

MINUTES OF MEETING
NOB HILL
BUSINESS CENTER CONDO ASSOCIATION

The regular meeting of the Nob Hill Business Center Condo Association was held on Tuesday, December 3, 2019 at 2:00 p.m. at GMS-SF, LLC, 5385 N. Nob Hill Road, Sunrise, Florida.

Present were:

Timothy Smith	Chairman (by phone)
Roger Krahl	Vice Chairman (by phone)
Darrin Mossing	Treasurer
Jason Greenwood	(by phone)
Chris McCray	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Mossing called the meeting to order, called the roll and a quorum was established.

SECOND ORDER OF BUSINESS

Approval for the August 2nd Meeting Minutes

Mr. Mossing: A copy of the August 2nd meeting minutes were circulated to everyone.

On MOTION by Mr. Krahl seconded by Mr. Smith with all in favor the Minutes of the August 2, 2019 Meeting were approved.

THIRD ORDER OF BUSINESS

Discussion of Planned Improvements to Become ADA Compliant

Mr. Smith: The engineer is back on track working on our improvements. There are four or five elements to it. We have to make our parking lot areas to the existing sidewalks that are at the back of the building and in the front. Then we have sidewalks that tend to drop off in between buildings from building to building and those have to be chopped down and made with a slope, so they go down to the road level. Then we have our handicap parking spaces that do not have the proper slopes. They also do not have the proper width. We need to make adjustments to the sidewalk and then put an overlay of asphalt on them to correct the width and proper cross slope. We have four corners of the building, the outside corners of the two buildings that have areas where the sidewalk makes a turn and because those have shutters installed there, they don't meet the width requirement, so we are going to have to put sidewalk

on the outside of the planters to bring it around. We have to install some signage, so if you have a disability that you know which way to go to get to the handicap ramp and the parking areas. I am hoping it is in the neighborhood of about \$50,000 but it could be \$75,000 though. We have until March of 2021 to do it.

Mr. Mossing: You said the engineer is working on it, so the engineer is putting together a plan with cost estimates of what needs to be done to have another contractor install it or are they going to do everything?

Mr. Smith: He is going to do the plans. We will put it out to three of our subcontractors to bid on it.

Mr. Mossing: I sent you an email Tim. We entered into a settlement agreement with a law firm as part of this list of items. We made a payment but there wasn't a formal motion.

Mr. Smith: The agreement that we entered into with the plaintiff is confidential, so therefore, any of the members of the association can look at it but we are going to have to sign a confidentiality agreement and a nondisclosure and that we understand fully that this is not to be discussed. If anyone wants to see it, it is available at the GMS office. In 1990 the law was passed by Congress and the President. You had until 1993 to comply. We would have been grandfathered in but in 2010, the law was changed again by our Congress and they said we really didn't mean to tell you that you are grandfathered in and that you don't have to comply. Now if it is economically feasible and structurally feasible to comply then you are required to do it. This guy alleged that he visited the plaza and that he was denied entry because of the obstacles to his disability. Between you and me, I don't know that he did. My quick estimate to remove the sidewalks and rebuild them is somewhere in the neighborhood of \$150,000 to \$200,000. We settled as quickly as we could and for as cheap as we could. I still haven't a bill from the lawyer yet.

On MOTION by Mr. Krahl seconded by Mr. Smith with all in favor the Bill from Lawyer for ADA Compliance was ratified.
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FOURTH ORDER OF BUSINESS

Discussion for Capital Assessment for Building 2 for Roof Replacement

Mr. Mossing: The roof has been completed for this building. I put together a schedule with \$200,000 for a starting point to do a preliminary calculation for what it would mean to all property owners. Has it been two years that they have been working on this roof?

Mr. Greenwood: I think they started the roof back in May or June. The issue was we had to obtain the permit. There were also other things that stood in the way.

Mr. Mossing: But we made the decision to have the roof done a year and a half ago, correct?

Mr. Greenwood: Yes.

Mr. Mossing: Roger thought we had five to seven years on the other building, but it has been almost two since we had that conversation.

Mr. Krahl: We would now go out and get independent roofing consultants to examine it and make a recommendation.

Mr. Smith: I just left the roof and they are on the roof now cutting ~~material~~ out of the roof to assess it. They are of the opinion that they are going to do that roof. They are already doing the calculations now.

Mr. Krahl: Believe me, there will be three bids. They will be evaluated and not just for price. They will be evaluated for quality and reputation of their work.

Mr. Krahl: I barely made it through the storm season this year. I lost a lot of materials. I had to do half of the interior of the building over again because of water damage. In six or seven months from now, we are going to be back at storm season again. Is there a plan?

Mr. Mossing: That is why we are talking about this now and whether it is three years or five years or not year, this is being discussed as it relates to levying assessments. I think we need to levy the assessments for that other building, along with the ADA compliance items. We don't have money for either of those projects, so we will discuss that. We do have about \$25,000 to \$30,000 in our operating fund that is extra cash flow. We can continue to afford to patch the \$2,000 to \$3,000 holes that you are getting. Not only do we have to levy the assessments, but we have to collect it before we can sign a contract to do the whole project.

Mr. Krahl: They shouldn't be getting any money for work that is not good. If I had my own business and something was not done right, then you are not going to pay me.

Mr. Smith: They already know they have to work on it until they get it right. Keep us up to date as to what is going on with your repairs.

Mr. Greenwood: What is your unit number?

Mr. Krahl: 5357. I don't understand how it is that hard to fix.

Mr. Mossing: So Roger and Tim, we have a \$50,000 ADA compliance issue. We have an estimate for \$200,000 for the roof. I think that we need to schedule another meeting with the proper notices to everyone to formally levy the assessments. I put together a worksheet.

Mr. Smith: How much money are we holding back at this point?

Mr. Mossing: We are holding \$50,000.

Mr. Smith: We can probably reduce that. I need to go back and read the contract. I think holding the \$50,000 is in line with what they have left to do.

Mr. Mossing: I agree. In order for them to do the final work I think we will need to make a payment. I would think 10% would be reasonable retainage. We have another agenda item here on their additional invoices, but it sounds like we will just focus on the main contract and hold all of these other invoices.

On MOTION by Mr. Smith seconded by Mr. Mossing with all in favor to Retain No Less Than 10% of Balance of Contract for Roofing Contract until Final Signoff was approved.

FIFTH ORDER OF BUSINESS

Ratification on Storm Shield Payment(s) for Roof Recover and Repairs to Building 2

SIXTH ORDER OF BUSINESS

Ratification of Storm Shield Payment of \$1,800 to Fix Lightening Damage to the Roof

SEVENTH ORDER OF BUSINESS

Discussion of Online Association Payments

Mr. Greenwood: We looked into online association payments. We have a couple of options. One option is an online portal and the cost is about \$60 or more a month. We could also create an ongoing ACH debit, which costs \$.16 per customer.

Mr. Mossing: Jason, will you move forward with the second option?

Mr. Greenwood: Yes. I will get on that.

Mr. Mossing: Why don't you work specifically with Roger on a test basis and if we get it worked out then we can offer it to all of the other unit owners.

EIGHTH ORDER OF BUSINESS

Financial Report

A. Profit and Loss

B. Assessment Collection

Mr. Mossing: The first set of financials is the operating account. As of October 31st, we have \$45,601.95 in our checking account. We have accounts receivable of \$12,610.57. Chris makes up about \$8,600 on the operating receivables. Let's plan to talk after the meeting. On the profit and loss side for the actuals through October 31st, we had a net income of \$30,000. For the capital reserve fund, we have \$20,166.91 for cash. Our receivables are \$3,091.39, so that is a total cash and receivables of \$23,258. We owe \$80,000 on the new roof. We have a \$100,000 line of credit that we are going to end up drawing on to make the final payment. We have cash and receivables of \$58,000 in our operating account and \$23,258 in our capital reserve, so if you combine those it would total \$81,000. Tim is getting plans drawn up for the ADA and we will get an estimate on the roof for the other building.

NINTH ORDER OF BUSINESS

Adoption of the Proposed 2020 Budget

On MOTION by Mr. Smith seconded by Mr. Krahl with all in favor the Proposed 2020 Budget was adopted.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Krahl seconded by Mr. Smith with all in favor the Meeting was adjourned at 3:04 p.m.


Authorized Officer