



DUNES OF PANAMA
MANAGEMENT ASSOCIATION

7205 Thomas Drive, Bldg. C. / Panama City Beach, Florida 32408-7536 / (850) 234-8839

THE PROCESS:

- Each floor will take approximately three weeks to complete.
- 1 – 2 weeks in advance of scheduled dates Lacy or Jeff will contact the owner of unit to inform them of set schedule work dates.
Owners must make alternate arrangements for their stay and/or rental guest stay for the period given. If you need to discuss any of this process, please contact Lacy or Jeff at 850-234-8839.
- **Maintenance Prep-** 2 to 5 days prior to start date Maintenance will remove all window treatments from unit, move balcony furniture inside, and move any furniture away from the sliding glass doors and windows in order to have a least 8ft. of clear space.
- **Suncoast Prep-** 1 to 4 days prior to start date Suncoast Restoration will be covering some furnishings with plastic, laying plastic down on flooring walk paths, and documenting/take pictures of any visible pre-existing damages or normal wear that they feel needs to be noted.
- **Suncoast Start Date** – Unit must be vacated by owners/guests no later than 8am. For safety/liability reasons the contractor is requiring unit to stay vacant for the first few days while they handle the removal and replacement of windows/doors. Time will vary per unit.
- **Engineer Approval** – Once the windows/doors have been replaced a project engineer must approve of the work before the final step

can take place. This generally takes place the 7th day from the work start date. The engineer inspection is Monday – Friday only. If the engineer sees and issue, Suncoast must correct the issue before moving to the next step.

- **Trim/Paint/Clean up** – Once the engineer has approved the windows/doors replacement, Suncoast will start caulking, painting & cleaning up. This process may take up to 7-8 nonconsecutive days.
- **Maintenance/Reassemble** – Maintenance will move the furniture back in place & hang the window treatments back up.

Any Dopma rental units that still have vertical blinds it is time for you to get rid of them. Owners that have draperies this is an excellent time to have them cleaned.

Rehanging of draperies, no window drapery hardware will be drilled into the new door frames. Some units will need their draperies rehanged from the ceiling. With that change some window treatments will now be short in length.