

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

March 20, 2018

The meeting was called to order at 7:20 PM.

Directors present were Tony Alivento, Ruby Bussinger, Larry Palmisciano, Ricardo Torres, and Marlene Ward. Joyce Steinhardt was not present because she was visiting with out of state family members. Mr. Keith Kiebzak was present to represent KL Management Group, Inc.

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

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

MINUTES - A motion was made by Mr. Alivento and seconded by Mr. Torres to accept the minutes of the February 20, 2018, Board of Directors' Meeting. The motion was unanimously approved. Mrs. Bussinger amended the agenda to add the minutes of the February 22, 2018, board meeting. A motion was made by Mrs. Ward and seconded by Mrs. Bussinger to accept the minutes of the February 22, 2018, Board of Directors meeting. Mrs. Bussinger, Mr. Palmisciano, Mr. Torres, and Mrs. Ward voted yae, and Mr. Alivento abstained because he did not attend this meeting. The motion passed.

FINANCIAL REPORT - Mr. Kiebzak reviewed the February, 2018, financial statement and a separate report that projected an operating surplus as of February 28, 2018.

Unit 118 – A motion was made by Mr. Alivento and seconded by Mr. Palmisciano not to foreclose on the unit at this time. 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 March 20, 2018.

OLD BUSINESS

A. Proposed Architectural Guideline-Security Camera – A motion was made by Mr. Palmisciano and seconded by Mr. Torres to table a discussion of the guideline until the next duly called meeting. The motion was unanimously approved.

B. Shingle Replacement Contract/Loan – A motion was made by Mr. Palmisciano and seconded by Mrs. Ward to approve Task 8.0 of the Construction Administrative Services contract updated by an amendment dated February 22, 2018, at a cost of \$78,000.00. This amount is roughly estimated at 3% of the cost of the construction contract at \$2,588,863.00, and shall be invoiced based upon the Schedule of Charges which are part of the same contract. The motion was unanimously approved.

NEW BUSINESS

A. Project List – Mrs. Bussinger reviewed the topics with the Board, and will tabulate the scores to create a priority list for the Board to review at a subsequent meeting.


NEW BUSINESS

B. Reserve Schedule – A motion was made by Mr. Palmisciano and seconded by Mrs. Bussinger to remove the following reserve items and treat them as operating expenses because they do not meet the threshold for being capital assets: 1) concrete wheel stops, 2) tennis court lights, 3) interior clubhouse painting, 4) landscape replacement for the entrances and the property perimeter, and 5) the monument sign. The motion was unanimously approved.

A motion was made by Mr. Alivento and seconded by Mr. Palmisciano to adjourn the meeting at 9:11 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: 4/17/18