

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

BOARD OF DIRECTORS' MEETING MINUTES

May 16, 2023

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

Directors present were Ruby Bussinger, Wui Goh, Mary Hawks, Britta Jarvis, and Andrew Robinson. Joyce Steinhardt was not in attendance because of a prior commitment. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – Troy Melum, Gloria Grehl, Jo Warren, Larry Palmisciano, and Tom Del La Cruz were present at the start of the meeting.

Mr. Melum expressed his concern about the condition of the tennis courts, that he wants board meetings to be live on-line, that he wants the Association to make electronic voting available to the membership, and that the irrigation system is a mess.

Mrs. Grehl reported that 35 people attended the first Neighborhood Watch meeting and that block captains were obtained for Bamboo, Coral, and Cypress courts.

Mrs. Bussinger told Mr. Del La Cruz to develop a written guideline for a community garage sale that can be reviewed by the Board when it is listed as an agenda item for a board meeting.

Mr. Palmisciano said that fences are being pressure washed because owners do not like the appearance of aged wood. He believes that the fences should be stained, that the Board should approve an RFP for fence specifications, and that the appearance of the metal shingles are getting worse on the property because they are getting soiled.

Unit 239/5250 Brook Court/Cooks – A motion was made by Mrs. Jarvis and seconded by Mrs. Bussinger to approve a payment plan that was offered to the owners that requires a signed copy by May 15th, down payment of \$2,760.00 on May 16th, \$460.00 monthly installments due thereafter on the 10th 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 plan will allow for a 5-day period for making any missed payment. The Association must receive the signed payment stipulation by May 15th, otherwise this plan is withdrawn, and payment in full is required. The Association will continue forward with the lien foreclosure process. The motion was unanimously approved.

Unit 473/5348 Bamboo Court/Request Waiver of Late Charges – A motion was made by Mrs. Bussinger and seconded by Mrs. Hawks to keep the late charges intact. The motion was unanimously approved.

Unit 527/5264 Willow Court/Request Waiver of Late Charges – A motion was made by Mr. Goh and seconded by Mrs. Jarvis to keep the late charges intact. The motion was unanimously approved.

## INTRODUCTION OF VISITORS

A motion was made by Mrs. Bussinger and seconded by Mrs. Jarvis to instruct Mr. Kiebzak or Mrs. Bussinger to obtain a commitment from the owners of units 407, 450, 458, and 469 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.

**PRESIDENT'S REMARKS** – Mrs. Bussinger said that she paused the development of the website while on vacation. She has rejected the first layout that was prepared by the new website administrator and is waiting to receive the second design. Mrs. Bussinger praised the help that she has received from Sally Warren who is a professional in this field of communication.

**MINUTES** – A motion was made by Mrs. Jarvis and seconded by Mrs. Hawks to accept the minutes of the Annual Meeting dated April 5, 2023, and the Organizational Meeting of the Board of Directors' dated April 5, 2023. The motion was unanimously approved. A motion was made by Mrs. Jarvis and seconded by Mr. Robinson to approve the minutes of the Board of Directors' Meeting dated April 18, 2023. Mr. Goh, Mrs. Hawks, Mrs. Jarvis, and Mr. Robinson voted yea, and Mrs. Bussinger abstained from voting because she did not attend the meeting. The motion was approved.

**FINANCIAL REPORT** - Mr. Kiebzak reviewed the April 2023 financial statement and the Financial Report dated May 16, 2023. Mr. Kiebzak provided an update on the delinquent accounts.

**Unit 239/5250 Brook Court/Cooks** – This topic was discussed during the session of the Introduction of Visitors.

**MANAGER'S REPORT** (Any enumeration of items below matches the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated May 16, 2023.

**Landscape Replacement** – A motion was made by Mrs. Bussinger and seconded by Mrs. Jarvis to approve change order #1 which modified the landscape plan at an additional cost of \$933.25, and change order # 2 for the drainage work at a cost of \$19,514.00. The motion was unanimously approved.

## OLD BUSINESS

A. **Balcony Railing/Paint Buildings** – This topic was discussed during the session of the Manager's Report.

B. **Clubhouse Agreement** – A motion was made by Mrs. Bussinger and seconded by Mrs. Hawks to approve version three. The motion was unanimously approved.

C. **Clubhouse Enhancements** – Mrs. Hawks has photographed other facilities to aid in developing a concept design which she is preparing as the next stage of this project.

D. **Fence Replacement Property** – This topic was discussed during the session of the Manager's Report.



OLD BUSINESS

- E. Landscaping Recreation Area - – This topic was discussed during the session of the Manager's Report.
- F. Pool Bathrooms and Wall Shower – Mr. Melum gave a proposal to Mrs. Bussinger.
- G. Pool Fence Replacement – This topic was discussed during the session of the Manager's Report.
- H. Pool Lighting – This topic was discussed during the session of the Manager's Report.
- I. Tennis Court Lighting – This topic was discussed during the session of the Manager's Report.
- J. Tennis Court Long Term Solution – This topic was discussed during the session of the Manager's Report.
- K. Tennis Court Maintenance – This topic was discussed during the session of the Manager's Report.

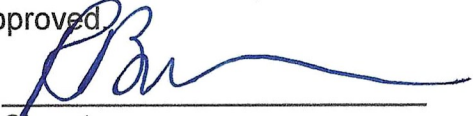
NEW BUSINESS

- A. Insurance Renewal May 15, 2023 – This topic was discussed during the session of the Manager's Report.
- B. Proposed Operating Budget July 1, 2023, to June 30, 2024 – The Board agreed to call a meeting for Thursday, May 25, 2023, to approve the draft of a budget. The Board will set the date of the meeting to approve the proposed budget, so that a notice of this meeting can be sent to the membership along with a copy of the proposed budget.
- C. Special Assessment/Fencing – The option of using this method for paying for the replacement of fences was discussed while reviewing the proposed operating budget for 2023-2024.

ADJOURNMENT - A motion was made by Mrs. Jarvis and seconded by Mrs. Hawks to adjourn the meeting at 9:30 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: June 20, 2023