposed Budget	
	Budget Aug-Dec			
R&M Annual Planting	3,286	2,000	0	Included in landscaping contract
R&M Irrigation	3,172	2,000	3,000	-
R&M Gates and Fences	6,034	2,000	2,000	
R&M Lighting	11,130	10,000	10,000	
R&M Parking Lot/Garage	6,716	2,000	2,000	
R&M Property Signage	3,567	2,500	2,500	
R&M Grounds Miscellaneous	17,769	15,000	15,000	
Grounds	51,674	35,500	34,500	

#### Loan Expense

Comment: The Association should increase the assessments in order to payoff the loan for the Non-Residential Units.

**Response:** The Association secured a loan from BanCorp South for \$2,300,000.00 which is amortized over 20 years at 4.25%. It has a 5 year balloon due 12/28/2025 and the payoff would be \$1,902,968.76, which is normal for commercial loan, and means at that point the association can pay off the loan, renegotiate the loan with the current bank or reach out to other banks for financing. The monthly payment is \$14,317.68, \$171,812.16 for each year.

		2024 Proposed	Increase to 2024 Proposed Assessments to pay off the loan
Unit Type	Unit Sq Foo	•	before balloon payment due
Tower 1			
C&D	1135	839.88	243.16
E&F	1431	1058.92	306.53
G	1916	1417.81	410.48
Н	2220	1642.76	475.60
TOWER 2			
В	903	668.20	193.46
D	1135	839.88	243.16
E&F	1458	1078.89	312.36
G	1917	1418.55	410.69
H	2266	1676.80	485.46
NRU			
TIKI 1	392	290.07	83.98
TIKI 2	195	144.30	41.78
PM	255	188.70	54.63
Retail 1	2019	1494.03	432.54
Retail 2	2627	1943.93	562.80
Retail 3	1964	1453.33	420.76
Total	21833	16156.05	79,290.37
All Units	370107		0.214236342
Calculations			
Payoff on De	cember 28,	2025 is \$1,90	2,968.76

would be absorbed by the residential units making their increases higher

Items to look at.

- As NRU contracts expire or come up for renewal, increase rental fees
- Work with funding sources to minimize any interest impacts and loan payment amounts when balloon payment comes due
- Payoff options

#### **Reserve Contribution**

Comment: Reserve Contribution +110% for \$394,200 (this is another other big one; is this a choice?).

Response: Florida law requires condominium's annual budget to include both operating expenses and reserves for capital expenditures and deferred maintenance. To properly budget for reserves, condominiums must have a reserve study conducted. Florida Senate passed a bill in May 2022 that every condominium must have a structural integrity reserve study completed every 10 years after the creation of the building on the condominium property. The reserve contribution is based on the Reserve Study inspection completed by Reserve Advisors in August 2023. Members of the board worked through item by item to clarify assumptions made by Reserve Advisors and were able to find some reductions in the draft reserve study. The reserve study also reflects a 3.5% inflation factor every year which had not been reflected in previous reserve studies. Depending on when the reserve item is scheduled to be done, it is definitely higher with a 3.5% year after year added to present value.

The reserve study is available to all owners on the Grand Panama website: <u>grandpanamacoa.com</u> Owners Log in: Financials: Reserve Studies.

#### **Budget Dispute**

Question: What can be done if an owner(s) disagree with the budget adopted by the board of directors?

Response: Section 718.112(2)(e)2.a., Florida Statutes provides a mechanism for unit owners to require the association to notice and hold a special unit owners meeting at which unit owners may consider and vote on a substitute budget different than the budget adopted by the board of directors, but only where the budget adopted by the board exceeds 115% of assessments for the preceding fiscal year. Per the law, when determining whether the new budget exceeds 115%, you must exclude from the calculation the portions of assessments for reserve contributions and any portions of assessments related to items that are not expected to be incurred on a regular ongoing basis (i.e., one-time capital projects or repairs). Put another way, the calculation is essentially done only on the portion of assessments for ongoing, regular annual expenses. This is an important threshold matter as many of the assessment increases of late are a result of ramped up reserve funding — which increases would not be included in the 115% calculation. If the adopted budget has not increased 115% as calculated under the statute, unit owners do not have the right to petition for a special meeting to consider an alternate budget. In such situations where the budget has not increased by that percentage, the association would disregard a petition by unit owners — no matter how many owners sign it.

Presuming a budget has increased in excess of 115% under the statute, 10% or more of **all voting interests** in the association must make a written request to the association for a special unit owner meeting within 21 days of the adoption of such increased budget. An association who receives such written request with the time stated must call, notice and conduct the special unit owners meeting within 60 days of the adoption of the budget. The association's obligation is simply to schedule and notice the meeting. Neither the association nor the board has any obligation to assist the challenging owners in their endeavor to secure the requisite support for such substitute budget. At the meeting, quorum must be established to conduct business. If quorum is not achieved, the meeting would be closed, and the board's adopted budget would remain in effect. If quorum is achieved at the special meeting, a substitute budget

can only go into effect if approved by a **majority of all voting interests** in the condominium (unless the bylaws require a **greater** percentage). Note, the voting threshold is not a majority of those present, but a majority of the total voting interests. Thus, even where quorum is established at the special meeting, if a majority of the total voting interests do not approve a substitute budget, the board's adopted budget would remain in effect.

10



## Sudden Service, Inc.

Invoice

www.taylorsuddenservice.com Parts and Service for Taylor Products Louisville, Mississippi 39339

Please remit to: Sudden Service, Inc. dba Taylor Sudden Service P.O. Box 809 Louisville, MS 39339-0809

For Questions about this Invoice Please Call 662-773-3421 Email Invoicing Questions to: Questions-031@TaylorBigRed.com Email Sales Tax Questions to: sales tax@TaylorBigRed.com

Bill To	Ship To
GRAND PANAMA 11800 FRONT BEACH ROAD PANAMA CITY BEACH, FL 32407-0600	

372 via

3 / 2 <i>via</i>			Page 1	of 1
	rchase Order#		Payment Terms	
1/03/24   03115334   74666384   25685900		C. O. D.		
Quantity Part# Description	Unit Price			ed Amount
1 NOTES RADITOR	\$10,537.66		\$10	,537.66
00400.0 NO#1398700 REMOVED AND REPLACED RADIATOR AND FAN. TEST RAN UNIT TO CHECK FOR LEAKS AND PROPER OPERA FION. PERFORMED A LOAD TRANSFER TEST. UNIT I S OPERATIONAL.				
Thank you for your order!	Total Parts and I		\$10,	537.66
Jon 101 Jon 101	Total Travel and	wiieage		
our #1 source for Taylor genuine parts	Total Freight			

# #1 source for Taylor genuine parts

Total Parts and Labor	\$10,537.66
Total Travel and Mileage	
Total Freight	
Total Taxes	
Total Invoice Amount Due	\$10,537.66

Pay by credit card or ACH at www.taylorsuddenservice.com. Credit card payments are subject to a 1.95% surcharge.

To receive invoices electronically; Send your account#, name and email address to receive invoices to ardue@taylorbigred.com



### **Service Agreement**

Non-Hazardous Waste

#### **OFFICE USE ONLY**

New Business Ihopkins A36

Permanent

Account Number: 35611

Account Name Grand Panama Beach Resort COA, Inc Service Address 11800 & 11807 Front Beach Rd,
Service City: Panama City Beach, State: FLZip:32407

Tel # 850-235-7342 Contact Derek Gilbert

Email derekg@rcamflorida.com

Billing Name Grand Panama Beach Resort COA, Inc								
Billing Address 495 N Richard Jackson Blvd.								
Billing City: Panama City Beach State: Zip:32407								
Tel # Cell #								
Contact Derek Gilbert								
Billing Emailderekg@rcamflorida.com								
Auto Pay								

	SE	RVICE INFO	RMATION		SCHEDULE OF CHARGES				
Qty	Size	Туре	Freq	Min /Tons Included	Per Haul	Per Ton	Extra Lift	Container Charge	Monthly Base Rate
2	3	FL MSW	3 x per wk		\$0.00	\$0.00	\$65.00		\$1,053.00
Equipme	nt Delive	ry Date:	02 / 01 / 2024				Total Month	nly: \$1	,053.00

Franchise Fee: \$0.00 DFF: \$0.00 Permit Fee: \$0.00	<b>Additional Services:</b>
Delivery Instructions:	Delivery: \$0
Compactor being rented by outside vendor.	Exchange: \$0
compactor being refreed by outside vendor.	Removals: \$0
Additional Information:	Relocate: \$0
Service to fluctuate due to seasonal changes. Proposed annual schedule attached.	Recovery Fee: \$0.00
(I) GRAND PANAMA FL P	Lock Install: \$0
	Mo Maint Fee: \$0
	Admin Fee: \$ 0
Trip Charge: \$: 0Inactivity Fee: \$0 Per Day # Days: 0	Region:Panama City
Container Requirements: Wheels: Yes Lids: No Locks: No	

Customer Acceptance and Agreement: Customer has reviewed, understands, and accepts the specifications, prices, terms, and conditions of this Agreement, which are incorporated herein and made a part hereof. The individual signing this agreement on





behalf of Customer acknowledges that he/she has read and accepts the terms and conditions of this agreement which go with the service levels attached herein and that he/she has the authority to sign on behalf of Customer.

This agreement is for an initial term of 36 months from the effective date and it shall automatically renew thereafter for an additional 12months unless terminated as set forth herein. Please visit link below for Terms and Conditions of service.

Please visit <u>www.coastalwasteinc.com/terms-and-conditions</u> for terms and conditions.

02 / 19 / 2024 "Effective Date".	Customer agrees to pay overweight/overloaded fees
Customer:	Coastal Waste & Recycling Inc.
Authorized Signature:	Authorized Signature: Lauren Hopkins
Print Name:	Print Name: _ Lauren Hopkins
Title: Date:	Title: Sales Executive Date: 01 / 16 / 2024







#### SITE HAZARD ASSESSMENT FORM

Hazard Description					
Blind alley / corner	No	Heavy Traffic	No	School Zone	No
Push or Pull/Please detail length in notes below	Yes	Low Wires	No	Special Approach required	No
Damaged Corral	No	Left Turn Entry require d	No	Special PPE required	No
Difficult approach	No	Parked vehicles Nearby	Yes	Special Training required	No
Enclosure damaged	No	Pavement damage	Yes	Steep Grade	No
Electrical Panel Nearby	Yes	Pedestrian Traffic	Yes	Uneven surface	No
Gas Meter or Valve Nearby	No	Restricted Overhead- building	Yes	Other- Note Below	
Grease Container in Enclosure	No	Restricted Overhead- trees	No	NO SPECIAL HAZARDS NOTED	
Details of Above or Other Hazards Noted					

Photographs (Click in box below, click insert and select photo)

**Actions Taken to Reduce Risk** 



#### SITE HAZARD ASSESSMENT FORM

Febuary 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	8	6	3
Haul Cost x frequency	\$4,298.16	\$3,223.62	\$1,053.00
Equiptment Rental	\$0.00	\$0.00	\$381.55
Tonnage Cost	\$326.26	\$323.95	\$0
Fuel Free	\$444.24	\$0	\$0
Monthly Total	\$5,068.66	\$3,547.57	\$1,434.55
March 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	8	6	5
Haul Cost x frequency	\$4,298.16	\$3,223.62	\$1,754.00
Equiptment Rental	\$0.00	\$0.00	\$381.55
Tonnage Cost	\$588.35	\$584.10	\$0
Fuel Free	\$525.43	\$0	\$0
Monthly Total	\$5,411.94	\$3,807.72	\$2,135.55
April 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	11	7	5
Haul Cost x frequency	\$5,809.97	\$3,760.89	\$1,754.00
Equiptment Rental			\$381.55
Tonnage Cost	\$696.88	\$691.90	\$0
Fuel Free	\$655.95	\$0	\$0
Monthly Total	\$7,162.80	\$4,452.79	\$2,135.55
May 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	14	11	7
Haul Cost x frequency	\$7,521.78	\$5,909.97	\$2,446.00
Equiptment Rental			\$381.55
Tonnage Cost	\$789.95	\$784.30	\$0
Fuel Free	\$863.84	\$0	\$0
Monthly Total	\$9,175.57	\$6,694.27	\$2,827.55
June 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	12	10	7
Haul Cost x frequency	\$6,447.24	\$5,372.70	\$2,446.00
Equiptment Rental			\$381.55
Tonnage Cost	\$1,168.86	\$1,160.00	\$0
Fuel Free	\$777.56	\$0	\$0
Monthly Total	\$8,393.66	\$6,532.70	\$2,827.55

July 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	12	10	7
Haul Cost x frequency	\$6,984.51	\$5,372.70	\$2,446.00
Equiptment Rental			\$381.55
Tonnage Cost	\$1,552.20	\$1,541.10	\$0
Fuel Free	\$840.34	\$0	\$0
Monthly Total	\$9,377.05	\$6,913.80	\$2,827.55
August 2023	Waste Pro	Coastal Waste	Front Load
Tower 1 Haul Frequency	13	10	7
Haul Cost x frequency	\$6,984.51	\$5,372.70	\$2,446.00
Equiptment Rental			\$381.55
Tonnage Cost	\$660.87	\$656.15	\$0
Fuel Free	\$804.00	\$0	\$0
Monthly Total	\$8,449.38	\$6,028.85	\$2,827.55
Febuary to August	\$53,039.06	\$37,977.70	\$17,015.85

January Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	Front Load 3 days week \$1,053.00 \$381.55 \$1,434.55
Febuary Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	3 days a week \$1,053.00 \$381.55 \$1,434.55
March Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	5 days a week \$1,754.00 \$381.55 \$2,135.55
April Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	5 days a week \$1,754.00 \$381.55 \$2,135.55
May Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	7 days a week \$2,446.00 \$381.55 \$2,827.55
June Tower 1 Haul Frequency Haul Cost x frequency Equiptment Rental Monthly Total	7 days a week \$2,446.00 \$381.55 \$2,827.55
July Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	7 days a week \$2,446.00 \$381.55 \$2,827.55
August Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	7 days a week \$2,446.00 \$381.55 \$2,827.55

September Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	5 days a week \$1,754.00 \$381.55 \$2,135.55
October Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	5 days a week \$1,754.00 \$381.55 \$2,135.55
November Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	3 days a week \$1,053.00 \$381.55 \$1,434.55
December Tower 1 Haul Frequency Service Frequency Cost Equiptment Rental Monthly Total	3 days a week \$1,053.00 \$381.55 \$1,434.55

Total annual estimated cost

\$25,590.60

#### Compactor Rental Agreement Brask Enterprises, Inc II

Brask Enterprises, Inc II PO Box 55287 Houston, TX 77255

Type:	New		Renewal	I⊠	Tax E	kempt:	Yes □	No □	Acco	unt No: <u>01-00020416/B02</u>	
EQUI	PMEI	NT	<u>LOCATI</u>	ON INFO	RMATIO	<u>N:</u>					
CUS	TOME	RN	IAME:	Grand Par	nama Beac	h Resor	rt (COA	)			
ADD	RESS	:	11800 F	ront Beach							
CITY	′: P	ana	ma City Be		STATE:	FL		ZIP CODE:	32407	PHONE:	
CON	TACT							EMAIL:			
			ORMATION		nama Beac	h Resor	t (COA	c/o RC Hos	spitality Sol	lutions	
	RESS			ard Jacksor		II Nesoi	LOOK	0/0/10/10:	spitality Ooi	uio is	
CITY			ma City Be		STATE:	FL		IP CODE:	32407	PHONE:	
	TACT		Lisa Grey		OI/TIL.			EMAIL:	02-107	THORE.	
not be ilong as Equipm  1. Agreeme shall herein be referred 2. Services by the term 3. Binding 8 with the ter 4. Term. The that this ag the current 5. Payment herein. Pay past due pa 6. Liability f the equipm and to hold out of the C relocate the normal wear 7. Taxes. T and any ext 8. Failure to the Custom full force ar taking into the Custom agreement, action inclu 9. Applicable only such p 10. Excuse fires and ac 11. Assign consent to a rev2 2018	equippent: (and the company of the c	locumerers of the state of the	as long as at is used in as long as at is used in a state "Coomer".  Company agrees of this agreement shall corners set forth her hall be in full fonce terminated at er shall pay the made by the Casid late fee sharnless from an operation, or pother hall be in full to be billed to the call be responsiand shall hold to be event the customer at the customer at the company arties hereto exist fact that the company arties hereto exist fact that the corner permitted by rovision of this as the current or the company arties hereto exist fact that the corner permitted by rovision of this as the current or the customer party hower shall not a some control of the corner of the customer of	s the unit is for the purp ment Comp.  Ill intents and purp ment Comp.  Ill intents and purp ment.  Ill intents and effect for at the end of any to the end of any end of the end of any cases of any to the end of any to the end of the end	in service.  Dose for white actor and poses shall consider and poses shall considers, firm, or consolid waste collection and initial term as serm by either of the monthly basis for company within (1) for the monthly pay to the same poses from all liable and all claims for loof the equipment e. All maintenant pay any and all liable so a minimum of the award of lies a minimum of the pay the Company for collection attorney's fees a contravene existing rovisions of this able for its failure to the pay the training of the same positions of this able for its failure to the pay the training the contravene existing rovisions of this able for its failure to the pay the training the training the pay the training training the training training the training tra	Monthly ich it is i (3) 2YD TERMS 2 ittute a legal orporation metion equipment ton the parties he the services 0) days of the ment but in custody, and by handled be ses of or dam furnished unce and repaired, municipility in connorior to the emoney equipment with the Custom of the custody, and is any all amount, the Custom of the custom	y rental installed FEL Co AND CO Ily binding a more particular tent specifie to fithe Communication of the communi	is to include  I. Monthly Democtor CO Demo	maintenan Rental Rat Intainers (1) Detween Brask E Inve and below, w Justomer agrees to Justomer and their re Justomer and re Justomer and tear are of Justomer and their re Justomer and their	es, Inc II Rental fee is firm a nee by Brask Enterprises, Inc II. Rental Period:  25YD Self-contained componinterprises, Inc II., a duly organized corponinterprises, Inc II., a duly organized corponinterprises, Inc III., a duly organized corponinterprises, III. a duly	actor ation, which I hereinafter in and abide accordance ad, however, expiration of provided for the fee for all able law. on sibility for I, indemnify, any manner is the right to be outside of a agreement agreement agreement agreement to plication to suant to this isult of such able law and atrikes, riots, Customer's assets. KB
- Dra-'-	Cimm	4					***				
brask	Signa	itur	e:								
							Prin	t Name:			
Contra	act Ef	fect	ive Date:	Upon Insta	llation		Title			Date:	

## **Amendments and Additional Provisions**

Brask Initials:	Customer Initials:
the maintenance for the photo-eye sensor, co	ontainer lids, and casters.
provide 30 days' notice prior to termination of	f the agreement. Customer shall be responsible for all
Upon completion of the initial term, agreemen	nt shall continue on a month to month basis. Customer to

Compactor Rental Agreement
Brask Enterprises, Inc II
PO Box 55287 Houston, TX 77255

Type:	New	<i>,</i> 🗆	Renewal	$\boxtimes$	Tax E	xempt: Ye	s □ No □	Accou	unt No: <u>01-00020416/B02</u>	
EQUI	PME	NT	LOCATI	ON INFO	RMATIO	N:				
			NAME:	Grand Par	nama Beac	h Resort (C	OA)			
	RES			ront Beach	Road					
CITY			ma City Be	each	STATE:	FL	ZIP CODE:	32407	PHONE:	
COV	ITAC	Γ:				_	EMAIL:			
BILLI	<u>NG I</u>	NF	ORMATIC	ON:						
CUS	TOM	ER N	IAME:	Grand Par	nama Beac	h Resort (C	OA) c/o RC Ho	spitality Sol	utions	
	RES			ard Jackson						
CITY			ma City Be		STATE:	FL	ZIP CODE:	32407	PHONE:	
CON	ITAC	Γ:	Lisa Grey				EMAIL:			
not be in long as Equipm  1. Agreems shall herein be referred 2. Services by the term 3. Binding 8 with the term 4. Term. The this age the current 5. Payment herein. Pay past due pp 6. Liability for the equipm and to hold out of the C. Taxes. T and any ex 8. Fallure to the Custom full force ar taking into the Custom full force ar taking into the Custom agreement, action inclu 9. Applicabonly such p 10. Excuse fires and ac 11. Assignronsent to rev2/2018.	The Customer agrees to pay a monthly rental fee per month directly to Brask Enterprises, Inc II Rental fee is firm and will not be increased as long as the unit is in service. Monthly rental is to include maintenance by Brask Enterprises, Inc II, as long as equipment is used for the purpose for which it is installed. Monthly Rental Rate: \$1,395 Rental Period: 5yr \( \triangle Equipment: (1) PX50 Apartment Compactor and (3) 2YD FEL Compactor containers (1) 25YD Self-contained compactor TERMS AND CONDITION  1. Agreement. This document is and for all linents and purposes shall constitute a legally binding agreement by and between Brask Enterprises, Inc II, a duly organized corporation, which shall hereinafter be referred to as the "Coupany" and the person, firm, or corporation more particularly identified above and below, which said person, firm, or corporation shall hereinafter be referred to as the "Coupany" agrees to furnish the solid waste collection equipment specified above and the Customer agrees to make the payments as provided for herein and abide by the terms and conditions of this agreement.  3. Birding Effect. This agreement shall constitute a legally binding agreement on the part of the Company and the Customer and their respective heirs, successors, and assigns in accordance with the terms and conditions set forth herein.  4. Ferm. This agreement shall be in full force and effect for an initial term as signified above and shall be renewed for successive terms without further action by the parties; provided, however, that this agreement may be terminated at the end of any term by either of the parties hereto by notice to terminate by certified mail received not less than 90 days prior to the expiration of the current term.  5. Payments, The Customer shall be terminated at the end of any term by either of the parties hereto by notice to terminate by certified mail received not less than 90 days prior to the expiration of the current term.  5. Payments, The Customer shall be terminated and the exposenti									
<u>Brask</u>	Ente	rpri	ses, Inc II					AME: <u>Texa</u>	s Health Presbyterian Hospi	<u>tal</u>
-							<u>Rockwall</u>			
Brask	Sign	atui	e:				Signature:			
Contr	act E	ffect	ive Date:	Upon Insta	llation		Title:			=7

## **Amendments and Additional Provisions**

Brask Initials:	Customer Initials:
the maintenance for the photo-eye sensor, contai	ner lids, and casters.
provide 30 days' notice prior to termination of the	agreement. Customer shall be responsible for all
Upon completion of the initial term, agreement sh	all continue on a month to month basis. Customer to

# PX50

The PX50 is a powerful solution for multi-story buildings where space is limited, efficiently compacting waste at a ratio of 4:1 saving space and time.



**Manufactured By** 



**PSI WASTE** EQUIPMENT SERVICES, INC. VERSA-PA

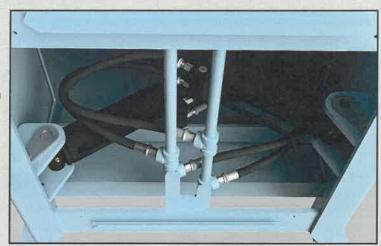


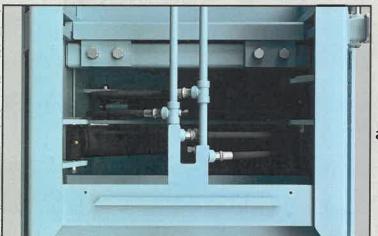
# SPECIFICATIONS

PX50 SPECIFICATIONS:	ЗНР	5HP
CHARGEBOX		
MANUFACTURER RATING (CY)	0.43	
STANDARD INDUSTRY RATING (CY)	0.29	
CLEAR TOP OPENING (INCHES)	22.5L X 28W	
CAPACITY PER HOUR (CY)	40	52
PERFORMANCE	Tele Proportion Second Conference	
CYCLE TIME (SECS)	26	20
NORMAL FORCE (LBS)	14,160	
PACK-OUT FORCE (LBS)	16,500	
NORMAL RAM FACE FORCE (PSI)	23.6	
PACK-OUT RAM FACE FORCE (PSI)	27.5	
RAM PENETRATION (INCHES)	4	
WEIGHT (LBS)	1,900	
ELECTRICAL		
TRI-VOLT MOTOR 208/230/460	ЗНР	5HP
ELECTRIC CONTROL VOLTAGE	12	0 VAC
UL® LISTED PANEL CAN BE RELOCATED FOR PRO	PER NEC CLEARANCE.	
NEMA 3R ENCLOSURE - ALL CIRCUITS FUSED.		
STANDARD CONTROLS: AUTO OFF MANUAL, STA	ART, REVERSE, E-STOP	
HYDRAULIC		
HYDRAULIC PUMP CAPACITY (GPM)	4.5	6
NORMAL SYSTEM PRESSURE (PSI)	1,200	
MAXIMUM SYSTEM PRESSURE (PSI)	1,400	
OIL CAPACITY (GAL)	10	10
(2) HYDRAULIC CYLINDERS	3" BORE	
	1.5" ROD	
LOW PRESSURE, LARGE BORE HYDRAULIC SYSTE	M REDUCES WEAR AND T	EAR.
REMOTE POWER UNIT OPTIONAL		
STRUCTURAL		
CHARGEBOX SIDES	1/4" PLATE	
CHARGEBOX FLOOR	3/8" PLATE	
RAM SIDES	1/4" PLATE	
RAM FLOOR	3/8" PLATE	
RAM TOP AND SLIDER PLATE	1/4" PLATE	
RAM FACE	3/8" PLATE	
HOPPER FLARE	3/8" PLATE	
HOPPER SIDES	3/16" SHEET	
MADE IN THE USA WITH HIGH QUALITY USA STE	EL.	
ALL PLATE IS ASTM A572 GRADE 50 (MADE IN TH	E USA). ALL SHEET IS A3	6.
MEETS ANSI Z245.21 AND APPLICABLE OSHA REG	GULATIONS.	
WARRANTY- 2 YEARS PARTS, 6 MONTHS LABOR, 5	YEAR STRUCTURAL.	

## **FEATURES**

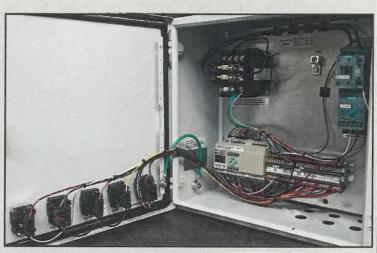
Open design allows for easy access and maintenance. All hose fittings are accessible with the ram at any position. Self-cleaning chargebox floor prevents backpack and allows air circulation to reduce trapped moisture. Cylinders are coated with a two-part epoxy for long life. Pipe connections are welded.





Innovative removable slider plate stops in combination with the removable carrier plates allow for slider plate to easily be pulled forward or completely removed.

Features Versa-Pak EX control system that includes troubleshooting features, auto-shutdown timer, and full light. Versa-Pak also includes sleep mode to prevent activation late at night.



## **FEATURES**

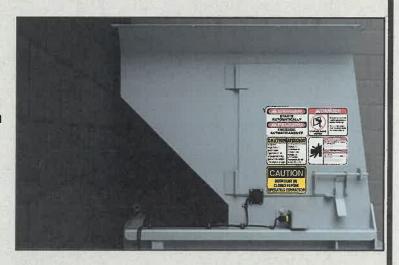
The PX50 and Power Unit both include a pick up hook for safely moving the equipment during installation. (The PX50 hook is removable.)





The PX50 and power unit are made to be easily moved with a standard pallet jack.

Hopper design allows for maximum space when making inspections and repairs. Hoses can be changed without pulling compactor.



## **FEATURES**



Hopper flange allows for bolt on deflectors and chute extensions when needed.

Side access hoppers are standard issue. These fit most applications and are available in left and right hand configurations.



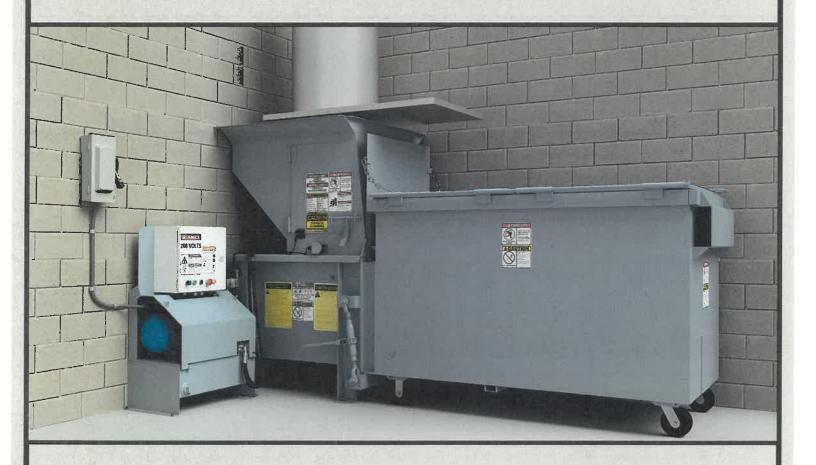


Front access hoppers are for areas where side access is unobtainable. Common applications are inside nooks. They are also available in left and right hand configurations.

## INSTALLATION

Space-saving features, stable lift points, maintenance-friendly access points, and panel placement options make installation simple and code compliant

Hopper is specifically designed to allow ample room for containers and minimize gaps between walls and the compactor.



Universal single-sided latch makes changing containers easy. Remote power unit and/or panel are available to accommodate many layouts.

Runs quiet. Durable. Low maintenance. Easy to install and work on.

PSI Waste Equipment Services, Inc. 31130 Industry Drive, Bldg A Tavares, FL 32778

www.psiwaste.com



Family Owned and Operated Est. 2002. Made in USA. 352-742-4774 opt4 equipment@psiwaste.com