



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

Notice of: Board of Directors Budget Ratification Meeting

Date: Thursday, December 12, 2024
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/81576668602?pwd=WmHz8uGY6Xi4ZjipT3HGB9wjt1aX1j.1>

Meeting ID: 815 7666 8602

Passcode: 793373

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Agenda

1. Call to Order and Determine Quorum
2. Proof of Notice
3. Approval of Meeting Agenda
4. Approval of the November 14, 2024 BOD Budget Workshop Meeting Minutes
5. Management Report
6. Treasurer's Financial Report
7. Old Business
 - A. Booting Proposal
 - B. Security RFPs Discussion & Vote
8. New Business
 - A. 2025 Budget Ratification
 - B. Payment to Loan from Special Assessment
 - C. Owner Questions & Comments
9. Adjournment

GRAND PANAMA BEACH RESORT OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS BUDGET WORKSHOP MEETING
November 14, 2024, 03:00 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 03:02 PM CT by Board President Glenn Holliday.
- B. **ESTABLISH QUORUM:** Quorum was established with Glenn Holliday, Charles “Chuck” Knoll, Michael Harper, James Eagleson, Jarod Triplett, JPorter Share and William “Ron” Kibble 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, as the Building Maintenance Supervisor. Amy Ludlam, Director of Association Accounting with RCAM Florida, was present via Zoom. Derek Gilbert recorded the minutes.
- ALSO IN ATTENDANCE:** Unit Owners in person (2) Two. On Zoom: Unknown number of Unit Owners present via Zoom teleconference. Anthony Dubose with Coastal Community Insurance was present in person.
- 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 James Eagleson and a second by Michael Harper to **approve** the meeting agenda, the motion carried unanimously.
- E. **APPROVAL OF THE OCTOBER 18, 2024 BOD MEETING MINUTES:** On a **motion** by Michael Harper and a second by James Eagleson, the meeting minutes were **approved**. Motion carried unanimously.
- F. **APPROVAL OF THE NOVEMBER 6, 2024 BOD ORGANIZATIONAL MEETING MINUTES:** On a **motion** by Michael Harper and a second by Chuck Knoll, the meeting minutes were **approved**. Motion carried unanimously.
- G. **OLD BUSINESS:**
- A. **Booting Proposal:** On a **motion** by James Eagleson and a second by Chuck Knoll to table the Booting Proposal until a future meeting, the motion passed unanimously and carried.
- H. **NEW BUSINESS:**
- A. **Re-appropriation of R&M Fire Alarm & Monitoring, R&M Fire Sprinkler & Backflow Monies to Reserves Discussion & Vote:** Derek noted that there was currently \$12,507.67 in R&M Fire Alarm & Monitoring and \$64,889.93 in R&M Fire Sprinkler & Backflow for invoices related to repairs or replacement that could be re-appropriated to be funded out of Reserves instead of Operating Expenses. On a **motion** by Chuck Knoll and a second by Jarod Triplett to move the paid funds totaling \$12,507.67 from R&M Fire Alarm & Monitoring and \$64,889.93 from R&M Fire Sprinkler & Backflow in Operating Expenses to Reserves funding, the motion passed unanimously and carried.
- B. **Payment to Loan from Special Assessment:** Derek noted that \$70,181.64 had been received as of October 17, 2024 paid towards the Special Assessment to the loan since the last payment was made to Bancorp South. On a **motion** by James Eagleson and a second by Michael Harper to pay the \$70,181.64 received amount from the Special Assessment as of October 17, 2024 to the loan with Bancorp South with payment on

November 22, 2024, the motion passed unanimously and carried. Amy added there was about \$50,000-60,000 left to be paid from the 1st installment of the Special Assessment.

- C. Security RFPs Discussion & Vote:** Glenn noted that the Board wished to not be tied into any security contracts for 3 years and would like to have an out clause and possibly continue month-to-month for now with ASA. The Board requested for revisions on each of the proposals from ASA, Emerald Coast, Dynamic and American Paratus to reflect these changes before being presented again to the Board for decision. On a **motion** by James Eagleson and a second by Michael Harper to table the Security RFPs Discussion & Vote to the next meeting upon revisions to reflect 1 year contracts and an out clause in each, the motion passed unanimously and carried.
- D. Landscaping RFPs Discussion & Vote:** Derek stated that there were 3 proposals to present to the Board of Directors for Diamond Landscape Management LLC, Lawnsapes and Noles Scapes. He noted Diamond's proposal is a renewal with an increase to \$1,200/month for general landscaping, herbicide treatment and monthly irrigation checks for 1 year with an option to revisit to 3 years. There would be a separate cost for services for pine straw, irrigation repairs, palm tree pruning and seasonal annuals. Lawnsapes was noted to be a 3-year agreement at \$3,458.23/month and Noles Scapes for a 3-year agreement at \$4,805.90 with add-in services included with both companies. The Board continued discussion with consideration for performance over the past year by Diamond, additional services and their costs, communication by Diamond and overall cost for each proposal. On a **motion** by Chuck Knoll and a second by James Eagleson to accept the renewal proposal from Diamond Landscape Management LLC as presented for 1 year, the motion passed unanimously and carried.
- E. 2025 Budget Review & Workshop:** Anthony Dubose with Coastal Community Insurance indicated that the property portion of the insurance policy was flat and there was previously discussion proposed about extending the policy. He added the carrier had agreed to extending at the same rate if the hurricane season went according to expectations. He stated Sigma agreed to change the policy insurance renewal from May 1 to December 1 so that the budgeted number would be more certain with the exact same rate, terms and coverage. He advised the Association would need to stay with Sigma because the policy is fully earned. Sigma would be giving a flat cancellation because the Association would be staying on it for the next 12 months. Anthony added that this would be canceling the current policy with a refund of \$233,403.45, a prorated flat cancellation with a new policy written for 12 months with the same carrier and finance agreement recommended with the new policy at 6.75%. On a **motion** by Michael Harper and a second by James Eagleson to move forward with the cancellation of the current policy with Sigma and begin a new policy stating December 1, 2024 for 12 months, the motion passed unanimously and carried.

Chuck noted that a preliminary proposal budget was prepared by RCAM Florida and presented to the Board officers with a modest 2.8% increase. He added the proposed budget was then reviewed by a budget committee in efforts to look at ways to cut some costs and set goals for future years. He noted that the parking passes and wristbands budget was \$9,000.00 but the Association had stock of 25,000 wristbands for a new color that would cover for almost all of 2025 so the budget line item was changed to \$4,000.00. He indicated that the R&M Fire Alarm and R&M Sprinkler items could be paid out of Reserves so the R&M Fire Alarm & Monitoring was changed from \$30,000.00 to \$20,000.00 and R&M Fire Sprinkler & Backflow was reduced from \$50,000.00 to \$15,000.00. He added the Reserves amount was changed to reflect the

reserve study amount of \$780,600.00 to assist in making the 2025 budget flat. It was noted that the budget committee discussed considerations for the number of hourly employees for maintenance, front desk, security and possibly setting up a purchase order system for spending needs. Michael added that the reserve studies with the recent law changes would now be divided into 2 categories for structural and general (non-structural) with the structural portion to be 100% funded and no monies from structural to be deferred. He noted the amount used for Reserves in the proposed budget is the same number already in the 2023 study.

Amy explained the budget worksheet with the column distributions and where the factored amounts come from for each GL line item. Items to note were security reimbursement being closer to actuals at \$425,000.00, miscellaneous income for storage rentals down slightly as less were leased and rental income services going up based on each respective contract. Other notable areas of change are a 4% increase for flood insurance policies and 10% increase for GL, D&O, crime and umbrella insurance policies. The Board elected to reduce the increase for wages and salaries to 2% from 4% and placed \$12,717.05 in contingency to make the assessments flat. Owner questions related to anticipated revenue from pet fee charges, consideration for income between parking passes, pet fees and other miscellaneous being tracked and how commercial items are tracked. Derek advised he would contact Curiosity Marketing Group about consideration and cost for itemizing these revenue areas. Amy noted Appfolio costs would be moved into contingency as the Association wouldn't have Appfolio beginning in 2025 with the management change. Amy also noted the Board may want to consider prior year retained earnings loss which can be collected through the budget, a special assessment or underspending to create a surplus. On a **motion** by James Eagleson and a second by Chuck Knoll to approve the 2025 proposed budget to be mailed out to the ownership with a budget ratification meeting scheduled for December 12, 2024 at 4 pm CT, the motion passed unanimously and carried.

- I. **ADJOURNMENT:** Chuck Knoll **motioned** and a second by Michael Harper to adjourn at approximately 04:40 PM CT. The motion was **approved** and carried unanimously.

Respectfully Submitted,

Derek Gilbert, LCAM



Management Report 12.12.24

- **Diamond Landscape Management/City of PCB water** – Tower 2 irrigation except for the pool deck is inoperable and is attributed to damaged solenoids which open the valves and faulty wiring. Proposals have been received from Diamond Landscape for boring/rewiring of the system and another option for battery powered nodes which would bypass the wiring setup. An inquiry made to the city of PCB for an irrigation request to tap into the city line and have an irrigation meter installed which would stop the current setup of water usage from the pump and intake from the retention pond adjacent to the northwest lot was received. T&D Plumbing and Royal Flush have provided proposals for this with a no-bid from Peaden as the city has advised that the Association would need to have a plumber do the install after approval from the city. The city requested to know the size of the meter and T&D Plumbing provided a revised proposal to reflect the cost of connecting the meter. A revised proposal has not been received by Royal Flush. Answers were provided to the city of PCB regarding site construction plans, the current point of connection for the irrigation, irrigation site plans and the size of the meter along with the bid from T&D Plumbing. The Association is waiting on the city to review the site plans and determine the cost for impact fees and approval so that all received bids/proposals can be presented to the Board of Directors. The grounds areas are being manually watered until further notice and any areas of sod that did not survive the last install are not being replaced at this time until the irrigation can be rectified.
- **Elevators Update** – All elevators have passed inspection and the current certificates are posted in the elevators. Tower 1 Elevator

#3's fan failed and the replacement is scheduled for 12.17.24 with Elevated Fabrication Systems.

- **Tower 1 Bollards** – Tower 1 black light bollards are still set to be sanded and painted in-house with the remaining ones left located inside the pool area. This will be completed in the off-season, most likely in January or February when the pool will be shut down for a week for annual maintenance.
- **Hiller – Tower 2** – Following the annual in-unit sprinkler inspections and fire alarm testing, Hiller reported that the speakers are working, however, there is a module that is tripping and not mapping in properly. Ivanco and AFPS investigated and quotes were provided for repairs to access programming and map devices in the EST panels for both towers and to troubleshoot the NAC panel issue in Tower 2. The strobes are currently not functioning and are set to be replaced. A date has been set for 12.17.24 to troubleshoot the FACP panel and to replace the speaker strobes in Tower 2. Tower 1 – Following the annual in-unit sprinkler inspections and fire alarm testing, the amplifier is not kicking on and speaker strobes are not functioning from Floors 7-22, which has placed the tower on fire watch until they are able to be replaced. The new amplifier was attempted to be installed by Hiller on Friday 12.06.24 but was determined to be faulty. The faulty part was dropped off at Ivanco on 12.10.24 and Hiller is waiting on an ETA for the replacement amplifier to be provided which is understood to now be in stock. They have tentatively estimated for 1 week to get the part in and then schedule the installation. Once the speakers are determined to be functional, Hiller will schedule another installation for the speaker strobes.

- **BE-CI Exterior Condition Survey for Tower 1 stacks 1 & 9 and Tower 2 stacks 7 & 8** – The inspection survey was completed on Wednesday 05.15.24 with the official report having come in on 6.13.24. The Association has been in communication with Structural Restoration & Coatings, Valcourt, Seashore Construction and C/Sharpe, has completed site visits and has requested for bids for permanent repairs. The Association has received a bid from Valcourt but is still waiting on Structural Restoration & Coatings with no ETA at this time. C/Sharpe has responded with a no-bid. Seashore Construction has stopped responding and can be considered a no-bid.
- **BE-CI Crossover Bridge Survey** – Bids were requested from Apex Foundation Specialists, Foundation Masters and Scott Bridge. Apex Foundation Specialists responded with a no-bid. Scott Bridge has stopped responding and may be considered a no-bid. Foundation Masters advised they would need to do an inspection first before providing a bid. The inspection cost was shown to be \$2,600.00 and was presented to the Board of Directors.
- **Tower 2 stairwell repair** – Valcourt has injected the joint with a urethane gel. There has been no sign of any further water intrusion since.
- **Striping** – Areas still to be striped are the small section of the yellow center line at Tower 2 leading up to the Front Beach Road

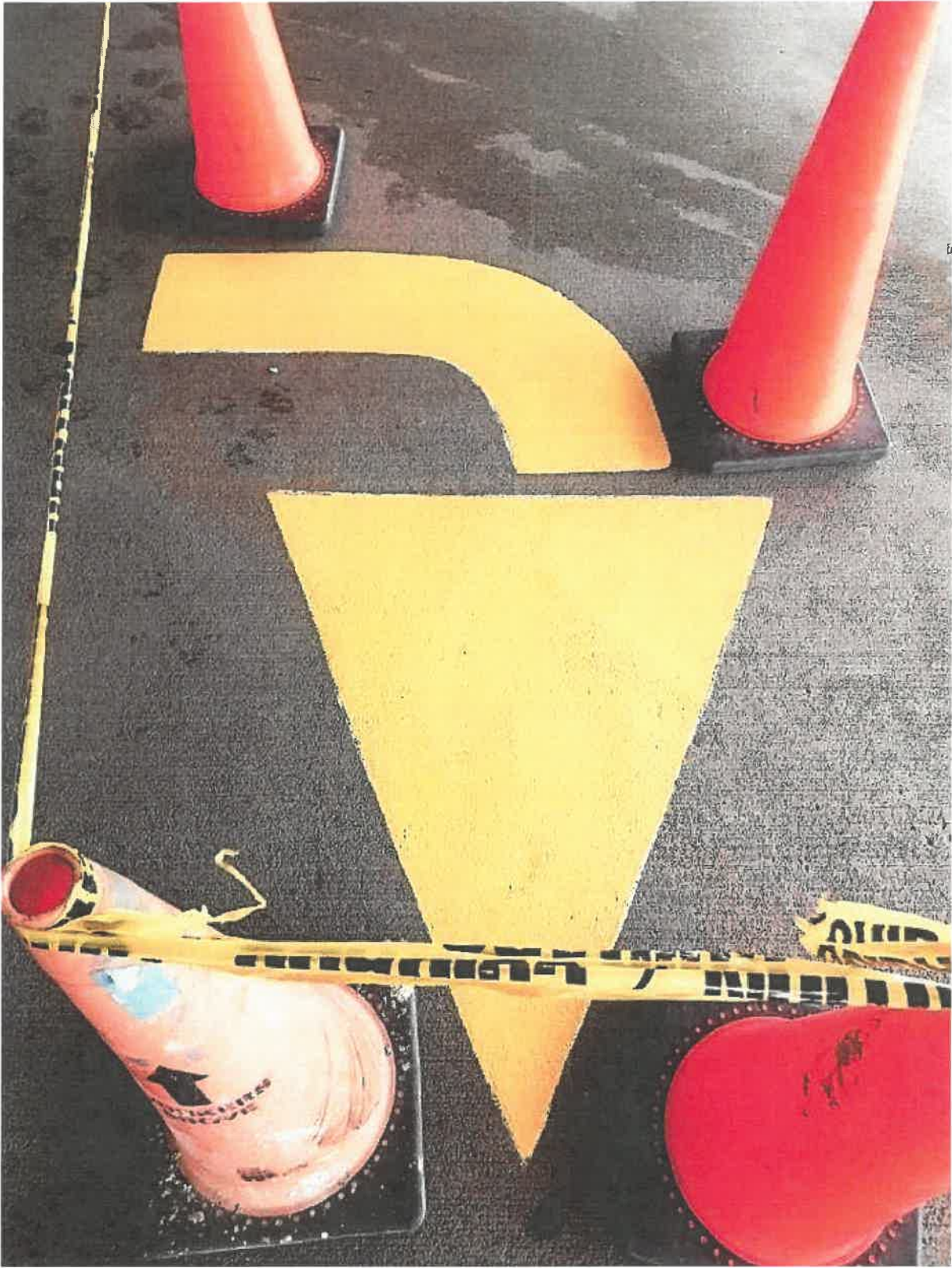
stop sign and in front of Tower 1.











- **Late Fall/Winter projects** – Tower 2 pool deck has been pressure washed. Coping painting will resume on Sunday 12.15.24, weather permitting. Tower 1 of the same will be estimated for January or February. Weather permitting, the maintenance team will be painting all exterior unit doors and commercial doors. This date is also to be determined.
- **Fill/Surge Tank at Tower 2** – Tower 2 pool deck will remain closed until further notice until the fill/surge tank is replaced for the hot tub. An estimate of cost and time for replacement was sent to the Board of Directors with Florida Discount Pool Supply for \$6,239.91 and installation anticipated for 2-3 weeks from the date of acceptance. The Board is considering alternative methods for replacement for fiberglass repair or polypropylene manufacture of a new tank.

Grand Panama

Parking enforcement policy with the use of a parking (boot) immobilizer.

Signage

The property will be marked with signage upon entry at Tower 1 entrance, tower 1 basement parking, tower 2 entry, the entrance of the parking garage (tower 2, level 1), the entrance of the stand-alone parking garage, and the back parking lot.

Sticker

The sticker will be bright orange and 8 ½ by 11. The sticker should state: **WARNING** any attempt to move the vehicle may result in damage to the vehicle. Then, provide specific contact information for Grand Panama Security (with phone number) who is the party that applied the Boot.

Applying the Boot to the vehicle

When a vehicle is found to violate parking policy, security or trained staff members will apply an immobilizer to the left front (driver side) front tire. The driver-side window will also have a sticker applied to the driver's side glass window (8 ½ by 11 sticker placed on the rearmost portion of the window adjacent to the driver's seat of the vehicle). An orange cone will also be placed behind the vehicle. After all items have been placed on the vehicle, security should take a picture of the vehicle in violation. Pictures should be sent to the Condo association manager and members of the board.

Fines and payment

Owners will receive a written notice to clear the violation within 14 days. A second offense will be sent to the fine committee.

Guest and non-resident violators will be fined \$250.00 for the first time or towed off the property at their expense. Guest should display their parking pass clearly in the vehicle center mirror or dash of the vehicle. Guest should see security for a parking pass when visiting owners and will be given out at no charge for 24 hours (owner's name and contact number should be linked to the pass).

Towing

After forty-eight hours, if the vehicle's owner hasn't contacted Grand Panama Security and paid the fine then Security will revert to the towing policy already in place.

Vendors

RhinoBoot Wheel Boot and Tire Lock \$693.75

Extra Large MIHRV14 For the largest of vehicles!

14-inch MIH14 Best choice for most vehicles!

12-inch MIH12 Perfect for smaller vehicles!

14208 N.W. 3rd Court, STE 200 Vancouver, WA 98685 1-800-292-7275

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\$89.98

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**2 Pack Trailer Wheel Lock Clamp Boot Tire Claw Adjustable for RV Boat Trailer Truck Auto
Car Heavy Duty Steel Anti-Theft Tire Lock Trailer Boot Towing Security Device**

\$92.59

Other areas of Florida that have policies for Boots

Florida counties with ordinances for boots

In Miami-Dade County, Section 30-479 of the Miami-Dade Code of Ordinances sets forth specific requirements for immobilization or booting of vehicles. Generally speaking, Associations in Miami-Dade County wishing to boot vehicles must post prominently notice that vehicles are subject to immobilization. The mechanism for booting the vehicle must be installed on the front wheel of the driver's side of the vehicle (if feasible), and an 8 ½ by 11-inch sticker must be placed on the rearmost portion of the window adjacent to the drivers' seat of the vehicle, warning that any attempt to move the vehicle may result in damage to the vehicle, and providing specific contact information for the company that booted the vehicle. An association that improperly causes a vehicle to be immobilized may be liable to the vehicle owner for the cost of the services provided, any damages that results from the immobilization, the immobilization and attorney fees. Moreover, an Association cannot, by release or waiver limit or avoid liability for damages to a vehicle that has been improperly booted.

In Broward County, Section 20-176.19 of the Broward County Code of Ordinances also requires compliance with specific posted notice requirements, which must be prominently placed at specific locations throughout the property, specifically indicating, among other pertinent information, that a vehicle is "subject to immobilization". The Broward ordinance, has several exceptions and/or alternate notice requirements, based on the size/type of property. Notably, when ordering immobilization of vehicles in Broward County, the Association is required to provide written instruction as to each individual vehicle to be immobilized. Moreover, the Association must have a written contract with the towing/immobilization company.

Palm Beach County's ordinance (Section 19-131) on immobilization does not specifically apply to booting vehicles on private property such as that of an Association. Rather, the ordinance appears to address immobilization in the context of vehicles parked in spaces in all county-owned or -operated property designed as "RESERVED," "HANDICAP," in a traffic or fire lane, in an area designated as a "NO-PARKING ZONE," or beyond the time limitations in a temporary parking space. If an Association wants to boot/immobilize a vehicle in Palm Beach County, it should engage with an experienced vendor and ensure that at a minimum, all towing ordinances are followed. However, it's important to note that there is no specific regulation that addresses private property booting/immobilization in Palm Beach County.

In general, it is important to keep in mind that a vehicle may only be towed or booted from the property if the vehicle is parked on the property without the proper permission of the Association. Many community associations try to utilize towing or booting as an enforcement mechanism for unlawfully parked vehicles. However, this is not appropriate. Towing and/or booting should not to be used for unlawful vehicles themselves such as, for example, a commercial vehicle which is prohibited because the Association's documents do not allow same. Its also important to note that an association may not accept money or other valuable

consideration from any towing company or other person for the privilege of towing or removing vehicles from the Association's property.

Lastly, before implementing any towing and/or booting policy, an association should work closely with its legal counsel to ensure that said policies do not run afoul of applicable law.

Grand Panama

Budget Comparison (January - December)

	2024	2025	Difference
Income			
Assessment Income	3,286,473.54	3,286,473.54	0.00
Security Reimbursement	450,000.00	425,000.00	(25,000.00)
Owner Income	3,736,473.54	3,711,473.54	(25,000.00)
Storage Rental	74,820.00	71,220.00	(3,600.00)
Rental Income	179,700.00	178,200.00	(1,500.00)
Beach Service Income	85,000.00	90,000.00	5,000.00
Miscellaneous Income	339,520.00	339,420.00	(100.00)
Total Income	4,075,993.54	4,050,893.54	(25,100.00)
Expenses			
Maintenance Payroll	58,560.00	60,902.40	2,342.40
Maintenance Payroll Overtime	7,200.00	7,200.00	-
Owner Services Payroll	38,151.01	39,681.62	1,530.61
Bonus	2,000.00	2,000.00	-
Contract Labor	375,065.15	375,534.31	469.16
Payroll Burden	23,379.98	24,251.40	871.42
Salaries & Wages	507,356.14	512,569.73	5,213.59
Management Fee	154,369.85	149,820.00	(4,549.85)
Elevator Service	34,728.75	29,304.00	(5,424.75)
Pest Control	3,900.00	3,900.00	-
Security Camera	33,255.60	33,255.60	-
Security	242,001.47	258,191.68	16,190.21
Landscape	26,560.00	29,386.00	2,826.00
Miscellaneous Contracts	1,350.00	1,449.24	99.24
Contracts	496,165.67	505,306.52	9,140.85
Cable	93,869.75	90,710.40	(3,159.35)
Electric	154,436.62	145,589.77	(8,846.85)
Internet	122,413.80	125,382.00	2,968.20
Gas	48,000.00	50,799.28	2,799.28
Telephone	6,135.96	5,393.88	(742.08)
Garbage	57,127.90	72,000.00	14,872.10
Water & Sewer	179,468.71	185,231.03	5,762.32
Utilities	661,452.74	675,106.35	13,653.61
Insurance & Bonds	907,541.50	869,830.88	(37,710.62)
Balcony Inspection (3 Year)	-	7,500.00	7,500.00
Walkover Inspection (5 Year)	-	2,000.00	2,000.00
Insurance Appraisal (3 Year)	-	1,500.00	1,500.00
Elevator Inspection	1,050.00	2,000.00	950.00
Fire Alarm Inspection	6,216.70	6,216.70	-
Fire Extinguisher Inspection	1,225.16	1,225.16	-
Fire Sprinkler & Backflow Inspection	7,057.30	7,057.30	-
Inspections	15,549.16	27,499.16	11,950.00

Annual Elevator License	450.00	450.00	-
Annual Condo Fee	1,196.00	1,196.00	-
Corporate Annual Filing	61.25	61.25	-
Pool License	1,875.00	2,125.00	250.00
Other Licenses	645.00	645.00	-
Licenses	4,227.25	4,477.25	250.00
AppFolio	2,937.60	-	(2,937.60)
Copier	674.00	674.00	-
Postage	2,170.00	2,170.00	-
Meeting	650.00	650.00	-
Office Supplies	6,000.00	6,000.00	-
Parking Passes & Wristbands	9,000.00	4,000.00	(5,000.00)
Website Hosting	3,700.00	3,700.00	-
Uniforms	2,000.00	2,000.00	-
Administrative	27,131.60	19,644.00	(7,487.60)
Accounting & Audit	10,000.00	10,000.00	-
Legal: Association Business	5,000.00	5,000.00	-
Sales Tax	31,500.00	47,209.40	15,709.40
Property Tax	6,500.00	6,579.16	79.16
Legal & Professional	53,000.00	68,788.56	15,788.56
Repairs & Maintenance: Building	133,500.00	150,750.00	17,250.00
Repairs & Maintenance: Pools	75,750.00	91,500.00	15,750.00
Repairs & Maintenance: Equipment	69,000.00	77,000.00	8,000.00
Repairs & Maintenance: Grounds	34,500.00	58,500.00	24,000.00
Loan Expense	88,553.16	66,414.87	(22,138.29)
Loan Interest	83,259.00	62,444.25	(20,814.75)
Contingency Contribution	100,000.00	15,654.65	(84,345.35)
Reserve Contribution	754,200.00	780,600.00	26,400.00
Assessment Expense	64,807.32	64,807.32	-
Miscellaneous	1,090,819.48	989,921.09	(100,898.39)
Total Expenses	4,075,993.54	4,050,893.54	(25,100.00)