

**MINUTES OF MEETING  
NOB HILL BUSINESS CENTER CONDO ASSOCIATION**

A meeting of the Officers of the Nob Hill Business Center Condo Association was held on Friday, November 3, 2017 at 1:00 p.m., at the Offices of Governmental Management Services – South Florida, 5385 N. Nob Hill Road, Sunrise, Florida.

Present and constituting a quorum were:

Darrin Mossing	GMS-SF, LLC
Roger Krahl	American Top Team of Sunrise
Timothy Smith	State Contracting & Engineering Corp.

Also present were:

Christopher McCray	Spiritual Warfare Church & Training Institute Central
Barry Transleau	State Contracting & Engineering Corp.
Tom Pulice	Pulice Land Surveyors
Joni Hayworth	GMS-SF, LLC

*(Minutes are summarized)*

**FIRST ORDER OF BUSINESS                      Roll Call**

Mr. Mossing introduced himself and Ms. Hayworth and all attendees signed in acknowledging attendance and a brief discussion was held regarding the Condo Documents and if any amendments and/or changes had been made from the present copy on file. Mr. Transleau indicated he would email Ms. Hayworth his current copy.

**SECOND ORDER OF BUSINESS                      Election of Officers**

Mr. Mossing discussed the next item, Election of Officers and in accordance with the Condo Documents the positions of Chairman, Vice Chairman and Treasurer were secured with Mr. Smith as Chairman, Mr. Krahl as Vice Chairman and Mr. Mossing as Treasurer. Mr. Mossing also requested Ms. Powers of GMS-SF, LLC to be elected Treasurer for convenience of signatory purposes.



Mr. Mossing offered the offices of GMS-SF for meetings and the next meeting is scheduled for Wednesday, December 13, 2017 at 3:00pm. Ms. Hayworth will request agenda items one week prior to the meeting.

On MOTION by Mr. Krahl, seconded by Mr. Smith, with all in favor, GMS-SF will hold meetings at their offices and the next meeting is scheduled for December 13, 2017 at 3:00pm.

**SIXTH ORDER OF BUSINESS**

**Authorization to Obtain Three Bids for Roof Replacements**

The Board discussed the roof on both buildings and after input from owners the decision was made to hold off on obtaining bids with first acquiring information of repairs, materials used and to provide a scope of services.

On MOTION by Mr. Krahl, seconded by Mr. Smith, with all in favor, the Board will coordinate with owners and compile all information available and provide a Scope of Services for the next meeting to be held December 13, 2017.

**SEVENTH ORDER OF BUSINESS**

**Authorization to Prepare Capital Reserves Study**

The Board discussed improvements, common areas, fencing and general maintenance. Mr. Pulice offered any surveying services needed. GMS-SF will obtain all documentation from former management company to prepare study.

On MOTION by Mr. Krahl, seconded by Mr. Smith, with all in favor, authorization for GMS-SF to prepare a Capital Reserves Study was approved.

**EIGHTH ORDER OF BUSINESS**

**Future Agenda Items for Discussion**

- Parking
- Entry Monument Sign
- Drainage
- Security – Camera System

The Board discussed parking assignments, towing capabilities, drainage concerns and all items will be discussed at the next meeting after the Scope of Services and Capital Reserves Study are completed, property survey is obtained and all documents received from prior management company. Board Members also discussed consideration of a five member Board and also a potential website for the Association.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Krahl seconded by Mr. Smith with all in favor, the meeting was adjourned.

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Treasurer

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Chairman