

**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, April 12, 2023, at 10:30 a.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:

Patrick Burgess	GMS-SF, LLC
John Pulice	Pulice Surveyors
Estro Vitantonio	Unit #5387
Christopher McCray	Spiritual Warfare Church
Kimberly Donato	Unit #5359

(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

Approval of 12-14-22 Meeting Minutes

Mr. Smith moved to approve the minutes of the December 14, 2022 meeting.

On MOTION by Mr. Krahl seconded by Mr. Mossing, with all in favor, the Minutes of the December 14, 2022 Meeting were approved.

THIRD ORDER OF BUSINESS Field Report

Mr. Burgess gave an update on recent work that has been completed, including repairing and painting a large hole found in the stucco from a lightning strike, and indicated they also repaired some hairline fractures. He discussed the catch basin cleaning as there had been significant flooding and how it alleviated a lot of the problems and indicated the slope leading to the drains would need to be addressed in the future. Mr. Smith replied this could be done when the parking lot is addressed.

FOURTH ORDER OF BUSINESS Other Business

A. Discussion of Roofing Proposals for Additional Coping Work

- 1. A1 Duran - \$32,900.00**
- 2. Latite - \$43,450.00**

Mr. Smith continued with the update that the project is finally closed out and they received the final from the city so the first part of the roofing work is completed. They need to do the parapets as this is where the leaking is coming from and stated when the scope of the work was done, this was not included in the contract. He confirmed to Mr. Krahl that it wasn't included and was an oversight on everyone's part and the parapets need to be waterproof to ensure the leaking problem is resolved. Mr. Smith had his project manager's estimator obtain proposals from two companies stating that Latite is a bigger company, and he was familiar with both contractors.

Mr. Pulice asked for an explanation of how the coping work was performed and Mr. Smith responded and gave a brief update of the roofing material that would be used.

Mr. McCray suggested a quick fix of caulking and painting and Mr. Smith asked if Mr. McCray to confirm if he sealed his walls which Mr. McCray stated he did partial sealing to stop the leaks he had. He also stated he didn't understand why the roofers

opened up holes in the roof where the water was pouring in but he couldn't determine the location of the leak.

Mr. Smith asked Mr. McCray if he was still experiencing leaks and he responded yes. Mr. Krahl also said he had leaking in his unit and Mr. Smith stated he would have his project manager take a look at both units. They also addressed the electrical that may have had some problems. Mr. Smith spoke briefly about future assessments for the painting of the buildings and Mr. McCray went back to the roof issue.

Mr. Krahl mentioned that Kim also obtained a proposal and was shown all the cracking in the walls that led to the water intrusion in the building. She left to bring the proposal back to the meeting. Mr. Mossing stated they would be speaking about other improvements later in the agenda.

Mr. Krahl mentioned he recently did the back end of his gym with all new mats and now he's doing the front of his unit, the office, and the restrooms and he's concerned with the ceiling. Mr. Mossing asked if Mr. Smith was recommending a contractor and there was a brief discussion of the companies. Mr. Smith would like a consensus of all the owners.

Mr. Mossing asked about the warranty on the roof and Mr. Smith said they had a 20-year warranty. Mr. Smith will also provide the scope of work to Mr. Pulice to obtain an additional proposal.

B. Discussion of ADA Plans

Mr. Smith gave a summary of the Association being sued over handicap access and the Association needs to select a contractor to pull permits and schedule a pre-construction meeting with the City of Sunrise. Mr. Smith recommended to proceed with the work in stages. There was also discussion regarding the fence located on the north side of the property and as of this date, the City of Sunrise hasn't confirmed ownership. The Board discussed the painting of the buildings along with Mr. Mossing addressing the financial status of the Association and a capital assessment will probably be required and the Association also has a line of credit available.

C. Ratification of Tree Trimming Proposal

1. Brightview Tree Care Services

Mr. Burgess discussed the tree trimming of the entire property and proposals he acquired and the conversation he had with the City of Sunrise. The tree trimming project would allow for lighting to be completed and the safety of the parking lot.

On MOTION by Mr. Mossing seconded by Mr. Krahl, with all in favor, the proposal from Brightview Tree Care Services in the amount of \$5,399.91 was approved.

D. Ratification of Parking Lot Lighting Proposal

Mr. Burgess discussed the proposal for the repairs of the parking lot lights and the Board discussed the cost of the unit owners vs. the Association and discussed future plans for uniformity of all the lights.

1. Empire Lighting Resources

On MOTION by Mr. Mossing seconded by Mr. Krahl, with all in favor, the proposal from Empire Lighting Resources Services in the amount of \$3,810.11 was approved.

E. Consideration of Pressure Cleaning Proposals

1. People's Choice Pressure Cleaning - \$1,575.00

2. 911 Emergency Pressure Cleaning - \$1,600.00

Mr. Burgess stated that this was for the curbing, sidewalks, and parking bumpers.

On MOTION by Mr. Mossing seconded by Mr. Krahl, with all in favor, the proposal from People's Choice Pressure Cleaning in the amount of \$1,575.00 was approved.

F. Consideration of Towing Agreement

1. Emergency Towing, Inc.

Mr. Burgess discussed the vehicles that continued to park from across the street and the need for an agreement. The Board discussed putting up signs and Mr. Burgess will notify all the owners.

On MOTION by Mr. Krahl seconded by Mr. Mossing, with all in favor, the agreement with Emergency Towing, Inc. was approved.

G. Discussion of Landscape Irrigation System

Mr. Burgess stated the pump does work and the resource is from the canal. The Board discussed irrigation repairs and authorized Mr. McCray to provide the repairs and report to the Board.

H. Discussion of Additional Building Improvements

The Board discussed all the improvements that were needed. Mr. Burgess also stated the Association now has a website and Mr. Smith addressed the fact that it needed to be ADA compliant.

FIFTH ORDER OF BUSINESS Financial Report as of March 31, 2023

A. Balance Sheet and Profit and Loss

B. Assessment Collection

Mr. Mossing stated that the Operating Fund has \$113,000 in the bank and the Reserve Fund has \$61,000 and this money would pay for the roofing project and other improvements discussed. Mr. Mossing also stated there is a small amount of excess funds in the operating account.

SIXTH ORDER OF BUSINESS Adjournment

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

Treasurer

Chairman