

MIDDLEBROOK PINES CONDOMINIUM ASSOCIATION, INC.  
5255 CYPRESS COURT  
ORLANDO, FLORIDA 32811

BOARD OF DIRECTORS' MEETING MINUTES

December 28, 2021

The meeting was called to order at 7:03 PM.

Directors present were Ruby Bussinger, Mary Hawks, Britta Jarvis, Joyce Steinhardt, and Marlene Ward. Andrew Robinson was present via teleconference call. Wui Goh notified Mr. Kiebzak that he would not be attending this meeting. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS

A motion was made by Mrs. Steinhardt and seconded by Mrs. Jarvis to instruct Mr. Kiebzak or Mrs. Bussinger to obtain a commitment from the owners of units A) 129, C) 407, H) 530 and I) 720 to correct the deed restriction violations within a two week time frame or a time frame at the discretion of the Manager or the Board President, otherwise their cases will be sent to the Association's attorney to initiate legal action to compel their compliance. The motion was unanimously approved.

A motion was made by Mrs. Steinhardt and seconded by Mrs. Jarvis to instruct Mr. Kiebzak to arrange for the Association's landscape company to remove the big weed that is in the storage area of unit 515 which is located at 5305 Bamboo Court. The motion was unanimously approved.

A motion was made by Mrs. Steinhardt and seconded by Mrs. Jarvis to instruct Mr. Kiebzak to remove and arrange for the disposal of any personal items that are left unattended outside the fenced perimeter after providing notice to the owner of unit 214 which is located at 5300 Brook Court with a deadline of January 9, 2022 to comply with the rules and regulations. Notice will also be provided to the owner that any personal property found attached to the fence or gate will compel the Association to send the file to the attorney the next time a violation occurs without further notice to the owner. The purpose for this directive is a result of the owner repeatedly violating the rules which govern the use of the limited common area and the common area for which the owner has previously been advised is prohibited. The motion was unanimously approved.

PRESIDENT'S REMARKS – Mrs. Bussinger will invite Commissioner Burns to the January meeting. The invitation will include a request for assistance in dealing with the illegal parking of vehicles on Middlebrook Road.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mrs. Hawks to accept the minutes of the November 16, 2021, Board of Directors' Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the November, 2021, financial statement and the Financial Report dated December 28, 2021. Mr. Kiebzak provided an update on the delinquent accounts.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated December 28, 2021.

## MANAGER'S REPORT

Balcony Condition Assessment And Concrete Restoration - A motion was made by Mrs. Bussinger and seconded by Mrs. Hawks to rescind the motion to hire Western Specialty Contractors of America at their base bid of \$184,438.00 that was approved at the August 24, 2021, Board of Directors meeting due to a lack of confidence in this company because they do not have a grasp of the scope of work and specifications which are outlined in the RFP after working with the Association's Manager and engineer and their lack of responsiveness during this process. The motion was unanimously approved.

A motion was made by Mrs. Jarvis and seconded by Mr. Robinson to hire Vics Painting and Reconstruction at their base bid of \$251,235.00. The motion was unanimously approved.

Pool Area Fence Replacement - A motion was made by Mrs. Jarvis and seconded by Mrs. Steinhardt to approve the expenditure and transfer of funds from the reserve account to pay for the change order to the fence contract which will add metal mesh to the pool gate and tennis court gate and 48 inches on the fence panel that is attached to the receiving post at a cost of \$4,538.00. The motion was unanimously approved.

## OLD BUSINESS

- A. Clubhouse/Pool Locking System – This topic was discussed during the session of the Manager's Report.
- B. Concrete Balcony Restoration Project – This topic was discussed during the session of the Manager's Report.
- C. Elm Court Concrete Work – This topic was discussed during the session of the Manager's Report.
- D. Pool Fence Replacement – This topic was discussed during the session of the Manager's Report.

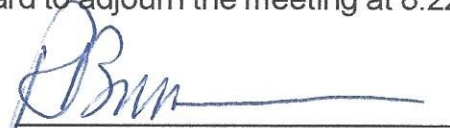
## NEW BUSINESS

Mrs. Ward announced her resignation from the Board of Directors.

A motion was made by Mrs. Jarvis 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

Ruby Bussinger, President  
Print Name and Title

Date: January 18, 2022