

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

BOARD OF DIRECTORS' MEETING MINUTES

November 17, 2020

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

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

**INTRODUCTION OF VISITORS** – Aimee Osteen is the new owner of the unit that is located at 5275 Cypress Court, and she was present at the start of the meeting.

A. **Covenant Enforcement** - A motion was made by Mr. Alivento and seconded by Mrs. Ward to instruct Mr. Kiebzak or Mrs. Bussinger to obtain a commitment from the owners of units 246, 322, 435, 704, 707, 709, and 716 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 case will be sent to the Association's attorney to initiate legal action to compel their compliance. The motion was unanimously approved.

Mr. Kiebzak said that he was contacted by the property manager for units 708 and 714 who was arranging to correct the deed restrictions at these locations.

B. **Unit 333/5353 Elm Court/Waive Late Charge** – A motion was made by Mrs. Bussinger and seconded by Mr. Alivento to keep the late charges intact. The motion was unanimously approved.

**PRESIDENT'S REMARKS** – Mrs. Bussinger said that the website is functioning better because some programming problems have been corrected by the administrator. Mrs. Bussinger asked the Board to think about any features that they would like to added to the site because it is being updated by the administrator.

**MINUTES** – A motion was made by Mrs. Bussinger and seconded by Mr. Alivento to accept the minutes of the October 20, 2020, Board of Directors' meeting. The motion was unanimously approved.

**FINANCIAL REPORT** - Mr. Kiebzak reviewed the October, 2020, financial statement and the Financial Report dated November 17, 2020.

**MANAGER'S REPORT** (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated November 17, 2020.

**Covenant Enforcement** – A motion was made by Mrs. Bussinger and seconded by Mrs. Jarvis to continue to pursue Unit 239 through the arbitration process. The motion was unanimously approved.

**OLD BUSINESS**

A. **Balcony Restoration Project** – This topic was discussed during the session of the Manager's Report.

- B. Concrete Repair/Roadway – Coral, Cypress, Willow, Courts - This topic was discussed during the session of the Manager's Report.
- C. Exterior Wiring Rule – A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to approve Version 2 of the Architectural Guideline for Building Exterior Wiring. The motion was unanimously approved.
- D. OUC/Recycling – This topic was discussed during the session of the Manager's Report.
- E. Palm Tree Pruning – This topic was discussed during the session of the Manager's Report.

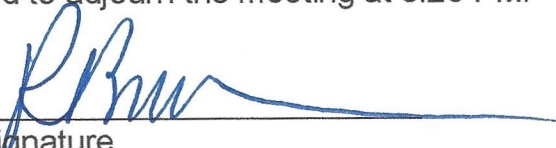
**NEW BUSINESS**

- A. Concrete Repair Roadway/Bamboo Court – This topic was discussed during the session of the Manager's Report.
- B. Sidewalk Repair – This topic was discussed during the session of the Manager's Report.

A motion was made by Mr. Alivento and seconded by Mrs. Ward to adjourn the meeting at 8:20 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  
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Print Name and Title

Date: December 15, 2020