

## Meeting summary for Park N Spot (02/02/2026)

### Quick recap

The meeting focused on introducing and explaining the new Parking Spot system for managing guest parking at the Grand Panama resort. Jared, representing Parking Spot, walked owners through the process of creating family lists, managing parking passes, and registering pets. He emphasized the importance of pre-registration for guests and explained how the new license plate reader system would replace owner decals and parking tags. The discussion covered how to handle rental cars, extend stays, and manage multiple vehicles per unit. Jared also addressed concerns about pet registration, ID requirements for guests, and the transition from the old guest registration system to the new Parking Spot platform.

### Next steps

- [Owners: Update family list in Parking Spot system to include photos of the back of vehicles showing license plates for all family members/vehicles; delete and re-add entries if missing photos due to previous system changes.](#)
- [Owners: Email support@theparkingspot.com with photos of vehicles for family members if unable to upload directly, or re-add entries with photos in the portal.](#)
- [Owners: Upload pet information and vaccination records into the Parking Spot system for all pets.](#)
- [Owners/Managers: Ensure all guests pre-register on the Parking Spot platform before arrival and provide necessary information, including photo IDs for all guests 18 and older as required by city ordinance.](#)
- [Owners/Managers: For guests who need to extend their stay or change units, contact support@theparkingspot.com or visit security/Misty to update checkout dates and avoid duplicate resort fee charges.](#)
- [Owners/Managers: Regenerate booking links if they expire \(after one year\) for future reservations.](#)
- [Owners/Managers: Monitor and, if necessary, update family list and parking pass sections to prevent abuse \(e.g., remove temporary guests from family list after their visit\).](#)
- [Support/Security/Misty: Update or remove authorized users from owner accounts upon owner request via email.](#)

- [Support/Security/Misty: Override parking limits \(e.g., allow more than two vehicles per unit\) on a case-by-case basis when requested by owners/guests and parking is available.](#)
- [Support/IT: Complete webpage redesign and update website to redirect guest registration to Parking Spot after old system is taken down \(target: next day after meeting\).](#)
- [Support/IT: Complete installation and beta testing of license plate reader camera \(target: this week to two weeks after meeting\).](#)
- [Support/Management: Develop and implement vendor parking process after owner and guest processes are fully operational \(target: summer\).](#)
- [Brad/Management: Post recording of this session on the webpage for other owners.](#)

## **Summary**

### **Parking Spot System Introduction**

The meeting focused on introducing Parking Spot's system to property owners. Jared Lance explained how to use the owner's portal, including updating personal information, managing family members and guests, and requesting management company changes. He emphasized the importance of pre-registering guests' license plates to avoid entry issues. The system will no longer use owner stickers or parking tags, instead relying on license plate readers to track vehicle entry. Brad Coleman, the board president, encouraged owners to reach out if they encounter any issues with the system.

### **Family List and Parking Pass Updates**

Chuck and Jared discussed issues with the family list and parking pass system. Jared explained that Chuck's family list was deleted due to recent updates and provided instructions on how to re-enter it. They clarified that the parking pass section in the owner's page is for temporary guests, not family members. Jared also demonstrated how to add reservations and generate booking links for Airbnb managers. He explained the process of creating QR codes and the validity of booking links.

### **Grand Panama Parking System Update**

The meeting focused on the implementation of a new parking management system at the Grand Panama property. Jared explained that rental guests can now check in without inputting vehicle information, with three options for later adding vehicle details. The system will transition from owner decals and hang tags to license plate-based technology, with a handheld reader being installed and tested. The new platform will allow security to verify pet

registrations and vaccinations, and will notify owners of violations. The transition to the new system is expected to be completed by March 1st, with vendor processes being addressed later in the summer.

### **Photo ID Ordinance for Rentals**

The meeting focused on a new city ordinance requiring photo ID verification for guests 18 and older at rental properties in Panama City Beach. Jared explained that owners and managers must upload IDs for their own pets and owner-occupied units, while guests will only have their vehicle information visible. The system requires all guests 18 and older to upload IDs and consent to property rules during check-in, with non-compliance punishable by a \$1,000 fine per violation. The process for booking guests was clarified, with Jared explaining that only basic information (unit number, arrival date, departure date) needs to be entered by managers, while guests will handle the rest of the ID and personal information through a booking link.

### **Resort Parking and Registration Guidelines**

The meeting focused on the resort's parking and registration system. Jared explained how guests can extend their stays, with security, support email, or the front desk are able to modify checkout dates. He clarified that resort fees include one parking pass and wristbands based on unit occupancy, and emphasized the importance of pre-registration to avoid delays. Jared also discussed the process for owners to pay for guests' resort fees and addressed questions about vehicle registration limits, noting that while the system allows two vehicles per unit, exceptions can be made at the front desk on a case-by-case basis.