

**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 Wednesday, December 14, 2022, at 2:30 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	Treasurer (GMS-SF, LLC)
Timothy Smith	Chairman (State Contracting & Engineering Corp.)
Roger Krahl	Vice Chairman (American Top Team of Sunrise)

Also present were:

Joni Hayworth	GMS-SF, LLC
Patrick Burgess	GMS-SF, LLC
Roberto Amortegu	Auto Depot Center LLC
Thomas Pallattu	Pallattu Properties LLC
Andrew Behm	B & B Business Center LLC
Kim Donato	B & B Business Center LLC
Muhammed Satta	Arneed Investment Realty LLC
John Pulice	Pulice Surveyors
Tom Pulice	Pulice Surveyors
Craig Downie	Pulice Surveyors
Mohammed Arif	DA Medical Warehouse LLC
Christopher McCray	Spiritual Warfare Church

(Minutes are summarized)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Smith called roll and stated we have quorum to move forward.

SECOND ORDER OF BUSINESS

**Discussion of Pay Application #2
for the Roofing Project**

**A. Pay Request of \$21,990 Representing Balance Due for the
Roofing Contract**

Mr. Smith opened a discussion regarding the repairs to the roof on the east building and obtaining proposals for the additional work. Owners shared with the Chairman the ongoing leaks they have in their units and addressed the conversations and comments they received from the roofing company. Mr. Mossing asked how much the additional work might cost and Mr. Smith stated he assumed it would be around \$20,000 and informed owners of the permitting process with the City of Sunrise and they had been waiting for six months. Mr. Mossing addressed the balance of \$21,990 for the roofing contract and Mr. Smith stated they needed to reissue the permit and also solicit a new roofing company.

THIRD ORDER OF BUSINESS

**Approval of Operating Budget
for Calendar Year 2023 Budget
to Fund Roof Replacement**

Mr. Smith asked if this item was a carryover from the previous agenda and Mr. Mossing stated this was the budget based on where the current assessment levels were at and we were plus \$30,000 a year going forward and there would be no increases in assessments unless the ADA improvements exceed the funds available. The capital assessments were complete and everyone has paid. Mr. Smith questioned the 2022 budget and Mr. Mossing explained the budget was balanced to the assessment levels with the current expenditures and also mentioned they would see a decrease in the recycling charges of approximately \$1,000 monthly. Mr. Mossing also stated there is a little over \$100,000 in the operating account and \$56,000 in the reserve account, however, we owe \$22,000 for the roof.

Mr. McCray is on a payment plan for his capital assessment and we'll have another \$35,000 coming in.

On MOTION by Mr. Mossing seconded by Mr. Krahl, with all in favor, the Operating Budget for Calendar Year 2023 was approved.

FOURTH ORDER OF BUSINESS

Report of Collection of Past Due Assessments for Spiritual Warfare Church

(This item was already discussed)

FIFTH ORDER OF BUSINESS

Consideration of Sending Auto Depot Past Due Capital Assessment to Attorney for Collection

(This item was already discussed)

SIXTH ORDER OF BUSINESS

Other Business

A. Consideration of Towing Agreement - Westway, Towing, Inc.

Mr. Smith asked who our current towing company was and Ms. Hayworth responded the prior company no longer provided services and the consensus of the owners was Westway wasn't the company they wanted to enter an agreement with. Mr. Behm offered to contact the City of Sunrise to recommend another towing company. Ms. Hayworth related the cars that were parking and abandoning them were mostly coming from across the street and the prior process was handled from Mr. Smith's office. It was agreed Mr. Behm would contact the City of Sunrise. Mr. Mossing asked if there were further items to be discussed and the fallen tree was addressed. Mr. Burgess was introduced and responded the tree would be removed the first week of January

including the stump removal. Owners inquired about a contact person for the Association and Mr. Mossing replied to start with himself and Mr. Burgess. Mr. Smith suggested bi-monthly meetings to discuss the overall appearance of the complex. Lighting was discussed and the parking lot needs to be repaved. Painting and repairs of the metal features were discussed. Drainage issues are still ongoing. Mr. Behm addressed the Board for obtaining other companies to facilitate the work for the exterior of the buildings and would oversee the maintenance. There were several issues that were discussed regarding the maintenance including pressure cleaning, landscaping, and soliciting contacts/companies the owners were familiar with. Ms. Hayworth addressed the fence repair and the easement if it was the City's responsibility.

Mr. Mossing suggested scheduling a meeting in January to discuss all the general maintenance items and for Mr. Burgess to contact owners for their concerns and comments. Ms. Hayworth will compile a list to disseminate to the owners and also mentioned liability concerns.

Mr. Smith mentioned the need to schedule an annual meeting and have an election of officers. Ms. Hayworth asked if there was a limit to the number of officers.

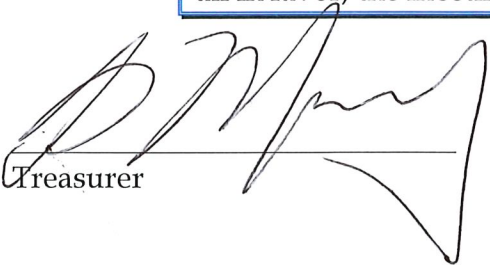
SEVENTH ORDER OF BUSINESS Financial Report as of November 30, 2022

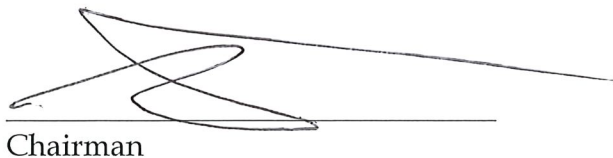
- A. Profit and Loss**
- B. Assessment Collection**
- C. Approval of Check Registers for Operating and Reserve Account**

Mr. Mossing gave a recap of a combined \$156,000 in cash and another \$30,000 in receivables. Mr. Smith confirmed the roofing company wouldn't get paid until all issues were resolved.

EIGHTH ORDER OF BUSINESS Adjournment

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


Treasurer


Chairman