

11800 & 11807 Front Beach Road, Panama City Beach, FL 32407 Office Phone: 850-235-7342 E-Mail: dgilbert@rchospitalitysolutions.com

WELCOME TO THE GRAND PANAMA BEACH RESORT CONDOMINIUM ASSOCIATION

Congratulations on your recent purchase at Grand Panama Beach Resort! On behalf of the Association and the Association's Board of Directors, we would like to welcome you to the Grand Panama community.

Please address all correspondence to the Association as follows:

Grand Panama COA

495 Richard Jackson Blvd.

Panama City Beach, FL 32407

OVERVIEW OF YOUR ASSOCIATION

Grand Panama Beach Resort Condominium Association is a not for profit corporation whose purpose is to operate, manage, maintain and control Grand Panama Beach Resort Condominiums. As an owner in Grand Panama, you are a member of the Association. As a member, you are required to abide by the governing documents of the Association. For additional information, please be sure to visit the owner's website, www.grandpanamacoa.com

VOTING CERTIFICATES AND OWNER INFORMATION SHEET

Please fill out and return the attached Voter Authorization Certificate and Owner Information Sheet, so we can update our records.

ASSESSMENTS

As a member of the association, you are required to pay a monthly assessment based on your condominium documents. The Association provides an online Owners Portal called AppFolio where you can make a one-time payment or set up auto pay. Once we have your email on file, an activation link will be generated and emailed to you (*please check your spam folder*). If you wish to utilize this platform and have not received an activation link please contact Association Accounting at 850-235-6647. You can also visit: https://resortcollection.appfolio.com/connect.

WHERE DOES MY ASSESSMENT MONEY GO?

The following items are paid by your monthly assessments:

- Water and sewer costs: units, irrigation, pools
- Common area electric utility: building lighting, pool equipment, elevators, etc.
- Natural gas utility: pool deck grills, heating Tower 2 outdoor pool and spas
- Basic cable TV
- Internet and Wi-Fi
- Pest control and landscaping

- Building maintenance: exterior, common areas, pools, etc.
- Insurance on the structural part of the buildings: flood, wind, property
- Management and administrative expenses: accounting, legal, postage, etc.
- State required permits, licenses, and fees: elevator, pools and spa, etc.

YOUR ASSOCIATION BOARD OF DIRECTORS:

Board Email: gpboard@grandpanamacoa.com

2022/2023 Board of Directors

President: Frank Booke
Treasurer: Glenn Holliday

Secretary: Nancy Stovall
Director: JPorter Share
Director: Woody Junot
Director: Jarod Tripplett
Director: Pete Morreale

Again, welcome to the Grand Panama community!

Sincerely,

Derek Gilbert, LCAM Association Manager Phone: 850-235-7342

Email: dgilbert@rchospitalitysolutions.com





Congratulations on your recent Purchase!

Enclosed you will find an owner contact information form, please complete this form and return to the email or address listed to ensure all association information can be given to you in the timeliest manner.

There are several ways to make payments for your association dues including by check, credit card or with a routing and account number.

If you choose to pay your association dues with a check, the mailing address to our office is: 495 Richard Jackson Blvd, Panama City Beach, FL 32407. Always make sure your assessment check is made payable to your Property and your address / or unit number is listed on the check.

Credit card and bank account one-time payments can be made through the online owner's portal. In addition, recurring payments can also be set up, at your discretion. We highly recommend using this platform for payments and to receive the most up-to-date notifications regarding your account balance and association information. If you wish to utilize this platform and have not received an activation link, please call or email the association accounting office.

We know that this is a lot of information at one time, and we are here to help should you have any questions concerning the enclosed information, or need any additional financial information regarding your association. Please do not hesitate to contact us, we are here for you.

General Inquiries: 850.235.6647 or <u>adminca@rchospitalitysolutions.com</u>

Association Accounting Inquiries: 850.235.6647 or cainfo@rchospitalitysolutions.com

Additional Resources and Link to Owner Portal: <u>www.rcamflorida.com</u>



Owner Contact Information

Property:	Unit Number:
Owner Name(s):	
Primary Contact Person(s):	
Mailing Address:	
	wing options of how you would prefer to receive official notices. If no option is selected, notices will have your email on file). If you select electronic notices, we will no longer mail notices except ratute.
of the Association by the curre	by checking this box, I agree to receive all communications from the Board of Directors or on behalf ent Association Manager in electronic format utilizing the email address provided below. Lired to be provided in hard copy by Florida Statute will continue to be hand-delivered or sent by
	cking this box, I agree to receive all official notices from the Board of Directors or on behalf of the sociation Manager via USPS mail, to the mailing address provided above. A courtesy email will be retains your email address.
Owner Signature Agreeing	to Delivery Method Above:
Email Address:	
Cell Phone:	
☐ Check this box	if you would like your phone # withheld from the Owner's Directory
Rental Company Information	n:
Unit Access Information:	

ACCESS YOUR ONLINE PORTAL FROM THE MOBILE APP!



Online Portal by AppFolio



Easy Payments

- + Pay dues instantly
- + Set up auto-payments



Fast Maintenance

- Submit maintenance requests (+ photos) easily
- Monitor the status of your requests



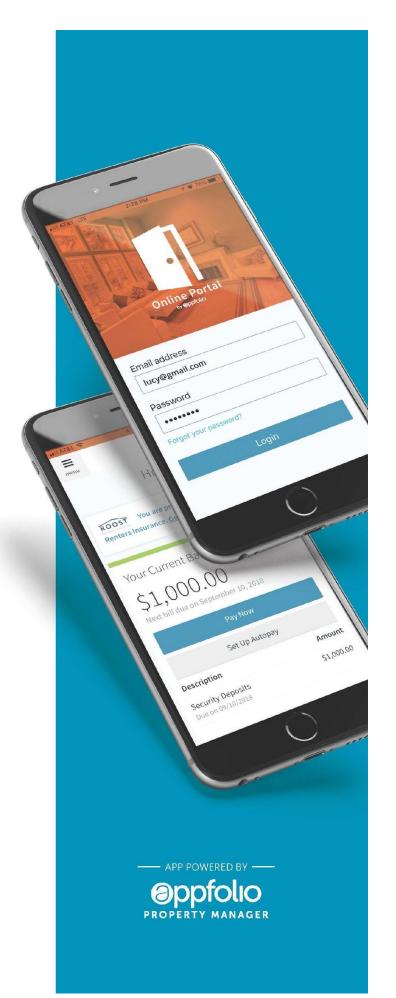
24/7 Access

- Access important documents from anywhere
- + Stay logged in for instant access

Download: Online Portal by AppFolio



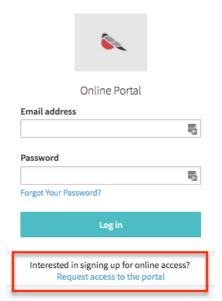




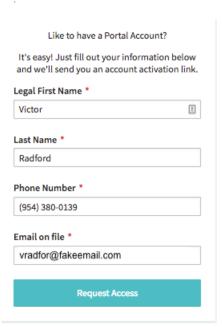
Online Portal Self Sign-Up Process

Tenants and association homeowners can self-sign up for the Online Portal through the web.

1. If your company website has a link to the Online Portal login page - https://resortcollection.appfolio.com/connect/users/sign_in - or if you sent this link to an association homeowner, they can find and click the self-signup link from this page.



2. After clicking the link, enter your first name, last name, email, and phone number. AppFolio will email you an activation link if your first or last name matches the phone number or email the HOA has on file. [first or last name] and [phone or email].



- 3. Upon validation, the association homeowner is emailed an activation link, and their login email is populated in the Online Portal Status section on their contact page in AppFolio.
- 4. If AppFolio cannot match the information provided by the association homeowner, the HOA accounting Dept. will receive an email notification so that we can verify your information.

Self-Signup through the Mobile App

Association homeowners can self-sign-up through the mobile app.

1. Association homeowners can download the Online Portal Mobile App. Once they open the app they can click the self-signup link.



- 2. After clicking the link, they are prompted to enter their first name, last name, email, and phone number. AppFolio will email you an activation link if your first or last name matches their phone number or email. [first or last name] and [phone or email].
- 3. Upon validation, the association homeowner is emailed an activation link, and their login email is populated in the Online Portal



Status section on their contact page in AppFolio.

4. If AppFolio cannot match the information provided by the association homeowner, the HOA accounting Dept. will receive an email notification so that we can verify your information.

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of Grand Panama Beach Resort Condominium Association, Inc. (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Tower and Unit No.	
in Grand Panama Beach Resort, A Condominium, have designated:	

(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John or Jim as the Voting Representative (<u>NOT A THIRD PERSON</u>). Both <u>MUST</u> sign below.
- (ii) Unit owned by GP, Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote and <u>MUST</u> be signed by President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- (iii) Unit owned by John Jones. Voting Certificate designating John Jones <u>MUST</u> be signed below to verify signature on the ballot.
- (iv) Unit owned by Bill and Mary Rose, husband and wife. Husband <u>OR</u> Wife may vote, but not both individually. If two votes are received from the same unit, **BOTH** votes will not count. A Voting Certificate is <u>recommended</u> designating either Bill or Mary as the voting representative. <u>NOT A THIRD PERSON</u>. Both husband and wife MUST sign below.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED		
	OWNER	
	OWNER	
	OWNER	

NOTE: This form is <u>not a proxy</u> and should not be used as such. Please be sure to designate <u>one of the joint owners</u> of the unit as the Voting Representative, <u>not a third person</u>. Please be advised that if you previously filed a Certificate of Voting Representative with the Secretary of the Association, you do <u>not need to file another Certificate unless you want to change the designation of your Voting representative.</u>

Please Email, Fax or Mail to:

Grand Panama Beach Resort Condominium Association, Inc.
495 Richard Jackson Blvd.
Panama City Beach, FL 32407
Fax Number: 850-387-0542

Email: dgilbert@rchospitalitysolutions.com

ATTACHMENT 2 TO OFFERING CIRCULAR

RULES AND REGULATIONS OF GRAND PANAMA BEACH RESORT CONDOMINIUM

Pursuant to the authority vested in the Board of Directors of GRAND PANAMA BEACH RESORT CONDOMINIUM ASSOCIATION, INC. (the "Association"), the following rules and regulations of Grand Panama Beach Resort Condominium (the Condominium") have been adopted by the Board of Directors of the Association (the "Board") to govern the use of the Condominium Property ("Condominium Property") as defined in the Declaration of Condominium.

- 1. ENFORCEMENT. All violations of these rules and regulations shall be reported immediately to a member of the Board, an Association officer and/or the management agent. The Board's determination shall be dispositive in the event of any disagreements concerning violations, including without limitation, disagreements regarding the proper interpretation and effect of these rules. In the event that any person, firm, or entity subject to these rules and regulations, fails to abide by any documents governing the Association, as they are interpreted by the Board, such person, firm, or entity shall be liable to be fined by the Association for each such failure to comply or other violation of these rules and regulations., which fining shall be in accordance with Section 718.303, Florida Statutes. If the Board deems it necessary, it may bring action at law or in equity in the name of the Association to enforce these rules and regulations, including any provision herein for fines. In the event any such action is instituted, and reduced to judgment in favor of the Association, the Association shall, in addition, be entitled to recover its costs and attorneys' fees incurred in enforcing these rules and regulations.
- 2. OBSTRUCTIONS. There shall be no obstruction or cluttering of the Condominium Property, including, without limitation, sidewalks, driveways, automobile parking spaces, lawns, entrances, stairways, decks, balconies or vestibules, or other Common Elements or areas. Fire exits, including stairways and walkways, throughout the Condominium Property shall remain clear at all times.
- 3. DESTRUCTION OF PROPERTY. There shall be no marking, marring, damaging, destroying, or defacing of any part of the Condominium Property. Unit Owners shall be held responsible for, and shall bear any expense of such damage caused by the Unit Owner, his family, guests, lessees and/or invitees.
- 4. GUESTS. All guests must comply with the covenants, terms, conditions and restrictions of the Declaration (and all Exhibits hereto) and with any and all rules and regulations adopted by the Association from time to time.
- 5. NUDITY. Nudity and/or indecent exposure, as defined by Florida Statutes, within any public area, including but not limited to the pool and beach area, is strictly prohibited.
- 6. SEAGULLS. Feeding seagulls on Condominium Property is prohibited.
- 7. ACCESS DEVICES OR CODES. The Association shall at all times have access to each Unit in the Condominium. No Unit Owner shall change existing access devices or codes or install additional locks unless the Association is given access thereto.
- 8. AUTHORIZED PERSONNEL. Only authorized personnel are permitted to enter upon roofs, equipment rooms or power rooms.

- 9. MINORS. Minors are not permitted to consume alcohol anywhere within the Condominium Property. The legal drinking age within Florida is twenty-one (21). Violators will be immediately evicted from the Condominium Property, if guests or renters, and face the possibility of prosecution.
- 10. LAUNDRY. No laundry, clothing or other material shall be hung or displayed on the balcony or porch of any Unit or within a Unit in a manner which is visible from the outside.
- 11. SMOKING. Smoking is prohibited within the Common Elements of the Condominium.
- 12. COMPLIANCE WITH DOCUMENTS. All members and every lessee, guest or visitor of a member, shall comply with all of the terms, conditions, covenants, restrictions and limitations contained in the Declaration of Condominium, the Articles of Incorporation and the Bylaws.
- 13. RULE CHANGES. The Board reserves the right to change or revoke existing rules and regulations and to make such additional rules and regulations from time to time as, in its opinion, shall be necessary or desirable for the safety and protection of the buildings and their occupants, to promote cleanliness and good order for the Condominium Property and to assure the comfort and convenience of Unit Owners.

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FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET Grand Panama Beach Resort Condominium Association, Inc.

Q: What are my voting rights in the condominium association?

A: Each Membership appurtenant to a Unit shall be entitled to one (1) vote per Unit. (See Section 4.01 of the Declaration and Article VI of the Articles of Incorporation)

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: The Residential Units are restricted to residential use and/or home office. There are no age restrictions. Unit Owners may maintain no more than two (2) pets (domesticated dogs or cats only) at any one time. No improvements or changes to any Residential Unit shall be made which in any manner change the appearance of any portion of the Building without obtaining prior written consent of the Board of Directors. With respect to Residential Units only, unless it meets the sound insulation specifications established from time to time by the Board of Directors, hard and/or heavy surface floor coverings, such as tile, marble, wood and the like will be permitted only in fovers, kitchens and bathrooms except such requirements shall not apply to any hard surface floor coverings installed in a Unit by the Developer in connection with the initial construction of the Unit. No Residential Unit Owner shall cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies, lanais or windows of the Building (including, but not limited to, awnings, signs, storm shutters, screens, window tinting, furniture, fixtures and equipment) without the prior written consent of the Board of Directors. The Owner of a Non-Residential Unit may erect and attach signs, banners, window boxes, decorations and other similar items on the exterior of the Condominium or projections from the exterior of the Condominium, without receiving the consent from anyone. The Association shall approve the installation of exterior storm shutters conforming to the Board's specifications. (See Article 8 of the Declaration)

Q: What restrictions exist in the condominium documents on the leasing of my Unit?

A: Nothing less than the entire Residential Unit may be leased. A Residential Unit may not be leased to an individual who is less than twenty-one (21) years old. Leasing of Residential Units is not subject to the prior approval of the Association; provided however that the Unit Owner must provide a copy of any lease which is for a period of thirty (30) days or more to the Association. Leasing restrictions do not apply to the Non-Residential Units. (See Article 8 of the Declaration).

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: The monthly assessments are as follows: unit type TI-C/D = \$655.44, unit type TI-E/F = \$826.37, unit type TI-G = \$1,106.44, unit type TI-H = \$1,282.00, unit type TII-B = \$521.46, unit type TII-C/D = \$655.44, unit type TII-E/F = \$841.96, unit type TII-G = \$1,107.02, unit type TII-H = \$1,308.56, NRU-TB #1 = \$226.37, NRU-PM #1 = \$147.26, NRU-TB #2 = \$112.61, NRU-Retail #1 = \$1,165.92, NRU-Retail #2 = \$1,517.03 and NRU-Retail #3 = \$1.134.16.

The assessments are due monthly on the first of the month. (See Estimated Operating Budget).

- Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in the association? Also, how much are my assessments?
- A: No.
- Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?
- A: You are not required to pay rent or land use fees for recreational or commonly used facilities. However, your assessments payable to the Grand Panama Beach Resort Condominium Association, Inc. will include recreation and other commonly used facilities of the Grand Panama Beach Resort Condominium
- Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000?
- A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE, A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES AND EXHIBITS HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.





RC Association Management

Office Hours Monday – Friday 8:00am – 4:00pm CT.

Closed on holidays

Office Location: 495 Richard Jackson Boulevard,

Panama City Beach, FL 32407

Board of Directors

Email: gpboard@grandpanamacoa.com

Condo Association Manager – Derek Gilbert, LCAM

Office: (850) 235-7342

Email: dgilbert@rchospitalitysolutions.com

Grand Panama Owner Services

Phone: (850) 238-8988

Grand Panama Maintenance

Phone: (850) 490-5172

Security 24hr Site Phone

Phone: (850) 625-5960

Condo Association Accounting

Office: (850) 235-6647

Email: cainfo@rchospitalitysolutions.com

Guest Registration

Email: registration@grandpanamacoa.com

Parking Pass Coordinator

Email: grandparking@rchospitalitysolutions.com



Grand Panama Beach Resort Board of Directors

Contact Email for Board: GPBoard@grandpanamacoa.com

Residential (Voted in)

Frank Booke - Tower 2 - 1005

(Elected President 2/22) 256-453-7031 **fb0075@aol.com**

Glenn Holliday - Tower 1 - 302

(Elected Treasurer 3/21) 913-754-9809 glenn.holliday@yahoo.com

Pete Morreale - Tower 1 - 2001

(Elected Director 3/21) 504-401-7383 <u>petemorreale@outlook.com</u>

Nancy Stovall - Tower 2 - 1502

(Elected Secretary 2/22) 256-527-0195 <u>nlstovall@gmail.com</u>

JPorter Share - Tower 2 - 1207

(Elected Director 2/22) 615-973-9974 jportershare@icloud.com

Non-Residential (Appointed)

Woody Junot

(Appointed Director 3/21) 972-415-2502 <u>woodyjunot@lifesabeachrealty.com</u>

Jarod Triplett

(Appointed Director 3/21) 815-979-5471 jarod.triplett@gmail.com

RC Association Management

Derek Gilbert (CAM) 850-235-7342 <u>dgilbert@rchospitalitysolutions.com</u>

Association Accounting 850-235-6647 <u>cainfo@rchospitalitysolutions.com</u>



Cable Television

Your monthly assessments include the cost of the bulk cable and wireless that the Tower I building has brought into the building. The cable television supplier is WOW! Inc. (formerly Knology).

Please see info below if you are having issues with your WOW! Cable.

 To place a trouble ticket for Grand Panama Beach Resort please send an email to pcbulktroubles@wowinc.com

Please provide the following information:

Grand Panama Beach Resort
Tower X Unit # XXX

Contact name and phone number Short description of the trouble

- Someone from WOW! Will email back regarding action taken. This email chain can also be used by the customer to respond back to WOW! regarding the trouble.

If you are interested in subscribing to additional channels that WOW! offers, please do the following:

- Simply send an e-mail to: PCbulkupgrades@wowinc.com
- In the e-mail to WOW! please make sure that you have the following information; a) Owner's full name, primary and secondary contact phone number to reach you, best time of day to reach you, unit number and name of property (Grand Panama Beach Resort) and a short description of services that you are interested in subscribing to. Example: Mary Smith, Tower 1, unit 202, Grand Panama Beach Resort primary: 850-000-0000, secondary: 850-000-000, would like package pricing on 2 HD/DVRs, Showtime and more digital channels. Best time to contact me is Monday through Friday from 5 pm to 8 pm.
- A WOW! customer service representative will contact you within 48 hours to set up your individual account for upgraded services. The representative will be a specialist that is familiar with our account so we ask that you do not call into the WOW! office. Also be sure to give them your correct billing address of where you would like to receive your WOW! statement for additional services.

ACCESSING PROPERTY WI-FI

How do I access the Wi-Fi network?

As long as guests have a Wi-Fi enabled device, they may use the complimentary, public, wireless network. Here's how:

- Turn on your device and enable Wi-Fi. Some units have an on/off switch, so be sure it is turned on and the TCP/IP is set to automatically obtain an IP address.
- Choose your units wireless network, or SSID. If you're in Tower 1, unit 712, your network name would be GP1-712. Each unit has its own unique network.
- Enter the guest password. The password for all guests is sandybeach, all lowercase letters.

What equipment do I need?

A Wi-Fi enabled device such as a Smartphone, laptop, or tablet is required.

Can I use my device to make phone calls or connect to my office VPN?

Yes, if you have a service such as Skype, you may make internet calls; however, you may be charged. Check with your service provider to see if there are charges for this service. The guest network supports VPN pass-through for most VPN protocols.

Can my email program send/receive email?

We do not block POP3 or SMTP, but please contact your email provider for off-network setup instructions. Providers such as Charter may not allow you to send email unless you're on their network.

Can I send/receive large files?

The Grand Panama guest network does not limit email attachment size, but email providers may. We recommend limiting files to 10 MB.

Can I connect my Apple TV, Roku, or game console? Sure!

Sure!

If I have issues connecting to the network, whom do I contact?

We have a 24/7 toll-free switchboard with experts ready to assist you. Call Networx Solutions
Wireless Support at (406) 564-1520. Tell the operator you are a guest at Grand Panama Resort on Panama City Beach.

HETWORX SOLUTIONS, INC.



Owner Vehicle Registration

Owner Name(s)	
Condo Tower & Number	
Contact Phone Number	
Vehicle(s) Tag Numbers	
Car Make / Model / Color	
Parking passes must be displayed on the driver's side Only 2 parking stickers will be given per	
Signature	Date



Pet Policy for Owners

- 1. Keeping of a pet (domestic dogs or cats) is not a right but a conditional license.
- 2. Pet Owners desiring to possess a pet on Condominium property are required to apply for a conditional license available from the Grand Panama Beach Resort Condominium Association office or Association website.
- 3. Conditional license is subject to termination at any time by the Association upon finding that a pet is vicious or has in any way become a nuisance or disturbs other owners or guests.
- 4. In the event of an incident, the Association has the right to suspend the owner's right to have that pet on Condominium property; thereby, requiring the owner to immediately remove the pet from the premises.

The conditional license is subject to the following conditions:

- A. No more than (2) two pets shall be allowed per unit.
- B. Pets on the list of dangerous breeds are banned and include but are not limited to: Pure-or mixed breed Akita; American Pit Bull Terrier; American Staffordshire Terrier; Catahoula Leopard; Chow; Doberman Pinscher; German Shepherd; Husky; Malamute; Pit Bull; Presa Canario; Rottweiler; Staffordshire Bull Terrier; Wolf. If any dispute of the breed of an owner arises, it shall be the owner's responsibility to supply the Association proof of the breed by a DNA report at the owner's expense.
- C. Owners must register dogs/cats with the Association **prior** to bringing the pet on premises. The form will be supplied by the Association.
- D. Pets must be on a leash at all times except when inside the unit.
- E. The "pet friendly" area is designated by signage and shall be the area where an owner may "walk" his or her pet. The "pet friendly" area is the only area where animal urination/defecation is permitted and animal waste shall be picked up immediately by the owner and disposed of properly.
- F. Pets are NOT allowed on the beach side area of the Condominium, in any pool, or on any pool deck.
- G. The owner of any pet must provide proof of their pet's required vaccinations and update yearly to the Association office.
- **H.** Tenants of unit owners are permitted to bring pets on the property under the same terms and conditions as an owner, but have a 25 pound or less weight limit for each pet.
- Tenants must register pet with the Association <u>prior</u> to bringing the pet on premises using the animal registration form supplied by the respective unit owner or the rental agency renting the unit.
- J. An owner is liable for all damages caused by their pet and must sign a waiver accepting responsibility for any injuries or damages.

- K. If a person is found to be noncompliant with this pet policy, it is grounds for the revocation of the authorization to keep the animal on the property and the person will be asked to remove their animal from the property. If additional violations occur, that person may be fined \$100.00 per violation up to a maximum of \$1000. Each occurrence shall be a separate violation. If the person to be fined is a tenant of a unit owner, the fine may be levied against the applicable unit owner and also the tenant.
- L. Service animals must meet the requirements of a legally recognized disability under the Americans with Disability Act.
- M. Emotional support animal owners must provide a letter from his/her physician, psychiatrist, social worker, or another mental health professional who is the registered health care provider stating that the person has a disability and that the animal alleviates one or more of the identified symptoms or effects of the person's disability submitted with the registration form.
- N. Any service animal or emotional support animal must be in compliance with the resort's animal registration requirement.