

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

BOARD OF DIRECTORS MEETING MINUTES

January 15, 2013

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 – There were no members present at the meeting.

PRESIDENTS REMARKS – Mrs. Bussinger said that users of the Association's website will have to register themselves with the Association before being able to gain access to the site. This step became necessary because the website had been inundated with spam.

MINUTES

A motion was made by Mrs. Steinhardt and seconded by Mr. Alivento to accept the minutes of the December 18, 2012, Board of Director's meeting. The motion was unanimously approved.

FINANCIAL REPORT

Mr. Kiebzak reviewed the December financial statement and a separate report that projected an operating surplus as of December 31, 2012. Mr. Kiebzak said that the outstanding balance due on unit 404 is because of an accumulation of late charges dating back to July, 2008 when the owner did not pay the increased amount of the new assessment and had missed one payment along the way. It did not seem prudent to pursue foreclosure on the Notice of Claim to Lien when the assessment is being received each month. The Board concurred. The Association recently was served a summons on a mortgage foreclosure, so there is no further collection action for the Association to take at this time.

Mr. Kiebzak said that the owner of Unit 448 became delinquent in March, 2011. This account was eventually forwarded to the attorney to pursue a Notice of Claim of Lien. The owner paid a portion of the balance due at that time and continues to pay each month, so that the increase in the amount due reflects a late charge which accrues on the outstanding balance. The owner of record does not live in the unit, but mail is not being returned because the owner's wife occupies the unit. The Board agreed that it will not pursue foreclosure of the Claim of Lien, nor spend the money to perform a skip trace to find a current address for the owner of record.

Mr. Kiebzak said that the reduction of the surplus of \$12,100.00 can be attributed to the cost of irrigating the property during the period of October 15, 2012, through November 14, 2012. There was also the completion of the installation of plant material on Brook Court, as well as, the installation of mulch and repairs to the irrigation system.

MANAGER'S REPORT - Mr. Kiebzak reviewed a Manager's Report dated January 15, 2013.

2. Tree Replacement – A motion was made by Mr. Alivento and seconded by Mr. Palmisciano to remove and stump grind the fifteen pear trees which are located on the boulevard adjacent to Middlebrook Road. The motion was unanimously approved.

OLD BUSINESS

A. Magnolia Trees/Pear Trees – This topic was discussed during the session of the Manager's Report.

Mr. Alivento said that a new air conditioning system has been installed in the Association's unit located at 5280 Willow Court. The painting of the interior of the unit has been completed. He anticipates that this unit will be available to lease by the end of January.

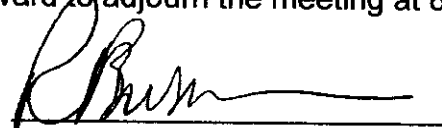
NEW BUSINESS

Mrs. Bussinger said that she noticed some mistletoe in the oak trees which are located on Bamboo Court. Mr. Kiebzak will look at the condition of these trees.

A motion was made by Mr. Alivento and seconded by Mrs. Ward to adjourn the meeting at 8:00 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: 2/19/13
