

**GRAND BAY
CONDOMINIUM
AMENDED**

2025

BUDGET PASSED

12/20/24

There are no longer coupon booklets.

Your payments are Due
January, April, July and October 1st
In the amount of \$3,250

Statements of account will be sent
between the 17th and 21st prior to due
dates above.

GRAND BAY CONDOMINIUM ASSOCIATION, INC.

2025 APPROVED AMENDED BUDGET

01/01/25-12/31/25

DATE: 12/20/2024

EXPENSES	2025 Approved Budget
ADMINISTRATION	
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	8,500.00
Management Fee	45,000.00
Miscellaneous Expenses	400.00
SUBTOTAL	\$ 61,627.00
INSURANCE	
Property	45,250.00
Flood	19,500.00
Umbrella	4,500.00
General Liab, Crime, D&O	14,000.00
Wind	61,000.00
Workers Comp	650.00
SUBTOTAL	\$ 144,900.00
BUILDING MAINTENANCE	
Building Maintenance - Contractor	10,000.00
Building Mtce - In House Labor	32,400.00
Building Maintenance Supplies	6,000.00
Janitorial	16,800.00
Elevators	5,500.00
Emergency Systems	6,000.00
SUBTOTAL	\$ 76,700.00
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
Ground Mtce. And Supplies	9,000.00
Plants, Mulch & Irrigation	8,000.00
Pest Control	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	13,443.00
Dock Maintenance	500.00
SUBTOTAL	\$ 13,943.00
RESERVE CONTRIBUTION	
Reserve Regular Contribution Engineer (no roof loan)	49,200.00
Reserve Roof Loan	106,080.00
Reserve SIRS Contribution Engineer	136,200.00
SUBTOTAL	\$ 291,480.00
TOTAL EXPENSES	\$ 783,000.00
INCOME	
Maintenance Assessments	480,720.00
Boat Slip Fees	3,000.00
Reserve Regular Assessments Engineer (no roof loan)	49,200.00
Reserve Roof Loan	106,080.00
Reserve SIRS Contribution Engineer	144,000.00
TOTAL INCOME	\$ 783,000.00
NUMBER OF UNITS	60
FEE PER UNIT	
ANNUAL	\$ 13,000.00
QUARTERLY	\$ 3,250.00

REGULAR RESERVE

Table 7 Cash Flow Funding Table

Interest Rate	Inflation Rate
5.00%	2.60%

Number of units:	60
Current annual reserve contribution:	\$17,801
Estimated beginning balance:	\$61,192
Difference between current and calculated annual contributions:	-\$31,399

Year	Beginning Reserve Fund	*Per Unit Reserve Contrib.	Total Reserve Contrib.	Expenses	Interest	Ending Balance of Reserve Fund
2025	\$61,192	\$820	\$49,200	\$36,875	\$3,676	\$77,193
2026	\$77,193	\$845	\$50,676	\$0	\$6,393	\$134,262
2027	\$134,262	\$870	\$52,196	\$0	\$9,323	\$195,781
2028	\$195,781	\$896	\$53,762	\$216,009	\$1,677	\$35,211
2029	\$35,211	\$923	\$55,375	\$26,179	\$3,220	\$67,627
2030	\$67,627	\$951	\$57,036	\$10,915	\$5,687	\$119,436
2031	\$119,436	\$979	\$58,747	\$0	\$8,909	\$187,092
2032	\$187,092	\$1,008	\$60,510	\$18,910	\$11,435	\$240,127
2033	\$240,127	\$1,039	\$62,325	\$0	\$15,123	\$317,575
2034	\$317,575	\$1,070	\$64,195	\$59,844	\$16,096	\$338,022
2035	\$338,022	\$1,102	\$66,121	\$398,129	\$301	\$6,314
2036	\$6,314	\$1,135	\$68,104	\$0	\$3,721	\$78,139
2037	\$78,139	\$1,169	\$70,147	\$0	\$7,414	\$155,701
2038	\$155,701	\$1,204	\$72,252	\$0	\$11,398	\$239,350
2039	\$239,350	\$1,240	\$74,419	\$0	\$15,688	\$329,458
2040	\$329,458	\$1,278	\$76,652	\$28,805	\$18,865	\$396,170
2041	\$396,170	\$1,316	\$78,952	\$150,785	\$16,217	\$340,554
2042	\$340,554	\$1,355	\$81,320	\$24,443	\$19,872	\$417,302
2043	\$417,302	\$1,396	\$83,760	\$0	\$25,053	\$526,115
2044	\$526,115	\$1,438	\$86,272	\$58,831	\$27,678	\$581,234
2045	\$581,234	\$1,481	\$88,861	\$40,937	\$31,458	\$660,616
2046	\$660,616	\$1,525	\$91,526	\$0	\$37,607	\$789,750
2047	\$789,750	\$1,571	\$94,272	\$0	\$44,201	\$928,223
2048	\$928,223	\$1,618	\$97,100	\$360,927	\$33,220	\$697,616
2049	\$697,616	\$1,667	\$100,013	\$0	\$39,881	\$837,511
2050	\$837,511	\$1,717	\$103,014	\$41,746	\$44,939	\$943,718
2051	\$943,718	\$1,768	\$106,104	\$0	\$52,491	\$1,102,314
2052	\$1,102,314	\$1,821	\$109,287	\$31,596	\$59,000	\$1,239,005
2053	\$1,239,005	\$1,876	\$112,566	\$0	\$67,579	\$1,419,150
2054	\$1,419,150	\$1,932	\$115,943	\$99,992	\$71,755	\$1,506,855
2055	\$1,506,855	\$1,990	\$119,421	\$344,494	\$64,089	\$1,345,872
2056	\$1,345,872	\$2,050	\$123,004	\$0	\$73,444	\$1,542,320
2057	\$1,542,320	\$2,112	\$126,694	\$71,050	\$79,898	\$1,677,862
2058	\$1,677,862	\$2,175	\$130,495	\$0	\$90,418	\$1,898,774
2059	\$1,898,774	\$2,240	\$134,410	\$56,543	\$98,832	\$2,075,473
2060	\$2,075,473	\$2,307	\$138,442	\$412,786	\$90,056	\$1,891,185
2061	\$1,891,185	\$2,377	\$142,595	\$251,945	\$89,092	\$1,870,927
2062	\$1,870,927	\$2,448	\$146,873	\$40,842	\$98,848	\$2,075,806
2063	\$2,075,806	\$2,521	\$151,279	\$0	\$111,354	\$2,338,440
2064	\$2,338,440	\$2,597	\$155,818	\$34,014	\$123,012	\$2,583,256
2065	\$2,583,256	\$2,675	\$160,492	\$68,401	\$133,767	\$2,809,115
				\$2,884,999		

*Includes a 3.0% Increase per year and Special Assessment in 2025

GRAND BAY CONDOMINIUM ASSOCIATION, INC.
ROOF LOAN
RESERVE SCHEDULE
CASH FLOW METHOD
January 1, 2025 through December 31, 2025

	ROOF LOAN PAYMENT
	\$754,156
	8
YEAR	6
2024	106,080
2025	106,080
2026	106,080
2027	106,080
2028	106,080
2029	106,080
2030	88,400

SIRS RESERVE

Table 3 Cash Flow Funding Table

Interest Rate	Inflation Rate
5.00%	2.60%

Number of units:	60
Current annual reserve contribution:	\$46,199
Estimated beginning balance:	\$158,808
Difference between current and calculated annual contributions:	-\$90,001

Year	Beginning Reserve Fund	*Per Unit Reserve Contrib.	Total Reserve Contrib.	Expenses	Interest	Ending Balance of Reserve Fund
2025	\$158,808	\$2,270	\$136,200	\$257,600	\$1,870	\$39,279
2026	\$39,279	\$2,338	\$140,286	\$0	\$8,978	\$188,543
2027	\$188,543	\$2,408	\$144,495	\$221,062	\$5,599	\$117,574
2028	\$117,574	\$2,480	\$148,829	\$0	\$13,320	\$279,724
2029	\$279,724	\$2,555	\$153,294	\$0	\$21,651	\$454,669
2030	\$454,669	\$2,632	\$157,893	\$612,355	\$10	\$218
2031	\$218	\$2,710	\$162,630	\$0	\$8,142	\$170,990
2032	\$170,990	\$2,792	\$167,509	\$0	\$16,925	\$355,424
2033	\$355,424	\$2,876	\$172,534	\$368	\$26,379	\$553,969
2034	\$553,969	\$2,962	\$177,710	\$264,573	\$23,355	\$490,461
2035	\$490,461	\$3,051	\$183,041	\$0	\$33,675	\$707,178
2036	\$707,178	\$3,142	\$188,533	\$0	\$44,786	\$940,496
2037	\$940,496	\$3,236	\$194,189	\$391,887	\$37,140	\$779,938
2038	\$779,938	\$3,334	\$200,014	\$0	\$48,998	\$1,028,950
2039	\$1,028,950	\$3,434	\$206,015	\$0	\$61,748	\$1,296,713
2040	\$1,296,713	\$3,537	\$212,195	\$220,446	\$64,423	\$1,352,885
2041	\$1,352,885	\$3,643	\$218,561	\$316,648	\$62,740	\$1,317,538
2042	\$1,317,538	\$3,752	\$225,118	\$889,555	\$32,655	\$685,755
2043	\$685,755	\$3,865	\$231,871	\$476	\$45,858	\$963,008
2044	\$963,008	\$3,980	\$238,828	\$0	\$60,092	\$1,261,927
2045	\$1,261,927	\$4,100	\$245,992	\$203,180	\$65,237	\$1,369,977
2046	\$1,369,977	\$4,223	\$253,372	\$0	\$81,167	\$1,704,516
2047	\$1,704,516	\$4,350	\$260,973	\$0	\$98,274	\$2,063,764
2048	\$2,063,764	\$4,480	\$268,802	\$378,973	\$97,680	\$2,051,273
2049	\$2,051,273	\$4,614	\$276,867	\$0	\$116,407	\$2,444,547
2050	\$2,444,547	\$4,753	\$285,173	\$189,970	\$126,987	\$2,666,737
				\$3,947,093		

*Includes a 3.0% increase per year

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

RE: 2025 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 & MAIL IN YOURSELF

- 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.
November 2024

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 non-emergency 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.

Emails (This is preferred for faster more efficient response)

- **transactions@beachsidepm.com** 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 utilities.
- **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 and **Beachside Home Watch**.
- **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.

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 off items and picking up items. All other topics needing in person assistance should be sent via email to an email above or 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 cannot use the stairs. Please call before heading to the office to make sure we can accommodate you.

Onsite Offices

If your property has 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.

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 using 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.

This information is for **after** you have received your activation link and activated your account. AppFolio is a SHARED login for the unit and uses the primary email (1st listed in our database) as the username for the unit and you create a password.



appfolio Property
Manager

IF YOU NEED HELP AFTER UTILIZING THE APPFOLIO HELP PORTAL & INSTRUCTIONS EMAIL appfolio@beachsidepm.com and we will assist you. All requests are worked in queue and will be responded to in 24-48 business hours.

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.

Make a One-Time Payment

The screenshot shows the AppFolio user interface. On the left is a dark sidebar with navigation links: AppFolio, Home, Payments, Maintenance, Shared Documents, Property Info, Account Profile, and Help. The main content area is titled 'Home' and displays 'Your Current Balance' as '\$1,209.50' with a note 'Next bill due on June 07, 2017'. Below the balance are two buttons: 'Pay Now' and 'Set Up Autopay'. At the bottom of the main area, it says 'June (This Month)'. In the top right corner, there is a 'Log Out' link.

- Once logged in, you will land on the **Home** tab where you can view your current balance owed and details of current and future charges broken down by month.
- Click **Pay Now** to make a one-time payment.
- Select your preferred payment method: **eCheck** (direct withdrawal from bank account) or use a **Credit or Debit Card**.
- **Pay Now** - Continue through the steps to submit a payment directly to your property management company. You will receive a confirmation email once the payment is successfully submitted, although this does not mean it has cleared your bank account yet. If you do not receive a confirmation email, you did not fully complete all necessary steps to submit the payment.

Set Up Auto Debit

- Once logged in, you will land on the **Home** tab where you can view your current balance owed and details of current and future charges broken down by month.
- Click **Set Up Autopay** to create an automatically recurring payment.
- Select your preferred payment method: **eCheck** (direct withdrawal from bank account) or use a **Credit or Debit Card**.
- **Pay Now** - Continue through the steps to submit a payment directly to your property management company. You will receive a confirmation email once the payment is successfully submitted, although this does not mean it has cleared your bank account yet. If you do not receive a confirmation email, you did not fully complete all necessary steps to submit the payment.

Edit Your Account Details

Click the **Account Profile** tab to view or update the following information:

- **Email Address** - Change the email address you use to log in to the Online Portal.
- **Phone Number** - Change the phone number your property manager has on file to contact you.
- **Address** - Update the mailing address your property manager has on file.
- **Choose Your Language** - Change the default language of your Online Portal to Spanish.
- **Contact Preferences** - Set up payment reminder emails to be sent to you 2 days before the 1st of every month.
- **Saved Payment Methods** - Delete a saved bank account or credit card.
- **Password** - Reset your Online Portal login password.

The screenshot displays the 'Account Profile' page with a sidebar on the left containing navigation options: Home, Payments, Maintenance, Shared Documents, Account, Property Lists, View Another Unit, Account Profile (highlighted), and Help. The main content area is divided into several sections:

- Contact Information:** Includes fields for Email Address, Phone Number, and Address (with sub-fields for City, State, Zip Code, and Country). A 'Save' button is located below the address fields.
- Contact Preferences:** Features a 'Contact Preferences' section with a radio button for 'Yes, we'd like to receive these reminders' and a 'Save' button.
- Saved Payment Methods:** Shows a 'Saved Bank Accounts' section with a list of accounts (e.g., 'Bank of America') and a 'Delete' button.
- Password:** Contains a 'Change your password' section with a 'Current Password' field and a 'New Password' field.
- Choose Your Language:** Includes a 'Preferred Language' dropdown menu set to 'English' and a 'Save' button.

Submit a Maintenance Request

Submit maintenance requests directly to your property manager along with photos of the issue. **Please Note**, if you do not see this tab, contact your property manager as this feature may not be enabled for their account.

- From the **Home** or **Maintenance** tab, click **Request Maintenance**.

- Enter a detailed **description** of the issue, upload one or more **photos** of the item needing attention (must select multiple photos at once from computer or camera roll), give the property manager permission to enter with their key, then click **Submit Request**.

Home

Payments

Maintenance

Property Info

Account Profile

Maintenance

Maintenance Requests

Request Maintenance

Maintenance Request

Requested by You On 09/02/2015

Maintenance Request #2194-1

This request was received