

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

BOARD OF DIRECTORS' MEETING MINUTES

January 16, 2024

CALL TO ORDER/CERTIFY QUORUM - The meeting was called to order at 7:04 PM.

Directors present were Ruby Bussinger, Mary Hawks, Britta Jarvis, Andrew Robinson, and Joyce Steinhardt. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – Sally Warren was present at the start of the meeting.

Unit 236/5260 Brook Court/Commercial Vehicles/Evict Tenant – A motion was made by Mrs. Bussinger and seconded by Mr. Robinson that the Board would initiate legal proceedings to evict the tenants if the commercial vehicles appeared on the property. The motion was unanimously approved.

Unit 404/5377 Bamboo Court/Dog Unattended – A motion was made by Mrs. Jarvis and seconded by Mrs. Bussinger that the dog will be allowed to stay until it was observed off the leash at which point the Board would legal proceedings to evict the tenant. The motion was unanimously approved.

PRESIDENT'S REMARKS – Mrs. Bussinger said that the website went live, and the users were sent an invitation to re-set their passwords.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mr. Robinson to accept the minutes of the December 19, 2023, Board of Directors' Meeting. The motion was approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the December 2023 financial statement and the Financial Report dated January 16, 2024.

MANAGER'S REPORT (Any enumeration of items below matches the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated January 16, 2024.

Unit 226/5263 Middle Court/Prune Palm Tree – Mr. Kiebzak said that the owner has corrected the violation, so the record has been closed.

Unit 527/5264 Willow Court/Landscaping, Hangar, Screen Door, Item Hanging on Balcony – Mr. Kiebzak said that has requested an update from the attorney on the status of this violation.

Landscape Replacement – Mr. Kiebzak said that he has an appointment with Mr. Everson this upcoming Monday.

Beetle Issue – I have not received the proposal that Mr. Espey committed to providing me for the meeting.

Sunhill Apartments – Mrs. Bussinger said that the name of the property has been changed to Sunhill 77 with the ownership remaining the same. There has been no change to the requirements that the City of Orlando have imposed on the owner before he can improve the property.

OLD BUSINESS


- A. Clubhouse Enhancements – No discussion ensued.
- B. Fence Replacement Property – This topic was discussed during the session of the Manager's Report.
- C. Landscape Replacement Phase 2 – This topic was discussed during the session of the Manager's Report.
- D. Roof Replacement B 52 – This topic was discussed during the session of the Manager's Report.
- E. Tennis Court Maintenance – This topic was discussed during the session of the Manager's Report.

NEW BUSINESS

- A. Holiday Decorations Guideline – This topic was discussed during the session of the Manager's Report.

ADJOURNMENT - A motion was made by Mrs. Jarvis and seconded by Mrs. Hawks to adjourn the meeting at 9:00 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,

  
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Signature

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

Ruby Bussinger, President  
Print Name and Title

Date: February 20, 2024