

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

BOARD OF DIRECTORS' MEETING MINUTES  
July 16, 2024

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

Directors present were Mary Hawks, Britta Jarvis, Andrew Robinson, and Joyce Steinhardt. Ruby Bussinger did not attend because she was recovering from an illness. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – Terri Brooks, Gloria Grehl, Olena Kolyadchik, Jo Warren, and Sally Warren were present at the start of the meeting.

A. Unit 450/5308 Bamboo/Request for Payment Plan – A motion was made by Mrs. Jarvis and seconded by Mrs. Hawks to approve a stipulation effective August 1, 2024, to pay the past due balance and pay the currently accruing assessment in twelve equal monthly installments and to pay the Special Assessment in five equal monthly installments. The motion was unanimously approved.

B. Unit 484/5372 Bamboo/Request Swapping with Space 483 – A motion was made by Mr. Robinson and seconded by Mrs. Steinhardt to install a concrete pad to extend the concrete sidewalk that is outside the front gate of unit 484 to cure the problem of ingress and egress from this unit, if the vehicle that is parked in space 483 is obstructing access to unit 484. The motion was unanimously approved.

PRESIDENT'S REMARKS – Mr. Robinson said that the storage cover guidelines are being reviewed, and that there is discussion to purchase the same style metal umbrellas for the pool area to replace the umbrellas that were destroyed during the wind event in May.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mr. Robinson to accept the minutes of the June 18, 2024, Board of Directors' Meeting. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the June 2024 financial statement and the Financial Report dated July 16, 2024.

Director Wui Goh joined the meeting.

Unit 527 – A motion was made by Mrs. Hawks and seconded by Mr. Robinson to require that the owner pay the full amount that is due because she defaulted on the payment agreement, otherwise the Association will foreclose on the unit. The motion was unanimously approved.

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

Landscape Replacement – The Board took no action.

Clean Stone Coated Metal Siding - The Board took no action.

MANAGER'S REPORT

Flagpole – The unanimous consensus of the Board was to indefinitely postpone action on this item.

OLD BUSINESS

- A. Fence Replacement Property – The topic was discussed during the session of the Manager's Report.
- B. Storm Damage – The topic was discussed during the session of the Manager's Report.

NEW BUSINESS

A dead pine tree was removed that was located east of the entrance of Willow Court.

ADJOURNMENT - A motion was made by Mrs. Jarvis and seconded by Mr. Robinson to adjourn the meeting at 8:23 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,



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



Signature

Andrew Robinson, President

Date: August 19, 2024