

# ***Nob Hill Business Center Condo Association Board Meeting Agenda***

<b><i>Board Quorum</i></b>	<b><i>Board Members</i></b>
<b><i>Via Zoom</i></b>	<b>Timothy Smith, Chairman</b>
<b><i>Via Zoom</i></b>	<b>Roger Krah, Jr., Vice Chairman</b>
<b><i>Via Zoom</i></b>	<b>Darrin Mossing, Treasurer</b>

**February 15<sup>th</sup>, 2024  
1:00 PM to 2:00 PM ET  
Join Zoom Meeting  
<https://app.zoom.us/jc/84244585770>**

**GMS-SF, LLC  
5385 N. Nob Hill Road  
Sunrise, Florida 33351**

**Meeting ID: 842 4458 5770  
Passcode: MTB6Sz**

**<https://www.nobhillbusinesscenterca.com/>**

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1. Roll Call
    - a. Confirmation of Quorum
  2. Approval of the December 5<sup>th</sup>, 2023 Meeting Minutes
  3. Approval of the Financial Report as of December 31<sup>st</sup>, 2023
    - a. Balance Sheet and Profit and Loss
    - b. Assessment Collection Report & Status
    - c. The 2023 Tax Return Is Complete And Needs To Be Signed
  4. Approval of the Financial Report as of January 31<sup>st</sup>, 2024
    - a. Balance Sheet and Profit and Loss
    - b. Assessment Collection Report & Status
  5. Discussion of the First Right Of Refusal Process For The Association
    - a. Discuss recent property sales in the Association. Both have had Estoppel forms created with the Title Agency before closing.
    - b. Discuss the go-forward process for a prospective buyer to complete an application form before the sale.
      - i. Our current Association Documents provide that the Association has a first right of refusal right to purchase a unit before an external sale

# ***Nob Hill Business Center Condo Association***

## ***February 15<sup>th</sup>, 2024 1 PM ET Meeting***

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- ii. Our standard Association estoppel forms communicate this right and reference the Association documents
- iii. Does the Association want to standardly waive this right or keep the current process?
- iv. The go-forward direction will be included in the March 7<sup>th</sup>, 2024 meeting to provide Association members with clear direction.

### **6. Discussion of Expanding The Board To Five (5) Members**

- a. We have received five (5) Notices of Intent Election forms for the March 5<sup>th</sup>, 2024 annual Meeting and each person has been confirmed eligible to run for the Board.
- b. The Association declarations allow for the Board to be expanded from three (3) to five (5) members avoiding an Election Process.
- c. The Board may simply make a motion to expand the Board and the two additional members will be appointed.
- d. If an election occurs, the second annual meeting notice which will be mailed on February 22, 2024, must include election proxies in two sealed envelopes to all eligible owners.
- e. Direction requested from the Board to expand the Board or keep it as is and proceed with the Election process at the March 5<sup>th</sup>, 2024 meeting. Board Titles below for discussion:
  - i. Chairman
  - ii. Vice-Chairman
  - iii. Treasurer
  - iv. Secretary
  - v. Assistant Secretary

### **7. Discussion of Reserved Parking Space Request**

- a. All parking spaces are considered Limited Common Elements
- b. A change of Limited Common Elements must be approved by the Membership above 66 2/3%. This needs to be included in the February 22<sup>nd</sup>, 2024 second annual meeting notice.
- c. Review feedback from Association Counsel below:
- d. Determine the Go-Forward Decision By The Board
  - i. If Approved,

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1. Discuss if 1 or more units should be assigned to each unit.
  2. Determine how to identify the parking spaces.
- ii. If Denied,
1. Determine messaging to be discussed at the March 7<sup>th</sup>, 2024 Annual Board meeting
- iii. Guidance from Association Counsel listed below:

# ***Nob Hill Business Center Condo Association***

## ***February 15<sup>th</sup>, 2024 1 PM ET Meeting***

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### **FEEDBACK FROM ASSOCIATION COUNSEL:**

Section 3.5 of the Declaration of Condominium addresses parking spaces. Subsection (b) states “[f]or good cause or when compelled by the State, County, or City of Sunrise Florida, the Association shall have the right and authority to assign parking spaces from time to time upon written notice to the Unit Owners.” The issue to be determined is what is “good cause”. Another issue is whether or not a unit that is assigned one (1) spot will complain about another unit having more than one (1) assigned spot – thereby challenging the reasonableness of the Board action to assign parking spaces. Amending the Declaration as we discussed would avoid those issues, since the amendment would lay out the manner in which parking spaces would be assigned. Further, we would need to put processes in place to avoid owners attempting to include parking spaces when selling units, to avoid title issues that may arise down the road – the Association would not be altering the parking spaces to be part of the Owner’s title of a unit, rather they would be assigned to the unit (not the unit owner). This language was likely included in the case of an owner / tenant that has a disability and requests a reasonable accommodation to have an assigned parking space close to his/her office – an accommodation that the Association would be obligated to grant under State / Federal law anyway – but I believe that was the reason for putting it in here (“good cause”).

### **ASSOCIATION COUNSEL RECOMMENDATION:**

My opinion is that you should assign the parking spaces via board action (without the membership vote), as long as it is done at a duly-noticed board meeting that notifies the owners of the plan to discuss / vote on that issue; and, in the unlikely event that a unit owner complains about it to the DBPR – if they were to determine that this section does not allow the Board to assign parking spaces to all owners, then the remedy would be to have the Association undertake the membership vote to keep the spaces assigned.

In that situation, if the Association’s members did not approve of the amendment /assignment of parking spaces, the Board would simply have to open up all the spots back to a first-come-first-serve basis.

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8. Discussion of Parking Violation and potential next steps
  - a. Field Manager Report On Recent Occurrences
  - b. Concerns of box truck advertising unit owner businesses in front of neighboring units
  - c. Current Declarations offer no violation remedy for owners in the Association; owners speaking voice to voice with each other have not changed the parking situation
  - d. Discuss the next steps.
9. Discussion Of Repairs And Maintenance Items and associated 2024 Budgets:
  - a. Building Safety Inspection Summons
    - i. The Certified Inspector's vendor quote has been approved for \$9,120.00
    - ii. Inspection to take place on 02/01/2024
    - iii. The City of Sunrise Court Summons date is February 19th, 2024; Patrick plans to attend in person with the completed report in hand to show that we have completed the statutory inspection and submitted it the City.
    - iv. Discuss
  - b. Stucco Repair and Painting
    - i. Three paint pallet options were prepared by Sherwin Williams and distributed to the Board on January 25<sup>th</sup>, 2024; two additional paint pallet options were sent to the Board on January 31<sup>st</sup>, 2024.
    - ii. A change of paint color requires a 66 2/3<sup>rd</sup> vote of the membership after a final recommendation for color change from the Board.
      1. This Limited Proxy Form with the color choices would need to be included in the second annual meeting notice sent out on February 22<sup>nd</sup>, 2024.
    - iii. The City of Sunrise requires a permit to be issued for commercial painting contracts.
    - iv. Sherwin Williams to provide paint specifications for bids to be revised and allow better comparison between them
    - v. Color Scheme renderings are to be included in the March 7<sup>th</sup> agenda if the color is changed.

# ***Nob Hill Business Center Condo Association***

## ***February 15<sup>th</sup>, 2024 1 PM ET Meeting***

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- vi. Current plans are to paint the decorative metal pipes; if any are beyond repair then a separate work authorization will be submitted.
- vii. An alternative Paint Vendor is being consulted to see if the paint price can be reduced.
- viii. Discuss the next steps from the Board.
- c. Parking Lot Summons
  - i. The Association received a Code violation for the lack of parking stall striping from the City of Sunrise on December 27<sup>th</sup>, 2023.
  - ii. In meeting with the City Code Officer, the City of Sunrise is aware we are in the process of addressing the reported ADA compliance items and has verbally shared that they are giving us additional time to address these issues.
  - iii. We are pursuing quotes to address the mandated parking space striping required in the Summons. The estimated expense for this service will be between \$3,000 and \$3,500.
- d. Pressure Washing Summons
  - i. The Association received a Code violation for the condition of sidewalks.
  - ii. We received a proposal for \$650 from our preferred 911 Pressure Cleaning vendor and this work was commissioned. It is anticipated to be completed prior to February 10<sup>th</sup>, 2024 which is within the 45-day remedy period from the City of Sunrise.
- e. Irrigation
  - i. As discussed previously, we have an irrigation system, with four zones, which is not fully operational. As part of the tree replacement work authorization, it is required by the City to have that area fixed for irrigation in order to be issued a completed permit.
  - ii. **Step 1** – the WIRX vendor provided a proposal to get the system automated and working correctly for \$2,501.75
  - iii. **Step 2** - Once the tree removals are completed the next step is for the WIRX vendor to do a wet check to know what field lines are broken and the scope of work to get the field items correctly working
  - iv. **Step 3** -Bubblers to be installed for new tree installations

# ***Nob Hill Business Center Condo Association***

## ***February 15<sup>th</sup>, 2024 1 PM ET Meeting***

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- v. ***Step 4*** – receive a quote for repairing all of the other 3 irrigation zones. Fees TBD>.
  - f. East Roof
    - i. No response as of 01/31/2024 from A1 Duran for the requested water test for unit #5365.
    - ii. We continue to hold the final payment of \$30,445 on A1 Duran pending the completion of the water test.
  - g. West Roof
    - i. The Board previously provided a not-to-exceed approval of \$7,000.
    - ii. The revised estimated fee from Storm Shield was between \$8,000 and \$16,000 to install new commercial grade Gutters.
    - iii. We have solicited a quote from a 2<sup>nd</sup> vendor.
    - iv. Requesting proactive approval up to a \$ limit from the Board for \$12,000.
  - h. Review the updated 2024 Repairs and Maintenance Budget Schedule:
    - i. Discuss for Board Feedback
10. Updated Association Contact Listing
11. Adjournment

# ***Nob Hill Business Center Condo Association***

## ***February 15<sup>th</sup>, 2024 1 PM ET Meeting***

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Topic: Nob Hill Business Center Condo Association Board Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/84244585770?pwd=anRmcVbT7aYAXiS2AS29Is1wuQGfEj.1>

Meeting ID: 842 4458 5770

Passcode: MTB6Sz

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One tap mobile

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+13052241968,,84244585770#,,,,\*767849# US

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• +1 646 931 3860 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 408 638 0968 US (San Jose)

Meeting ID: 842 4458 5770

Passcode: 767849

Find your local number: <https://us06web.zoom.us/j/kcfEKjRc4q>



# ***Nob Hill Business Center Condo Association***

***February 15<sup>th</sup>, 2024 1:00 PM ET  
Meeting Agenda Packet***

## ***Agenda Topic #2:***

***Approval of the Meeting Minutes  
from the December 5<sup>th</sup>, 2024 Meeting***

## **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 Thursday, December 5<sup>th</sup>, 2023, at 2:30 PM via Zoom Teleconference and in-person meeting at 5385 N. Nob Hill Road, Sunrise, Florida 33351.

Present and constituting a quorum were:

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

Also, present were:

Rich Hans	5385 Via Zoom
Barry	Via Zoom
Thomas Puttaltu	5367 & 5369 Via Zoom
Kimberly Donato	5359 & 5361
Roberto Amorteui	5363
Craig Downie	5381
Jane Storms	5381
Mohammad Arif	5365
Chris	5
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 a quorum to move forward.

**SECOND ORDER OF BUSINESS**

**Approval of November 20<sup>th</sup>, 2023,  
Meeting Minutes**

Mr. Mossing moved to approve the minutes of the November 20<sup>th</sup>, 2023, meeting.

On MOTION by Mr. Mossing seconded by Mr. Krah, with all in favor, the Minutes of the November 20 <sup>th</sup> , 2023, Meeting was approved.
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**THIRD ORDER OF BUSINESS**

**Field Report**

Mr. Burgess gave numerous updates on both in-progress and completed repair and maintenance assignments for the association including tree trimming, parking lot violations, pressure cleaning, towing vendor, updates on roof leaks, dead tree removal, irrigation repairs, fence repairs, and pothole repairs, and answered various questions from the board. A discussion of both in-progress maintenance projects and needed maintenance projects is included in agenda topic eight.

**FOURTH ORDER OF BUSINESS**

**Discussion and Ratification of  
Insurance Policy and Premiums**

Mr. Nelson discussed the background of the insurance premiums and efforts to reduce expenses for the year. The general discussion was shared that the entire marketplace has changed, and reinsurance companies are making their 10-year adjustments; the premium increases seen for Nob Hill are consistent with other clients we represent; premium changes in Orlando and Tampa routinely have seen higher percentage increases that we have seen in the South Florida market. General discussion on potential self-insurance options was discussed briefly and we committed to looking into those options in the future.

Mr. Smith made to accept the insurance policy and look for other options in the future.

On MOTION by Mr. Smith seconded by Mr. Krahll, with all in favor to ratify the insurance policy.

## **FIFTH ORDER OF BUSINESS**

### **Existing Parking Policy**

Mr. Burgess gave an update on recent parking concerns. The Board discussed that the parking spaces are currently common elements [ Section 3.5 of the Declaration of Condominium addresses parking spaces ] and we have limited options to tow vehicles owned by Association owners.

Mr. Mohammad Arif from the in-person audience, asked to have reserved parking spaces assigned and shared that this topic had been discussed multiple times at Board Meetings in the past. He further shared that a definitive decision had not been made on the topic.

Mr. Smith committed to us looking into this option in advance of the next Board meeting. Mr. Nelson shared that he would do additional research on this topic with the Association Counsel before the March 7<sup>th</sup>, 2024 Board Meeting.

## **SIXTH ORDER OF BUSINESS**

### **Ratification of Final Payment to the A1 Duran Vendor for the Roof Project and Additional Work Authorization**

Mr. Burgess provided background on the roof leak complaints and the current status of repairs. Mr. Mohammad Arif shared that he was still having roof leaks in his unit, and it was reaching his electrical unit panel. Mr. Burgess shared that he has repeatedly called the vendors and has requested another site visit to inspect the roofs

with the reported leaks. Mr. Smith shared that we had legal notices sent to the vendor to encourage them to resolve the matter as opposed to litigation. Additional discussion on the merits of adding commercial-grade gutters to both buildings was discussed.

The Board decided to pay 50% of the funds held in reserve to the A1 Duran vendor as part of the November 20<sup>th</sup>, 2023 meeting. This was contingent on the vendor returning onsite to inspect the leaking units. Mr. Burgess shared he would let the Board know once the on-site meetings have occurred.

## **SEVENTH 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.

Mr. Smith made to accept the financial package as submitted.

On MOTION by Mr. Smith seconded by Mr. Krah, with all in favor of ratifying the financial reporting package as of October 31 <sup>st</sup> , 2023
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## **EIGHT ORDER OF BUSINESS      Discussion of Additional Capital Expenditure Needs**

Mr. Nelson shared that at our last board meeting on November 20<sup>th</sup>, 2024, there had been an exhibit shared with proposed capital expenditures. All of those board-requested changes were made and are reflected in this Proposed Capital Budget for 2024 that was included in the Agenda package.

Mr. Smith shared that the overall plan was to allocate monies to most categories that we had to do with the understanding that we don't have enough funds to do everything at this time. He shared that the higher-level priorities were to 1) restore our lighting as you come out of the offices, 2) add stucco repair and building, painting, we think that's important because we probably are getting leaks as a result of stucco, and 3) begin the ADA parking lot compliance remediation.

Mr. Krah1 shared that the biggest budget changes were insurance and maintenance items that had been or were planned to be done. Mr. Smith and Mr. Mossing concurred with that summary. Mr. Krah1 also asked for us to explore online payment options during the next year.

## **NINTH ORDER OF BUSINESS**

### **Review and Adoption Of The 2024 Budget**

Mr. Nelson shared that the Board's action would be to adopt the 2024 Budget now that a detailed review and discussion have occurred on the existing and proposed expenses.

Mr. Smith shared with the audience that assessments will be reflected in the January 1<sup>st</sup>, 2024 payments and to plan accordingly.

Mr. Smith made a motion to accept the 2024 Budget as submitted.

On MOTION by Mr. Smith seconded by Mr. Krah1, with all in favor of ratifying the 2024 Budget.
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## **TENTH ORDER OF BUSINESS**

### **Ratification of the Community And Lifestyles Management Services Agreement Amendment**

Mr. Nelson shared that the First Amended Management Agreement was included in the Agenda Package. Mr. Nelson shared that Mr. Mossing has an ownership interest in the Community and Lifestyles Management company and needs to be excluded from the vote.

Mr. Smith made a motion to accept the amendment.

On MOTION by Mr. Smith seconded by Mr. Krah1 approved the motion unanimously.

## **ELEVENTH ORDER OF BUSINESS      Planned Meeting Calendar For 2024**

Mr. Nelson shared a proposed meeting calendar for the Association with plans to meet quarterly in 2024 on Mary 7<sup>th</sup>, June 6<sup>th</sup>, September 12<sup>th</sup>, and December 5<sup>th</sup>, 2024. Mr. Smith shared that we could have other meetings as needed and noticed. Mr. Nelson shared that we would also send calendar appointments to the Board and update the Association website once the proposed meeting calendar is approved. Mr. Krah1, Mr. Mossing, and Mr. Smith shared that they liked having a schedule and this calendar was approved.

## **TWELFTH ORDER OF BUSINESS      Updated Association Contact Listing**

Mr. Burgess shared an updated Association contact listing in the Agenda Packet.

### **THIRTEENTH ORDER OF BUSINESS Adjournment**

Mr. Smith asked if any other items needed to be discussed. No other issues were offered and made a motion for adjournment. Mr. Krah1 thanked all for attending and wished everyone Happy Holidays.

On MOTION by Mr. Smith seconded by Mr. Mossing with all in favor, the meeting was adjourned at 3:34 PM.

[ SIGNATURES ON THE FOLLOWING PAGE]



December 5<sup>th</sup>, 2023,

Nob Hill Business Center Condo Association

December 5<sup>th</sup>, 2023, Meeting Minutes Approved:

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Treasurer

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Chairman

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Signed Date

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Signed Date

# ***Nob Hill Business Center Condo Association***

***February 15<sup>th</sup>, 2024 1:00 PM ET  
Meeting Agenda Packet***

## ***Agenda Topic***

***#3:***

***Financial Reports as of December 31<sup>st</sup>, 2023***

***2023 Tax Return For Signature***

# Nob Hill Business Center Condo Association

Monthly Financial Statements

Month Ending:

December 31, 2023

3:40 PM

**Nob Hill Business Center Condo Association Inc**

01/11/24

**Balance Sheet**

Accrual Basis

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Regions Checking	70,159.69
Total Checking/Savings	70,159.69
<b>Accounts Receivable</b>	
Accounts Receivable Operations	
DA Medical Warehouse	-22,656.60
PAAL Technologies Inc	-797.94
Pulice Land Suveyors	1,011.29
Spiritual Warfare Church	1,445.71
Total Accounts Receivable Operations	-20,997.54
Total Accounts Receivable	-20,997.54
Total Current Assets	49,162.15
<b>TOTAL ASSETS</b>	<b>49,162.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	24,080.65
Retained Earnings	79,875.66
Net Income	-54,794.16
Total Equity	49,162.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>49,162.15</b>

3:41 PM

**Nob Hill Business Center Condo Association Inc**

01/11/24

**Profit & Loss**

Accrual Basis

January through December 2023

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	Jan - Dec 23
Income	
HOA Income	155,128.20
Total Income	155,128.20
Gross Profit	155,128.20
Expense	
Annual Corporate Fee	61.25
Bank Fees	739.60
Insurance Expense	89,511.32
Landscaping	12,481.16
Management Fees	17,750.00
Miscellaneous	23.00
Postage and Delivery	59.59
Professional Fees- Legal	1,123.75
Professional Fees- Tax Return	500.00
Recycling	20,051.52
Repairs and Maintenance	21,373.50
Utilities	46,247.67
Total Expense	209,922.36
Net Income	<b>-54,794.16</b>

## Profit &amp; Loss

Accrual Basis

January through December 2023

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL
<b>Income</b>													
HOA Income	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	12,927.35	155,128.20
<b>Total Income</b>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>155,128.20</u>
<b>Gross Profit</b>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>12,927.35</u>	<u>155,128.20</u>
<b>Expense</b>													
Annual Corporate Fee	0.00	61.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.25
Bank Fees	30.89	127.99	85.14	82.87	81.79	81.69	85.31	31.74	32.09	32.33	33.05	34.71	739.60
Insurance Expense	2,985.78	2,985.78	2,985.78	2,985.78	2,985.78	22,627.43	9,880.74	10,849.29	7,806.24	7,806.24	7,806.24	7,806.24	89,511.32
Landscaping	550.00	550.00	550.00	550.00	550.00	5,949.91	681.25	550.00	550.00	900.00	550.00	550.00	12,481.16
Management Fees	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	1,312.50	17,750.00
Miscellaneous	0.00	0.00	0.00	0.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00
Postage and Delivery	33.27	0.00	0.00	0.00	26.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.59
Professional Fees- Legal	0.00	0.00	0.00	50.00	0.00	0.00	0.00	187.50	0.00	250.00	0.00	636.25	1,123.75
Professional Fees- Tax Return	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Recycling	1,603.53	1,551.56	1,553.18	1,522.87	1,507.26	1,501.55	1,779.81	1,762.14	1,925.54	1,503.01	1,459.54	2,381.53	20,051.52
Repairs and Maintenance	2,000.00	2,496.00	0.00	400.00	5,640.11	1,711.07	1,374.02	350.00	4,030.40	559.40	0.00	2,812.50	21,373.50
Utilities	4,175.64	4,151.03	4,061.25	4,342.58	4,320.69	4,022.16	4,389.56	4,049.82	3,299.43	3,173.06	3,071.95	3,190.50	46,247.67
<b>Total Expense</b>	<u>12,691.61</u>	<u>13,736.11</u>	<u>10,547.85</u>	<u>11,246.60</u>	<u>16,447.45</u>	<u>37,206.31</u>	<u>19,503.19</u>	<u>19,092.99</u>	<u>18,956.20</u>	<u>15,536.54</u>	<u>14,233.28</u>	<u>20,724.23</u>	<u>209,922.36</u>
<b>Net Income</b>	<u><u>235.74</u></u>	<u><u>-808.76</u></u>	<u><u>2,379.50</u></u>	<u><u>1,680.75</u></u>	<u><u>-3,520.10</u></u>	<u><u>-24,278.96</u></u>	<u><u>-6,575.84</u></u>	<u><u>-6,165.64</u></u>	<u><u>-6,028.85</u></u>	<u><u>-2,609.19</u></u>	<u><u>-1,305.93</u></u>	<u><u>-7,796.88</u></u>	<u><u>-54,794.16</u></u>

3:43 PM

**Nob Hill Business Center Condo Association Inc**

01/11/24

**Profit & Loss**

Accrual Basis

December 2023

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	Dec 23
Income	
HOA Income	12,927.35
Total Income	12,927.35
Gross Profit	12,927.35
Expense	
Bank Fees	34.71
Insurance Expense	7,806.24
Landscaping	550.00
Management Fees	3,312.50
Professional Fees- Legal	636.25
Recycling	2,381.53
Repairs and Maintenance	2,812.50
Utilities	3,190.50
Total Expense	20,724.23
Net Income	<b>-7,796.88</b>

3:44 PM

01/11/24

Accrual Basis

# Nob Hill Business Center Condo Association Inc

## Profit & Loss Detail

December 2023

Type	Date	Num	Name	Memo	Amount
<b>Income</b>					
<b>HOA Income</b>					
Invoice	12/01/2023	2080CA	American Top Team of Sunrise	HOA Assessment	911.05
Invoice	12/01/2023	2080CA	Ameeb Investments Realty	HOA Assessment	475.67
Invoice	12/01/2023	2080CA	Auto Depot Center	HOA Assessment	1,127.00
Invoice	12/01/2023	2079CA	B&B Business Center	HOA Assessment	1,490.54
Invoice	12/01/2023	2078CA	DA Medical Warehouse	HOA Assessment	911.05
Invoice	12/01/2023	2078CA	DRP Property Holdings	HOA Assessment	1,822.12
Invoice	12/01/2023	39	MAC Advisors LLC	HOA Assessment	912.81
Invoice	12/01/2023	41	PAAL Technologies Inc	HOA Assessment	797.94
Invoice	12/01/2023	2080CA	Pulice Land Surveyors	HOA Assessment	1,011.29
Invoice	12/01/2023	2079CA	Pullattu Properties	HOA Assessment	535.62
Invoice	12/01/2023	2083CA	Spiritual Warfare Church	HOA Assessment	1,011.29
Invoice	12/01/2023	2086CA	State Contracting & Engineering	HOA Assessment	1,202.97
Invoice	12/01/2023	34	State Contracting & Engineering	HOA Assessment- Unit 5397	444.98
Invoice	12/01/2023	5417	Susie's Scrumptious Sweets	HOA Assessment	273.02
Total HOA Income					12,927.35
Total Income					12,927.35
Gross Profit					12,927.35
<b>Expense</b>					
<b>Bank Fees</b>					
Check	12/11/2023		Regions Bank	December 2023	34.71
Total Bank Fees					34.71
<b>Insurance Expense</b>					
Check	12/01/2023		IPFS	December 2023	7,199.74
Check	12/05/2023		Travelers	December 2023	606.50
Total Insurance Expense					7,806.24
<b>Landscaping</b>					
Check	12/04/2023		Sharp Blades Landscaping LLC	December 2023	550.00
Total Landscaping					550.00
<b>Management Fees</b>					
Check	12/13/2023	1323	CALM LLC	Management Fees December 2023	1,312.50
Check	12/22/2023	1324	CALM LLC	Website Maintenance December 2023	2,000.00
Total Management Fees					3,312.50
<b>Professional Fees- Legal</b>					
Check	12/06/2023	1320	Peter & Peters, Attorney at Law, P.A.	December 2023	350.00
Check	12/13/2023	1322	Peter & Peters, Attorney at Law, P.A.	December 2023	286.25
Total Professional Fees- Legal					636.25
<b>Recycling</b>					
Check	12/18/2023		Republic Services Inc #695	December 2023	2,381.53
Total Recycling					2,381.53
<b>Repairs and Maintenance</b>					
Check	12/06/2023	1321	South Florida Asphalt Services	Asphalt patching	2,250.00
Check	12/27/2023	1325	Broward Coutny Fence LLC	50% Balance	562.50
Total Repairs and Maintenance					2,812.50
<b>Utilities</b>					
Check	12/12/2023		FPL	December 2023	264.56
Check	12/13/2023		City of Sunrise	December 2023	2,925.94
Total Utilities					3,190.50
Total Expense					20,724.23
<b>Net Income</b>					<b>-7,796.88</b>



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01/11/24

**Nob Hill Business Center Condo Association Inc**

**A/R Aging Summary**

**As of December 31, 2023**

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
DA Medical Warehouse	0.00	-22,656.60	0.00	0.00	0.00	-22,656.60
PAAL Technologies Inc	0.00	-797.94	0.00	0.00	0.00	-797.94
Pulice Land Surveyors	0.00	1,011.29	0.00	0.00	0.00	1,011.29
Spiritual Warfare Church	0.00	1,011.29	434.42	0.00	0.00	1,445.71
<b>TOTAL</b>	<b>0.00</b>	<b>-21,431.96</b>	<b>434.42</b>	<b>0.00</b>	<b>0.00</b>	<b>-20,997.54</b>

3:34 PM

01/11/24

**Nob Hill Business Center Condo Association Inc**  
**Reconciliation Summary**  
**Regions Checking, Period Ending 12/31/2023**

---

	Dec 31, 23
<b>Beginning Balance</b>	40,223.47
<b>Cleared Transactions</b>	
Checks and Payments - 12 items	-20,161.73
Deposits and Credits - 8 items	50,660.45
<b>Total Cleared Transactions</b>	30,498.72
<b>Cleared Balance</b>	70,722.19
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-562.50
<b>Total Uncleared Transactions</b>	-562.50
<b>Register Balance as of 12/31/2023</b>	70,159.69
<b>New Transactions</b>	
Checks and Payments - 4 items	-39,917.91
Deposits and Credits - 2 items	10,280.31
<b>Total New Transactions</b>	-29,637.60
<b>Ending Balance</b>	40,522.09

**Nob Hill Business Center Condo Association Inc**  
**Reconciliation Detail**  
**Regions Checking, Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						40,223.47
<b>Cleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	12/01/2023		IPFS	X	-7,199.74	-7,199.74
Check	12/04/2023		Sharp Blades Landsc...	X	-550.00	-7,749.74
Check	12/05/2023		Travelers	X	-606.50	-8,356.24
Check	12/06/2023	1321	South Florida Asphalt...	X	-2,250.00	-10,606.24
Check	12/06/2023	1320	Peter & Peters, Attor...	X	-350.00	-10,956.24
Check	12/11/2023		Regions Bank	X	-34.71	-10,990.95
Check	12/12/2023		FPL	X	-264.56	-11,255.51
Check	12/13/2023		City of Sunrise	X	-2,925.94	-14,181.45
Check	12/13/2023	1323	CALM LLC	X	-1,312.50	-15,493.95
Check	12/13/2023	1322	Peter & Peters, Attor...	X	-286.25	-15,780.20
Check	12/18/2023		Republic Services In...	X	-2,381.53	-18,161.73
Check	12/22/2023	1324	CALM LLC	X	-2,000.00	-20,161.73
Total Checks and Payments					-20,161.73	-20,161.73
<b>Deposits and Credits - 8 items</b>						
Deposit	12/01/2021			X	7,322.12	7,322.12
Deposit	12/07/2023			X	1,822.12	9,144.24
Deposit	12/08/2023			X	5,596.45	14,740.69
Deposit	12/13/2023			X	9,678.48	24,419.17
Deposit	12/15/2023			X	1,875.69	26,294.86
Deposit	12/18/2023			X	797.94	27,092.80
Deposit	12/29/2023			X	911.05	28,003.85
Deposit	12/29/2023			X	22,656.60	50,660.45
Total Deposits and Credits					50,660.45	50,660.45
Total Cleared Transactions					30,498.72	30,498.72
Cleared Balance					30,498.72	70,722.19
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	12/27/2023	1325	Broward Countrty Fenc...		-562.50	-562.50
Total Checks and Payments					-562.50	-562.50
Total Uncleared Transactions					-562.50	-562.50
Register Balance as of 12/31/2023					29,936.22	70,159.69
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	01/03/2024		IPFS		-7,199.74	-7,199.74
Check	01/03/2024		Travelers		-606.50	-7,806.24
Check	01/05/2024	1326	A-1 Duran Roofing Inc		-30,445.00	-38,251.24
Check	01/10/2024	1327	CALM LLC		-1,666.67	-39,917.91
Total Checks and Payments					-39,917.91	-39,917.91
<b>Deposits and Credits - 2 items</b>						
Deposit	01/05/2024				3,776.14	3,776.14
Deposit	01/05/2024				6,504.17	10,280.31
Total Deposits and Credits					10,280.31	10,280.31
Total New Transactions					-29,637.60	-29,637.60
<b>Ending Balance</b>					<b>298.62</b>	<b>40,522.09</b>

# Nob Hill Business Center Condo Association

Reserve Fund

Monthly Financial Statements

Month Ending:

December 31, 2023

**Balance Sheet**

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings Regions	74,610.36
<b>Total Checking/Savings</b>	74,610.36
<b>Accounts Receivable</b>	
Capital Assessment Receivable	
Spiritual Warfare Church	17,849.80
<b>Total Capital Assessment Receivable</b>	17,849.80
<b>Total Accounts Receivable</b>	17,849.80
<b>Total Current Assets</b>	92,460.16
<b>TOTAL ASSETS</b>	<b>92,460.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Accrued Expenses	54,890.00
<b>Total Other Current Liabilities</b>	54,890.00
<b>Total Current Liabilities</b>	54,890.00
<b>Total Liabilities</b>	54,890.00
<b>Equity</b>	
Opening Balance Equity	0.01
Retained Earnings	94,029.42
Net Income	-56,459.27
<b>Total Equity</b>	37,570.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>92,460.16</b>

Nob Hill Business Center Condominium Association, Inc

Profit & Loss

January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Expense	
Bank Fees	1,569.27
Miscellaneous	0.00
Repairs and Maintenance	54,890.00
Total Expense	56,459.27
Net Ordinary Income	-56,459.27
Net Income	-56,459.27

**Profit & Loss**

Accrual Basis

January through December 2023

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL
Ordinary Income/Expense													
Expense													
Bank Fees	88.11	134.74	184.62	183.11	182.53	182.93	184.40	85.67	85.38	85.77	85.39	86.62	1,569.27
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	54,890.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,890.00
Total Expense	88.11	134.74	55,074.62	183.11	182.53	182.93	184.40	85.67	85.38	85.77	85.39	86.62	56,459.27
Net Ordinary Income	-88.11	-134.74	-55,074.62	-183.11	-182.53	-182.93	-184.40	-85.67	-85.38	-85.77	-85.39	-86.62	-56,459.27
Net Income	-88.11	-134.74	-55,074.62	-183.11	-182.53	-182.93	-184.40	-85.67	-85.38	-85.77	-85.39	-86.62	-56,459.27

Nob Hill Business Center Condominium Association, Inc  
Profit & Loss  
December 2023

	Dec 23
Ordinary Income/Expense	
Expense	
Bank Fees	86.62
Total Expense	86.62
Net Ordinary Income	-86.62
Net Income	-86.62



Nob Hill Business Center Condominium Association, Inc  
Profit & Loss Detail

01/11/24

Accrual Basis

December 2023

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Expense					
Bank Fees					
Check	12/11/2023		Regions Bank	December 2023	86.62
Total Bank Fees					86.62
Total Expense					86.62
Net Ordinary Income					-86.62
Net Income					-86.62

Nob Hill Business Center Condominium Association, Inc  
**A/R Aging Summary**  
As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Spiritual Warfare Church	0.00	0.00	0.00	0.00	17,849.80	17,849.80
TOTAL	0.00	0.00	0.00	0.00	17,849.80	17,849.80

8:34 AM

01/02/24

**Nob Hill Business Center Condominium Association, Inc**

**Reconciliation Summary**  
**Regions, Period Ending 12/31/2023**

---

	<b>Dec 31, 23</b>
<b>Beginning Balance</b>	74,696.98
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-86.62
<b>Total Cleared Transactions</b>	-86.62
<b>Cleared Balance</b>	<b>74,610.36</b>
<b>Register Balance as of 12/31/2023</b>	74,610.36
<b>Ending Balance</b>	74,610.36

8:33 AM

01/02/24

**Nob Hill Business Center Condominium Association, Inc**  
**Reconciliation Detail**  
**Regions, Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						74,696.98
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/11/2023		Regions Bank	X	-86.62	-86.62
Total Checks and Payments					-86.62	-86.62
Total Cleared Transactions					-86.62	-86.62
Cleared Balance					-86.62	74,610.36
Register Balance as of 12/31/2023					-86.62	74,610.36
Ending Balance					-86.62	74,610.36



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

January 24, 2024

Nob Hill Business Center Condo Association, Inc.  
Hannah Smith  
c/o Governmental Management Services  
1001 Bradford Way  
Kingston, TN 37763

Dear Hannah:

Enclosed please find a copy of IRS Form 1120-H. You will need to have an association officer sign the return and mail it no later than March 15, 2024 to one of the addresses below.

For standard delivery use the following address:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, UT 84201-0012

Corporations can use certain private delivery services designated by the IRS to meet the "timely mailing as timely filing" rule for tax returns which we recommend using. These private delivery services include only the following:

- Federal Express: FedEx First Overnight, FedEx Priority Overnight, FedEx Standard Overnight, and FedEx 2Day
- United Parcel Service: UPS Next Day Air Early AM, UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, and UPS 2nd Day Air AM
- DHL Express: DHL Express 9:00, DHL Express 10:30, DHL Express 12:00, DHL Express Envelope, DHL Import Express 10:30, and DHL Import Express 12:00

The private delivery service provider can tell you how to get written proof of the mailing date.

For private delivery services, deliver the return to:

Internal Revenue Service  
1973 Rulon White Blvd.  
Ogden, UT 84201

Very truly yours,

Grau & Associates

---

Antonio Grau



**U.S. Income Tax Return  
for Homeowners Associations**Go to [www.irs.gov/Form1120H](http://www.irs.gov/Form1120H) for instructions and the latest information.

OMB No. 1545-0123

**2023**

For calendar year 2023 or tax year beginning , 2023, and ending , 20

<b>TYPE OR PRINT</b>	Name <b>NOB HILL BUSINESS CENTER CONDOMINIUM ASSOCIATION, INC.</b>	Employer identification number <b>20-8234532</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>5359 NOB HILL ROAD</b>	Date association formed <b>04/26/2006</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>SUNRISE, FL 33351</b>	

Check if: (1) ☐ Final return (2) ☐ Name change (3) ☐ Address change (4) ☐ Amended return

<b>A</b>	Check type of homeowners association: <input checked="" type="checkbox"/> Condominium management association <input type="checkbox"/> Residential real estate association <input type="checkbox"/> Timeshare association	
<b>B</b>	Total exempt function income. Must meet 60% gross income test. See instructions . . . . .	<b>155,128</b>
<b>C</b>	Total expenditures made for purposes described in 90% expenditure test. See instructions . . . . .	<b>266,320</b>
<b>D</b>	Association's total expenditures for the tax year. See instructions . . . . .	<b>266,381</b>
<b>E</b>	Tax-exempt interest received or accrued during the tax year . . . . .	

**Gross Income** (excluding exempt function income)

<b>1</b>	Dividends . . . . .	<b>1</b>	
<b>2</b>	Taxable interest . . . . .	<b>2</b>	
<b>3</b>	Gross rents . . . . .	<b>3</b>	
<b>4</b>	Gross royalties . . . . .	<b>4</b>	
<b>5</b>	Capital gain net income (attach Schedule D (Form 1120)) . . . . .	<b>5</b>	
<b>6</b>	Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797) . . . . .	<b>6</b>	
<b>7</b>	Other income (excluding exempt function income) (attach statement) . . . . .	<b>7</b>	
<b>8</b>	<b>Gross income</b> (excluding exempt function income). Add lines 1 through 7 . . . . .	<b>8</b>	

**Deductions** (directly connected to the production of gross income, excluding exempt function income)

<b>9</b>	Salaries and wages . . . . .	<b>9</b>	
<b>10</b>	Repairs and maintenance . . . . .	<b>10</b>	
<b>11</b>	Rents . . . . .	<b>11</b>	
<b>12</b>	Taxes and licenses . . . . .	<b>12</b>	<b>61</b>
<b>13</b>	Interest . . . . .	<b>13</b>	
<b>14</b>	Depreciation (attach Form 4562) . . . . .	<b>14</b>	
<b>15</b>	Other deductions (attach statement) . . . . .	<b>15</b>	
<b>16</b>	<b>Total deductions.</b> Add lines 9 through 15 . . . . .	<b>16</b>	
<b>17</b>	Taxable income before specific deduction of \$100. Subtract line 16 from line 8 . . . . .	<b>17</b>	
<b>18</b>	Specific deduction of \$100 . . . . .	<b>18</b>	<b>\$100</b>

**Tax and Payments**

<b>19</b>	<b>Taxable income.</b> Subtract line 18 from line 17 . . . . .	<b>19</b>	<b>-161</b>
<b>20</b>	Enter 30% (0.30) of line 19. (Timeshare associations, enter 32% (0.32) of line 19.) . . . . .	<b>20</b>	
<b>21</b>	Tax credits (see instructions) . . . . .	<b>21</b>	
<b>22</b>	<b>Total tax.</b> Subtract line 21 from line 20. See instructions for recapture of certain credits . . . . .	<b>22</b>	<b>0</b>
<b>23a</b>	Preceding year's overpayment credited to the current year . . . . .	<b>23a</b>	
<b>b</b>	Current year's estimated tax payments . . . . .	<b>23b</b>	
<b>c</b>	Tax deposited with Form 7004 . . . . .	<b>23c</b>	
<b>d</b>	Credit for tax paid on undistributed capital gains (attach Form 2439) . . . . .	<b>23d</b>	
<b>e</b>	Credit for federal tax paid on fuels (attach Form 4136) . . . . .	<b>23e</b>	
<b>f</b>	Elective payment election amount from Form 3800 . . . . .	<b>23f</b>	
<b>g</b>	<b>Total payments and credits.</b> Combine lines 23a through 23f . . . . .	<b>23g</b>	
<b>24</b>	<b>Amount owed.</b> Subtract line 23g from line 22. See instructions . . . . .	<b>24</b>	<b>0</b>
<b>25</b>	<b>Overpayment.</b> Subtract line 22 from line 23g . . . . .	<b>25</b>	<b>0</b>
<b>26</b>	Enter amount of line 25 you want: <b>Credited to 2024 estimated tax</b> <b>Refunded</b> . . . . .	<b>26</b>	<b>0</b>

**Sign  
Here**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

May the IRS discuss this return  
with the preparer shown below?  
See instructions. ☒ Yes ☐ No**Paid  
Preparer  
Use Only**

Print/Type preparer's name

**ANTONIO GRAU JR.**

Preparer's signature



Date

**1/24/2024**Check ☐ if  
self-employed

PTIN

**P00178771**Firm's name **GRAU & ASSOCIATES**Firm's EIN **20-2067322**Firm's address **951 YAMATO ROAD #280, BOCA RATON, FL 33431**Phone no. **561-994-9299**

# ***Nob Hill Business Center Condo Association***

***February 15<sup>th</sup>, 2024 1:00 PM ET  
Meeting Agenda Packet***

## ***Agenda Topic***

***#4:***

***Financial Reports as of January 31<sup>st</sup>, 2024***

# Nob Hill Business Center Condo Association

Monthly Financial Statements

Month Ending:

January 31, 2024



## Nob Hill Business Center Condo Association Inc

02/06/24

## Balance Sheet

Accrual Basis

As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Regions Checking	88,138.45
Total Checking/Savings	88,138.45
Accounts Receivable	
Accounts Receivable Operations	
Arneeb Investment Realty	290.92
DA Medical Warehouse	-16,150.64
PAAL Technologies Inc	-797.94
Pulice Land Suveyors	1,011.29
Pullattu Properties	327.58
Susie's Scrumptious Sweets	166.98
Total Accounts Receivable Operations	-15,151.81
Total Accounts Receivable	-15,151.81
Total Current Assets	72,986.64
<b>TOTAL ASSETS</b>	<b>72,986.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Reserve Fund	9,397.48
Total Other Current Liabilities	9,397.48
Total Current Liabilities	9,397.48
Total Liabilities	9,397.48
Equity	
Opening Balance Equity	24,080.65
Retained Earnings	25,081.50
Net Income	14,427.01
Total Equity	63,589.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>72,986.64</b>

3:44 PM

**Nob Hill Business Center Condo Association Inc**

02/06/24

**Profit & Loss**

Accrual Basis

January 2024

---

	Jan 24
Income	
HOA Income	20,833.33
Miscellaneous Income	9,741.49
Total Income	30,574.82
Gross Profit	30,574.82
Expense	
Bank Fees	34.79
Insurance Expense	7,806.24
Landscaping	550.00
Management Fees	1,666.67
Professional Fees- Legal	650.00
Recycling	1,613.51
Repairs and Maintenance	562.50
Utilities	3,264.10
Total Expense	16,147.81
Net Income	14,427.01

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3:46 PM

02/06/24

# Nob Hill Business Center Condo Association Inc

## Profit & Loss Detail

Accrual Basis

January 2024

Type	Date	Num	Name	Memo	Amount
<b>Income</b>					
<b>HOA Income</b>					
Invoice	01/01/2024	2084CA	North Broward Pentecostal Tabernacle	HOA Assessment	1,629.79
Invoice	01/01/2024	2081CA	American Top Team of Sunrise	HOA Assessment	1,468.24
Invoice	01/01/2024	2080CA	B&B Business Center	HOA Assessment	2,402.15
Invoice	01/01/2024	2081CA	Auto Depot Center	HOA Assessment	1,816.27
Invoice	01/01/2024	2079CA	DA Medical Warehouse	HOA Assessment	1,468.24
Invoice	01/01/2024	2080CA	Pullattu Properties	HOA Assessment	863.20
Invoice	01/01/2024	2081CA	Arneeb Investments Realty	HOA Assessment	766.59
Invoice	01/01/2024	2081CA	Pulice Land Surveyors	HOA Assessment	1,629.79
Invoice	01/01/2024	2079CA	DRP Property Holdings	HOA Assessment	2,936.52
Invoice	01/01/2024	42	PAAL Technologies Inc	HOA Assessment	1,285.63
Invoice	01/01/2024	40	MAC Advisors LLC	HOA Assessment	1,471.08
Invoice	01/01/2024	2087CA	State Contracting & Engineering	HOA Assessment	1,938.70
Invoice	01/01/2024	35	State Contracting & Engineering	HOA Assessment- Unit 5397	717.13
Invoice	01/01/2024	5418	Lane Real Estate Holdings LLC	HOA Assessment	440.00
Total HOA Income					20,833.33
<b>Miscellaneous Income</b>					
Deposit	01/31/2024		Cash	Interest paid from Spiritual Warfare Church	9,741.49
Total Miscellaneous Income					9,741.49
Total Income					30,574.82
Gross Profit					30,574.82
<b>Expense</b>					
<b>Bank Fees</b>					
Check	01/11/2024		Regions Bank	January 2024	34.79
Total Bank Fees					34.79
<b>Insurance Expense</b>					
Check	01/03/2024		Travelers	January 2024	606.50
Check	01/03/2024		IPFS	January 2024	7,199.74
Total Insurance Expense					7,806.24
<b>Landscaping</b>					
Check	01/11/2024		Sharp Blades Landscaping LLC	January 2024	550.00
Total Landscaping					550.00
<b>Management Fees</b>					
Check	01/10/2024	1327	CALM LLC	Management Fees - January 2024	1,500.00
Check	01/10/2024	1327	CALM LLC	Website Maintenance - January 2024	166.67
Total Management Fees					1,666.67
<b>Professional Fees- Legal</b>					
Check	01/24/2024	1328	Peter & Peters, Attorney at Law, P.A.	January 2024	650.00
Total Professional Fees- Legal					650.00
<b>Recycling</b>					
Check	01/17/2024		Republic Services Inc #695	January 2024	1,613.51
Total Recycling					1,613.51
<b>Repairs and Maintenance</b>					
Check	01/05/2024	1326	A-1 Duran Roofing Inc	East Roof Install Remaining Balance \$21,990/2	10,995.00
Check	01/05/2024	1326	A-1 Duran Roofing Inc	East Coping Work \$32,900/2	16,450.00
Check	01/05/2024	1326	A-1 Duran Roofing Inc	East Gutter install \$6,000/2	3,000.00
Check	01/09/2024		Broward Coutny Fence LLC	January 2024	562.50
Deposit	01/18/2024		Nob Hill Reserve	Reimbursement for A1 Duran	-30,445.00
Total Repairs and Maintenance					562.50
<b>Utilities</b>					
Check	01/11/2024		FPL	January 2024	266.31
Check	01/16/2024		City of Sunrise	January 2024	2,997.79
Total Utilities					3,264.10
Total Expense					16,147.81
<b>Net Income</b>					<b>14,427.01</b>

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02/06/24

**Nob Hill Business Center Condo Association Inc**

**A/R Aging Summary**

**As of January 31, 2024**

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Arneeb Investments Realty	0.00	290.92	0.00	0.00	0.00	290.92
DA Medical Warehouse	0.00	0.00	-16,150.64	0.00	0.00	-16,150.64
Lane Real Estate Holdings LLC	0.00	166.98	0.00	0.00	0.00	166.98
PAAL Technologies Inc	0.00	-797.94	0.00	0.00	0.00	-797.94
Pulice Land Surveyors	0.00	0.00	0.00	1,011.29	0.00	1,011.29
Pullattu Properties	0.00	327.58	0.00	0.00	0.00	327.58
<b>TOTAL</b>	<b>0.00</b>	<b>-12.46</b>	<b>-16,150.64</b>	<b>1,011.29</b>	<b>0.00</b>	<b>-15,151.81</b>

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02/05/24

**Nob Hill Business Center Condo Association Inc**  
**Reconciliation Summary**  
**Regions Checking, Period Ending 01/31/2024**

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	Jan 31, 24
<b>Beginning Balance</b>	70,722.19
<b>Cleared Transactions</b>	
Checks and Payments - 12 items	-47,155.31
Deposits and Credits - 7 items	82,421.37
<b>Total Cleared Transactions</b>	35,266.06
<b>Cleared Balance</b>	105,988.25
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-17,849.80
<b>Total Uncleared Transactions</b>	-17,849.80
<b>Register Balance as of 01/31/2024</b>	88,138.45
<b>New Transactions</b>	
Checks and Payments - 3 items	-15,899.74
Deposits and Credits - 1 item	12,172.34
<b>Total New Transactions</b>	-3,727.40
<b>Ending Balance</b>	84,411.05

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02/05/24

## Nob Hill Business Center Condo Association Inc

## Reconciliation Detail

Regions Checking, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						70,722.19
<b>Cleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	12/27/2023	1325	Broward Coutny Fen...	X	-562.50	-562.50
Check	01/03/2024		IPFS	X	-7,199.74	-7,762.24
Check	01/03/2024		Travelers	X	-606.50	-8,368.74
Check	01/05/2024	1326	A-1 Duran Roofing Inc	X	-30,445.00	-38,813.74
Check	01/09/2024		Broward Coutny Fen...	X	-562.50	-39,376.24
Check	01/10/2024	1327	CALM LLC	X	-1,666.67	-41,042.91
Check	01/11/2024		Sharp Blades Lands...	X	-550.00	-41,592.91
Check	01/11/2024		FPL	X	-266.31	-41,859.22
Check	01/11/2024		Regions Bank	X	-34.79	-41,894.01
Check	01/16/2024		City of Sunrise	X	-2,997.79	-44,891.80
Check	01/17/2024		Republic Services In...	X	-1,613.51	-46,505.31
Check	01/24/2024	1328	Peter & Peters, Attor...	X	-650.00	-47,155.31
<b>Total Checks and Payments</b>					-47,155.31	-47,155.31
<b>Deposits and Credits - 7 items</b>						
Deposit	01/05/2024			X	3,776.14	3,776.14
Deposit	01/05/2024			X	6,504.17	10,280.31
Deposit	01/18/2024		Nob Hill Reserve	X	30,445.00	40,725.31
Deposit	01/25/2024			X	8,675.22	49,400.53
Deposit	01/31/2024			X	1,888.05	51,288.58
Deposit	01/31/2024			X	3,541.50	54,830.08
Deposit	01/31/2024		Cash	X	27,591.29	82,421.37
<b>Total Deposits and Credits</b>					82,421.37	82,421.37
<b>Total Cleared Transactions</b>					35,266.06	35,266.06
<b>Cleared Balance</b>					35,266.06	105,988.25
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	01/31/2024	1329	Nob Hill Reserve		-17,849.80	-17,849.80
<b>Total Checks and Payments</b>					-17,849.80	-17,849.80
<b>Total Uncleared Transactions</b>					-17,849.80	-17,849.80
<b>Register Balance as of 01/31/2024</b>					17,416.26	88,138.45
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	02/01/2024		IPFS		-7,199.74	-7,199.74
Check	02/02/2024	1330	Certified Inspectors ...		-8,150.00	-15,349.74
Check	02/02/2024		Sharp Blades Lands...		-550.00	-15,899.74
<b>Total Checks and Payments</b>					-15,899.74	-15,899.74
<b>Deposits and Credits - 1 item</b>						
Deposit	02/02/2024				12,172.34	12,172.34
<b>Total Deposits and Credits</b>					12,172.34	12,172.34
<b>Total New Transactions</b>					-3,727.40	-3,727.40
<b>Ending Balance</b>					13,688.86	84,411.05

# Nob Hill Business Center Condo Association

Reserve Fund

Monthly Financial Statements

Month Ending:

January 31, 2024

## Nob Hill Business Center Condominium Association, Inc

02/06/24

## Balance Sheet

Accrual Basis

As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Regions	44,080.09
<b>Total Checking/Savings</b>	44,080.09
<b>Accounts Receivable</b>	
Capital Assessment Receivable	
American Top Team of Sunrise	419.81
Arneeb Investment Realty	219.19
Auto Depot Center	519.31
B&B Business Center	686.83
DA Medial Warehouse	419.81
DRP Property Holdings LLC	9,235.82
MAC Advisors	420.62
PAAL Technologies Inc	367.59
Pulice Land Surveyors	465.99
Pullattu Properties	246.81
Spiritual Warfare Church	18,315.79
State Contracting & Engineering	759.36
Susies Scrumptious Sweets	125.81
<b>Total Capital Assessment Receivable</b>	32,202.74
<b>Total Accounts Receivable</b>	32,202.74
<b>Total Current Assets</b>	76,282.83
<b>TOTAL ASSETS</b>	<b>76,282.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Accrued Expenses	24,445.00
<b>Total Other Current Liabilities</b>	24,445.00
<b>Total Current Liabilities</b>	24,445.00
<b>Total Liabilities</b>	24,445.00
<b>Equity</b>	
Opening Balance Equity	0.01
Retained Earnings	37,570.15
Net Income	14,267.67
<b>Total Equity</b>	51,837.83
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>76,282.83</b>



Nob Hill Business Center Condominium Association, Inc  
Profit & Loss  
January 2024

	Jan 24
Ordinary Income/Expense	
Income	
Capital Assessments	14,352.94
Total Income	14,352.94
Gross Profit	14,352.94
Expense	
Bank Fees	85.27
Total Expense	85.27
Net Ordinary Income	14,267.67
Net Income	14,267.67

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02/06/24

Accrual Basis

# Nob Hill Business Center Condominium Association, Inc

## Profit & Loss Detail

January 2024

Type	Date	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Capital Assessments</b>					
Invoice	01/01/2024	3	DRP Property Holdings LLC	Capital Assessment (March 2024 - December 2024)	8,396.20
Invoice	01/01/2024	4	DRP Property Holdings LLC	Capital Assessment - January 2024	839.62
Invoice	01/01/2024	102	North Broward Pentecostal Tabernacle	Capital Assessment	465.99
Invoice	01/01/2024	11	American Top Team of Sunrise	Capital Assessment	419.81
Invoice	01/01/2024	85	B&B Business Center	Capital Assessment	686.83
Invoice	01/01/2024	71	Auto Depot Center	Capital Assessment	519.31
Invoice	01/01/2024	3	DA Medical Warehouse	Capital Assessment	419.81
Invoice	01/01/2024	6	Pullattu Properties	Capital Assessment	246.81
Invoice	01/01/2024	18	Arneeb Investment Realty	Capital Assessment	219.19
Invoice	01/01/2024	3	Pulice Land Surveyors	Capital Assessment	465.99
Invoice	01/01/2024	2	PAAL Technologies Inc	Capital Assessment	367.59
Invoice	01/01/2024	8	MAC Advisors	Capital Assessment	420.62
Invoice	01/01/2024	4	State Contracting & Engineering	Capital Assessment	554.32
Invoice	01/01/2024	5	State Contracting & Engineering	Capital Assessment	205.04
Invoice	01/01/2024	35A	Lane Real Estate Holdings LLC	Capital Assessment	125.81
Total Capital Assessments					14,352.94
Total Income					14,352.94
Gross Profit					14,352.94
<b>Expense</b>					
<b>Bank Fees</b>					
Check	01/09/2024		Regions Bank	January 2024	85.27
Total Bank Fees					85.27
Total Expense					85.27
Net Ordinary Income					14,267.67
<b>Net Income</b>					<b>14,267.67</b>

3:55 PM

02/06/24

## Nob Hill Business Center Condominium Association, Inc

**A/R Aging Summary**

As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
American Top Team of Sunrise	0.00	419.81	0.00	0.00	0.00	419.81
Arneeb Investment Realty	0.00	219.19	0.00	0.00	0.00	219.19
Auto Depot Center	0.00	519.31	0.00	0.00	0.00	519.31
B&B Business Center	0.00	686.83	0.00	0.00	0.00	686.83
DA Medical Warehouse	0.00	419.81	0.00	0.00	0.00	419.81
DRP Property Holdings LLC	0.00	9,235.82	0.00	0.00	0.00	9,235.82
Lane Real Estate Holdings LLC	0.00	125.81	0.00	0.00	0.00	125.81
MAC Advisors	0.00	420.62	0.00	0.00	0.00	420.62
North Broward Pentecostal Tabernacle	0.00	465.99	0.00	0.00	17,849.80	18,315.79
PAAL Technologies Inc	0.00	367.59	0.00	0.00	0.00	367.59
Pulice Land Surveyors	0.00	465.99	0.00	0.00	0.00	465.99
Pullattu Properties	0.00	246.81	0.00	0.00	0.00	246.81
State Contracting & Engineering	0.00	759.36	0.00	0.00	0.00	759.36
<b>TOTAL</b>	<b>0.00</b>	<b>14,352.94</b>	<b>0.00</b>	<b>0.00</b>	<b>17,849.80</b>	<b>32,202.74</b>

Nob Hill Business Center Condominium Association, Inc  
Reconciliation Summary  
Regions, Period Ending 01/31/2024

	Jan 31, 24	
Beginning Balance		74,610.36
Cleared Transactions		
Checks and Payments - 2 items	-30,530.27	
Total Cleared Transactions	-30,530.27	
Cleared Balance		44,080.09
Register Balance as of 01/31/2024		44,080.09
Ending Balance		44,080.09

8:55 AM  
02/01/24

**Nob Hill Business Center Condominium Association, Inc**  
**Reconciliation Detail**  
**Regions, Period Ending 01/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						74,610.36
Cleared Transactions						
Checks and Payments - 2 items						
Check	01/09/2024		Regions Bank	X	-85.27	-85.27
Check	01/18/2024	134	Nob Hill Business C...	X	-30,445.00	-30,530.27
Total Checks and Payments					-30,530.27	-30,530.27
Total Cleared Transactions					-30,530.27	-30,530.27
Cleared Balance					-30,530.27	44,080.09
Register Balance as of 01/31/2024					-30,530.27	44,080.09
Ending Balance					-30,530.27	44,080.09

# ***Nob Hill Business Center Condo Association***

***February 15<sup>th</sup>, 2024 1:00 PM ET  
Meeting Agenda Packet***

## ***Agenda Topic***

***#6:***

***Discussion of expanding the Board to 5 members***

**NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS OF  
NOB HILL BUSINESS CENTER CONDOMINIUM ASSOCIATION, INC.**

I, Jane Storms, hereby place my name in nomination as a candidate for the Board of Directors. I (circle one) am/am not enclosing an Information Sheet about myself. I understand that I am solely responsible for the accuracy of the information contained in the Information Sheet. (Please type or print your name beneath your signature.)

Date: 1-18-24

Jane Storms  
(Signature)

Unit # 5381

Police Land Surveyors

Jane Storms  
(Please Print Name on Above Line)

**NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS OF  
NOB HILL BUSINESS CENTER CONDOMINIUM ASSOCIATION, INC.**

I, MOHAMMAD ARIF, hereby place my name in nomination as a candidate for the Board of Directors. I (circle one) am/am not enclosing an Information Sheet about myself. I understand that I am solely responsible for the accuracy of the information contained in the Information Sheet. (Please type or print your name beneath your signature.)

Date: 12-29-23

  
(Signature)

Unit # 5365

MOHAMMAD ARIF  
(Please Print Name on Above Line)



# ***Nob Hill Business Center Condo Association***

***February 15<sup>th</sup>, 2024 1:00 PM ET  
Meeting Agenda Packet***

## ***Agenda Topic***

***#10:***

***Review of the Field Management Itemized Expenditure  
Schedule as of 2024-02-13***

***Nob Hill Business Center Condo  
Association***

***Field Management  
Project Status Report***

***- Inventory of Capital and Operating Repair Projects***



*The Association Budget was adopted at the December 5th, 2023 Board Meeting*

Nob Hill Business Center Association

Field Management Report and Budget Schedule as of 2024-02-13:

A) Operating Account Funds As of 2024-01-31				
Net Cash in Operating Account Fund Bank Account as of 01/31/2024			\$88,138	
Net Reduction For Prepaid Assessments			(\$15,152)	
Operating Capital Needs ( 3 months x \$15K a month )			(\$45,000)	
Other			\$0	
Other			\$0	
		Adjusted Operating Funds On Hand		\$27,987
B) Operating Account Repair and Maintenance Planned/Actual Expenses as of 2024-02-01				
2024 Annual Repairs and Maintenance Budget:				
\$29,000 Annual	[ \$29,000 / 12 = \$2,416.67 Monthly ]			\$29,000
In-Flight Board Approved Projects:				
Mandated Pressure Washing to address the City of Sunrise Citation			\$650	
Mandated 10-Year Inspection Notice to address the City of Sunrise Citation			\$9,093	
Mandated Dead Tree Removal (Six Trees) + Permit			\$2,715	
Mandated Irrigation Repair Required From The Dead Tree Permit (Phase I)			\$2,502	
Other			\$0	
Other			\$0	
		Subtotal:	\$14,960	51.6%
Additional Planned Maintenance Projects Not Yet Committed or Approved By The Board:				
Street Signs Replacement			\$350	
Additional Annual Pressure Washing if completed with the Pressure Washing Citation			\$1,150	
Other			\$0	
Other			\$0	
		Subtotal:	\$1,500	5.2%
		Unallocated 2024 Year-end Contingency Funds	\$12,540	43.2%
C) Reserve Account Funds As of 2024-01-31				
Cash in Reserve Fund Bank Account as of 01/31/2024 Including recent Spiritual Warfare delinquency payment			\$44,080	
A1 Duran Roofing Accrued Expenses (Board approved 50% payment on 12-5-2023 of \$30,445; balance on ho			(\$30,445)	
Mandated Replacement Tree Estimated Costs (12 Hardwood Trees )			\$6,500	
Reserve Capital Needs ( 1 months x \$10K a month )			(\$10,000)	
Other			\$0	
Other			\$0	
		Adjusted Reserve Funds On Hand		\$10,135
D) Reserve Account Repair and Maintenance Planned/Actual Expenses as of 2024-02-01				
2024 Annual Capital Assessments Budget Plus Cash On Hand Transfer:				
\$71,481 Annual	[ \$71,481 - \$1,200 / 12 = \$5,856.75 Monthly ]		\$70,281	
Other			\$0	
				\$70,281
In-Flight Board Approved Projects:				
Mandated Parking Lot Striping to address the City of Sunrise Citation (Estimated \$ and start in April 2024)			\$3,000	
ADA Lighting Fixture Compliance Improvements Phase 1 ( Approved by Board on 12/5/2023 Meeting - Anticipated June 2024)			\$17,942	
Stucco Repair and Building Painting ( Approved By Board On 12/5/2023 Meeting - Anticipated to start in August 2024 )			\$37,281	
West Building Commercial Gutter Repair (Board Approved \$7K at 12/5/2023 meeting)			\$7,000	
Other			\$0	
Other			\$0	
		Subtotal:	\$65,223	92.8%
Additional Planned Maintenance Projects Not Yet Committed or Approved By The Board:				
Additional Scope Stucco Repair and Building Painting ( To include door trim and metal fixtures )			\$15,719	
Additional West Building Commercial Gutter Repair (Board Approved \$7K at 12/5/2023 meeting)			\$5,000	
ADA Parking Lot Compliance Remediation Phase 2 ( Approved by Board on 12/5/2023 Meeting )			\$15,000	
Given Budget Shortfall ( Defer the ADA Parking Lot Compliance Phase 2 Remediation to 2025 )			(\$15,000)	
Other			\$0	
Other			\$0	
		Subtotal:	\$20,719	29.5%
		Unallocated 2024 Year-end Contingency Funds	(\$15,661)	-22.3%
E) Identified and Unapproved Capital Budget Projects For 2025 Consideration as of 2024-02-01				
Projects Not Yet Approved With Estimated Costs For Future Consideration:				
ADA Parking Lot Compliance Remediation (1 Vendor Provided A Quote in Jan '24)			\$97,699	
Landscaping & Beautification Project (Estimated)			\$60,000	
Irrigation Repair - Phase II - Quote after Phase I completed - Estimate \$ and Date TBD			\$6,000	
Replacement From Missing SE Corner Light Pole (Estimated)			\$5,600	
Other			\$0	
Other			\$0	
		Proposed Project Itemized Subtotal:		\$169,299

Nob Hill Business Center Association

Anticipated Cumulative 2024 Gross Cash Flow Assuming Zero Delinquencies or Accounts Receivable Balances

2024 Calendar Year Assessments	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Cash Flow - Operating Account	\$20,833	\$41,667	\$62,500	\$83,333	\$104,167	\$125,000	\$145,833	\$166,667	\$187,500	\$208,333	\$229,167	\$250,000
Cash Flow - Capital Account	\$5,957	\$11,914	\$17,870	\$23,827	\$29,784	\$35,741	\$41,697	\$47,654	\$53,611	\$59,568	\$65,524	\$71,481
	\$26,790	\$53,580	\$80,370	\$107,160	\$133,950	\$160,740	\$187,531	\$214,321	\$241,111	\$267,901	\$294,691	\$321,481