

## **Manager Report**

**August 13, 2024**

### **Insurance**

- Management is working on insurance appraisals.
- If Owners are needing copies of the Association Certificate of Insurance, please visit the Owner Website for certificate instructions located under *Insurance Policies*.

### **Annual Meeting**

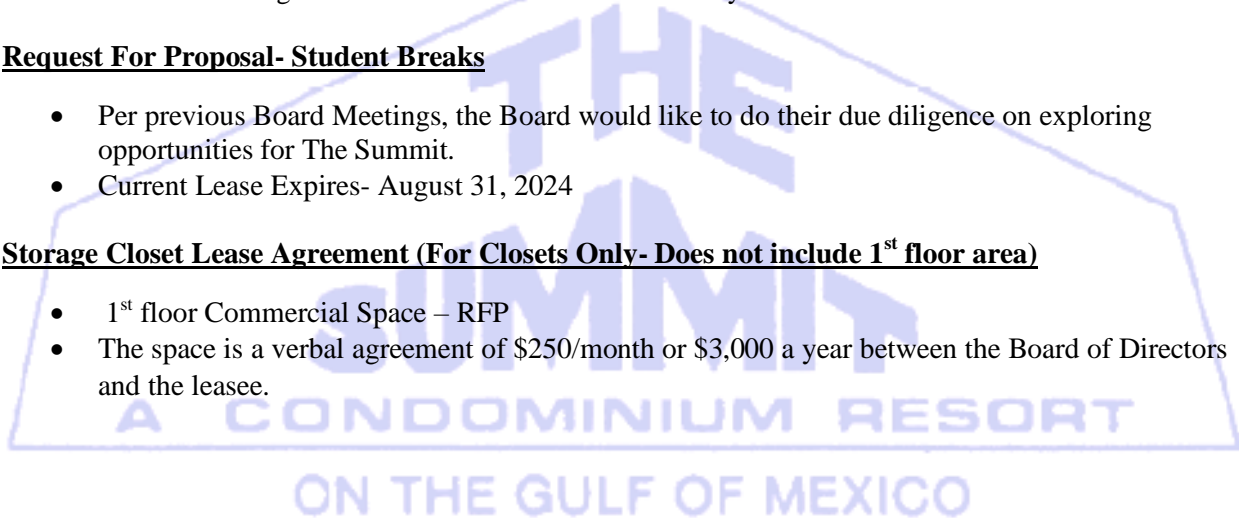
- The Annual Meeting Date is September 21, 2024.
- Management is working on this mailing.
- For Owners to confirm they are set up for online voting through HOA-st, Owners may visit the website below for registration confirmation.
  - <https://summit-condo.myhoast.com/logon>
- As Management is working on the upcoming Annual Meeting Mailing, the office is also reviewing all owner forms to generate an Owner Association Directory.

### **Request For Proposal- Student Breaks**

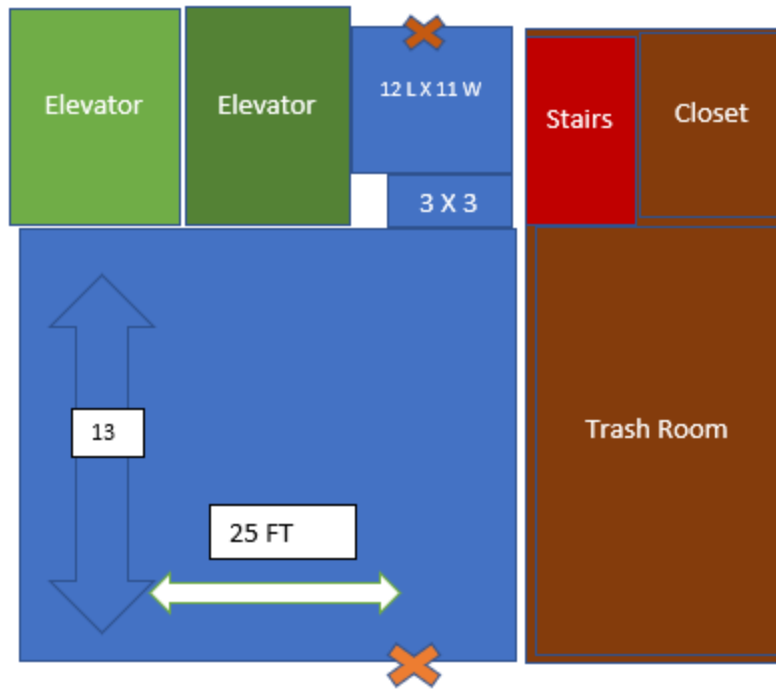
- Per previous Board Meetings, the Board would like to do their due diligence on exploring opportunities for The Summit.
- Current Lease Expires- August 31, 2024

### **Storage Closet Lease Agreement (For Closets Only- Does not include 1<sup>st</sup> floor area)**

- 1<sup>st</sup> floor Commercial Space – RFP
- The space is a verbal agreement of \$250/month or \$3,000 a year between the Board of Directors and the leasee.



Ground Floor- Center Canopy Rented Utility Room Space

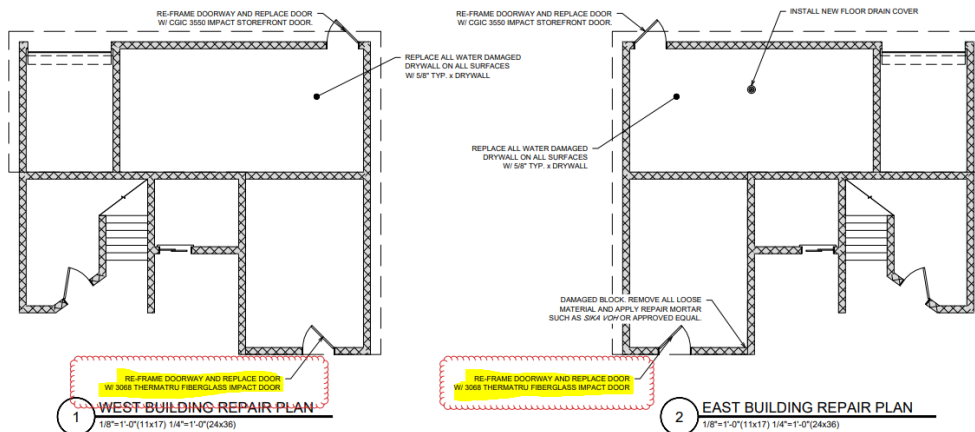


**Clotet Storage Lease Agreements**

- Per the May 18, 2024 Board of Directors Meeting, the existing closet rental agreement expires August 31, 2024.

**Ground Electrical Rooms**

- The Board President is working on this with C Sharpe and MK Webber.



### **East and West Laundry Room**

Budgeted Amount: \$20,000

- Management has made the order for 3 sets of machines directed by the Board of Directors within the last Board of Director Meeting in July 2024.
  - The order was submitted on August 1, 2024.
  - This item has a 6 – 8 lead time per AllSouth.
- Management met with FunQuest for start dates and specifics of the accepted bid per the Board of Directors Meeting in July 2024.
  - FunQuest will be communicating with the General Manager on a start date for this project.

### **Window World**

Management is still working with Window World to complete the window world and slider project.

- Upcoming Correction Items per previous City Inspections and Dates
  - **Tuesday, August 6, 2024**
    - Unit Access: 1429, 1426, 1231, 1223, 1221, 1017, 915, 911, 832, 820, 801, 719, 703, 622, 620, 619, and 601
  - **Wednesday, August 7, 2024**
    - Unit Access: 530, 529, 514, 513, 512, 509, 322, 302, 232, and 213
  - **Friday, August 16, 2024**
    - 1426, 1322, 1318, 1315, 1310, 1221, 1014, 907, 807, 710, 702, 703, 504, 503, 412, 409, 302
- Upcoming City Inspection Dates
  - **Tuesday, August 13, 2024**
    - Unit Access: 1509, 1507, 1408, 1406, 1331, 1325, 1322, 1319m 1315, 1314, 1310, 1306, 1215, 1211, 1132, 1130, 1128, 1127, 1126, 1117, 1114, 1112, 1107, 1105, 1104, 01103, 1101, 1029, 1027, 1022, 1021, 1017, 1015, 1014, 1012, 1006
  - **Wednesday, August 14, 2024**
    - Unit Access: 924, 922, 919, 915, 910, 909, 824, 822, 816, 602, 531, 517, 501
  - **Tuesday, August 27, 2024**
    - Unit Access: 430, 429, 427, 425, 421, 417, 413, 412, 409, 321, 226, 217, 213

### **Life Safety- Panama City Beach, Fire Inspector**

This week, the Association received a visit from one of the Panama City Beach Fire Inspectors after conducting a unit inspection per the Vacation Rental Ordinance 1632. Local Fire Inspectors will be regulating the National Fire Protection Code *69A-43.009 Automatic Smoke Detection Requirements*. It has been shared with management that this timeline for owners will be 1 year to have all the smoke detectors hard wired into their unit. Currently, some units might have one smoke detector hardwired and the rest of the smoke detectors battery operated. Per NFPA 69A-43.009, Battery powered, single station smoke detectors shall be tested and inspected at least once a week. For a copy of this code, please visit *Documents & Helpful Information* on the Owners Website. For more information, please contact the Panama City Beach Fire Rescue Team via phone 850.233.5100.

### Photometric Survey Bids

- Management and the Board of Directors are collecting bids with the results of the photometric survey for the community to bring the wet pool deck areas up to the State requirements.
- Management has met with vendors to share electrical information for proposal purposes the week of August 1, 2024.
  - Bay Engineering Solutions has submitted a bid.
  - System Services and Engineering is still working on a bid.
  - Meyers Electrical is working on a supply bid and an installation bid.
  - Facility Solutions Group is still working on a bid.
  - SCS Engineers is still working on a bid.
- The Board of Directors is actively working on this topic with the General Manager.
  - Board President, Stacy Peery, and Director, Chad Nichols, are an additional point of contact for this subject in addition to the General Manager, Ms. Durham.

### Structural Integrity Reserve Study

As of December 31, 2024, condos (FL Statute 718) and co-ops (FL Statute 719) with three stories and more must comply with a new standard, ushering in a crucial era of structural integrity scrutiny. One pivotal aspect of this legislation is the introduction of the Structural Integrity Reserve Study (SIRS), a comprehensive examination of key elements that constitute a building's structural integrity.

The study, mandated every 10 years, focuses on eight critical elements, each playing a crucial role in the safety and longevity of the structure:

- Roof
- Structural Systems
- Fireproofing & Fire Safety
- Exterior Painting & Waterproofing
- Plumbing
- Electrical Systems
- Windows & Exterior Doors
- Other elements over \$10,000 impacting structural integrity

The responsibility for compliance lies with the Building Code Official in each county and municipality. Inspection reports, including the SIRS findings, are to be submitted to both the Building Code Official and the Home Owners Association.

In the quest for structural soundness, the SIRS must identify each item's remaining useful life, estimated replacement cost, and deferred maintenance expense. The study then provides a reserve funding schedule, ensuring that the recommended annual reserve amount meets the estimated replacement cost or deferred maintenance expense of each inspected item by the end of its remaining useful life.

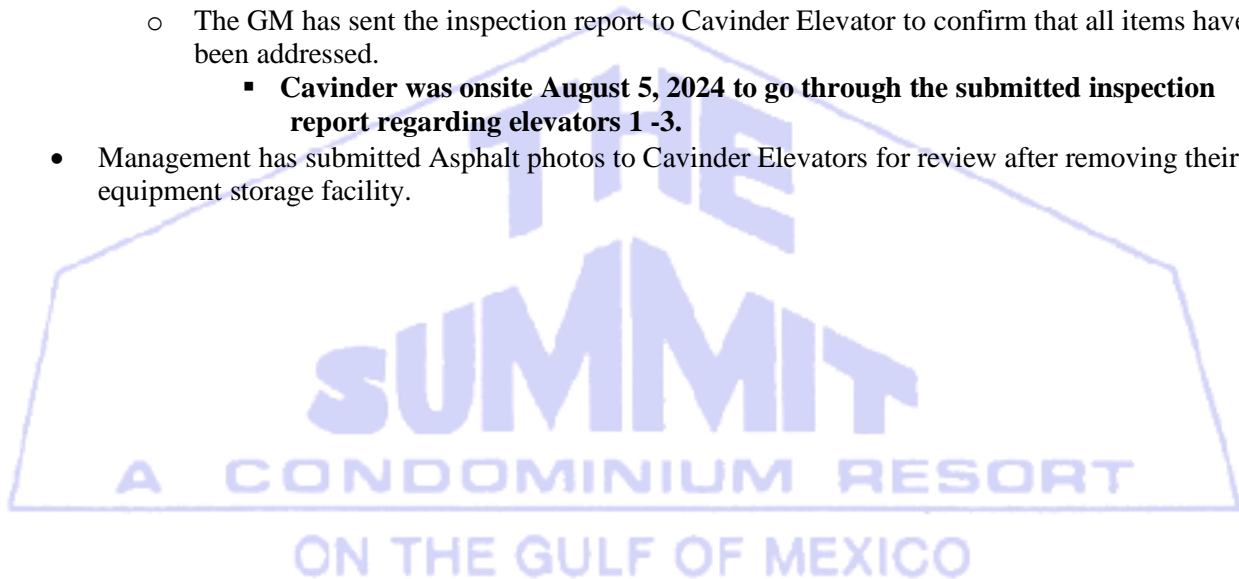
**A Structural Integrity Reserve Study** becomes an official record, mandatorily maintained by the Association for fifteen (15) years. Prospective purchasers are granted the right to inspect the most recent study, and the absence of such a study must be disclosed.

In Florida, with separate statutes for Condominium Associations (Chapter 718) and Homeowners Associations (Chapter 720), the responsibilities of the Board of Directors, especially in budgeting for reserve accounts, are clearly outlined in Florida Statute 718.112 (f) Annual Budget.

- Management is obtaining quotes and relationships with MK Webber, O Connel Engineering, Building Envelope Consulting Inc, and Florida Engineering.

### Cavinder Elevator Update

- Elevator 4 Cladding will be installed August 19, 2024. The elevator will be down for about 3 business days during working hours.
- Management has reviewed the contract and received final invoices (such as retainage) from vendor.
  - Please see email communication at the bottom of this section dated Wednesday, July 31, 2024.
- Elevators 1 – 3 were inspected by an independent contractor, CEC Firm.
  - The GM has spoken with CEC Firm to ask for a quote to inspect elevator 4 and or elevators 1 – 4 to assist with final completion of modernization project.
    - The vendor reached out and is not interested in continuing a relationship with The Summit.
  - The GM has sent the inspection report to Cavinder Elevator to confirm that all items have been addressed.
    - **Cavinder was onsite August 5, 2024 to go through the submitted inspection report regarding elevators 1 -3.**
- Management has submitted Asphalt photos to Cavinder Elevators for review after removing their equipment storage facility.





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- Cavinder was onsite August 6, 2024 to inspect the parking lot.
- Management has asked Cavinder to collect bids to be presented for the asphalt damage.
- Elevator Flooring
  - The Board of Directors discussed the elevator flooring listed below at the Board Meeting dated on March 28, 2024.
  - Due to temperature curing levels, this application is recommended to be installed during October – March within the emerald coast area.
    - Please see details of this topic at the bottom of this document.
  - Questions asked by the Board of Directors for the flooring vendor
    - Will the flooring go up onto the wall?
      - The flooring application will go up 1 ½ inches onto the elevator wall.
    - Will epoxy flooring be heavy for the elevator cab and the operational components?
      - The flooring will not be much heavier.
      - After installation, the Association can have Cavinder Elevator onsite to align the weight cables if there is any change
    - What happens if something scratches the flooring?
      - The vendor honors a 1 year installation warranty.
      - If the product has a scratch, the vendor is local.
      - The vendor will come out and grind the top layer of the epoxy down, address the damaged area, and then pour the top coat of epoxy.

**Cavinder Email Communication Regarding Final Payments- July 31, 2024**

After reviewing the contracts and invoices, please see the below questions and commentary needed to present to the Board for release of final payment when the cladding is completed.

- Per the shared elevator report from an independent consulting firm, please confirm in writing that all deficiencies have been addressed within cabs 1 – 3 found in the attached report.
  - When can I expect a written confirmation that all deficiencies have been addressed so I can give the BOD an update in efforts to close out this project as we are on the finishing phases?
- Invoice 14970
  - This is part II of a change order from 2023.
  - Due to the amount of the invoice, I will have to have Board or Board President approval to process this check.
- Invoice 14968
  - This invoice will need to be separated into 2.
  - Part I
    - This payment with the retainage cannot be processed until the project is completed and I have Board or Board President approval to process this check.
    - **The contractor has not submitted project record documents per the Cavinder Contract.**
    - **The client, The Summit, has not been presented nor has accepted the Modernization Final Acceptance Check List per the Cavinder Contract.**
  - Part II
    - Please separate the change order payment of \$15,400 immediately.
      - From our previous conversations, I thought this was paid already which we will process this immediately once we have the proper invoice.
- Invoice 14967
  - This invoice cannot be processed until the project is completed and I have Board or Board President approval to process this check.
  - This invoice is for retainage.
  - **The contractor has not submitted project record documents per the Cavinder Contract.**
  - **The client, The Summit, has not been presented nor has accepted the Modernization Final Acceptance Check List per the Cavinder Contract.**
- Invoice 14969
  - This invoice cannot be processed until the project is completed and I have Board or Board President approval to process this check.
  - This invoice is for retainage.
  - **The contractor has not submitted project record documents per the Cavinder Contract.**
  - **The client, The Summit, has not been presented nor has accepted the Modernization Final Acceptance Check List per the Cavinder Contract.**
- Per the contract under section 1.35 *Painting*
  - The Board would like confirmation that all painting has been completed per the Cavinder Contract items 1 – 14 within *1.35 Painting*
- Per the contract under section 1.36 *Substantial Completion*
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  - The Board would like confirmation that all painting has been completed per the Cavinder Contract items 1 – 14 within *1.35 Painting*
- Per the contract under section 1.36 *Substantial Completion*
  - When will Cavinder “submit the following: operation and maintenance data, guarantees and warranties, interfacing information etc”?
  - The Board is discussing an elevator consultant firm for elevator 4 with the tentative scheduled inspection to be after the cladding is installed.
- Per the Cavinder Contract, section C. *Reward*, where will the Association see the documentation of the contractor failed to meet the outlined Construction/Project Schedule reflecting scheduled dates, dates of action (per phase), dates of completion and compensated calendar day amount of \$250?

In efforts to stay on course, I am waiting on confirmation for the cladding install and the change order install per the agreements from Cavinder and Southern Fab.

- **Items Cavinder is working on**
  - Confirmation of change order install for elevator 2
  - Screws within all elevators for panel security
  - Confirmation of working fans and placement of fans
  - Cab 4 handrail

### **Elevator Flooring Information**

- Color Options





**DUR-A-FLEX**  
INNOVATION FROM THE FLOOR UP

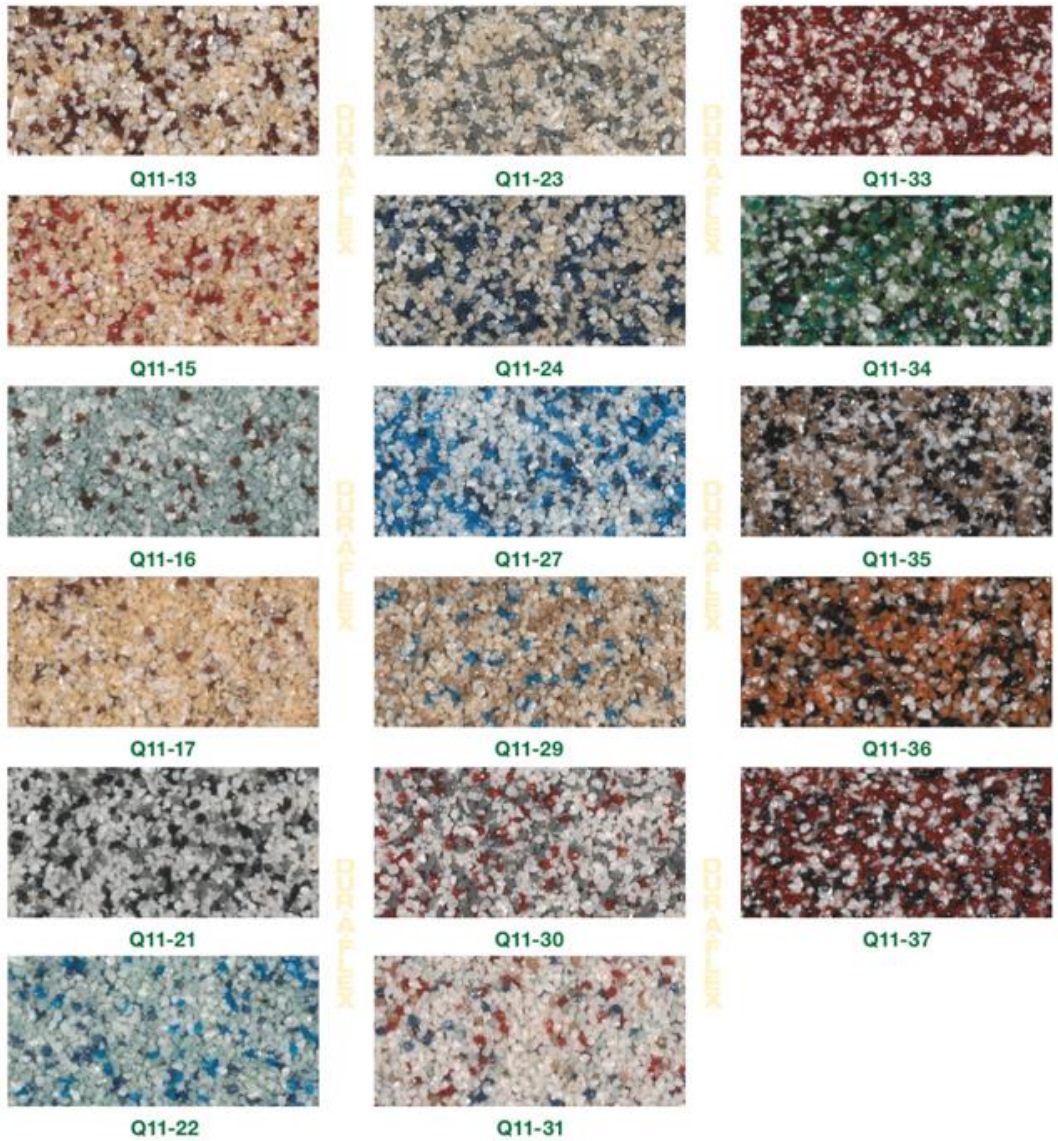
## QUARTZ COLOR SOLIDS



The samples shown are only close approximations and should not be used for specification purposes. Contact Dur-A-Flex to obtain actual samples for best color selection.

\* Available in Q-28 only





The samples shown are only close approximations and should not be used for specification purposes. Contact Dur-A-Flex to obtain actual samples for best color selection. Please note that Q-11 is a larger size aggregate and will require specific amounts of resinous material to obtain a desired texture for your application. (Consult application instructions)





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**Vendor relationship, *Elevated Fabrication Systems*, through Cavinder Elevator per flooring credit agreed upon from the moderization project**

## THE SUMMIT CONDOS

**Bill to**  
SUMMIT BEACH RESORT

**Ship to**  
THE SUMMIT CONDOS

### Estimate details

Estimate no.: 1020  
Estimate date: 02/08/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>SRF-Seamless Resinous Floor</b> FURNISH AND INSTALL: REMOVE EXISTING FLOOR INSPECT AND PREP SUB-FLOOR INSTALL SEAMLESS DUR-A-FLEX RESINOUS EPOXY FINISH FLOOR COVERING OF CHOICE OF STANDARD PATTERN AND COLOR. SUB-FLOOR/STRUCTURE AND FLOOR TO WALL REPAIR NOT INCLUDED IN THIS ESTIMATE.		4	\$2,600.00	\$10,400.00
					<b>Total</b>	<b>\$10,400.00</b>

### Timeshare Division

Board Meeting needed to further discuss options regarding SOA Deeded Weeks.

### Paver Repairs

- August 13, 2024
  - Paver repairs will be done near the kiddie pool, backside of the west pool, and area in between two palms on the west pool.
- August 19, 2024
  - Paver repairs will be done near the elevator and stair area on the east side of the property.
- August 20, 2024
  - Paver repairs will be done near the middle elevator for sidewalk reinforcement. This will be from the east end of the building to the middle elevator.
- August 27, 2024
  - Paver repairs will be done near the front center elevators.
    - This area will be done early morning and or in the evening to minimize resident experience.
- August 28, 2024
  - Paver repairs will be done on the west side elevator and stair area.

### Committees

- Per the direction of the Board President, the General Manager has sent out a mass email and posted a Committee Form on the Owners Website.
  - Committee's Being Formed
    - Milestone

- Timeshare
- Budget & Finance

**Water Leak July 25, 2024**

- Management has requested a unit list of affected units to assist Owners with direct communication with claim specialist and respected parties hired by the insurer, Hiller Plumbing, Heating, Cooling & Electrical.

**Outdoor Tables**

- Management will be sharing cost for polywood tables to the Treasurer as requested for replacement for the new season.

**Unit Modifications**

- Please review the Modification Request Form on the Owners Website.
- The Owners Association Office has received calls pertaining to permits and scope of work.
  - Please see the information from the Panama City Beach Building Department Website below.

**Permitting Questions**

[Do I need a sign permit, and if so what are the requirements?](#)

[How long are permits valid?](#)

[What projects do not require a permit?](#)

Improvements such as painting, flooring, replacing cabinets and countertops in the same location, and other non-structural work generally do not require a permit.

Florida Building Code section 105.1 states, "Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit." FBC Section 105.2 states what is exempt from permitting.

For further clarification regarding your proposed project, you can contact us via email at [buildingdepartment@pcbfl.gov](mailto:buildingdepartment@pcbfl.gov) or (850) 233-5100, option 4.

[Who may apply for a permit?](#)

[Is a permit required to replace Heating, Ventilation and Air Conditioning \(HVAC\) equipment?](#)

[Is a permit required to replace my water heater?](#)



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**Spinnaker Property**

- The Spinnaker has begun the demo of the building.
- Tootsies Orchid Lounge will be the new neighbor of The Summit.



**SUMMIT**  
A CONDOMINIUM RESORT  
ON THE GULF OF MEXICO

Additional Photos of the Property



