

Nob Hill Business Center Condo Association

Agenda

Wednesday ,June 23, 2021
10:00 AM Via Conference Call

Darrin Mossing Treasurer
Roger Krahl Vice Chairman
Timothy Smith Chairman

GMS-SF, LLC
5385 N. Nob Hill Road
Sunrise, Florida

Conference Call : 865-606-8207
Participation Number : 7700

1. Roll Call
2. Adoption of Resolution of the Board of Directors of Nob Hill Business Center Condominium Pertaining to Assessment Collection Policy
3. Association Collections
4. Selection of Contractor to Perform the Roof Replacement
5. Other Business
6. Adjournment

RESOLUTION OF THE BOARD OF DIRECTORS OF
NOB HILL BUSINESS CENTER CONDOMINIUM,
PERTAINING TO ASSESSMENT COLLECTION POLICY

BE IT RESOLVED by the Board of Directors of Nob Hill Business Center Condominium, Inc., at a Board of Directors Meeting on June 23rd 2021, duly called and at which a quorum was present, the following:

W I T N E S S E T H

WHEREAS, Florida Statutes Chapter 718 (“The Condominium Act”), the Declaration, By-Laws and Articles of Incorporation of Nob Hill Business Center Condominium, Inc. (“Association”), all as amended from time to time, provide the Board of Directors of the Association with the authority to promulgate policy Rules and Regulations for the collection of assessments (maintenance fees and special assessments), and;

WHEREAS, The Condominium Act recognizes the authority of the Association to charge interest on unpaid assessments at the maximum rate allowed by law, currently set at eighteen percent (18%) per year; and if provided by the Declaration or By-Laws, may charge an administrative late fee of up to the greater of \$25.00 or five percent (5%) of each delinquent installment for which the payment is late (*See* Fla.Stat. §718.116(3), and Section 13.3 of the Declaration of Condominium of the Association, as amended), and;

WHEREAS, the Condominium Act recognizes the authority of the Board of Directors to accelerate unpaid assessments through the remainder of a budget year should an owner fall into arrears (*See* Fla.Stat. §718.112(g) and Section 13.3 of the By-Laws/Declaration of Nob Hill Business Center Condominium, Inc., and;

WHEREAS, the Board of Directors of Nob Hill Business Center Condominium, Inc. desire to implement a firm and fair collection policy, which includes charging interest and late

fees; and which may include, at the Board's sole discretion, exercising its right to accelerate assessments for owners habitually delinquent in payment of assessments, and;

WHEREAS, the Board of Directors has determined that a firm and fair collection policy, which includes charging interest and late fees on delinquent assessments; and which may include the acceleration of assessments for owners habitually delinquent in payment of assessments, is in the best interest of the Association and its members, in order to ensure an income flow which will permit the Association to pay its obligations timely, and;

WHEREAS, the Board of Directors understands that many of its owners desire to bring their unpaid, delinquent accounts current, however, many owners cannot afford to do so without entering into a payment agreement; and

WHEREAS, upon the majority vote of the Board of Directors, it has adopted a Resolution enacting, adopting, and approving the foregoing collection policy;

NOW THEREFORE, the Board of Directors of Nob Hill Business Center Condominium, Inc., has adopted this Resolution which states that:

a) The Board of Directors of the Association hereby finds that, pursuant to Section 13.3 of the Declaration, assessments are due on the date stated in the notice of the assessment to the unit owners (to wit: the 1st of every month). Thereafter, assessments that are unpaid for over ten (10) days are subject to interest at the rate of eighteen percent (18%) per annum and a late charge shall be due and payable. Any payments made on delinquent assessments or installments shall be applied to an owner's account as set forth in the Condominium Act and the Declarations of Condominium.

b) For any assessment delinquent more than sixty (60) days, the account will be forwarded to the Association's attorney for collections, following the performance of any and all conditions precedent required of the Condominium Act.

c) If an account is forwarded to the Association's attorney for collections, the Association's attorney will be instructed to immediately proceed with collection efforts, as set forth in The Condominium Act. Furthermore, if the unit owner has been delinquent, in any amount, in the twelve (12) months prior to the account being turned over to the attorney, the attorney may be instructed to accelerate the remaining balance of assessments for that calendar year (with regard to regular maintenance) or accelerate the remaining installments of any special assessment (which were payable in installments). The decision to accelerate the remaining balance of assessments is at the Board's sole discretion.

d) A delinquent unit owner may request a payment plan through the Association's attorney. In order to secure its interest in the unpaid delinquency, the Association may require that a Claim of Lien be filed prior to approving a payment plan.

e) All payment plans shall include the (future) assessments that become due during the pendency of the payment plan. Those (future) assessments, the delinquent assessments owed by the unit owner, and all fees and costs incurred in the collection of the debt, shall be included in the calculation of the monthly payment amount of the payment plan.

f) Owners requesting to enter into a payment plan will be required to put down 20 % of the delinquency owed on the account; and the remaining balance to be paid within one (1) year. The provisions of this section may be modified or waived by the Board of Directors, at its sole discretion.

g) Additionally, with any account referred to the Association's attorney for collections, the unit owner will be responsible for all attorneys' fees and costs incurred in the collection process to the extent permitted by Florida law.

IN WITNESS WHEREOF, the President and Secretary of the Board of Directors for Nob Hill Business Center Condominium Association, Inc. have executed this Resolution on the date(s) below.

_____, **President**

_____, **Secretary**

Office 561-826-8004
Mobile 561-239-2856
Email RoyceSL@Live.com



CONTRACT/PROPOSAL

TO: NOB HILL BUSINESS CENTER
5385 NORTH NOB HILL RD
SUNRISE, FL 33351

DATE: MAY 22, 2021

FROM: GENEREVE CONSTRUCTION LLC

PROJECT: **COMMERCIAL RE-ROOF FLAT 5-PLY SYSTEM**
NOB HILL BUSINESS CENTER
5385 NORTH NOB HILL RD
SUNRISE, FL 33351

*To provide labor, materials, and equipment as indicated to “**COMMERCIAL RE-ROOF FLAT 5-PLY SYSTEM**” for the above-described project, all in accordance with the following Scopes of Work.*

“Re-Roof Flat 5-Ply System”

1. **TEAR OFF**
 - A. Provide labor, materials, and equipment to remove existing roofing materials down to a metal corrugated deck on flat roof.
2. **REPAIRS**
 - A. Provide labor and materials to replace rusted metal corrugated deck.
 - B. Provide labor and materials to replace A/C pitch pans.
3. **INSULATION**
 - A. Provide labor and materials to install 1.5-inch insulation and to be fastened per code.
4. **80# VENTING GAF BASE STRATAVENT**
 - A. Provide labor and materials to install one (1) layer of 80# Stratavent base Sheet, fastened tag per code.
5. **SKYLIGHTS**
 - A. Provide labor and materials to replace (4) 36x36 Hurricane impact dome skylights.
6. **METAL**
 - A. Provide labor and materials to install 4 X 4 drip edge metal throughout perimeter of flat roof. All metal shall be aluminum white.
 - B. Provide labor and materials to install 4 X 5 “L” flashing, if necessary. All metal shall be galvanized.
 - C. Provide labor and materials to install all A/C pitch pans and metal 8x8 caps.
 - D. Provide labor and materials to install 8x3x3 metal drip cap throughout CBS exterior wall.
 - E. Provide labor and materials to replace all penetrations on goose necks and 3in lead pipes throughout roof.

7. GAF GLASS IV MID PLY

A. Provide labor and materials to install two (2) ply of glass IV mid-ply. (Hot Mop Application)

8. 110# MODIFIED (CAP SHEET)

A. Provide labor and materials to install one (1) layer of 110# Modified Bitumen. (Hot Mop Application)

9. GUTTERS

A. Provide labor and materials to install approximately 520ft of 6in gutters throughout the rear of building.
B. Provide labor and materials to install (10) 5in down spouts.

9. PERMIT APPROVAL & FEES

A. Prepare and submit permit application(s) and address corrections as applicable, however, contractor will not be held liable for building department timeline of reviews and/or approval, etc.
B. Permit fees are an additional charge to the owner and added as the permit is issued by the city/county.

MISCELLANEOUS PROVISIONS

- A. Roof access must be made available for heavy truck entry up to 80,000 lbs. for trash disposal and material deliveries. Genereve Construction Services LLC (CONTRACTOR) assumes no responsibility for any damage that may occur to driveway or sidewalk due to weight limitations. If access to driveway cannot be provided and trucks must drive across the lawn or edge of driveway to access roof edge with OWNERS' approval, CONTRACTOR assumes no responsibility for damage, which may occur to items such as but not limited to lawn, landscaping, water pipes, underground wires, septic tanks, sprinklers, sidewalks, curbs, etc.
- B. All phases as described in the Scope of Work include proper supervision and cleanup. Materials are guaranteed to be as specified. All work to be completed in a competent manner according to standard building practices. Any alteration or deviation that require costs above the original contract specifications will be executed only upon written orders and will become an extra charge over and above the contract.
- C. This Contract Proposal includes the cost of the initial inspection of the existing roofing system. At the time of the re-roof, further inspections will determine if the roofing/truss system is up to the current building code. All items that are not compliant with the current building code will result in additional charges.
- D. Work to be performed during regular working hours (including weekends) without interfering with OWNER's activities.
- E. The CONTRACTOR shall be responsible for and use care in the protection of the OWNER's property. If such damage occurs due to gross negligence on part of the CONTRACTOR'S, the CONTRACTOR shall be responsible for the restoration of such damages. Unless the CONTRACTOR is informed to personally protect interior valuables, the CONTRACTOR is NOT responsible for interior damages.
- F. The CONTRACTOR shall be responsible for job safety administration, (including tools, equipment, work methods, etc.) and must comply with applicable OSHA safety regulations.
- G. The CONTRACTOR shall produce all necessary county and local licenses and permits where applicable. The CONTRACTOR shall also furnish certificates of insurance and shall keep insurance in force during the course of this work.
- H. The CONTRACTOR shall be responsible to pull permit and schedule inspections with the city/county building department/all work to meet or exceed Florida and local building codes.
- I. Debris resulting from this CONTRACTOR's work shall be placed in a container on site, provided by and paid for by the CONTRACTOR, set in a designated location agreed to by the OWNER and the CONTRACTOR to allow access for all parties while preventing property damage caused by the container.
- J. The responsibility of HOMEOWNERS' ASSOCIATION APPROVAL falls upon the OWNER. The CONTRACTOR shall provide to the OWNER samples and/or catalog representative of suggested material, which the OWNER shall then be responsible to present all given material(s) with completed form(s) to their HOMEOWNER'S ASSOCIATION for approval. The OWNER is responsible then to give the CONTRACTOR written approval for their design / color choice in a timely manner as to expedite the permitting process. The CONTRACTOR holds no responsibility for the design and/or color chosen by the OWNER. The CONTRACTOR holds no responsibility for misrepresentations within the catalog if provided in its original condition.
- K. INITIAL PLANS: CONTRACTOR will carry out work as per plans. It is the engineer/architect's responsibility to ensure that plans are up to code. CONTRACTOR shall bear no responsibility of engineer/architect's plans being up to code.
- L. WORK CHANGES: OWNER reserves the right to order work changes in the nature of additions, deletions or modifications without

invalidating the contract, and agrees to make corresponding adjustments in the contract price and time determination.

- a) Any adjustment in the contract sum resulting in a credit or charge to the OWNER shall be determined by mutual agreement of the parties before starting the work involved in the change.
- b) All changes will be authorized by a written change order signed by the OWNER or OWNER's representative and the CONTRACTOR.
- c) CONTRACTOR shall bear no responsibility of engineer/architect's plans being up to code.

M. THE CONTRACTOR shall fully coordinate with all SUB-CONTRACTORS who may be working on the project, to assure quality control and smooth flow of construction.

- EXCLUSIONS:
- Permit Fees
- Electrical
- A/C

LIFETIME TRANSFERABLE LIMITED PRODUCT WARRANTY

WARRANTIES:

10 years on roofing material
5 years on roof leaks

**CONTRACT PRICE: TWO HUNDRED NINETEEN THOUSAND EIGHT HUNDRED & SIXTY DOLLARS
(\$219,860)**

PAYMENT SCHEDULE:

- | | |
|-----------------------------------|--------------|
| 1. Due upon execution of contract | \$ 9,860.00 |
| 2. Due upon issuance of Permit | \$ 60,000.00 |
| 3. Due upon all material delivery | \$ 90,000.00 |
| 4. Due upon completion of project | \$ 60,000.00 |

IN WITNESS WHEREOF, these parties have cause present for this contract to be executed

ACCEPTED BY:

GENEREVE CONSTRUCTION SERVICES LLC

OWNER /AUTHORIZED AGENT

Date

By: _____

Date

A-1 DURAN ROOFING, INC.
8095 NW 64th Street Miami, FL 33166
Tel. (305) 885-5525 Fax (305) 888-3859
State Certified Roofing Contractor ccc085315
www.a1auranroofing.com

Date: May 5, 2021

To: State Contracting & Engineering Corp
3800 North 29th Avenue
Hollywood, Florida 33020

Project: Nob Hill Business Center
5359 N. Nob Hill Road
Sunrise, Florida 33351

ROOFING PROPOSAL

We hereby submit this proposal for the above referenced project as per plans provided. The following work is included in this proposal:

Base Bid: TPO Roof System:

1. Have a pre-job meeting with building owner's or representative and A1 Duran Roofing to discuss job safety, set-up, staging and construction time line.
2. Have a pre-construction underside interior inspection of the proposed area with the building owner or representative to identify any existing problem areas. We will also photographs and video tape the facility. After we finish the roof project we will leave premises in the same or better condition.
3. We will set all safety lines, trash chutes, tarps, plywood for the staging area and fall protection needed for the demolition of the existing roof system, as needed. Comply with all current OSHA Fall Protection.
4. Remove/demo the existing granule surface membrane and insulation, down to existing steel decking and dispose of. Included is 500sqft of decking, any steel deck found to be in pour condition will be replace as add alternate. Note: existing 4 skylight will be removed and opening covered with new metal.
5. Install 3.3" ISO preliminary secured to the metal decking.
6. Install .060 TPO membrane over entire roof area mechanically secured to decking.
7. Flash vertical walls approximately 12" above roof with .060 TPO membrane, with term bar and vertical walls with 1 piece galvanized counter-flashing metal. (stucco repairs and cracks by others)
8. Flash RTU curbs, line jacks, exhaust hood and roof hatch curbs with .060 TPO membrane.
9. Install 2" x 8" wood nailer around the perimeter of the building beside the cut out area with AC units mounted.
10. Install TPO clad metal drip edge on all open perimeters.
11. Install 160' linear feet of 6" K-style seamless gutter with (11) 3" x 4" downspouts.
12. Install TPO detail membrane for AC stand legs, electrical conduits pipes, anchor supports (need raised) and VTR's.
13. Provide all engineering calculations and permitting.
14. Comply with all current OSHA Fall Protection.
15. Provide owner with the Roof System Manufacturer's 20 year NDL warranty and 5 year workmanship warranty.

Base Bid Pricing:

\$205,900 – Two Hundred Five Thousand Nine Hundred Dollars

VE Option: In lieu of tearing off existing roof, we will install 1.5” ISO on top of existing roof and install 60 mill TPO for cost saving of (\$45, 500) = \$160,400

Add Alternate: Provide and install new 2’ x 2’ skylight at \$450 each

Add Alternate: Provide and install – metal decking sheet 3’ x 6’ B-Deck for \$400 each if roof is torn off. If roof is a go over, 3’ x 6’ deck replacement with new insulation is \$700 each

Bond Rate – 2%

NOTE: The following items are excluded from this proposal - cutting of deck, walls, equipment roof curbs, wood blocking/nailers, pipe/drain leads, roof hatch, safety up ladders, roof hatch safety railing, steel wall ladders, metal soffit, metal fascia, steel downspout guards, splash blocks and any additional penetrations not depicted on provided plans. Also, all electric conduit and pipe roof penetrations will need to be a minimum 12” from vertical wall and a minimum 18” apart.

Qualifications

- A1 Duran Roofing will maintain watertight conditions according to all manufacturer’s and standard practices for roofing on a day-to day basis.
- A1 Duran Roofing will comply with all OSHA safety guidelines and regulations.
- A1 Duran Roofing will maintain fall protection at all times.
- All roofing and sheet metal applications will be done in strict compliances of the NRCA guide lines, Miami-Dade County Notice of Acceptance, as well as SMACNA Sheet metal Fabrication guidelines.
- All roofing will be preformed in accordance with the applicable NRCA guidelines, Miami-Dade County product control Notice of Acceptance and manufacture’s specifications per approved drawings.

Excluded from proposal unless stated above

- All painting, stucco, carpentry and masonry work.
- All wood related work, unless stated above
- All electrical, HVAC, RTU, A/C, A/C Stands, PVC drain lines, PVC drain line supports, and any plumbing work.
- All gutters, conductor heads, downspouts and metal work, unless stated above.
- All landscaping, concrete and pavers.
- Overburden on water proofing systems.
- All lighting protection and any solar equipment.
- All cellular equipments removal and replacement.
- Payment and Performance bond, sidewalk bonds, municipal deposits and police escorts.
- Any waterproofing or stucco work above the counter flashing of the parapet wall.
- Any additional engineering or testing (aside from the standard required engineering) which may be required by the local building department will be addition on to our proposal / contract.
- Any additional mechanical, plumbing and electrical penetrations or flashing not indicated on existing roof surface will be addition on to our proposal / contract.

Payments to be made as follows

Progress payment via schedule of values

Once again, thank you for the opportunity to present this proposal for your review. If you should have any questions or if there is any thing else that I can do for you please call me at the number listed. *Note:* This proposal may be withdrawn by us if not accepted within thirty (30) days.

Sincerely yours,

Travis D. Kreitner

A-1 Duran Roofing

Nob Hill Office (East Bldg)

BID EVALUATION

Date: May 24, 2021

Scope of Work: **Roof: New Re-Roof Option**

SCOPE OF WORK		SUBCONTRACTOR:						
Description	Quantity	A1-Duran	Advanced Roof	StormShield	Campany Roof	Geneveve	Bidder 6	Bidder 7
Subcontractor Bid Proposal	1 LS	\$205,900.00				\$219,860.00		
Bond Premium		not included				not included		
ROOFING COSTS								
Engineering, Testing & Permits		Included				Permit Addl. \$		
Roof moisture survey (Allowance)		\$2,000.00				\$2,000.00		
R Insulation value.		R-20				Not Specified		
Fall Protection		Included				Included		
Tear off all roofing down to existing metal decking. Replace damaged metal decking up to 500 SF (provide a unit cost for any additional).		Included				Included		
Remove existing skylights + new skylights		Included				Included		
New skylight curbs (Allowance)		\$3,600.00				\$1,600.00		
Tear off and legally dispose of all wall flashing and penetration flashing to a workable surface.		Included				Included		
Tear off and legally dispose of existing coping, counter flashing, gutters, and down spouts. Provide and install (1) layer pressure treated 2"x 8" lumber at all parapet walls to include A/C 'bump outs'.		Included				Included		
Provide and install insulation fastened to steel decking.		Up to 50 LF at A/C 'bump outs'				Included		
Replace (24) existing 10" round vents with galvalume goose neck vents.		3.3" ISO				1.5" Board		
Provide and install a white 60 mil TPO mechanically fastened roofing system to include all flashings and details. Including TPO metal drip edge.		Included				5-Ply Modified Bitumen Sys - Hot Mop Application		
Provide and install new 6" gutter and (11) 3"x4" corrugated down spouts in choice of standard colors.		Included				Included		
Provide and install new .032 pre-finished coping and counter flashing in choice of standard colors.		Up to 50 LF at A/C 'bump outs'				Included		
Walkway pads (Allowance)		\$1,000.00				\$1,000.00		

Nob Hill Office (East Bldg)

BID EVALUATION

Date: May 24, 2021

Scope of Work: Roof: New Re-Roof Option

SCOPE OF WORK		SUBCONTRACTOR:							
Description	Quantity	A1-Duran	Advanced Roof	StormShield	Campany Roof	Geneveve	Bidder 6	Bidder 7	
Subcontractor Bid Proposal	1 LS	\$205,900.00				\$219,860.00			
Bond Premium		not included				not included			
Provide 5-year Roofing workmanship warranty.		Included				Included			
Provide Roofing manufacturer's warranty.		20-year NDL				10-Year			
ROOFING SUB-TOTAL		\$212,500.00				\$224,460.00			
OTHER MISC. COSTS (ALLOWANCE)									
Mechanical, Electrical & Plumbing Coordination		\$30,000.00				\$30,000.00			
Stucco & Paint Repairs		\$5,000.00				\$5,000.00			
ADDITIONAL ITEMS (not included above)									
Addl. Metal Decking Replacement (per SF, Unit Cost)		\$25.00				Not Specified			
Provide & Install New 2'x 2' Skylights (4 Units Total)		Included Above				Included Above			
Bond Premium		2.00%				Not Provided			
Bond Premium Adjustment, if needed		TBD				TBD			
Final Price Adjustment, if needed		TBD				TBD			
TOTALS:		\$247,500.00	\$0.00	\$0.00	\$0.00	\$259,460.00	\$0.00	\$0.00	
BEST COMBINATION:		\$247,500.00 A1-Duran							
SELECTED SUBCONTRACTOR:		A1-Duran				Notes:			
						1) Roof moisture survey required for permit.			
						2) Lightning protection not included.			
						3)			
						4)			
						5)			