

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

December 18, 2018

The meeting was called to order at 7:08 PM.

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

INTRODUCTION OF VISITORS – Renee Alivento was present at the start of this meeting.

A. Unit 713/Dispute Late Charge – A motion was made by Mr. Alivento and seconded by Mrs. Ward to keep the October and November late charges intact and that no late charge will be accrued for December. The motion was unanimously approved.

PRESIDENT'S REMARKS – Mrs. Bussinger said that the materials for the street signs were missing two poles when the shipment was delivered to the property. The poles are due to arrive at any time.

Susan Buser joined and left the meeting after telling the Board that she was unhappy with the manner in which she was handled in dealing with the removal of the top from her storage area. She had been contacted by the Association to remove it because it was in a state of disrepair.

Mrs. Bussinger said that she is working with the administrator of the website because it is accessible but the communication module (emails) is not functioning.

MINUTES - A motion was made by Mrs. Steinhardt and seconded by Mrs. Ward to accept the minutes of the November 20, 2018, Board of Directors' meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the November 2018, financial statement.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report dated December 18, 2018.

MANAGER'S REPORT/SHINGLE REPLACEMENT – Mr. Kiebzak reviewed the report dated December 18, 2018.

#### OLD BUSINESS

A. Building Insulation/Shingle Project - This topic was discussed during the session of the Manager's Report.

B. Drainage - This topic was discussed during the session of the Manager's Report.

C. Irrigation System - This topic was discussed during the session of the Manager's Report.

D. Street Sign/Front Entrance - This topic was discussed during the session of the Manager's Report.

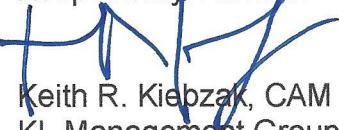
Middlebrook Pines Condominium Association, Inc.  
Board of Directors' Meeting Minutes  
December 18, 2018

NEW BUSINESS


A. Meeting Date January 2019 – The Board changed the meeting date to January 22, 2019, in order to accommodate Mr. Kiebzak's schedule which involved the upcoming wedding of his daughter.

A motion was made by Mr. Alivento and seconded by Mrs. Ward to adjourn the meeting at 8:22 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,



Keith R. Kiebzak, CAM  
KL Management Group, Inc



---

Signature

Tony Alivento, Vice-President  
Print Name and Title

Date: January 22, 2019