

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

BOARD OF DIRECTORS' MEETING MINUTES

November 15, 2016

The meeting was called to order at 7:06 PM.

Directors present were Tony Alivento, Ruby Bussinger, Joyce Steinhardt, Ricardo Torres, and Marlene Ward. Mr. Macedo was not present because he was attending a ceremony with his wife. Mr. Palmisciano sent a communication that he would not be attending the meeting. Mr. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS

A. Unit 414/Request for Waiver of Late Charge – A motion was made by Mr. Alivento and seconded by Mrs. Steinhardt to keep the October late charge intact. The motion was unanimously approved.

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

MINUTES - A motion was made by Mrs. Steinhardt and seconded by Mr. Torres to accept the minutes of the October 18, 2016, Board of Directors' Meeting, and the minutes from the November 2, 2016, Board of Directors' Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the October, 2016, financial statement.

MANAGER'S REPORT (Any enumeration of items below match the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report dated November 15, 2016.

OLD BUSINESS

A. Air Conditioning Retrofit Architectural Guideline - Discussion ensued, but no action was taken to approve the guideline.

B. Crime Alert/Neighborhood Patrol – A motion was made by Mr. Alivento and seconded by Mr. Torres to table action on this item until March 2017. The motion was unanimously approved.

C. HUD Condominium Registration - This topic was discussed during the session of the Manager's Report.

D. Orlando Utilities Commission - This topic was discussed during the session of the Manager's Report.

E. Storage Area Roof Architectural Guideline - Discussion ensued, but no action was taken to approve the guideline.

NEW BUSINESS

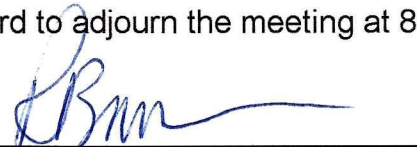
A. Landscape Enhancements/Willow Court – A motion was made by Mr. Alivento and seconded by Mrs. Ward to approve Quote 1276 that was prepared by RLC Landscaping Company dated November 10, 2016, at a cost of \$2,258.00. The motion was unanimously approved.

A motion was made by Mr. Alivento and seconded by Mr. Ward to adjourn the meeting at 8:25 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: 12/20/16