

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

BOARD OF DIRECTORS MEETING MINUTES

June 16, 2013

The meeting was called to order at 7:04 PM.

Directors present were Tony Alivento, Ruby Bussinger, Raymond Diaz, Marlene Ward, and Joyce Steinhardt. David Lovely was not present because of a family commitment. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – Mary Mikula was present at this meeting. Mrs. Mikula said that she would like to see the Association remove the tall shrubs that are located on each side of her front gate because they are obstructing her line of sight when she exits the patio. Mrs. Mikula also expressed her concern about the condition of the sidewalk that leads up to the front gate. Mr. Kiebzak said that the shrubs are two podocarpus which he will arrange to have removed by the landscape company. Mr. Kiebzak said that he would look at the sidewalk and make any needed repair.

A. Unit 233/Request for Sidewalk Extension – A motion was made by Mr. Alivento and seconded by Mr. Diaz to alter the common area at the top of the parking stall which entails the removal of a small section of sod that separates two sidewalks. The sod will be replaced by concrete to create one continuous sidewalk. The motion was unanimously approved.

B. Unit 713/Payment Plan – A motion was made by Mr. Alivento and seconded by Mrs. Ward to approve a six month payment plan effective July 1, 2013. The past due balance of \$863.00 will be divided into six equal installments. The owner will be required to pay the currently accruing assessment and one installment payment. Late charges will not accrue on the outstanding balance, if the owner pays each monthly increment before the expiration of the grace period. The Association will move to the next stage of the collection process, if the owner does not adhere to the payment plan. The motion was unanimously approved.

PRESIDENTS 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 May 21, 2013, Board of Director's meeting. The motion was unanimously approved.

FINANCIAL REPORT

Mr. Kiebzak reviewed the May financial statement, and a separate report that projected an operating surplus as of May 31, 2013.

MANAGER'S REPORT

Mr. Kiebzak reviewed a Manager's Report dated June 16, 2013.

OLD BUSINESS

A. **Proposed Operating Budget 2013/2014** - The Board will be required to approve the budget that has the reserves fully funded because there are not enough votes to partially fund or waive the reserve requirement for the next fiscal year. A motion was made by Mr. Alivento and seconded by Mr. Diaz to approve the operating budget with the file name of Bud1314 Budget Meeting. The motion was unanimously approved.

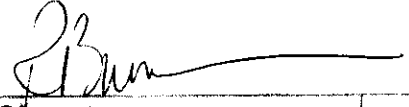
B. **Morgan Stanley** - The Board reviewed the first draft of an investment policy which focuses on the funds being held in the reserve accounts. The Board agreed that Mr. Kiebzak is to work with the investment specialist to further develop those aspects of the investment plan which deal with a vision for the Association and a strategy to achieve that vision.

NEW BUSINESS - No discussion ensued.

A motion was made by Mr. Alivento and seconded by Mrs. Ward to adjourn the meeting at 8:10 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,


Keith R. Kiebzak, CAM
KL Management Group, Inc


Signature
Ruby Bussinger / Pres.
Print Name and Title
Date: 7/16/13