

Grand Bay
Condominium Association, Inc.
c/o Beachside Property Management
20 Marco Lake Drive Suite 9
Marco Island, FL 34145

RE: 2024 Payment Options for budgeted monthly or quarterly dues depending on association frequency.

Beachside no longer drafts directly out of bank accounts via our office using your voided check/ACH form as of 8/1/23.

APPFOLIO PAYMENTS

- We offer the convenience of paying through AppFolio, where you can set up your monthly or quarterly association dues/fees to be withdrawn from your account automatically via e check or credit/debit card.
 - Credit/debit card is subject to a fee from the credit card processing company.
 - E check (entering your checking or saving routing/account number) is free.
 - One time fees and most special assessment payments can also be paid in the AppFolio as a one time non recurring payment.
 - If you are interested in taking advantage of this service, please login to your AppFolio portal.

THROUGH YOUR BANKING INSTITUTION

- If you pay your monthly or quarterly fees using online bill payment through your bank
 - Make sure that the check is payable to **GRAND BAY**
 - **UNIT NUMBER** is listed in the account/memo field.
 - Please make sure you send to the address as shown below.
 - Grand Bay
 - c/o Beachside Property Management
 - 20 Marco Lake Drive, Suite 9
 - Marco Island, FL 34145

PHYSICAL DROP OFF

- Payments may also be dropped off at your onsite office or our main office if you like.

If you have any questions, please feel free to contact our office.

Jim Bonfitto, CAM
Beachside Property Management
20 Marco Lake Drive Suite 9
Marco Island, FL 34145
239-331-2495
contact@beachsidepm.com

HOW TO CONTACT BEACHSIDE PROPERTY MANAGEMENT – This is informative in nature.
December 2023

Phone calls including emergencies 24/7 should go to the main office line 239-331-2495.

If it is after hours, the calls will be forwarded to the answering service, and they will contact the on-call staff member if it is an emergency. The answering service sends emails to the office for nonemergency matters.

Emergency matters should never be put in the AppFolio system or emailed as these are not monitored 24/7. Nonemergency matters should be responded to by a staff member within 24 to 48 business hours maximum.

Board or committee members who have been given a work cell phone number should use that number during normal business hours for items that person is actively working on with you if that person has told you to use instead of the main phone number or email. Please do not share or distribute that phone number. Work cell phone numbers should never be used for emergencies as it may delay response if that person is not available due to things like being in a meeting or addressing another emergency. Emergencies and all other matters should be handled via the main phone number or email address below.

Emails (This is preferred for faster more efficient response)

- **transactions@beachsidepm.com** Regarding insurance matters & certificates (COI/Proof of Insurance), remodeling or construction requests (ARC/ARB), real estate matters or closings, ownership/deed changes, docks/boat slips, rules and regulation concerns, rental applications, guest applications, guest suites, mortgage loan companies, any kind of application and Beachside Home Watch.
- **finance@beachsidepm.com** Any financial matter NOT in the above categories.
- **appfolio@beachsidepm.com** All AppFolio support or activation related questions or concerns.
- **contact@beachsidepm.com** Any other questions or concerns not listed above and our administrative assistant will address or get you with the proper person within our office.
- **Emails with a person's name** should only be used by board or committee members and association vendors/contractors/professionals. Please do not share or distribute these emails.
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To assist us in addressing correspondence from you via email or phone please always provide the following information: **COMMUNITY NAME - ADDRESS AND UNIT - UNIT OWNER NAME**

20 Marco Lake Dr. Ste 9 Marco Island, FL 34145 Main Office Walk in Traffic

at our main office is for dropping of items and picking up items. All other topics needing in person assistance should be scheduled via appointment. Also note we are on the 2nd floor and there is not an elevator or narrow handrail. If you are dropping or picking up and call ahead, we will arrange to come down to the car for those who can not use the stairs. Please call before heading to the office to make sure we can accommodate you.

Onsite Offices

If you have an onsite office with staff, OWNERS should contact the above number only for emergencies, appfolio, finance and any concerns not being addressed via that office staff. Most real estate transactions and rentals are handled via our main office. We will always help you figure out if it is the onsite office or our main office to help you. Reach out to us at contact@beachsidepm.com or call 239-331-2495 if you do not know the phone or email address for the onsite office.

APPFOLIO

FYI - This is the link to log in

https://beachsidepm.appfolio.com/connect/users/sign_in

This is a link for owners that may need help with their portals & downloading the Mobile App

<https://www.appfolio.com/help/owner-portal>

When in the portal they have the option to choose their frequency, this can be monthly, quarterly, or one-time payment. This allows them to pay how they see fit on their preferred schedule. This way if some residents want, they can prepay a portion a month at a time to pay off their quarterly fee and budget as needed month over month to cover it.

They will see their quarterly fee 15 days prior to the DUE date. This way they can see it and pay it in time with a small look ahead window.

CLICK on pay a specific amount. They technically can save it as monthly, but they have a toggle to choose to pay monthly, every 3 months or one time. It is all in their control to toggle as needed when setting it up.

The resident would choose a start date for the payment (10/1 or whatever they choose) select the option for "Full Balance" from the selections and then enter in a max amount they are comfortable paying if they want to have a safeguard on the funds extracted.

In the months that the charge is posted to their ledger it will draft as of the specified date. For example, if they put in 10/5 as the first posting date, it will pull their funds on 10/5 for the full balance owed.

That following month on 11/5, since their ledger will be at a 0.00 balance, nothing will be drafted because the ledger balance will be 0.00, and so on until the next charge posts. It only pulls full balance if there is a balance present.

Pay in full only drafts when a charge is posted to their ledger, and it pulls on the day reflected in their date specification.

MULTIPLE PROPERTIES UNDER ONE EMAIL LOGIN – APPFOLIO WITH OR WITHOUT BEACHSDIE.

If they use the AppFolio app then on the initial login page, they have the option to toggle between different portals for different management companies.

CREDIT CARD PAYMENTS – MAX EACH PAYMENT IS \$3000.00, if paying more than that you must do in separate payments.

GRAND BAY

2024 APPROVED BUDGET

FISCAL YEAR

DATE: 11/27/23

01/01/24-12/31/24

| EXPENSES | |
|---------------------------------------|----------------------|
| GENERAL ADMINISTRATIVE | |
| Annual Filing Fee | 62.00 |
| License & Fees | 1,125.00 |
| Fees Payable to the Division | 240.00 |
| Office Supplies | 2,300.00 |
| Legal | 4,000.00 |
| Accounting & Tax Preparation | 1,000.00 |
| Management Fee | 42,000.00 |
| Miscellaneous Expenses | 400.00 |
| SUBTOTAL | \$ 51,127.00 |
| INSURANCE | |
| Property/Wind | 39,453.00 |
| Flood | 15,991.00 |
| Umbrella | 7,595.00 |
| General Liability & D&O | 9,156.00 |
| Commercial Property | 47,463.00 |
| Workers Comp | 559.00 |
| Insurance Appraisal | - |
| SUBTOTAL | \$ 120,217.00 |
| BUILDING MAINTENANCE | |
| Building Maintenance | 10,000.00 |
| Building Maintenance - In House Labor | 20,400.00 |
| Building Maintenance Supplies | 6,000.00 |
| Janitorial | 16,800.00 |
| Elevators | 5,500.00 |
| Emergency Systems | 6,000.00 |
| SUBTOTAL | \$ 64,700.00 |
| UTILITIES | |
| Cable Television | 56,450.00 |
| Electric | 15,300.00 |
| Telephone | 2,200.00 |
| Trash & Recycling | 5,000.00 |
| Water & Sewer | 67,500.00 |
| SUBTOTAL | \$ 146,450.00 |
| GROUND MAINTENANCE | |
| Lawn Maintenance Contract | 16,500.00 |
| Grounds Maintenance & Supplies | 9,000.00 |
| Plants, Mulch & Irrigation | 8,000.00 |
| Pest Control - Exterior | 4,500.00 |
| SUBTOTAL | \$ 38,000.00 |
| POOL & SPA MAINTENANCE | |
| Pool Service Contract | 8,000.00 |
| Pool Repairs | 1,500.00 |
| Pool Supplies | 400.00 |
| SUBTOTAL | \$ 9,900.00 |
| OTHER EXPENSES | |
| Contingency | \$ 1,226.00 |
| Dock Maintenance | \$ 500.00 |
| SUBTOTAL | \$ 1,726.00 |
| RESERVE CONTRIBUTION | |
| Pooled Reserve Contribution | \$ 166,080.00 |
| SUBTOTAL | \$ 166,080.00 |
| TOTAL EXPENSES | \$ 598,200.00 |
| INCOME | |
| Maintenance Assessments | 429,120.00 |
| Boat Slip Fees | 3,000.00 |
| Reserve Assessments | 166,080.00 |
| TOTAL INCOME | \$ 598,200.00 |
| NUMBER OF UNITS | 60 |
| FEE PER UNIT | |
| ANNUAL | \$ 9,920.00 |
| QUARTERLY | \$ 2,480.00 |

GRAND BAY CONDOMINIUM ASSOCIATION, INC.
RESERVE SCHEDULE
CASH FLOW METHOD
January 1, 2024 through December 31, 2024

| YEAR | ROOF | | PAINTING | PARKING POOL PAVERS | STRUCTURAL INTEGRITY RSV STUDY | POOL & SPA | | | SEAWALL REPAIR / REPLACE | DOCK REPAIR / REPLACE | TENNIS COURT | FIRE SAFETY BACKFLOW | ROOF LOAN PAYMENT | PR. YEAR ENDING BALANCE | CURRENT YEAR CONTRIB | CURRENT YEAR EXPENSE | ENDING BALANCE |
|------|-----------|---------|----------|---------------------------|--------------------------------------|------------|---------|-----------|--------------------------------|-----------------------------|-----------------|----------------------------|-------------------------|-------------------------------|----------------------------|----------------------------|-------------------|
| | 20 | 19 | | | | EQUIPMENT | REPLACE | FURNITURE | | | | | | | | | |
| 2023 | \$747,000 | | | | | | | | | | | | | | | | |
| 2024 | 12,574 | | | | | | | | | | | | | | | | |
| 2025 | | | | | 23,600 | | | | | | | | | | | | |
| 2026 | | 80,000 | | | | | | | | | | | | | | | |
| 2027 | | | | | | 10,000 | | | | | | | | | | | |
| 2028 | | | | | | | | | | | | | | | | | |
| 2029 | | | | 39,453 | | | | | | | | | | | | | |
| 2030 | | | | 15,991 | | | | | | | | | | | | | |
| 2031 | | | | 7,595 | | | | | | | | | | | | | |
| 2032 | | | | 9,156 | | | | | | | | | | | | | |
| 2033 | | | | 47,463 | 23,600 | | | | | | | | | | | | |
| 2034 | | | | 559 | | | | | | | | | | | | | |
| 2035 | | 80,000 | | | | | | | | | | | | | | | |
| 2036 | | | | | | | | | | | | | | | | | |
| 2037 | | | | 125,000 | | | | | | | | | | | | | |
| 2038 | | | | | | | | | | | | | | | | | |
| 2039 | | | | | | | | | | | | | | | | | |
| 2040 | | | | | | 10,000 | | | | | | | | | | | |
| 2041 | | | | | | | | | | | | | | | | | |
| 2042 | | 747,000 | | | | | | | | | | | | | | | |
| 2043 | | | | | 23,600 | | | | | | | | | | | | |
| 2044 | | | | | | | | | | | | | | | | | |
| 2045 | | | | | | | | | | | | | | | | | |
| 2046 | | | | | | | | | | | | | | | | | |
| 2047 | | | | | | | | | | | | | | | | | |
| 2048 | | | | | | | | | | | | | | | | | |
| 2049 | | | | | | | | | | | | | | | | | |
| 2050 | | | | | | | | | | | | | | | | | |
| 2051 | | | | | | 10,000 | | | | | | | | | | | |
| 2052 | | | | | | | | | | | | | | | | | |
| 2053 | | | | | | | | | | | | | | | | | |
| 2054 | | | | | | | | | | | | | | | | | |
| 2055 | | | | | | | | | | | | | | | | | |
| 2056 | | | | | | | | | | | | | | | | | |
| 2057 | | | | | | | | | | | | | | | | | |
| 2058 | | | | | | | | | | | | | | | | | |
| 2059 | | | | | | 10,000 | | | | | | | | | | | |
| 2060 | | | | | | | | | | | | | | | | | |
| 2061 | | | | | | | | 100,000 | | | | | | | | | |
| 2062 | | | | | | | | | | | | | | | | | |

WAIVING OF RESERVES IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

Reserve replacement costs and estimated remaining useful lives are projections based on estimates and current industry standards. Even if the Association is currently fully funding the reserves, the accumulated amounts may not be adequate to meet all future repairs and replacements. If additional funds are needed the Association has the right to increase regular assessments, levy special assessments, borrow or delay repairs and replacements until funds are available.