

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

July 21, 2020

The meeting was called to order at 7:00 PM.

Directors present were Tony Alivento, Ruby Bussinger, Wui Goh, Mary Hawks, Marlene Ward, and Joyce Steinhardt. Britta Jarvis was unable to attend because she was at her job. Keith Kiebzak was present to represent KL Management Group, Inc.

#### INTRODUCTION OF VISITORS

A. OUC Representative – Brad Jewell, who is the Director of Water Operations, attended the meeting via teleconference call in order to answer a series of questions that were presented to him in advance of the meeting.

Mrs. Bussinger changed the order of the agenda because the owners of Unit 104 were present at the meeting as well as the owner of Unit 628 because both parties wanted to explain why they did not believe that they were in violation of the rules and regulations.

H. Unit 628/5267 Coral Court/Flower Containers on Balcony Railing – A motion was made by Mrs. Bussinger and seconded by Mrs. Steinhardt to require the owner to remove the flower containers. The motion was unanimously approved.

C. Unit 104/5256 Middle Court/Covenant Enforcement/Request Waiver Legal Fees – A motion was made by Mrs. Hawks and seconded by Mrs. Steinhardt to require that the owners remove the palm tree and the bamboo plants and to pay the legal fees and costs within two weeks of today's date, otherwise the Association will be compelled to proceed with further legal action to obtain their compliance. The motion was unanimously approved.

B. Unit 351/440/702/Request Waiver of Late Charges – A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to keep the late charges intact. The motion was unanimously approved.

D. Unit 304/5405 Elm Court/Covenant Enforcement/Cable - A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to let Mr. Kiebzak and Mrs. Bussinger make an attempt to obtain a commitment from the owner to correct the deed restriction violation within the next two weeks or a time frame that they believe to be reasonable, otherwise the Association will initiate legal action to compel their compliance. The motion was unanimously approved.

E. Unit 316/5379 Elm Court/Covenant Enforcement/Using Balcony-Storing Trash, Four Post Tent – Mr. Kiebzak said that the violations have been corrected, so the Board does not need to take action.

F. Unit 356/5382 Elm Court/AC Conduit/Request a Variance – A motion was made by Mr. Alivento and seconded by Mrs. Ward to deny the owner's request for a variance. The motion was unanimously approved.

## INTRODUCTION OF VISITORS

G. Unit 359/5388 Elm Court/Covenant Enforcement/Prune Tree – A motion was made by Mr. Alivento and seconded by Mrs. Steinhardt to let Mr. Kiebzak and Mrs. Bussinger make an attempt to obtain a commitment from the owner to correct the deed restriction violation within the next two weeks or a time frame that they believe to be reasonable, otherwise the Association will initiate legal action to compel their compliance. The motion was unanimously approved.

PRESIDENT'S REMARKS – There were no remarks from the President.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mrs. Bussinger to accept the minutes of the June 16, 2020, Board of Directors' meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the June, 2020, financial statement and the Financial Report dated June 30, 2020.

A motion was made by Mr. Alivento and seconded by Mrs. Ward to proceed with a Notice of Claim of Lien against the owner of Unit 341 because she has defaulted on the payment plan. The motion was unanimously approved.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report dated July 18, 2020.

Landscape Replacement/Coral Court – A motion was made by Mr. Alivento and seconded by Mrs. Bussinger to table a decision to act on the installation of new landscape material until the next duly called board meeting. The motion was unanimously approved.

Janitorial Service – A motion was made by Mrs. Bussinger and seconded by Mr. Alivento to terminate Jan Pro effective immediately with no compensation for the month of July and to hire AKA Group at an annual cost of \$6,760.00. The motion was unanimously approved.

Management Estoppel Certificates – A motion was made by Mr. Alivento and seconded by Mrs. Bussinger to authorize KL Management Group, Inc. to charge 1) a \$200.00 fee for the preparation of an estoppel certificate, 2) an additional \$150.00 fee if there is a balance due on the account, and 3) an additional \$100.00 if the preparation of the estoppel certificate is an expedited request. The motion was unanimously approved.

Termite Bonds – A motion was made by Mrs. Bussinger and seconded by Mr. Alivento not to renew the contracts on buildings 10, 18, 52, 56, 58, and 85. The motion was unanimously approved.

## OLD BUSINESS

A. Concrete Repair/Roadway – This topic was discussed during the session of the Manager's Report.

B. Landscape Replacement Coral Court – This topic was discussed during the session of the Manager's Report.

OLD BUSINESS

C. Shingle Loan Refinance – This topic was discussed during the session of the Manager's Report.

NEW BUSINESS

A. Insurance Appraisal – This topic was discussed during the session of the Manager's Report.

B. Janitorial Service – This topic was discussed during the session of the Manager's Report.

C. Sewer Line – This topic was discussed during the session of the Manager's Report.

D. Termite Bonds – This topic was discussed during the session of the Manager's Report.

A motion was made by Mr. Alivento and seconded by Mr. Goh to adjourn the meeting at 9:33 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,

Keith R. Kiebzak, CAM  
KL Management Group, Inc

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Signature

Ruby Bussinger, President  
Print Name and Title

Date: August 18, 2020