

Friday, December 07, 2018

All,

As you may know, the Board of Directors has charged management with the duty of implementing a procedure for the controlled distribution of guest wristbands and parking passes. This will be accomplished through the sale of reservation packets. The revenue generated from this operation will be used to enhance resort amenities and supplement Association expenses.

This program will commence on January 1, 2019. To prepare for this launch, we have created an instructional guide which can be followed when navigating the online purchase process. We hope you find this information to be clear and it serves you well.

Starting today, we are opening the online store for advance orders. We suggest placing your first order large enough to accommodate your reservations from January through March and continue to place your order amounts based on each booking season.

You may schedule your advance orders for pickup starting December 26, 2018.

Pickup upon arrival starts on January 1, 2019.

AFTER reviewing the information provided, please direct your reservation packet specific questions to OriginReservations@reent.com

You may find it helpful to save these files for future reference:

[Origin Reservation Packet Policy](#)

[Origin Reservation Packet Purchase Guide](#)

This process may seem foreign to some owners at first however similar programs have been implemented at resorts all along the beach. Use of a professional rental management company to facilitate the entire rental process is a wise option as they are accustomed to each resort's credential requirements and processes and have the local resources to accommodate guests last minute. The individual rental owner can achieve the same results with a little planning and coordination. We have found there are many methods used however the most common for the individual rental owner is keeping inventory in a locked drawer and assigning the housekeeper to leave a new packet for each guest.

We are excited to launch this service and look forward to the improvements and benefits that will come from it.

Kind regards,

Gene Claseman, CMCA

At Seahaven

Origin at Seahaven
15100 Front Beach RD #419
Panama City Beach, FL 32413

 **RE RENT**
PROPERTY MANAGEMENT
(850)249-4470
management@originpcb.com

The policies and procedures created for the sale and distribution of reservation packets are defined by management. Accordingly, the following are adopted and implemented by the Association's Board of Directors.

Rental Owners and/or Appointed Rental Managers

Reservation packets will be sold in advance, and upon arrival. The cost structure for reservation packets will be:

\$20.00	per packet when ordered greater than 14 days in advance.
\$30.00	per packet when ordered <5 days up to day of arrival.

All prices are subject to sales tax.

Purchase

Purchase can be made online at <https://originatseahaven.org/store/> . Online payment can be made in the form of all major credit/debit cards. Check upon pickup is available for purchases made >14 days in advance. Owners may elect to have reservation packets billed to their account upon signing and returning an acknowledgement form which you may obtain [here](#). Packets purchased for guest pickup must be purchased online and paid in full in advance.

Guest wristbands and parking passes are a mandatory requirement of Origin at Seahaven Condominium Association Inc. and must always be worn and displayed. The Wristband and Parking Pass Policy can be found [here](#).

Pickup

Advance orders may be picked up at the 1st Floor Security Office, Monday through Friday between the hours of 10:00 AM and 4:00 PM (Holidays excluded). A valid copy of your order confirmation must be presented before release.

Pickup upon arrival is available at an additional charge of \$10 per reservation packet. Pickup upon arrival is located at the 1st Floor Security Office

Pickup on arrival may be performed by the following method only:

1. Purchase made online, selecting "Upon Arrival" as the pickup location. Guest name and check out date must be provided in the "order notes" section. Guest must present a copy of the order confirmation (printed or email form).

Refund Policy

All sales are final. There are no refunds. Unopened and/or outdated reservation packets may be exchanged with the Association office.

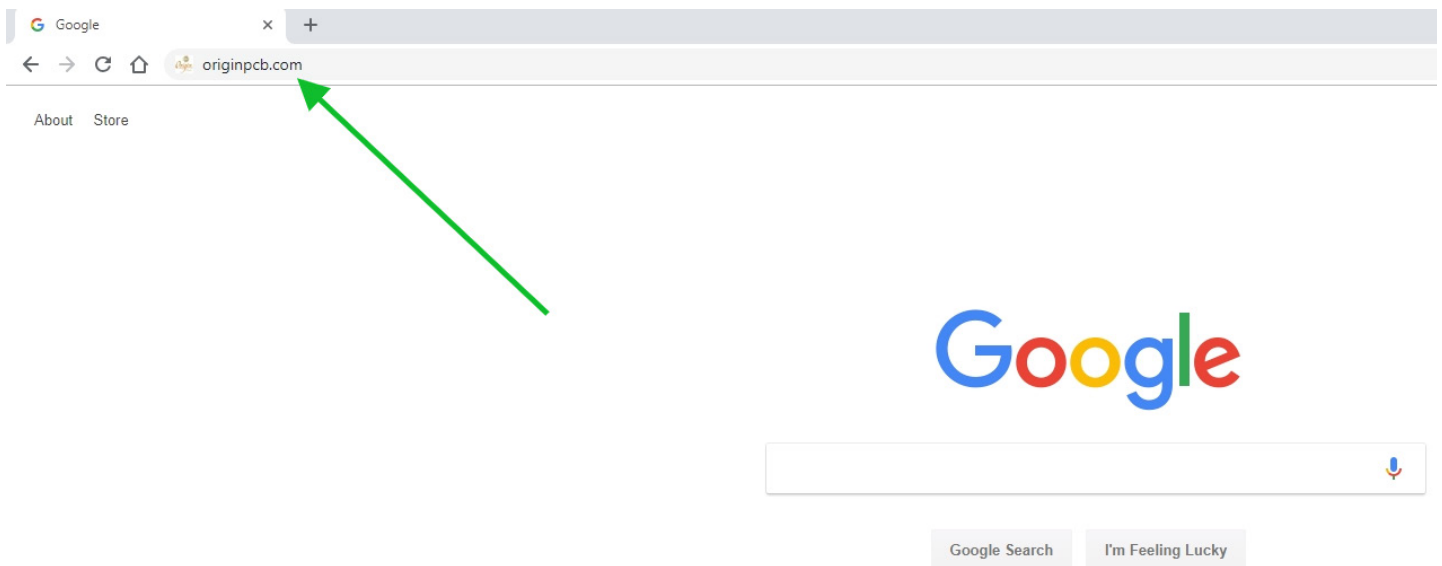


Reservation Packet
Purchase Guide

INTRODUCTION

This guide serves as a visual reference for the reservation packet purchase process. We have included screenshots and commentary to assist you each step of the way.

Owners and Rental Agents may pre-purchase reservation packets by visiting www.orginpcb.com



STORE

Once at your Association homepage, click on [Store]



ORIGIN AT SEAHAVEN

Condominium Association Inc.

[Home](#)

[News and Notices](#)

[2018: Rules and Regulations](#)

[Owners](#) ▾

[FAQ](#)

[Store](#) ▾



2018 Board of Directors

President – Bob Novelly

Vice President – Ron Dubin

2nd Vice President – Eddie Hamrick

Secretary – Billy Stavridis

Treasurer – Heather Arnold

Member at Large – Kyle Budde

Contact: bod@originpcb.com

STORE

Please take care to read the instructions provided. They may change as the process is refined and convenience features are added.



[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) ▾ [FAQ](#) [Store](#) ▾

[Home](#) / [Store](#)

STORE

1. Single orders made within 1 week upon arrival are available. +\$10 surcharge will be added to accommodate arranging for guest pickup.
2. Add a registration packet type to your cart. You will be able to adjust the quantity prior to check out. *Registration packet types are verified against record of owner or rental agent.
Purchaser name must association records.
3. Click "View Cart". There you can adjust quantities and select pickup and shipping options

Showing all 7 results

Sort by popularity ▾



STORE

We have provided both the Wristband & Parking Policy as well as the Account Charge Authorization Form for reference and easy download.

[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) ▾ [FAQ](#) [Store](#) ▾

\$20.00

[Add to cart](#)



4 BEDROOM PACKET

\$20.00

[Add to cart](#)



**ACCOUNT CHARGE
AUTHORIZATION FORM**

[Read more](#)



EFFICIENCY PACKET

\$20.00

[Add to cart](#)

[August 2018](#)

[July 2018](#)

[June 2018](#)

[May 2018](#)

[April 2018](#)

[March 2018](#)

[February 2018](#)



**WRISTBAND AND
PARKING POLICY**

[Read more](#)

- Click to download.
- Return form if charging to
your owner account

STORE

You may add one of each unit type to your cart. You can adjust the quantity at the CART screen.

Home News and Notices 2018: Rules and Regulations Owners ▾ FAQ Store ▾

Mandatory Evacuation for zones A, B, and C

UPDATE - Hurricane Michael

ARCHIVES

November 2018

October 2018

September 2018

August 2018

July 2018

June 2018

May 2018

April 2018

March 2018

February 2018

1

1 BEDROOM PACKET
\$20.00
[Add to cart](#) [View cart](#)

2

2 BEDROOM PACKET
\$20.00
[Add to cart](#) [View cart](#)

3

3 BEDROOM PACKET
\$20.00
[Add to cart](#) [View cart](#)

4

4 BEDROOM PACKET
\$20.00
[Add to cart](#)


E

EFFICIENCY PACKET
\$20.00
[Add to cart](#)

ACCOUNT CHARGE AUTHORIZATION FORM
[Read more](#)

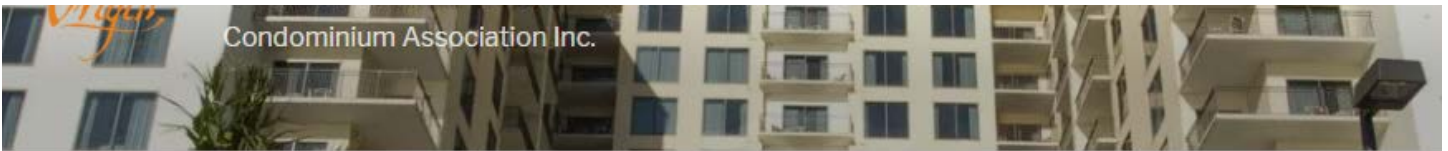
Click to add each item type to cart

Click when done to view cart



CART

Please take care to read the instructions provided. They may change as the process is refined and convenience features are added.



[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) ▾ [FAQ](#) [Store](#) ▾

CART

1. Verify your quantity
2. Select your pickup or shipping option. Shipping only available on orders of 10 or more. Shipping direct to the guest is NOT available. Association is not responsible for lost or late shipment. Shipments are sent Flat Rate USPS/UPS only. **Please provide 5 business day lead time for processing.**
3. Click "Update Cart" if you have modified quantities or any options

	Product	Price	Quantity	Total
<input type="checkbox"/>	1 Bedroom Packet <input type="text" value="Search locations..."/> ▾ This item is set for pickup. Click here to ship this item. Shipping may be available. ⓘ	\$20.00	<input type="text" value="1"/>	\$20.00
	2 Bedroom Packet <input type="text"/>			

CART

Changes you make to the quantity will require clicking [Update cart]

[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) ▾ [FAQ](#) [Store](#) ▾

1. Verify your quantity
2. Select your pickup or shipping option. Shipping only available on orders of 10 or more. Shipping direct to the guest is NOT available. Association is not responsible for lost or late shipment. Shipments are sent Flat Rate USPS/UPS only. **Please provide 5 business day lead time for processing.**
3. Click "Update Cart" if you have modified quantities or any options

Verify quantity you wish to purchase

	Product	Price	Quantity	Total
⊗ 1	1 Bedroom Packet <input type="text" value="Search locations..."/> This item is set for pickup. Click here to ship this item. Shipping may be available. ⓘ	\$20.00	<input type="text" value="1"/>	\$20.00
⊗ 2	2 Bedroom Packet <input type="text" value="Search locations..."/> This item is set for pickup. Click here to ship this item. Shipping may be available. ⓘ	\$20.00	<input type="text" value="1"/>	\$20.00
⊗ 3	3 Bedroom Packet <input type="text" value="Search locations..."/> This item is set for pickup. Click here to ship this item. Shipping may be available. ⓘ	\$20.00	<input type="text" value="1"/>	\$20.00

If you change quantity you must click update cart when done

You may be interested in...



Cart totals

Subtotal \$60.00

CART

Next, choose your pickup or ship options.

- USPS/UPS flat rate shipping (\$10.00) available on order of 10 or more. *5 day lead time
- Advance order pickup from 1st Floor Security Office must be scheduled in advance
- Orders placed less than 5 days from pickup and pickup by Guest Upon Arrival is available to accommodate your last minute guest (\$10.00 surcharge)

[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) [FAQ](#) [Store](#)

1. Verify your quantity
2. Select your pickup or shipping option. Shipping only available on orders of 10 or more. Shipping direct to the guest is NOT available. Association is not responsible for lost or late shipment. Shipments are sent Flat Rate USPS/UPS only. **Please provide 5 business day lead time for processing.**
3. Click "Update Cart" if you have modified quantities or any options

	Product	Price	Quantity	Total
⊗ 1	1 Bedroom Packet Search locations... This item is set for pickup. Click here to ship this item. Shipping may be available.	\$20.00	10	\$200.00
⊗ 2	2 Bedroom Packet Search locations... This item is set for pickup. Click here to ship this item. Shipping may be available.	\$20.00	5	\$100.00
⊗ 3	3 Bedroom Packet Search locations... This item is set for pickup. Click here to ship this item. Shipping may be available.	\$20.00	1	\$20.00

Coupon code

Orders of 10 or more can be shipped

Click drop down menu to select method of pickup

You may be interested in...

Cart totals



Subtotal \$320.00

CART

You have the ability to choose multiple pickup and ship methods at the same time.

[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) [FAQ](#) [Store](#)

1. Verify your quantity
2. Select your pickup or shipping option. Shipping only available on orders of 10 or more. Shipping direct to the guest is NOT available. Association is not responsible for lost or late shipment. Shipments are sent Flat Rate USPS/UPS only. **Please provide 5 business day lead time for processing.**
3. Click "Update Cart" if you have modified quantities or any options

	Product	Price	Quantity	Total
⊗ 1	1 Bedroom Packet This item is set for shipping. Click here to pickup this item.	\$20.00	10	\$200.00
⊗ 2	2 Bedroom Packet Association Offic... ▾ This item is set for pickup. Click here to ship this item. Shipping may be available. ⓘ	\$20.00	5	\$100.00
⊗ 3	3 Bedroom Packet Upon Arrival - ad... ▾ This item is set for pickup. Click here to ship this item. Shipping may be available. ⓘ	\$20.00	1	\$20.00

For this guide we have chosen to:

Ship

Pickup at Association Office

Guest pickup upon arrival

Coupon code

You may be interested in...



Cart totals

Subtotal \$320.00

CART

Confirm your chosen pickup and ship methods as well as total before checkout.

You may be interested in...



4 BEDROOM
PACKET

\$20.00

[Add to cart](#)



EFFICIENCY
PACKET

\$20.00

[Add to cart](#)

Cart totals

Subtotal \$320.00

Shipping Local Pickup: \$0.00

Pickup Location: Association Office Unit
419 - Bulk Purchase Only | Pickup Mon-Fri
1-4 PM | Check & Owner Account Charge
Payment Only
15100 Front Beach road #419 4th Floor
across from pool lobby Panama city Beach,
FL 32413 United States (US)
Association Office "pickup" hours are
Monday through Friday 1 PM - 4 PM.
Association Office accepts check
payments. NO CASH. You must present a
copy of your order confirmation upon
pickup. All sales are final. No refunds.
Exchange only.

2 Bedroom Packet × 5

Estimate for United States (US).

Shipping Local Pickup: \$10.00

2

Pickup Location: Upon Arrival - additional
\$10 surcharge | Single orders ONLY
15100 Front Beach road Front Desk
Panama city Beach, FL 32413 United
States (US)
You must present a copy of your order
confirmation upon pickup. All sales are
final. No refunds. Exchange only for an
unopened packet.

3 Bedroom Packet × 1

Estimate for United States (US).

Shipping Flat rate: \$10.00

3

Estimate for United States (US).
1 Bedroom Packet × 10

Tax \$23.80

(estimated
for the
United
States
(US))

Total \$363.80

[Proceed to checkout →](#)

Please confirm your:

Chosen pickup locations
for each type

Shipping option
(if applicable)

Total

Click when done

CHECKOUT

Please take care to read the instructions provided. They may change as the process is refined and convenience features are added.

[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) ▾ [FAQ](#) [Store](#) ▾

CHECKOUT

1. New users must register first.
2. **Rental managers must update the Association office with a list of managed units. Parking passes are coded to allow efficient contact when the need arises. Please send an updated list to management@originpcb.com or list the unit numbers in the "order notes" section.**
3. If you have elected to pick up your order, click on the box to set your scheduled pickup date and time.
4. Select your method of payment and click "Place order"
5. Check your email for a confirmation of order. An email will be sent at each stage of the order process.

Returning customer? [Click here to login](#)

Have a coupon? [Click here to enter your code](#)

Billing details

Ship to a different address?



First name *

Last name *

Phone (optional)

Company name (optional)

First name *

Last name *

CHECKOUT

Each user must register prior to purchase. Order history, and payment methods are saved for convenience and the Association record.

[Home](#) [News and Notices](#) [2018: Rules and Regulations](#) [Owners](#) [FAQ](#) [Store](#)

Returning customer? [Click here to login](#)

Have a coupon? [Click here to enter your code](#)

Billing details

Ship to a different address?

Returning users
click here

First name *

Last name *

Phone (optional)

Company name (optional)

First name *

Last name *

Country *

United States (US)

Company name (optional)

Street address *

House number and street name

Country *

United States (US)

New users must
register by
completing the
form

Apartment, suite, unit etc. (optional)

Street address *

House number and street name

Town / City *

Apartment, suite, unit etc. (optional)

State *

Town / City *

CHECKOUT

User name must match owner account on file unless purchaser is a rental agent. Rental agents must provide company name as well as submit a list of managed units with the Association.



The form is divided into two columns. The left column contains 'Billing details' and the right column contains 'Ship to a different address?' and a toggle switch. The form includes fields for first and last names, company name, country, street address, town/city, state, ZIP, phone, email address, and a password field. There are also fields for a second set of names and company name, and an 'Order notes' field. Green annotations with arrows point to specific fields: 'Name must match Association owner account or Rental Agent on file' points to the first name field; 'Must be valid address to receive receipts and confirmations' points to the street address field; 'Use only if shipping to an address other than billing' points to the toggle switch; and 'List your rental units here on first purchase and after any change. We will use this to keep records updated.' points to the 'Order notes' field.

Billing details

First name * Last name *

Company name (optional)

Country *

Street address *

Town / City *

State *

ZIP *

Phone *

Email address *

Create account password *

Ship to a different address?

Phone (optional)

First name * Last name *

Company name (optional)

Country *

Street address *

Town / City *

State *

ZIP *

Order notes (optional)

Annotations:

- Name must match Association owner account or Rental Agent on file
- Must be valid address to receive receipts and confirmations
- Use only if shipping to an address other than billing
- List your rental units here on first purchase and after any change. We will use this to keep records updated.

CHECKOUT

Your order

Product	Total
1 Bedroom Packet × 10 This item is set for shipping. Click here to pickup this item.	\$200.00
2 Bedroom Packet × 5 Association Offic... This item is set for pickup. Click here to ship this item.	\$100.00
3 Bedroom Packet × 1 Upon Arrival - ad... This item is set for pickup. Click here to ship this item.	\$20.00

Last opportunity to change pickup and shipping options

Subtotal	\$320.00
Shipping	Local Pickup: \$0.00
Pickup Location	15100 Front Beach road #419 4th Floor across from pool lobby Panama city Beach, FL 32413 United States (US) Association Office "pickup" hours are Monday through Friday 1 PM - 4 PM. Association Office accepts check payments. NO CASH! You must present a copy of your order confirmation upon pickup. All sales are final. No refund. Exchange only. Schedule a pickup appointment * <input type="text"/>
Shipping 2	Local Pickup: \$10.00
Pickup Location	15100 Front Beach road Front Desk Panama city Beach, FL 32413 United States (US) You must present a copy of your order confirmation upon pickup. All sales are final. No refunds. Exchange only for an unopened packet. Schedule a pickup appointment * <input type="text"/>
Shipping 3	Flat rate: \$10.00 1 Bedroom Packet ×10
Tax	\$23.80
Total	\$363.80

Click to schedule pickup date

CHECKOUT

Charges to an Association Owner Account requires the authorization form completed and returned in advance. This payment option is not available to rental agents.

Checks are to be made payable to Origin at Seahaven CA.

Shipping 3	Flat rate: \$10.00 1 Bedroom Packet x10
Tax	\$23.80
Total	\$363.80

Charge to Association Owner Account

Must complete and return Authorization Form prior to pickup

Checks made payable to Origin at Seahaven CA


Credit cards can be kept securely for future purchases

Make your payment via your association dues account. Payments are due monthly. Delinquent accounts greater than 90 days will be suspended and reservation packet access will be denied. Guest must present order confirmation upon arrival. Billing Information must match Association member record on file. Download the charge authorization form here and return to the association office. <https://goo.gl/gJBvZP>

NOT AVAILABLE FOR RENTAL MANAGEMENT COMPANIES

Check payments

Credit card (Square)



Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Must click to comply I have read and comply with Origin at Seahaven Condominium Association's Rules and Regulations including the Wristband and Parking Pass Policy. <https://goo.gl/nQBdXv> *

Click to finish

CONFIRMATION

Confirmation emails will be sent at each step in the process. It is important that you bring a copy of your confirmation with you for pickup orders. Failing to provide a printed copy of the confirmation may result in unnecessary delays.

Below is an example of an order confirmation email.

Thank you for your order

Hi Origin,

Thanks for your order. It's on-hold until we confirm that payment has been received. In the meantime, here's a reminder of what you ordered:

Checks should be made out to Origin at Seahaven CA. \$50 fee for returned checks.

[Order #541] (November 24, 2018)

Product	Quantity	Price
1 Bedroom Packet	10	\$200.00
2 Bedroom Packet	5	\$100.00
3 Bedroom Packet	1	\$20.00
Subtotal:		\$320.00
Shipping:		\$20.00 <small>via Local Pickup, Flat rate</small>
Tax:		\$23.80
Payment method:		Check payments
Total:		\$363.80

PROCESSING

After payment has been received, an email confirming your order is in processing will be sent.

Below is an example of the payment and processing confirmation email.

Thank you for your payment

Hi Origin,

Just to let you know — your payment has been confirmed, and order #541 is now being processed:

[Order #541] (November 24, 2018)

Product	Quantity	Price
1 Bedroom Packet	10	\$200.00
2 Bedroom Packet	5	\$100.00
3 Bedroom Packet	1	\$20.00
Subtotal:		\$320.00
Shipping:		\$20.00 <small>via Local Pickup, Flat rate</small>
Tax:		\$23.80
Payment method:		Check payments
Total:		\$363.80

ORDER COMPLETED

Once your order has been processed and is ready for pickup you will receive an email confirming completion.

Please print this email for your records. We advise to bring a printed copy with you upon pickup to avoid delays.

Thanks for shopping with us

Hi Origin,

Your Origin at Seahaven order has been marked complete on our side.

[Order #541] (November 24, 2018)

Product	Quantity	Price
1 Bedroom Packet	10	\$200.00
2 Bedroom Packet	5	\$100.00
3 Bedroom Packet	1	\$20.00
Subtotal:		\$320.00
Shipping:		\$20.00 <small>via Local Pickup, Flat rate</small>
Tax:		\$23.80
Payment method:		Check payments
Total:		\$363.80

ORDER PICKUP

Each reservation packet will have a property map with welcome information on the front and a summary of the Rules and Regulations on the back.

Inside you will find the appropriate number of wristbands and parking pass based on unit type.

Owners and rental agents MUST fill out the expiry date.

It is the responsibility of the rental agent or owner to track the garage pass serial number to a guest and unit.

Overflow parking passes may be obtained from the Seahaven Rental Management front desk located in the lobby.

