

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: January 8, 2004
RE: Property Manager's Report

Now that the holiday season is behind us the staff is getting back to the normal routine work of running the community smoothly. The primary goal for 2004 will be to add more accountability to everyone's position and with it we will be doing more documentation including daily activity reports and check lists that will be followed for each job function.

Management – Besides what was mentioned above management will be busy during the month of January in packing away the files for 2003 and making sure that everything is in place for 2004. My goal is to have all accounting records and files to our auditor by the end of the month so that again our audit can be completed in a timely manner. Carol and I both feel that there should be no problem with the 2003 audit.

The Georgetown management project continues to run smoothly. The staff has been able to handle all the functions necessary to operate Georgetown while not taking away from the operation of the Master Association. All time incurred by Georgetown has been paid for by their Association.

Inspections— The monthly inspections for January are scheduled to be completed early next week. As in previous years I give residents a little extra time to complete their work during the holiday season.

Landscaping – The transition to Potter Lawn and Landscaping continues to move forward very smoothly. It has been a real pleasure working with Nina and Grant Potter as well as their staff. I have received many phone calls from residents commenting on how nice the property looks.

The Landscape Committee has met with Nina Potter to review some renovation ideas that she has. The designs were very interesting and should result in a fresh new look to several areas. The areas being considered at the present time include:

- 1.) The sign on the corner of Coral Ridge and Lakeview
- 2.) The cul-de-sac on NW 127th Way
- 3.) The cul-de-sac on Shinnecock Hills Way.
- 4.) The cul-de-sac on Cherry Hills Way.
- 5.) The island on Sea Pines Way and Classic Drive.

These projects were not completed by Miele Brothers.

I have attached to this report a copy of Potter's monthly calendar. Nina Potter feels that she has now gotten her crews into a routine and that this schedule should be accurate except for delays caused by weather.

I have also attached to this report two bids received for our tree trimming project which is due to be done in February. The bids are from:

Twin Tree Service
Potter's Lawn and Landscape

Finally Nina and I have already started to look at different plant ideas for our summer annual plantings. More information will follow.

Pick-up trucks and Parking Violations— At the present time there is no problem with residents and their trucks. I have been able to work with residents who have problems with parking. Parking rules are being stressed to all new residents. As in previous years we relaxed the parking rules during the holiday season but all rules are now back in full force.

Tennis Center— The month of December was a very slow month at the Tennis Center. All of our teaching pros took some much needed vacation time and all the leagues (both men's and ladies) took a break during the holidays. The club worked half days on the holidays and the day before the holidays. No members expressed any problem with this.

The new membership rates went into effect on January 1, 2004. No members expressed any problem with the increase. The real test will come after the leagues end their seasons and teams decide if they want to continue to have Eagle Trace as their home. This will be in April and May.

I have attached to this report a copy of the calendar for the Tennis Center. As you can see Ann Marie has set up special events for different groups. We will monitor closely the interest levels and make adjustments as necessary. Planning has also begun for our annual Ladies Member Guest Day which will be held in early April. The staff is also trying to plan and Men's and Kid's day/evening to bring interest to the club.

I am also pleased to announce that Carlos Alvarado was again asked to captain his country's Davis Cup Team. He will be having some of his fellow team mates in this country and at the club to train for the matches. We will be sending press releases about this to the local media.

The current membership numbers are as follows:

Resident Single	35
Resident Family	08
Non-Resident Single	98
Non-Resident Family	08
Junior	3
Total	152

Crime Statistics – During December there were three incidents that were reported to the police. The first dealt with golf clubs being stolen from an open garage. I am pleased to report that Coral Springs Police arrested a juvenile in this case. The next incident involved a radar detector being stolen from an open car. The final incident was a house that was robbed Christmas morning. I am working closely with Coral Springs Police on this case. This case looks like it might be an inside job since it happened while the homeowner was out walking their dog at 6:00am Christmas morning and left the front door open.

2004 Election – Early next week a letter will be sent to all residents asking for those interested in serving on the Board to send their Resume to the Nominating Committee. This will be followed by a Candidates Night on February 19th and the actual election on March 18th. I have started to work on all the needed documents so that they can be reviewed by the attorney.

2004 Capital Improvements – The following are the projects that I would like the Board to consider during 2004. I would like to have a preliminary discussion tonight about these projects and any others that the Board would like to consider during 2004:

Tennis Court Light Replacement (approx. cost \$50,000)

Lightening Detection System for Tennis Center (approx cost \$6000)

Sealing of entrance gates and Tennis Center parking lot (approx. cost \$15,000)

Purchase of a street sweeping truck (approx. cost ????)

It will also be necessary to replace the white truck during the course of the year. The truck has passed toe 100,000 mile mark and is in need of some repair work. The mechanic that we use feels that it is not worth putting money into this truck. Please remember that besides maintenance work this truck is also being used at night as a patrol vehicle.

In closing on behalf of the entire staff I would like to thank the entire community for the very generous holiday bonuses.

Should you have any questions about these or other issues I will be more than happy to address them.

Sincerely,

Louis Brawer
Property Manager