

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

April 18, 2023

CALL TO ORDER/CERTIFY QUORUM - The meeting was called to order at 7:03 PM.

Directors present were Wui Goh, Mary Hawks, Britta Jarvis, Andrew Robinson, and Joyce Steinhart. Ruby Bussinger was away on vacation. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – Janete Litwin, Cole Hirapara, Jo Warren, Troy Melum, Flavia George, Gloria Grehl, and Larry Palmisciano were present at the start of the meeting.

The Board advised Mrs. Litwin that the plumbing repair outside her unit was her responsibility even though the contractors had to cut through tree roots which may have been the cause of the break to her water supply line.

Mr. Melum said that he had forwarded a camera surveillance bid to the Board. He also reviewed the financial statements with Mrs. Bussinger and believed that the Board should use another certified public accountant because the same professional has been used for several years.

PRESIDENT'S REMARKS – There were no remarks from Vice-President Mrs. Jarvis.

MINUTES – A motion was made by Mrs. Steinhart and seconded by Mr. Robinson to accept the minutes of the March 28, 2023, Board of Directors' Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the March, 2023, financial statement and the Financial Report dated April 18, 2023. Mr. Kiebzak provided an update on the delinquent accounts.

Unit 239/5250 Brook Court/Cooks – A motion was made by Mrs. Jarvis and seconded by Mrs. Steinhart to approve a payment plan that was offered to the owners that requires a down payment of \$2,760.00 on April 15th, \$460.00 monthly installments due thereafter on the 15th day of each month until the balance is paid in full, pay the currently accruing monthly assessment, and incur late charges each month until the account is current. The Association must receive the signed payment stipulation by April 6th, otherwise this plan is withdrawn, and payment in full is required. The Association would then continue forward with the lien foreclosure process. The motion was unanimously approved.

MANAGER'S REPORT (Any enumeration of items below matches the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated April 18, 2023.

VISTITORS COMMENTS MARCH 28, 2023, BOARD OF DIRECTORS MEETING – The Board was asked to vote on what action should be taken on each item.

Presented by Jo Warren

- Parking decals for visitors using Guest parking on dash boards. Colored and laminated paper were presented as an idea, but no presentation of what the process would look like, or rules would be.

Board – No action was taken.

- Cameras and Lighting, we have more tenants and things are older, need to have better visibility.

Board – No action was taken.

- Plus need to fix lighting for the tennis courts and for the pool.

Manager – This item was discussed during the session of the Manager's Report.

- Tennis courts are not in good use. Maybe we should resurface it and repurpose it for Pickleball, baseball, or other uses.

Manager – This item was discussed during the session of the Manager's Report.

- Tennis fence needs repairs to support poles.

Manager – This item was discussed during the session of the Manager's Report.

- Clubhouse Usage, can it be utilized.

Board – No action was taken.

- We need cameras for illegal dumping in dumpsters and the pool area. Also, does the presence of cameras reduce our insurance costs?

Board – No action was taken.

- Fountain in the Lake

Board – No action was taken.

- Pulling out dead bushes across the property.

Manager – This action has been implemented as part of routine maintenance.

Presented by Troy Melum

- Presented laminated and colored Guest parking plaques.

Board – No action was taken.

Presented by Troy Melum

- Presented fence bids.

Manager – This item was discussed during the session of the Manager's Report.

- Tennis Court bids

Manager – This item was discussed during the session of the Manager's Report.

- Defer landscape planned expenses and use those on recreation areas.

Board – No action was taken.

- Solar lighting at dumpsters

Board – No action was taken.

- Cameras at entrances with a Wi-Fi system and power.

Board – No action was taken.

- House cameras -They have achieved bids for \$483 per unit if purchased in bulk.

Board – No action was taken.

- Tennis courts are a liability and should be addressed asap.

Manager – This item was discussed during the session of the Manager's Report.

Presented by Sally Warren

- Is concerned about ducks being collected by unknown people and for unknown reasons. She shared that per Florida Fish & Wildlife, they are considered a resource of the property and the taking is considered a theft. They must be licensed and have permission from the HOA. A vehicle must be identified, and the duck must be humanely removed.

Board – No action was taken.

Presented by Gloria Grehl

- Discussed that she is organizing a community watch and requested others to get involved. Kick off meeting will be held at the clubhouse on 5/1 and posters will be posted on the gates.

Board – No action was taken.

Presented by Flavia George

- Asked where we are with having Zoom Meetings and offered to donate a TV for the effort. She was informed that no work had begun on this effort.

Board – No action was taken.

OLD BUSINESS

- A. Balcony Railing/Paint Buildings – This topic was discussed during the session of the Manager's Report.
- B. Clubhouse Enhancements – Mrs. Hawks is looking at other communities for ideas.
- C. Pool Bathrooms and Wall Shower – Mr. Melum was to present concept ideas for the Board to review.
- D. Pool Fence Replacement – This topic was discussed during the session of the Manager's Report.
- E. Striping Parking Areas – This topic was discussed during the session of the Manager's Report.
- F. Tennis Courts/Long Term Solution – This topic was discussed during the session of the Manager's Report.


NEW BUSINESS

- A. Visitors Comments March 28, 2023, Board of Directors Meeting – This topic was discussed during the session of the Manager's Report.

ADJOURNMENT - A motion was made by Mr. Robinson and seconded by Mrs. Jarvis to adjourn the meeting at 8:43 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,


Keith R. Kiebzak, CAM
KL Management Group, Inc.


Signature

Britta Jarvis, Vice-President
Print Name and Title

Date: April 18, 2023