

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, February 15th, 2024 at 1:00 PM via Zoom Teleconference.

Present and constituting a quorum were:

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

Also, present were:

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 December 5th, 2023, Meeting Minutes

Mr. Mossing moved to approve the minutes of the December 5th, 2023 meeting.

On MOTION by Mr. Mossing seconded by Mr. Krah, with all in favor, the Minutes of the December 5th, 2023, Meeting was approved.

THIRD ORDER OF BUSINESS

Financial Report as of 12/31/2023

Mr. Nelson presented the Financial package as of December 31st, 2023 for approval. We also discussed that the Tax Return would need to be signed. Mr. Smith shared that he would sign the tax return and send it to Mr. Nelson for filing. Mr. Mossing moved to approve the package.

On MOTION by Mr. Mossing seconded by Mr. Smith, with all in favor, the Financial Package for December 2023 was approved.

FOURTH ORDER OF BUSINESS

Financial Report as of 01/31/2024

Mr. Nelson presented the Financial package as of January 31st, 2024 for approval. Mr. Smith moved to approve the package.

On MOTION by Mr. Smith seconded by Mr. Krah, with all in favor, the Financial Package for January 2024 was approved.

FIFTH ORDER OF BUSINESS

**Association First Right Of
Refusal Process For Unit Sales**

Mr. Nelson shared that we had two recent unit sales. The question about the existing Association process of having a first right of refusal process of the Association for purchase of a unit. The Association declaration documents clearly outline the expected process and application process for an impending sale. We have had several questions from title agents and owners of the process. Mr. Nelson described recent feedback and the Board made the decision that they want to keep the existing process in place. The Estoppel forms will continue to have a box that states the Board requires pre-approval of an application. Mr. Nelson stated that we would add this topic to our next Board Meeting to discuss with Association owners. Mr. Smith made a motion to continue the existing application process.

On MOTION by Mr. Smith seconded by Mr. Krah, with all in favor of keeping the existing application first right of refusal process.

SIXTH ORDER OF BUSINESS

Expansion of the Board to Five Members from the existing Three Members

Mr. Smith shared at the December 5th, 2023 Board meeting he would like to expand the Board to 5 members if possible. Mr. Nelson researched this option for Association Counsel had confirmed that we can expand the board to 5 members as defined in our current Association Declaration documents. Mr. Nelson shared that we have received return notice of intent forms from eligible owners to run for the Board from the first Annual Notice meeting mailing. The election of Board members into specific positions will occur at the Organization meeting immediately following the Board meeting on March 7th, 2024. Mr. Smith made the motion to expand the Board to 5 members.

On MOTION by Mr. Smith seconded by Mr. Mossing, with all in favor of expanding the Board to Five Members.

SEVENTH ORDER OF BUSINESS

Reserved Parking Spaces

Mr. Nelson researched the ability to have reserved parking spaces. This change would require a Limited Proxy Form to be created and sent to all voting Association members. A proxy vote with 66 2/3rd approval would be required. The Board discussed assigning between 2 and 4 spaces, depending on square footage, for units. Mr. Nelson shared that he would need this to be included in the Annual mailing Second Notice due to be sent out by February 22th, 2024. Tim Smith made the motion

to proceed with this option in the package and shared that it had been a long-standing goal to bring to the Association.

On MOTION by Mr. Smith seconded by Mr. Mossing, with all in favor of asking for a membership vote to have reserved parking spots.

EIGHTH ORDER OF BUSINESS

Parking Lot Complaints

Mr. Nelson and Mr. Burgess shared recent complaints received about perceived parking violations. The Board can implement revised Parking standards. After much discussion, the decision was made to proceed with the reserved parking space vote and immediately following we would create a parking policy for the Association. One point that was discussed was requiring any owner with a logo truck to park it in their reserved parking space if that option was approved. Mr. Nelson shared some parking standards from our clients of GMS and shared with Mr. Smith who provided some initial feedback. Mr. Nelson to share the proposed language in the March 7th, 2024 meeting and will discuss with Association counsel if the reserved parking is approved.

NINTH ORDER OF BUSINESS

Field Management Maintenance Items

Mr. Burgess shared that the Association received City of Sunrise violations. We discussed the status of this request for an inspection at length and that Mr. Burgess would be attending a hearing for the violation. The inspection was completed but the vendor had not provided the full inspection report at the time of this meeting.

Mr. Burgess also shared the 5 paint options. The Board reviewed each color combination and finalized the 2 options to bring to the Association for a membership

vote. Mr. Nelson included this in the 2nd annual meeting notice and it is on the limited proxy form.

Mr. Burgess reported that the Association received a violation for parking striping not being clear and required this remediation to be completed. We discussed the Pressure washing summons as well as the Irrigation repairs needed in the Association.

Mr. Burgess provided an update on the roofing situation and the current status of the A1 Durant vendor. The Board decided to have Mr. Burgess reach out to Association Counsel to discuss options to send a demand letter to the Vendor; the Association continues to have funds held in reserve due to this vendor. Given they have been non-compliant the Board decided to keep these funds in our Reserve and not release them to the vendor until all work is completed.

The Board then reviewed the Field Management Status Report and provided updates on which projects were approved. Mr. Burgess is to provide an updated status report at the March 7th, 2024 meeting and specifically outline additional Board approvals/decisions needed.

ELEVENTH 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.


On MOTION by Mr. Smith seconded by Mr. Mossing with all in favor, the meeting was adjourned at 2:06 PM.

[SIGNATURES ON THE FOLLOWING PAGE]

February 15th, 2024

Nob Hill Business Center Condo Association

February 15th, 2024 Meeting Minutes Approved:



Chairman

8/22/2024

Signed Date