

## **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 Tuesday, March 13, 2018 at 3:30 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 Krah	American Top Team of Sunrise
Timothy Smith	State Contracting & Engineering Corp.

Also present were:

Christopher McCray	Spiritual Warfare Church & Training Institute Central
John Pulice	Pulice Land Surveyors
Tom Pulice	Pulice Land Surveyors
Mohammed Arif	Medical Equipment Services
Roberto Amortegui	Auto Depot Center
Thomas Pullattu	Professional Realty
Joni Hayworth	GMS-SF, LLC
Jason Greenwood	Mossing Management Consultant Services

*(Minutes are summarized)*

### **FIRST ORDER OF BUSINESS      Roll Call**

Ms. Hayworth called roll and Mr. Smith requested everyone present introduce themselves and the company/unit# they represented.

### **SECOND ORDER OF BUSINESS      President's Report**

Mr. Smith opened with a report on the condition of the buildings, presented a summary of each roof's status indicating roof on building 2, the west roof needs replacement, a moisture test was completed and the quotes received had a \$20,000-\$30,000 variance. Temporary repairs have been ongoing and for any unit owners to

advise if they are still having leaks. The east roof was redone approximately 2008-2009 and has a 25-year life expectancy and we will need a maintenance contract on that and also addressed the A/C units which may affect the ongoing repairs. The west roof is 32 years old and the quotes received averaged \$140,000-\$150,000. The association received three quotes and there has not been a selection as of yet. The moisture test had been completed and results indicated we could re-cover versus replace which would result in savings. Mr. Smith indicated the association had no reserves and the only way to obtain funds for the roof would be to assess for it as some of the reserves were utilized for parking lot repairs which were used for insurance requirements and in the past reserves were never kept.

Mr. Smith also stated he was looking for funding to be amortized over 5, 10, 15 years and that he has contacted banks for a line of credit and should no funding be granted, then the association would have to have an assessment and all members would need to pay over a three-month period. Discussion ensued over the prior maintenance to the roof and records that have not been received from previous association.

Mr. Greenwood relayed what records were provided.

Mr. Smith also addressed the drainage issue and repairs would be needed and Mr. John Pulice provided survey of property and also stated the fence adjacent to the canal was owned by the City of Sunrise.

Mr. Smith stated the asphalt needed some repairs and would have an approximate 5-7 years life span. Lighting was addressed for the protection of the owners and the Board agreed to have someone maintain the exterior lights. The streetlights that were knocked down during the hurricane also need to be repaired. Irrigation and landscaping were also discussed and sod replacement will be required in the future but not a priority.

Mr. Mossing asked about boundary of property and what the association was maintaining. Mr. John Pulice explained the survey and the property boundaries.

Mr. Smith replied sod replacement would be approximately \$12,000 and the association was not putting it in reserves, that we would just need to pay for it once we decided to install.

Mr. Mossing went back to the roof discussion and expressed difficulty in obtaining financing and also spoke about each individual owner applying with Ygrene or P.A.C.E. to finance the roof replacement and the requirements of each owner, that the assessment would be placed on the annual property tax bill.

Mr. Smith and Mr. John Pulice discussed assessment would be based upon square footage of each unit and the property has 52,000 sq. feet.

### **THIRD ORDER OF BUSINESS**

#### **Treasurer's Report**

Mr. Mossing advised the cash balance was approximately \$17,000 and that we were still not in receipt of prior records, that Mr. Greenwood is recreating documents and we also had some delinquent payments in the amount of \$3,500. Mr. Mossing also advised that once we received prior records and collections, we would have a financial package for everyone's review and Mr. Greenwood provided individual reports for owners who had past due payments.

### **FOURTH ORDER OF BUSINESS**

#### **Revised 2018 Budget**

Mr. Smith passed out prior developer budget and stated according to Florida law, the association could only increase the budget 15% annually. This would allow for repairs and maintenance and also a management fee. Mr. Smith will request proposals for property management and the scope of services are minimal, approximately 1 hour a day, five days a week to include accounting, administrative and on-site unit assistance. A



line item budget amount has been provided for this cost at an average of \$100.00 per unit per month. Mr. Smith also stated we would defer the revised budget until the next meeting, the annual year would be adjusted to reflect the changes as he provided for April 1 thru Dec. 31 and there would not be an overlap.

## **FIFTH ORDER OF BUSINESS**

### **Establishment of 2018 Reserve Budget**

Mr. Smith presented a rough draft 2018 Reserve Budget and indicated per State law we needed to budget for reserves of any item over \$10,000 that has a life expectancy in excess of a year, we are to prepare a budget. At first glance of life expectancy and replacement of items, we need to reserve approximately \$885,000 in total with the annual amount to reserve of \$15,630. Currently there has been no maintenance on painting, etc. and reserves for the parking lot will not be collected until the repaving, however we will go ahead with the sod replacement. Discussion on reserve amounts for each unit was presented and Mr. Smith will continue to work on the numbers with the clarification of the building constructed in 1990.

Mr. Mossing stated we need to prepare for the costs associated with a new roof and we would not be able to retain a contractor until we had the reserves in place. We are looking at a 60-day window to either assess each unit or try and obtain financing. There was discussion on possible finance options including Ygrene.

## **SIXTH ORDER OF BUSINESS**

### **Professional Management Company Proposal Fee**

Mr. Mossing stated our company manages HOA's in the Orlando area and our business is similar to managing HOA's by providing administrative and financial

services on a contractual basis. Currently we are not receiving any payment and it has become more work than we anticipated, Mr. Greenwood is working with Mr. Smith as we have realized the roof problems, the non-reserves, etc.

Mr. Smith advised we would prepare a scope of services to be bid, however the consensus of the unit owners and the Board had no objection to the management fee for GMS discussed earlier under item 4 revising the budget.

## **SEVENTH ORDER OF BUSINESS**

### **Authorization for BOD to pursue Business Line of Credit to Fund Future Assessments**

Mr. Smith requested a motion to pursue Business Line of Credit.

On MOTION by Mr. Mossing, seconded by Mr. Krah, with all in favor, authorization for the Board to pursue Business Line of Credit was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Parking Implementation**

### **Enforcement**

Mr. Smith presented spreadsheet from City of Sunrise indicating 150 assigned parking spaces. The City allocated spaces determined on what each unit owner presented to the City at the time of ownership and was based upon warehouse vs. office space. Mr. Smith addressed off-site businesses using our parking lot and that the City required towing signs to be posted and the towing company had to be authorized by the City. There was discussion on a sticker program for unit owners and employees and how difficult to implement given there are no assigned spaces currently. Further discussion on the problems of unit owners not having space was addressed.

Mr. Mossing asked if there was any objection in going forward with towing signs and entering into contract with towing company and there was more discussion on quantity of signs, who would enforce, vehicles with no tags and not insured taking up spaces and the transition of the building from inception of warehouse to office.

Mr. Smith stated we all need to work together to resolve parking issues and Ms. Hayworth recapped the current problems with some temporary solutions. There was discussion on Hertz Rental not being permitted and Ms. Hayworth asked for a motion.

On MOTION by Mr. Mossing, seconded by Mr. Smith, with all in favor, authorization for the Board to enter into agreement with authorized Towing Company was approved.

## **NINTH ORDER OF BUSINESS**

### **Rule Implementation for Contractual Work Performed in the Association**

Mr. Greenwood discussed the need for all contractual work to have required license and insurance for work performed in any unit and the liability issues.

Mr. McCray requested if he could have some landscaping work completed from the storm damage at his own cost.

Mr. Mossing asked for possible date to have next meeting.

## **TENTH ORDER OF BUSINESS**

### **Roof Recover Bid Proposals and Scopes**

*(This item was discussed earlier earlier)*

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Nob Hill Business Center Condo Association


**ELEVENTH ORDER OF BUSINESS    Future    Agenda    items    for  
Discussion**

Ms. Hayworth stated the roofing and parking were the priorities.

**TWELFTH ORDER OF BUSINESS    Adjournment**

On MOTION by Mr. Smith seconded by Mr. Krah1 with all in favor, the meeting was adjourned.

  
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Treasurer

  
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Chairman