

MIDDLEBROOK PINES CONDOMINIUM ASSOCIATION, INC.  
5255 CYPRESS COURT  
ORLANDO, FLORIDA 32811  
BOARD OF DIRECTORS' MEETING MINUTES  
September 15, 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** – Brandy Watters was present at the start of the meeting.

Unit 467/5346 Bamboo Court - A motion was made by Mrs. Jarvis and seconded by Mr. Alivento to instruct Mr. Kiebzak or Mrs. Bussinger to obtain a commitment from the owners to correct the deed restriction violation 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.

Unit 353/5370 Elm Court – A motion was made by Mr. Alivento and seconded by Mrs. Jarvis to approve a payment plan to pay off the balance of \$507.75 that is due through August 31, 2020. The late charges which have accrued for the months of April through August 2020 will remain intact. Each month the owner will pay \$53.00 toward the arrearage and pay the currently accruing assessment. The late charge which would accrue because of the outstanding balance will be waived provided that the payment each month is paid before the expiration of the grace period. The motion was unanimously approved.

**PRESIDENT'S REMARKS** – There were no remarks from Mrs. Bussinger.

**MINUTES** – A motion was made by Mrs. Steinhardt and seconded by Mrs. Bussinger to accept the minutes of the August 18, 2020, Board of Directors' meeting. Mrs. Bussinger, Mr. Goh, Mrs. Hawks, Mrs. Jarvis, Mrs. Ward, and Mrs. Steinhardt voted yea and Mr. Alivento abstained because he was not present at the August meeting. The motion was approved.

**FINANCIAL REPORT** - Mr. Kiebzak reviewed the August, 2020, financial statement and the Financial Report, dated September 15, 2020.

**MANAGER'S REPORT** (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated September 15, 2020.

**Covenant Enforcement**

Unit 104/ 5256 Middle Court/Remove Palm Tree in Storage Area and Fence – Mr. Kiebzak said that the palm tree has been removed and a few bamboo stalks remain which the owners have agreed to remove. They have claimed a financial hardship so the Board will revisit the payment of the legal fees and costs in March 2021.

Unit 247/5263 Brook Court – Mr. Kiebzak said that the owner has removed the lanterns which were on the patio, so this record will be closed.

Unit 311/5312 Brook Court – Mr. Kiebzak said that the owner has removed the light fixture that was attached to the wall, so this record will be closed.

## MANAGER'S REPORT

### Covenant Enforcement

Unit 724/5287 Cypress Court – Mr. Kiebzak said that the owner has cut down the trees but the stumps and roots still need to be removed.

Tree Pruning Property Wide – A motion was made by Mrs. Bussinger and seconded by Mrs. Steinhardt to approve the proposal from The Sunbelt Tree Service to trim all the trees on the property (excluding magnolias) at a cost of \$21,250.00. The motion was unanimously approved.

## OLD BUSINESS

A. Concrete Repair/Roadway – This topic was discussed during the session of the Manager's Report.

B. OUC/Recycling – Mrs. Bussinger and Mrs. Hawks prepared a report that is titled Middlebrook Pines Recycling Plan, dated September 15, 2020, which was distributed at the meeting. The plan recommends the placement of eight recycling bins on the property of which five would replace existing trash containers, and includes a map to show where they will be distributed. A motion was made by Mrs. Hawks and seconded by Mr. Alivento to implement the Middlebrook Pines Recycling Plan. The motion was unanimously approved.

C. Exterior Wiring Rule – This topic was discussed during the session of the Manager's Report.


## NEW BUSINESS

A. Property Tree Trimming – 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 8:21 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: October 20, 2020