



## MANAGER'S REPORT

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

Lindsay Williams, PROPERTY MANAGER

PERIOD ENDING:  
February 13, 2025

Brad Coleman	President	gpboard@grandpanamacoa.com
James Eagleson	Vice President	jameseagleson@yahoo.com
Darrell Caudill	Secretary	Dcaudill52@gmail.com
Phil Brogan	Treasurer	phil.brogan.home@gmail.com
Gary Middleton	Director	gmiddleton329@gmail.com
Chuck Knoll	Director	cknoll49@yahoo.com
Ron Kibble	Director	ronkibble1@gmail.com
Jason Bennett	Regional Director	Jason.Bennett@fsresidential.com

#### ❖ Administrative

- Pest Control completed for floors 18,17,16
  - Removal of fees for 2-204
  - Set up new maintenance supervisor with email and Connect login
  - 2-1403 updated new rental management company in Connect
  - 2-1201, 2-401 balance information
  - Researched multiple invoice issues for vendors in AVID
  - ADP mobile issue resolution for Randy login
  - 2-107 sent info on internet
  - Requested updated fire monitoring certificate from Century
  - 1-1004 fee issue emails w/BOD
  - 3 owner file updates in Connect
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- Park N Spot will have 24-hour cancellation policy for all registered guests
- Internet outage on entire property for about 2 hours 7:15 – 9:15am, resolved by Stephen with Networx.
- Aquatic Adventures Upland Owner Possession of Property document signed by Brad and sent
- Sent bid documents to owners, BOD, and BECI for exterior project with Zoom link for meeting
- 2-704 questionnaire request
- Sent multiple emails to owners requesting new emails for DirecTV.
- Requested Unifirst to explain mat count and invoice pricing, still waiting.
- 1-1609 sent property insurance
- Vendor requested AVID information
- Emailed all recent zoom meeting links to Brad.
- Met with 2104 to pay full year dues.
- Met with 1-303 to review in unit issues and help with Park N Spot
- Met with Ron to go over Fire suppression panel replacement project
- Updated Sunbiz Annual Report for the Association with new mailing address and new officers.

#### ❖ **Maintenance/Repairs**

- Error message on one of Tower I pool heaters, ASP came out to address.
- There is a leak in the kiddie pool plumbing, called SS&E out to assess on 2.10.25; we will dig out on 2.16.26 and repair.
- Ordered more gloves and white trash bag rolls from TEK.
- Fire alarm went off for an 11<sup>th</sup> floor faulty heat detector. Century was called and they came out to replace right away.

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## Comments



Jeff Searles

02/11/2026 11:40am CST

Service call for fire alarm from the 11th floor elevator lobby heat detector.  
Found that heat detector has going bad replace heat stick.  
Reset elevator and all is working at this time.

- Set up meeting for System Service and Engineering to come out to walk property on 02.12
- Set up meeting with Century to review new panel installation requirements for Monday with board members and Randy
- Requested for a third time that Brask provide a replacement compactor for Tower II trash room.
- Tower I pool room electrical box smoking Thursday morning, called out electrician to repair.

### ❖ Landscaping

- Set up meeting with Russell Landscaping for Friday to walk property with new contract manager and Randy.

### ❖ Ongoing Projects/Upcoming Tasks

- I emailed Randy the FSR QA inspection report so that he has a starting point of areas of improvement and task to work on with the team.
- I also printed out the history of all prior work orders and highlighted everything that needed to be looked at again due to it may not have been done correctly or completed in its entirety when the prior supervisor was overseeing the workorders.
- Requested updated quotes for generator replacement from prior companies that bid it last year.

### ❖ Security

- FPL has been called to bring power to the location where the new license plate reader needs to be placed. The low voltage company
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has already been out to locate where their spots have to be completed.

- PCB Police requested an annual trespass form to allow them to evict people as necessary.

#### ❖ **Meetings/Webinars/Training**

- Monthly Manager Training with RD at PCB office 02/10
- Randy and I walked property with Russell Landscaping to give them all the problem areas and a starting point for 03.01
- Randy walked the property with SS&E to show the account manager all of the plumbing and electrical areas that need attention.

#### ❖ **New Owners**

- 2-503
- 2-1202

#### ❖ **Community Emails**

- Pest Control Email
- Town Hall Meeting Email

#### ❖ **Legal**

- Discussion with legal and board president regarding lease agreements and arbitration case.

#### ❖ **Insurance**

- N/A

#### ❖ **Finance Detail**

- Contacted Cadence to get closing statement for loan payment for December financials.
  - Mailed in 18 checks from vendors, owners and commercial for various payments to be deposited.
  - Requested finance to check into creating an interest-bearing insurance bank account for fees paid via Park N Spot as previously done to keep the insurance money in a separate bank account.
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- Posted December financial statements on Connect and sent them to the Board.
  - Reviewed questions with Treasurer for December financial statement. and
  - I met with Brad and Darrell about budget and planning concerns for the upcoming season staffing levels.
  - Provided detailed delinquent owner report to Phil.
  - Updated the AVID users and approvers for AVID to Phil and Brad for all invoices.
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