

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

November 21, 2017

The meeting was called to order at 7:05 PM.

Directors present were Ruby Bussinger, Larry Palmisciano, Joyce Steinhardt, and Marlene Ward. Tony Alivento was absent because a technician from Spectrum was still at his unit working on repairing the cable service. Mr. Keith Kiebzak was present to represent KL Management Group, Inc.

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

A. Unit 467/Charge for Tree Removal – The owner was not present, so no action was taken by the Board on this item.

B. Unit 244/Postpone Payment of Assessment – Mr. Kiebzak stated that the Board did not need to take any action on this item.

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

MINUTES - A motion was made by Mr. Palmisciano and seconded by Mrs. Steinhardt to accept the minutes of the October 17, 2017, Board of Director's Meeting and the minutes of the October 26, 2017, Board of Director's Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the October, 2017, financial statement and a separate report that projected an operating surplus as of October 31, 2017.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report dated November 21, 2017.

Fence and Shingle Replacement – A motion was made by Mr. Palmisciano and seconded by Mrs. Ward to authorize Mr. Tibedo to initiate the formal invitation to contractors to bid on the shingle replacement project. The motion was unanimously approved.

OLD BUSINESS

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

NEW BUSINESS

A. Landscape Replacement: Elm Court/Brook Court – A motion was made by Mr. Palmisciano and seconded by Mrs. Steinhardt to approve Estimate #2279 at a cost of \$2,187.00. The motion was unanimously approved.


NEW BUSINESS

B. Shingle Replacement Loan – A motion was made by Mr. Palmisciano and seconded by Mrs. Ward to proceed with filing for a loan with BB&T Bank in order to secure financing for a shingle replacement project that is projected to cost \$2,850,000.00. The loan amount is subject to change as it relates to the selection of the vendor who is awarded the contract. The motion was unanimously approved.

A motion was made by Mr. Palmisciano and seconded by Mrs. Ward to adjourn the meeting at 8:31 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: 12/19/17