

## MEMORANDUM

**TO:** Board of Governors  
**FROM:** Lou Brawer, Association Manager  
**DATE:** January 16, 2007  
**RE:** Manager's Report

---

Now that the holidays are behind us the staff is moving full steam ahead on projects for 2007. The year started with continued work on our irrigation system as well as pressure cleaning and repairs. As of this point there are no major projects on the agenda so we will continue to work on routine cleaning projects as well as repairs and maintenance.

We will over the next few months be implementing new systems for inventory controls and project costing. More details will be passed along as these systems are put into place.

The primary goals for 2007 are to:

- 1.) Complete the recreation facilities
- 2.) Work on drainage problems
- 3.) Work with TPC on renovations and landscaping in the area next to the Maintenance buildings
- 4.) Completing the Landscaping Master Plan and implementing the first phase of that plan
- 5.) Establish and implementing a preventative maintenance program for all systems:
  - a. Irrigation
  - b. Lighting
  - c. Building repairs

Finally we will continue to prepare for the next storm season and hopefully we will again not have put our plans into action.

*Operations* – Office operations are in the close out phase of 2006. All files are packed up and the necessary ones are ready to be sent to the auditor so that the 2006 audit and tax returns can be prepared in a timely manner.

Carol and I are also working on revising office procedures so that we can better track information that comes in so that residents are provided with quick and correct answers. We have already revised the Architectural application and shortly will be reviewing the other resident forms.

After a meeting with Wackenhut I have started to develop some new ways of tracking gatehouse and security problems and this will be reported on at the next meeting. Carol will be instrumental in these tracking functions.

*Inspections*— Monthly inspections for January have been completed and letters will be mailed out by the end of the week. I am pleased that most of the violations found prior to the holidays have been resolved. Residents are still waiting on roof repairs or replacements.

***Landscaping*** – The warm weather of late has created some problems with the landscaping specifically the flowers that were planted in November. A fungus has killed many of them and Potter has treated all the beds and has replaced the damaged ones.

The warm and wet weather has also resulted in the grass growing faster than normal. This additional cutting has been handled by Potter at no additional cost to the Association.

The replanting of the berm behind NW 127<sup>th</sup> Avenue and NW 14<sup>th</sup> Street has come in nicely. We were fortunate that all the existing irrigation in this area worked and needed little repair. I have requested a meeting with the TPC to discuss the non resident side of berm as well as the area along Eagle Trace Blvd. West.

Potter has been working on the Master Plan and tonight we will have the first presentation of this project. It is important that all Board members understand that this Master Plan is not a simple cookie cutter template that is just filled in. Several discussions will be needed before a final plan is developed. Landscaping is an art form and not science so therefore there will be no right or wrong answers.

***Pick-up trucks and Parking Violations***— All parking rules have been put back enforce and cars/trucks that are in violation are having warning stickers attached. We are again tracking all violators and letters are being sent.

***Tennis/Recreation Facility***— Operations are running very smoothly and I am happy to report that there have been no problems reported to me by residents. The on line reservation system is working and each morning the reservations for that day are posted.

Now that the cool winter weather is here I have been seeing more and more casual players coming out to use the courts.

Mr. Mattezzi has returned from his vacation and his children's program has resumed.

A group of Eagle Trace ladies has scheduled a ladies day for Friday, February 2<sup>nd</sup>. They hope that this will be a means of attracting more ladies and hopefully to develop more teams for league play.

All court hours have returned to normal following our revised holiday schedule.

The installation of the basketball courts is scheduled to begin this week. If everything goes smoothly they should be ready to open in 4 to 6 weeks.

It is hoped to have the playground contracts ready within the next week or two. Once those are signed it should be a six to eight weeks for delivery and installation.

I hope to have both these projects completed by the end of March.

***Community Security***- As I mentioned earlier I met with the management of Wackenhut concerning some poor quality of service issues. They are addressing these issues and I will continue to monitor their performance. I have put them on notice that if the service does not improve that we will start having to look at other companies.

***The Eagle Tracer*** – I hope to publish the next issue of the Eagle Tracer in February/March. The main focus will be on the new recreation facilities and the Landscaping Master Plan. Other stories will deal with rules and landscaping regulations. I might also reprint the “Did You Know” flyer that we developed two years ago.

***Community Party*** – I would like to start planning another community block party for late March. All the work at our “Recreation Center” will be completed by that time and we can use this party to dedicate these facilities. Anyone who has ideas for this party should certainly let me know.

Residents have stepped forward to work on the Social Committee. They will be contacted for help with the planning and implementing of this party.

***TPC Eagle Trace*** – The main focus of our communications with TPC will be on working together on getting on maintenance issues around both the common area and the golf course. We will also be working with them on security and hurricane preparation.

In closing I am looking at 2007 to be a very productive year and I am looking forward to working with the Board on community enhancement projects.

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

Sincerely,

**Louis Brawer**  
**Association Manager**