

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 Monday, November 20th, 2023, at 3:00 PM via Zoom Teleconference.

Present and constituting a quorum were:

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| Timothy Smith | Chairman (State Contracting & Engineering Corp.) |
| Roger Krah | Vice Chairman (American Top Team of Sunrise) |
| Darrin Mossing | Treasurer (GMS-SF, LLC) |

Also, present were:

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| Patrick Burgess | GMS-SF, LLC |
| Keith Nelson | GMS-SF, LLC |

(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 April 12th, 2023, Meeting Minutes

Mr. Krah moved to approve the minutes of the April 12th, 2023, meeting.

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| On MOTION by Mr. Krah seconded by Mr. Smith, with all in favor, the Minutes of the April 12 th , 2023, Meeting were approved. |
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THIRD ORDER OF BUSINESS

Field Report

Mr. Burgess gave an update on recent work that has been completed, including an update on tree trimming that was completed for the property since the last meeting. He also shared a parking lot vendor was identified and contracted for the community. Nine (9) parking lot lights were replaced. A Pressure cleaning vendor was identified and contracted in all walkways were cleaned. Lastly, an emergency towing vendor was identified and contracted for the community.

Mr. Burgess also provided an update on the status of roof leaking in the community. He shared that there were recent storms and there were reports of leaks occurring in both the East and West Buildings.

Specifically, Mr. Mohammad Arif (Unit 5365) reported a leak. The A1 Vendor was on site to inspect the work and had concerns that the leaks may be related to Moon Lights. The vendor anticipates being on site in the next week to inspect the unit.

In addition, the offices of GMS, SCEC, and Susie's all had leaks due to the rains. The Storm Shield vendor was onsite on November 17th, 2023, and identified that the root issue of these leaks was the gutter issue not being the right size for the building. A water test is being scheduled to confirm that status. The vendor was requested to be contacted and is anticipated to be on site after the Thanksgiving holiday.

FOURTH ORDER OF BUSINESS

In Progress Field Projects

A. Discussion of East Building Gutter Project

Mr. Burgess reports that the A1 Duran vendor was previously contracted for an amount of \$6,000 to install new gutters in the East Building. Mr. Burgess provided an update that the gutters were replaced. Mr. Krahle mentioned he had no leaking after the recent rains.

B. Discussion of West Building Gutter Project

A discussion occurred on the need to install new gutters for the West Building as well. Mr. Nelson reported that additional negotiations with potential vendors needed to occur with Mr. Burgess prior to contracting for this service as the preliminary costs received were more expensive for the West Building than what was completed for the East Building.

On MOTION by Mr. Mossing seconded by Mr. Krah, with all in favor, to approve an amount not to exceed \$7,000 to replace the gutters on the West Building.

C. Discussion of the Dead Tree Removal Project

Mr. Burgess provided a summary of the status of the proposed dead tree removal project. The Board discussed the scope of this project and confirmed it was needed.

On MOTION by Mr. Mossing seconded by Mr. Smith, with all in favor, to approve an amount not to exceed \$3,750 to remove the dead trees.

D. Discussion of the Damaged Fence By The Canal Project

Mr. Burgess provided a summary of the status of the proposed fence removal project including his correspondence with the City of Sunrise regarding this matter. The scope of this project is to remove the damaged fence and not replace it at this time. This will include removing landscaping to gain access to the fence.

On MOTION by Mr. Smith seconded by Mr. Mossing, with all in favor, to approve an amount not to exceed \$2,200 to remove the fence.

E. Discussion of the Pothole Parking Lot Repair Project

Mr. Burgess provided a summary of the status of the pothole repair project. Mr. Smith provided some guidance as to the proper techniques needed for the repairs. Mr. Krah shared that he would send Mr. Burgess two potential vendors for him to contact for this repair.

On MOTION by Mr. Mossing seconded by Mr. Krah, with all in favor, to approve an amount not to exceed \$2,500 to remove the fence.

FIFTH ORDER OF BUSINESS

Insurance Premiums

Mr. Nelson provided a brief update on the material insurance premium increases received. He shared that he is seeing this in other parts of the industry as well and shared that our insurance agents have stated their reinsurance rates have changed and this is a market change for the State of Florida. Mr. Nelson shared that we would discuss this topic in more detail when we review the Proposed 2024 Budget later in the agenda.

SIXTH ORDER OF BUSINESS

Reserved Parking Policy

The board discussed our existing reserved parking policy. Mr. Smith shared that the current parking policy is a “First Come, First Served” policy. Mr. Mossing shared that the use of Cones is not specifically allowed, and people could move the cones and park in the spaces if desired. Mr. Smith shared that he wants to evaluate the merits of a dispute resolution committee for the Association to review potential infractions. Mr. Smith shared that we do not want to act on a change of the Reserved Parking Policy at this time, but it may be considered in the future.

SEVENTH ORDER OF BUSINESS

Ratification of Final Payments To The A1 Duran Vendor for the Roof Projects and additional Work Authorizations

The board discussed that funds have been held in reserve regarding the defects with the roofing in the Association. Now that A1 Duran has re-engaged with the Association, following the demand letter that was sent, the Board wants to release some of these funds. Mr. Mossing shared that we have held around \$60,000, including the recent \$6,000 work authorization, in reserve and have not released payment to the A1 Duran vendor.

Mr. Mossing proposed to release half of the funds held in reserve to the vendor immediately. Mr. Mossing requested that Mr. Nelson contact the Association’s counsel, Peters and Peters, PLLC, and begin the paperwork for the release and final payment to the vendor.

Mr. Smith requested that Mr. Burgess schedule a meeting with A1 Duran to discuss the close-out on this matter and to discuss roof warranties, etc. Mr. Burgess to schedule either a face-to-face or virtual meeting.

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| On MOTION by Mr. Mossing seconded by Mr. Krahle, with all in favor, to release half of what is held in reserve as payment to the A1 Duran. |
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EIGHTH ORDER OF BUSINESS

**Financial Report as of
October 31, 2023**

A. Balance Sheet and Profit and Loss

B. Assessment Collection

The financials were included in the Agenda but were not discretely discussed. No specific motion to approve the financial package was made.

NINTH ORDER OF BUSINESS

**General Background Discussion
of Proposed Capital Expenditure
Needs For 2024**

**[See the Draft 2023 Capital and
Proposed 2024 Capital Project
Schedule]**

**A. Discussion of the ADA Parking Lot Compliance Remediation
Project**

The Board discussed the need to advance the ADA Parking Lot Compliance Remediation project. The proposed plans were submitted to the City of Sunrise for approval. The next steps would be to select a vendor and submit a detailed Statement of Work to the City of Sunrise for Approval. Mr. Burgess estimated that this project could be between \$50,000 and \$60,000; pricing will not be available until vendors are identified and quote the repairs pending City of Sunrise approval.

B. Discussion of the ADA Lighting Remediation Project

The Board discussed the need to replace the exterior lighting representing 32 fixtures in the Association. Mr. Burgess had received quotes for two options: 1) 2-Way Floodlights at \$12,620.22 and 2) 4-foot LED Lighting at \$17,941.41.

C. Discussion of the Stucco Repair and Building Painting Project

The Board discussed the need to repair the stucco and paint the building. Mr. Burgess reported that water is leaking in the stucco and may be contributing to the water

leaking reports in the Association. Mr. Burgess had received quotes from three vendors: 1) Eagle Painting at \$39,200, 2) HPC Painting at \$68,985, and 3) MTD Painting at \$43,000.

D. Discussion of the Irrigation End-of-life Project

Mr. Burgess discussed the need to replace the irrigation system which has an end-of-life status and had received quotes from three vendors: 1) BP Sprinklers at \$3,490, 2) Classic Sprinklers at \$3,200, and 3) ABBA Irrigation at \$3,500.

E. Discussion of the Landscaping and Beautification Project

Mr. Burgess shared that landscaping for the Association is costly. He suggested a budget of \$40,000 as a placeholder pending a defined scope of service and his approaching vendors to quote the project.

F. Other Capital Needs

No additional projects were discussed for consideration.

TENTH ORDER OF BUSINESS

Review of the Draft Proposed 2024 Budget For Initial Board Feedback before the next Board Meeting Scheduled On December 5th, 2023, Meeting.

The Board reviewed actual YTD 2023 Results along with the proposed 2024 Budget for the assessments, operating expenses, and capital expenses. Feedback on recommended changes was discussed and a revised budget will be prepared for the December 5th, 2023, meeting. The Board plans to adopt the 2024 budget at this meeting.

A. Key Operating Budget Variances 2023 to 2024

Insurance costs have materially increased in the State of Florida. The 2023 budget was \$33,052 and the proposed budget for 2024 will be \$98,359. The Repairs and maintenance original 2023 budget was \$13,963. Full Year 2023 Expenses are anticipated to be \$37,561 with committed and approved projects; a forecast of \$29,000 is planned for 2024.

B. Key Capital Budget Variances 2023 to 2024

After the Board reviewed the Capital Project Recommendations, they provided direction to allocate \$15,000 to the ADA Parking Lot Project in 2024 and continue this project into 2025; authorized a not to exceed \$18,000 amount for the ADA Lighting Project for 2024; and move approximately \$37,000 to Repairs which would include part of the Stucco And Repair project as Mr. Smith feels addressing on of the water leaking issues once and for all is paramount. If the final costs exceed our budget, we will continue the projects into 2025 along with other capital projects needs.

On MOTION by Mr. Smith seconded by Mr. Mossing with all in favor, to allocate a not-to-exceed \$18,000 for the ADA Lighting Project and \$15,000 to the ADA Parking Lot Project in 2024.

C. HOA Income and Assessments

The Board reviewed the proposed 2024 HOA Assessment Income schedule calling for an Association income of \$250,000 in 2024. The allocation charts show both the 2023 and 2024 proposed monthly fees for each owner.

ELEVENTH ORDER OF BUSINESS Discussion and finalization of a Planned Meeting Calendar for 2024

Mr. Nelson shared that we would have this topic on the agenda for the Board meeting scheduled on December 5th, 2023.

TWELFTH ORDER OF BUSINESS Adjournment

Mr. Krah1 thanked all involved for all of the great work.

On MOTION by Mr. Krah1 seconded by Mr. Smith with all in favor, the meeting was adjourned at 4:12 PM.

[SIGNATURES ON THE FOLLOWING PAGE]

November 20th, 2023,

Nob Hill Business Center Condo Association

November 20th, 2023, Meeting Minutes Approved:

Treasurer

Chairman

Signed Date

Signed Date