

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: January 13, 2005
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 2005 will be to concentrate on daily activities and streamlining them so that more time can be spent on projects that will help improve the infrastructure. As you are all aware the systems within the community are getting old. The staff is trying to make repairs in such a manner so that the systems will be able to last longer and problem free. This includes irrigation, lighting, general electrical and the condition of our streets and sidewalks.

Management – As is usual this time of year management has started to pack away the files from 2004 and setting up the ones for 2005. In case you are not aware we have a new audit firm this year and they have already started to review the 2004 financial data and according to Goldman and Juda the task is moving ahead smoothly. All data from management will be delivered to the audit firm next week.

I am also in the process of looking for some off site storage for our small equipment and old files. It has been determined that the TPC building that we are using is not the most secure and Ira and I have concluded that it would be in our best interest to start moving equipment and records from this building. The equipment that will be moved include items that were purchased for hurricane season and are not used on a regular basis. The files include all the old records that were turned over to us from the developer and all files that we have packed away each year. Important records such as Board Minutes and Financial Reports are kept in the management office.

All staff will be informed of their yearly raises tomorrow in individual meetings with myself. I hope that they are all pleased with the generosity of the Board and the community. At the same time we are also changing our payroll policy to a two week payroll from a semi-monthly. This change was made to help streamline check signing. All the staff have already been informed of this change.

The Georgetown management project continues to become more streamlined each month. The Board of Georgetown has been very happy with the work being performed by our staff.

Inspections— The monthly inspections for December were completed on December 27, 2004. The results are as follows:

1 st Warning Letter	46
2 nd Warning Letter	18
Final Warnings	9

In addition four residents were turned over to our attorney since they chose to ignore the three letters sent by management. These include:

backboard	12552 Burning Tree Lane	Painting and installation of a basketball
	1815 Eagle Trace Blvd. East	Roof cleaning
	1818 NW 126 th Way	Roof cleaning
	12734 NW 18 th Court	Landscaping

Landscaping – Joan Casagrande and I met this past week and came up with a list of projects that we would like to focus on for at least the beginning of 2005. This include the following:

Renovation of the following cul-de-sacs:
Small one on Oakmont Terrace
Hartford Way
Magnolia Court
NW 18th Manor
Colonial Drive
NW 14th Street
NW 13th Court
NW 15th Street

It should be noted that all these cul-de-sacs are very small and should be fairly inexpensive to renovate.

Install three Casio trees in the center island at the Green's entrance. This should have been done in 2004 but the budget did not allow for it. Some additional landscaping is also being looked at for the sides under The Greens signs.

We will investigate the removal of some of the trees behind the ficus and coco plum hedges along Eagle Trace Blvd. West. This is needed to allow sunlight in so that we are able to keep the grass looking good.

At the North Gate we are looking at ways to address the area along the wall next to the resident lane.

All these projects will be presented to the Board once we receive quotes for Potter Lawn and Landscaping.

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 was closed on Christmas Day and closed at noon on Christmas Eve, New Year's Eve and New Year's Day. No members expressed any displeasure with this.

I have attached to this report a copy of the calendar for the Tennis Center. As you can see many league activities are planned. The next big social event will be a Valentine's Day

Round Robin on Sunday, February 13th. This will be open to members and non members.
Ann Marie is also starting to work on:

Club Championships
Ladies Member Guest Day

All courts are in good condition as far as clay is concerned. This week we had to rent a lift truck to make major repairs to two of the light poles. In keeping with the practice that was described above while we had the lights apart we changed the internal working that was still the original. These lights should not give us problems for several years now.

Starting in February Eagle Trace will be a host site for a new nationwide program called Youth League Tennis. This is being organized by a group out of California along with Wilson and Addidas. There is no cost to Eagle Trace and the organization handles all the administrative work. Ann Marie and I checked the program out thoroughly and we have received their insurance information. Once the first session is complete (May 1, 2005) we are under no obligation to do it again.

The current membership numbers are as follows:

Resident Single	38
Resident Family	10
Non-Resident Single	102
Non-Resident Family	06
Total	156

Crime Statistics – During December there were two incidents that were reported to the police. The first dealt with a car that had its window smashed and items taken from the front seat. The second was a house that had a sliding glass door opened. No report was made to me if anything was taken.

Again a truck hit the overhang at the North Gate. I am working with the truck driver's insurance company to make the necessary repairs.

Street Signs – I would like to recommend that we purchase the following signs:

Replace "U-Turn" sign behind North Gate. This sign was never done during the original sign project.

Replace dog station on Eagle Trace Blvd. East damaged by a car.

Replace the basket on the dog station that was stolen.

Replace Eagle Trace Blvd. East street blade that was stolen.

Fairway's Wall – Jay from Mailbox World has sent me three different ideas for the Fairway's Wall.

Option A – Granite with the letters carved into the granite and then sealed.

Option B – A reverse aluminum sign which involves installing two pieces of aluminum on top of each other to provide some depth.

Option C – Hand paint the letters directly unto the stucco.

The cost of these three options are:

Option A - \$7,200

Option B - \$2,800

Option C - \$1,800

Mailbox Condition – As I reported several months ago the condition of the black mailboxes continue to deteriorate. Beautiful Mailbox did come out and repaint the bases that were peeling but the condition of the boxes still remains poor. There are many boxes that have faded and have paint peeling. The hinges are also failing and staff has replaced at least 70 so far. These were being supplied free of charge by Beautiful Mailbox Company but now that the warranty period has ended they want to charge us for the hinges.

I would like to recommend that our attorney write them a letter to resolve these issues. I am also working with Mailbox World on a restoration plan that could be sold to the residents.

Alligators – As you are all aware we had several sighting of alligators around the 1st of the year. The state was notified and sent a trapper out however he could not find any. There have not been any sighting in the last week or so.

There was some concern about the signs that were placed at the gates and I received one e-mail from a resident feeling that the signs would hurt property values. I told the resident that a story about a child being bitten could do more harm than a warning sign. Ira Josephson also had a conversation with this resident.

Street Sweeping – The next street sweeping will take place just before the Easter holiday.

2005 Capital Improvements – The following are some of the other items that I am investigating for 2005:

- Replacement of the Gazebo roof at the Tennis Center
- Purchase of a lift truck
- Security cameras for the patrol truck and for the gatehouses to allow us to better monitor our guards.
- Storm sewer project

Of course I would also like to see work started on the planning for a maintenance/office building for Eagle Trace.

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