

MIDDLEBROOK PINES CONDOMINIUM ASSOCIATION, INC.
5255 CYPRESS COURT
ORLANDO, FLORIDA 32811
BOARD OF DIRECTORS' MEETING MINUTES

April 21, 2020

The meeting was called to order at 7:02 PM.

Directors present were Tony Alivento, Ruby Bussinger, Mary Hawks, Britta Jarvis, and Marlene Ward. Joyce Steinhardt was present via teleconference call. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – Andrew Robinson was present at the start of the meeting.

A. Unit 443/Request for Payment Plan and Waiver of Late Charge – A motion was made by Mrs. Bussinger and seconded by Mrs. Steinhardt to waive the late charge for the May assessment for unit 443 because the owners have been laid off as a result of the Covid 19 Pandemic, and the uncertainty of receiving unemployment benefits in time to make the assessment in a timely manner. Mrs. Bussinger, Mrs. Hawks, Mrs. Jarvis, and Mrs. Steinhardt voted yae, and Mr. Alivento, Mr. Goh, and Mrs. Ward voted nae. The motion was approved.

B. Unit 425/Basketball Hoop - A motion was made by Mr. Alivento and seconded by Mrs. Jarvis to instruct Mr. Kiebzak to send a letter to the owner stating that the basketball hoop is to be permanently removed from the property otherwise the Association will proceed with legal action to seek its permanent removal. The motion was unanimously approved.

PRESIDENT'S REMARKS – There were no remarks from Mrs. Bussinger.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to accept the minutes of the March 17, 2020, Board of Directors' meeting, with a correction to change the date of the minutes from February 18, 2020, to March 17, 2020. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the March, 2020, financial statement and the Financial Report dated April 21, 2020.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report dated April 21, 2020.

Concrete Restoration Of Roadways - A motion was made by Mrs. Bussinger and seconded by Mrs. Steinhardt to actuate the Construction Administration section of the proposal from GeoWorld Engineering Group. Inc. dated November 5, 2019. Mr. Kiebzak will have the authority to authorize Mr. Tibedo a maximum number of 60 billable hours not to exceed \$13,500.00 in cost for oversight that would consist of visits to the property, documentation of findings, review of field tests perform by the contractor, and approval of the pay submittals from the contractor. The motion was unanimously approved.

Landscape Replacement/Cypress Court – A motion was made by Mrs. Jarvis and seconded by Mrs. Bussinger to approve Estimate #4196 at a cost of \$ 7,695.00 that was prepared by RLC Landscaping which addresses the installation of new plant material on Coral. Mrs. Bussinger, Mrs. Jarvis, and Mrs. Steinhardt voted yae, and Mr. Alivento, Mr. Goh, Mrs. Hawks, and Mrs. Ward voted nae. The motion was not approved.

OLD BUSINESS

- A. AT&T – This topic was discussed during the session of the Manager's Report.
- B. Annual Meeting – This topic was discussed during the session of the Manager's Report.
- C. Concrete Repair/Roadway – This topic was discussed during the session of the Manager's Report.
- D. Corona Virus/Late Charges - A motion was made by Mrs. Bussinger and seconded by Mr. Alivento to grant the authority to Mr. Kiebzak with the approval of the Board President to negotiate a payment plan to collect monthly assessments to bring an account current for a period not to exceed six months, to establish the due dates for the installment payments, and to waive late charges. This authority is predicated on an owner making contact with the Association and asking for a payment arrangement because they are experiencing a financial hardship during the Covid 19 Pandemic. Late charges will be assessed retroactive to the origination date of the payment plan, and the Association shall proceed with implementing the collection policy if an owner defaults. This authority will be a temporary exception to the Collection Policy that will expire in ninety days. Mrs. Bussinger, Mrs. Jarvis, and Mrs. Steinhardt voted yae, and Mr. Alivento, Mr. Goh, Mrs. Hawks, and Mrs. Ward voted nae. The motion was not approved.

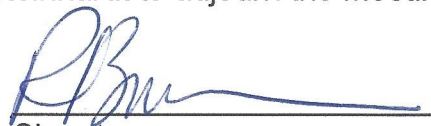
NEW BUSINESS

- A. Landscape Replacement/Coral Court – This topic was discussed during the session of the Manager's Report.
- B. Website Update – Mrs. Bussinger distributed a handout which she used to explain the updates that were done to the website.
- C. Proposed Operating Budget 2020/2021 – The Board discussed the proposed budget but no action was taken.

A motion was made by Mr. Alivento and seconded by Mrs. Steinhardt to adjourn the meeting at 9:23 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,


Keith R. Kiebzak, CAM
KL Management Group, Inc


Signature

Ruby Bussinger
Print Name and Title

Date: May 19, 2020