

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: January 19, 2006
RE: Property Manager's Report

I am sure glad that 2005 is now behind us. It was a very busy year and while it will be remembered for Hurricane Wilma there were many other positive events that occurred. While Eagle Trace sustained damage from the storm I am glad to report that things are rapidly returning to normal. I must commend all of our staff and contractors for a job well done.

Now that the holiday season is behind us project work will start again in full force. Projects that are being done by our staff will include:

- Replacement of damaged street lights
- Irrigation repairs
- Pressure cleaning

Management – All office functions have returned to normal. As usual this time of year January will be spent packing up all our files from 2005 and getting everything over to the auditors. Our yearly audit and tax returns should be completed prior to April 15, 2006 so it will not be necessary to file for extensions.

We have also been working closely with our insurance adjuster and have finally been able to submit our claim. He hopes to have an answer to us within the next 4 to 6 weeks. The only open item at this time is the damage done to the Tennis Center gazebo.

Performance evaluations will be completed in the next week so that employee salaries can be set for 2006. These will be retroactive to January 1st.

Inspections— During the next thirty days I would like to again start property inspections dealing mainly with landscaping issues. Trees and tree stumps will also be addressed.

Landscaping – Now that the majority of the clean up work is completed I have asked Potter Lawn and Landscape to give proposals on several projects. Tonight I would like to present the proposal for replacing sod over the area along Eagle Trace Blvd. where tree stumps were removed. While I know that at some point it may be necessary to replace the trees, by putting down the sod now our main streets will have a finished look at a fairly low price. The Board could also determine in the future how many of the trees will be replaced. The proposal for this project is attached.

The next project that will need to be addressed is the berm on the North side of Eagle Trace Blvd. West. This was an area that needed to be addressed anyway but the storm thinned out

the hedge even more and the residents that back to that strip (NW 127th Way, NW 127th Avenue and NW 14th Street) have lost most of their privacy. This project will need to be made a priority.

Several cul-de-sacs are also in need of immediate renovations. Proposals on these will be discussed at the next meeting. The two most pressing ones are Pinehurst Way and NW 16th Court.

The storm also took a toll on the curbs around the cul-de-sacs. The concrete was damaged by all the heavy equipment that was needed to remove the debris and by people needing to drive up on curbs to avoid debris. Attached is a proposal for all the necessary repair work. This was also submitted as part of our insurance claim.

Since it was necessary to remove hanging branches from trees we have gone ahead and started our bi-annual tree trimming projects. To date Twin Tree has completed:

Eagle Point
The Greens
Highland Place

Twin Tree is currently working on the Fairways. Next week The Hamptons and Georgetown will be completed. In coming weeks the remainder of the community will be completed. Potter Lawn and Landscaping has completed the community trees along Eagle Trace Blvd. and the trees on all the cul-de-sacs.

Street Sign Replacement – As you are all aware many of our street signs, especially the street name blades were damaged during the hurricane. In meeting with our sign contractor, Mailbox World, it was determined that the street blades sustained so much damage because of the material that they were made of. This material was originally chosen because the Board wanted a sign that gave a three dimensional look.

Now that we have seen the results it was requested that another type of street blade be developed. This evening we will present the improved street blade for consideration. The cost of replacing all of the street blades with the new ones would be about the same as just replacing the damaged one using the foam type sign since the new ones are much less labor intensive.

The manufacturing and installation time for the new signs will be approx 6 to 8 weeks.

The proposal is attached. It is hoped that the Board will approve this proposal tonight so that work can start immediately.

Pick-up trucks and Parking Violations— All parking rules are back in full force. Cars that are parked in the street after midnight and pick up trucks that are parked in driveways after midnight are having violation stickers placed on them and letters are being sent.

Tennis Center— All membership refunds have been sent as well as money that was received for prepaid clinics and lessons. To date only three members contested the amount that was returned to them and these were researched and corrected if needed.

Community Security – During December no residents reported crimes that involved the police. Several cars that were left open had items taken and one house had a television removed from their back patio. Minor incidents of vandalism continue around the community.

The new radio antennas have finally been installed and are working well. We will now start to work with cameras and hopefully have them available in the very near future.

The Eagle Tracer – The third issue of the year has been put on hold till further notice. I would like to see an issue go out next month. The issue will deal with suggestions for fixing up your house, plans for the Tennis Center, the upcoming election, the installation of the security cameras, and possibly the new building. We will also stress the importance of communications and how it played a role during the storm.

Board Election – The following is the schedule for our upcoming election:

January 27, 2006 – Deadline to submit your name as a candidate to the Nominating Committee.

February 9, 2006 – Meet the Candidates Night

February 27, 2006 – Election materials mailed

March 23, 2006 – Annual Meeting and Election

In closing I would like to thank the Board for all their good wishes during the holidays. I am looking forward to a very productive 2006.

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

Sincerely,

Louis Brawer
Property Manager