

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

BOARD OF DIRECTORS MEETING MINUTES

November 19, 2014

The meeting was called to order at 7:11 PM.

Directors present were Tony Alivento, Ruby Bussinger, Larry Palmisciano, Joyce Steinhardt, and Marlene Ward. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – There were no members present at this meeting.

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

MINUTES - A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to accept the minutes of the October 21, 2014, Board of Directors Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the October financial statement and a separate report that projected an operating surplus as of October 31, 2014.

Mr. Kiebzak said that the category labeled 13010 Due To Reserve on the Balance Sheet shows a balance of \$26,021.25 because the check was not deposited in a timely manner and had not cleared the bank. Mr. Kiebzak referred to the Aged Owners Balance Report while giving a verbal report on the following units.

Unit 118 - The account shows a balance due of \$832.96 which the owner paid on November 4, 2014.

Unit 251 - There is a new owner which is why no collection action has been taken on the delinquent balance.

Unit 213 – The Association is waiting to receive the Certificate of Title from the new owner.

Unit 222 – The Association had to write off \$13,144.02 to the category labeled 60330 Bad Debt Expense. The Association received \$3,780.89 as payment in full from the new owner.

Unit 314 – There is a new owner.

Unit 351 – The Association has received payment in full, and is waiting for additional paperwork from the attorney in order to make the transfer of ownership.

Unit 440 – The new owner will be required to pay the balance in full because he was a 3rd party bidder at the auction.

Unit 607 – The new owner will be required to pay the balance in full because he was a 3rd party bidder at the auction.

MANAGER'S REPORT - Mr. Kiebzak reviewed the Manager's Report dated November 18, 2014. Mr. Kiebzak said that the water in the canal no longer suffers from algae bloom. Middlebrook Farms Apartments was compelled by the City of Orlando to clean their portion of the canal. The plants, trees, and other vegetation had overgrown to a point which impeded the water flow. Mr. Kiebzak said that he has been working with a representative from the Department of Streets and Drainage to achieve this outcome.

MANAGER'S REPORT, continued

Mr. Kiebzak said that he going to add new lights for the front entrance sign and a new sign for the clubhouse to his project list.

OLD BUSINESS

A. Sidewalk Repair – A motion was made by Mr. Alivento and seconded by Mrs. Ward to accept proposal # 104847 from PJQ Inc. Concrete dated October 10, 2014, at a cost of \$9,952.00. The work will occur on Brook Court and Elm Court. The approval was contingent on Mr. Kiebzak being satisfied with the work done on Brook Court before the crew would be allowed to proceed with the work on Elm Court. The move was unanimously approved.

NEW BUSINESS

A. Janitorial Service – A motion was made by Mr. Alivento and seconded by Mr. Palmisciano to accept the proposal from Jan-Pro Cleaning Services at a cost of \$285.00 per month and to give Majestic Cleaning Services the thirty day notice of termination as required by the current contract. The motion was unanimously approved.

B. Towing Service – Mr. Kiebzak said that additional work will be required to find a towing company that returns telephone calls and provides 24 hour service.

A motion was made by Mr. Palmisciano and seconded by Mrs. Ward to adjourn the meeting at 7:47 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,

  
Keith R. Kiebzak, CAM  
KL Management Group, Inc



Signature

  
Print Name and Title

Date: 12/18/14