

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

BOARD OF DIRECTORS MEETING MINUTES

November 20, 2012

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

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

INTRODUCTION OF VISITORS

A. Unit 477/Pod in Reserved Space – The Board agreed that the owners can place a storage pod in their parking space. It will be used to store personal property while the inside of the unit is being renovated. Mrs. Bussinger has scheduled the work to start on January 3, 2013, and finish by January 18, 2013.

PRESIDENTS REMARKS – Mrs. Bussinger said that the website is being updated tomorrow.

MINUTES

A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to accept the minutes of the October 16, 2012, Board of Director's 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, 2012. Mr. Kiebzak said that the reduction in the surplus is attributed to the cost of new landscape material and mulch.

A motion was made by Mrs. Steinhardt and seconded by Mrs. Ward to hire Broker, Pacesetter Properties, LLC to rent, lease, operate and manage the Association owned unit located at 5280 Willow Court. Mrs. Bussinger, Mrs. Steinhardt, and Mrs. Ward voted yae and Mr. Alivento abstained from voting. The motion was approved.

MANAGER'S REPORT - Mr. Kiebzak reviewed a Manager's Report dated November 20, 2012.

IV. Drainage Work – A motion was made by Mr. Alivento and seconded by Mrs. Steinhardt to accept the proposal from Lawn Enforcement. Inc. dated September 5, 2012, at a cost of \$12,850.00 plus the cost of laying sod which will be determined during the course of this project. The motion was unanimously approved.

OLD BUSINESS

A. Drainage – This topic was discussed during the session of the Manager's Report.

OLD BUSINESS

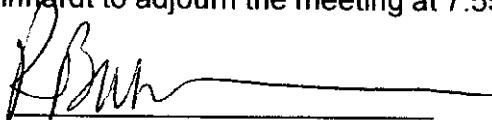
B. Space 232/Exchange Reserve Space with Guest Space – Mr. Alivento, Mr. Diaz, Mrs. Steinhardt and Mrs. Ward had agreed to alter the common area next to the space to make it wheel chair accessible. A small section of sod that separated two sidewalks was removed and replaced by concrete which in effect benefits all residents. This area is next to building sixteen and in front of the unit located at 5250 Brook Court. A motion was made by Mrs. Steinhardt and seconded by Mrs. Ward to ratify this decision which had been made through written and verbal communication with the Board of Directors. The motion was unanimously approved.

NEW BUSINESS – No discussion ensued.

A motion was made by Mrs. Ward and seconded by Mrs. Steinhardt to adjourn the meeting at 7:55 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: 12/18/12