

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: February 19, 2004
RE: Property Manager's Report

The clear and cool winter days are now upon us and with that the sweet smell of an election is in the air.

Office Management- The administrative concentration for the next month will be on the March 18th election. As you all know the election materials were mailed to all residents of the Master Association last Friday. Integrity Property Management and Maximum Management are handling the mailing to the Neighborhood Associations. I have been told that they too have been prepared and mailed. I have coordinated with Goldman and Juda to have extra staff on hand to count the proxies and ballots on the night of the 18th. All the 2003 files and records have been turned over to Bennett and Bennett to prepare the 2003 certified audit. I am hoping that it will be completed by the election to further help insure a smooth transition.

Inspections— The inspections for the month of January were completed on January 23, 2004 with the following results:

1 st warning	47
2 nd warning	07
Final warning	07

Two units were turned over to the attorney for legal letters.

Landscaping – Potter Lawn and Landscaping continues to work on improving the landscaping within Eagle Trace. Currently the following landscape projects are being worked on:

- Shinnecock Hills Way cul-de-sac
- Cherry Hills Way cul-de-sac
- Island at Sea Pines Way and Classic Drive
- NW 127th Way cul-de-sac
- Sign on Lakeview and Coral Ridge

These projects should be completed within the next week to ten days.

I am also pleased to report that Twin Tree Service has begun the tree trimming project that was voted on last month. The cost per tree was reduced to \$20.75. They started at the West Gate and have progressed up Eagle Trace Blvd. West and have started on Eagle Trace Blvd. North. From this point they will do Eagle Trace Blvd. East and then move onto Classic Drive. The perimeter of the community will be done last. Keith has asked permission to again offer residents a special rate for the trimming of other trees on their property. As was done two years ago I have prepared a letter that Twin Tree will spend (at their expense) to all residents advising them of these special prices. I have attached a copy of the letter for your approval.

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.

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 and will be mentioned in the Eagle Tracer.

Tennis Center— The membership has been informed of the new membership rates and there have been no real objections from the residents. The maintenance staff has been adding clay to the courts on a regular basis and all courts are in good condition. Other maintenance issues have been handled in a timely manner. These have included the replacement of two light ballasts and the repair of two water fountains.

The tennis staff (Carlos, Gabriel, and Ann Marie) met with Nancy Frank and me to plan for summer camp. We also discussed the Member Guest event and teams for the fall of 2004.

The current membership is as follows:

Resident Single	33
Resident Family	08
Non Resident Single	96
Non Resident Family	08
Junior	03
Total	148

This represents a decrease of 4 members from last month. The primary reasons for the decline have been injuries and members moving from the area.

Crime Statistics – During the past month (there have been no major crimes within Eagle Trace. I have noticed that a lot more reports are being made of people trying to tailgate into the community. I have met with management from Wackenhut to review our staff and look at ways of improving our gate staff training. We have moved some guards around to different posts so that no one gets “too comfortable” at one spot. We have also revised the training procedures so that new officers become more familiar with the community as well as gate operations.

Finally two Wackenhut officers have been given promotions. Tom Seaton has been promoted to Major from Sergeant and has been appointed chief training officers. Tom Waygandt has been promoted to Captain from Major and remains as our site supervisor. Both men have been doing an excellent job and I am glad that Wackenhut recognizes this.

2004 Capital Improvements – As was mentioned above the tree trimming project for 2004 has begun. The only other pressing issue that this current Board needs to vote on is the purchase of a new truck to replace the white Toyota Tacoma. This truck needs major engine work and it is felt that it is not worth the expense. Attached to this report is a proposal that was received from Al Hendrickson Toyota.

All other projects will be tabled till the new Board takes office in March.

Finally, planning has already begun for our summer special project season. Any Board member or resident who knows High School or College kids that would like part-time

summer hours should contact me. These people will be used to do specific painting and cleaning projects during summer vacation.

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

Sincerely,

**Louis Brawer
Property Manager**