

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

BOARD OF DIRECTORS MEETING MINUTES

September 15, 2015

The meeting was called to order at 7:00 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 – Dana Schult was present for this meeting. Mrs. Schult presented a letter to the Board of Directors which outlined some of her concerns about the appearance of the property. Mrs. Bussinger referred to this letter when she addressed Mrs. Schult about her concerns.

Director Fernando Macedo joined the 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 August 18, 2015, Board of Directors Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the August financial statement and a separate report that projected an operating surplus as of August 31, 2015.

A. Unit 239/Foreclose on Lien – A motion was made by Mr. Macedo and seconded by Mrs. Bussinger to record another lien because the previous one has expired, but to take no action to foreclose on the lien. The Association's attorney recommended that a new lien be recorded in case the Board of Directors decides at a later time to proceed with foreclosure or to facilitate a potential claim to any surplus funds at a foreclosure sale. The motion was unanimously approved.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report dated Manager's 15, 2015.

Drainage – A motion was made by Mr. Alivento and seconded by Mrs. Steinhardt to approve a proposal from Plantmosphere dated September 1, 2015, at a cost of \$3,450.00. The scope of work entails 1) the repair of a broken inlet pipe and the re-grading of the area leading to a skimmer that is on the swale on the south side of Bamboo Court and 2) to install a drain box in the courtyard area of the patio located at 5370 Elm Court to connect it to an existing drainage system. Mr. Alivento, Mrs. Bussinger, Mr. Palmisciano, Mrs. Steinhardt, and Mrs. Ward voted yae, and Mr. Macedo voted nae. The motion passed.

Bamboo Court/Landscape Enhancements – Mr. Kiebzak presented the Board of Directors with a copy of Estimate #287 at a cost of \$10,146.00 from RLC Landscaping dated September 14, 2015, and reviewed its contents. A motion was made by Mrs. Steinhardt and seconded by Mrs. Ward to accept this estimate. Mr. Alivento, Mrs. Bussinger, Mr. Palmisciano, Mrs. Steinhardt, and Mrs. Ward voted yae, and Mr. Macedo voted nae because the estimate was given to him this evening which did not allow him

the time to review the estimate. The motion passed.

OLD BUSINESS

A. Irrigation System – Mrs. Bussinger reviewed an email dated September 14, 2015, that was sent to Mr. Kiebzak and the Board of Directors excluding Mrs. Ward who does not have an email account. Mrs. Bussinger explained that the meeting with OUC on September 5, 2015, did not constitute a board meeting, so advance notice to the Board was not required. Mrs. Bussinger stated she or Mr. Alivento were going to be available to attend the meeting with OUC because the Board had agreed to this arrangement during their August meeting. The purpose of the meeting was a fact finding mission only. Mr. Kiebzak reviewed the Supplemental Manager's Report dated September 15, 2015. OUC said that the backflow prevention devices would be required if the alternate water supply was reclaimed water.

B. Light Fixtures/Buildings – A motion was made by Mr. Alivento and seconded by Mrs. Ward to table discussion of this item until the next board meeting. The motion was unanimously approved.

C. Clubhouse Facility Use Agreement – A motion was made by Mrs. Bussinger and seconded by Mr. Palmisciano to table discussion of this item until the next board meeting. The motion was unanimously approved.

NEW BUSINESS- No discussion ensued.

A. Contract Review – Mr. Macedo wants the Board of Directors to vote on the language to be used in a contract when the Association has business with a second party. He will supply a template for the Board to review.

B. Towing Company – Mr. Kiebzak explained a problem that he had when P Gilles Store Towing Services failed to remove a vehicle from the property after they had not responded to his inquires about why the task was not completed. The matter has since been resolved. Mr. Kiebzak stated that he wanted the Board to be informed about this incident in the event this type of problem re-surfaces and he determines that it would be best to use a different company.

C. Unit 244/Swap Reserved Space with Guest Space – A motion was made by Mrs. Ward and seconded by Mrs. Steinhardt to assign the guest space that is located in front of 5258 Brook Court to Unit 244, and to designate as a Guest space the one that is assigned to Unit 244 which is located in front of 5261 Brook Court. Mr. Alivento manages this unit and is making this request on behalf of the owner. The motion was unanimously approved.

A motion was made by Mr. Alivento and seconded by Mrs. Ward to adjourn the meeting at 8:30 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: