

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

BOARD OF DIRECTORS' MEETING MINUTES

July 18, 2023

CALL TO ORDER/CERTIFY QUORUM - The meeting was called to order at 7:02 PM.

Directors present were Ruby Bussinger, Mary Hawks, Britta Jarvis, Andrew Robinson, and Joyce Steinhardt. Wui Goh notified the Board that he would not be attending this meeting. Keith Kiebzak was present to represent KL Management Group, Inc.

HURRICANE PREPAREDNESS/DEBRIS/TRASH REMOVAL/GUEST SPEAKER – Joseph England who is the Assistant Division Manager for the Solid Wast Division of Orlando substituted for Alan Morrison who was the intended guest speaker. Mr. England explained the City's role of debris and trash removal after a major weather event.

INTRODUCTION OF VISITORS

Unit 214/5300 Brook Court/Legal Fees and Costs – Thomas DeLaCruz notified Mr. Robinson that he would not be able to attend the meeting this evening. The Board took no action.

PRESIDENT'S REMARKS – There were no remarks from Mrs. Bussinger.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mrs. Hawks to accept the minutes of the Board of Directors' Meeting dated June 20, 2023.

FINANCIAL REPORT - Mr. Kiebzak reviewed the June 2023 financial statement and the Financial Report dated July 18, 2023. Mr. Kiebzak said that the working capital for June is \$81,800.00 in response to the question about the amount of \$100,000.00 that is enumerated in the analysis. Mr. Kiebzak provided an update on the delinquent accounts.

MANAGER'S REPORT (Any enumeration of items below matches the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated July 18, 2023.

Pool Area – A motion was made by Mrs. Bussinger and seconded by Mrs. Steinhardt to approve the estimate from Smithson Electric to install 3 pool transformers, the uni-strut, and the time clock at a cost of \$1,475.00. The motion was unanimously approved.

Roof Clean – A motion was made by Mrs. Jarvis and seconded by Mr. Robinson to approve the new cost of \$400.00 to clean a roof on a building. The motion was unanimously approved.

OLD BUSINESS

A. Balcony Railing/Paint Buildings – This topic was discussed during the session of the Manager's Report.

B. Clubhouse Enhancements – Mrs. Bussinger said that she and Mrs. Hawks will be getting together before the next board meeting to review their ideas for the renovation of the clubhouse.

## OLD BUSINESS

- C. Fence Replacement Property – This topic was discussed during the session of the Manager's Report.
- D. Pool Bathrooms and Wall Shower – Mrs. Bussinger said that she and Mrs. Hawks will be getting together before the next board meeting to review their ideas for the renovation of the pool bathrooms and wall shower.
- E. Pool Lighting – This topic was discussed during the session of the Manager's Report.
- F. Retain New Attorney – The Board will meet next week to invite representatives from AriasBosinger, LarsenSlaten PLLC and the Ruggieri Law Firm to interview for the position as new counsel for the Association.
- G. Tennis Court Long Term Solution – No discussion ensued.
- H. Tennis Court Maintenance – This topic was discussed during the session of the Manager's Report.

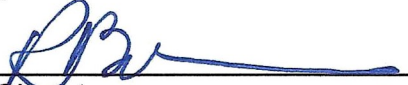
## NEW BUSINESS

- A. Late Charge/Waive July 2023 – A motion was made by Mrs. Bussinger and seconded by Mr. Robinson to suspend the imposition of a late charge in July for any member who pays after the expiration of the grace period. The Association's bank and printer did not process the coupon order in a timely fashion, so the information was delivered late to the membership. The motion was unanimously approved.
- B. Recreation Hours/Pool/Tennis Courts - A motion was made by Mrs. Jarvis and seconded by Mrs. Steinhardt to set the hours for the use of the pool from 7AM to 10PM and for the tennis courts and handball/racquet ball courts from 8AM to 8PM. The motion was unanimously approved.
- C. Rule - Landscaping/Building/Shingles – A motion was made by Mrs. Bussinger and seconded by Mrs. Steinhardt to adopt the following rule: "All components of any live landscaping must be maintained a minimum distance of two feet away from the stone coated metal siding. This distance is measured from the area that is underneath the mansard, the stone coated metal siding that is on the mansard, and the edge of the roof line so as to not be over the roof." The motion was unanimously approved.

ADJOURNMENT - A motion was made by Mrs. Jarvis and seconded by Mrs. Hawks to adjourn the meeting at 9:33 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,

  
Keith R. Kiebzak, CAM  
KL Management Group, Inc.

  
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Signature

Ruby Bussinger, President  
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Print Name and Title

Date: August 15, 2023