

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

BOARD OF DIRECTORS MEETING MINUTES
September 16, 2014

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

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

INTRODUCTION OF VISITORS

A. Unit 358/Request to Waive Late Charge – Mr. James Galante was present to explain that the August payment was late because his wife broke her hip while they were out of town, so their trip home was delayed. Mrs. Bussinger explained the collection policy. A motion was made by Mr. Alivento and seconded by Mr. Lovely to keep the late charge intact. The motion was unanimously approved.

B. Unit 451/Request to Waive Late Charge – Mrs. Audrey Hamilton was present to say that her payment was made on August 11, 2014. There is not a notice posted which states that a payment is posted to an owner's account on the next business day, if it is received after business hours. The coupon only states that a \$25.00 late charge is accrued if a payment is received after the eleventh of the month. A motion was made by Mr. Alivento and seconded by Mrs. Ward to reverse the August late charge. Mr. Alivento, Mrs. Bussinger, Mr. Lovely, and Mrs. Ward voted yae, and Mrs. Steinhardt voted nae. The motion passed.

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

MINUTES - A motion was made by Mrs. Steinhardt and seconded by Mr. Lovely to accept the minutes of the August 19, 2014, 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, 2014. A Collection Status Report dated September 16, 2014, was included with the financial statement which provided a written narrative about the status of the delinquent accounts.

A. Unit 448/Request to Proceed with Notice of Claim of Lien – A motion was made by Mr. Alivento and seconded by Mr. Lovely to proceed with a Notice of Claim of Lien. The motion was unanimously approved.

MANAGER'S REPORT (Numeration of items below match the Manager's Report) - Mr. Kiebzak reviewed the Manager's Report dated September 16, 2014.

I. Project List, B. Paint Handball Court - A motion was made by Mr. Alivento and seconded by Mr. Lovely to hire Kevin Henry to paint the handball court at a cost not to exceed \$1,950.00, and to repair and paint the front entrance sign at a cost not to exceed \$2,800.00. The motion was unanimously approved.

MANAGER'S REPORT, Continued

III. Front Entrance Sign – This item was approved as part of the same motion that was made to approve the painting of the handball court.

OLD BUSINESS – No discussion ensued.

NEW BUSINESS


A. Landscaping /Willow Court – A motion was made by Mrs. Steinhardt and seconded by Mrs. Ward to approve the installation of plant material on Willow Court at a cost of \$5,478.50 as itemized on Estimate #169 dated September 15, 2014, that was prepared by Turfco, Inc. The motion was unanimously approved.

B. Sign/Front Entrance – 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 8:15 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: 10/21/14
