



Office: 954-796-5013
Fax: 954-341-6129
Cell: 954-275-6241

Louis H. Brawer
Association Manager

1000 Eagle Trace Blvd. West • Coral Springs, FL 33071
Email: loubrawer@eagle-trace.com • www.eagle-trace.com

MEMORANDUM

TO: Board of Governors

FROM: LOU BRAWER, ASSOCIATION MANAGER

DATE: February 19, 2008

RE: Manager's Report

Another two years of hard work are about to come to an end and the challenges of the next two years are upon us. As your manager I am excited about working with both old and new Board Members. We have many exciting projects ahead and I am thankful that all of you have again volunteered to help your community.

I am also pleased to see several new faces come forward to possibly serve the community. For those that are not chosen this time around I hope that you will continue to stay involved and again step forward to help out your neighbors keeping your investment strong.

Operations – With the election upon us the staff has been involved in the preparation of election materials. This year this task is much more complicated since besides the Master Association election management will have the responsibility of preparing in election materials for all the Neighborhood Associations that we manage. Several of these run their own elections at this time of year in addition to voting for the Master Association Board members. Please remember that members of Neighborhood Associations do not vote at the Master Association Annual Meeting. Their Associations must hold their own meetings and elections and if they have a quorum then their votes are reported to the Master Association. If a Neighborhood Association does not have a quorum the residents will not be able voice their opinions.

Neighborhood Associations: Operations of the neighborhood associations under the management of ETCA are all running well. The maintenance staff has been able to handle all the needs without the addition of extra help or with the Master Association's being compromised.

Inspections— Monthly inspections for January have been completed and violation letters have been sent. Most residents have been following up on our requests. Three residents have been turned over to the attorney for demand letters.

Landscaping – The landscaping of the community continues to look fairly good especially with the water restrictions which the Association must follow just like any other resident. We are currently watering all common areas one day a week.

We continue to wait for the landscape architect to come back with some renderings of his ideas. There have been some delays but hopefully the drawings should be back shortly. Management feels that at this point it would be better to wait until after elections before moving forward on this major project.

Tree trimming continues to move forward and should be completed during the next month.

Pick-up trucks and Parking Violations— The two residents that applied for exceptions to the pickup truck rule and were denied have now complied and are not currently in violation of the rule.

Letters have been going out to residents that continually keep their garage doors open. Management is keeping a log of open garage doors are reported by the patrol.

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.

All the courts are in good condition.

Community Security- Gate operations continue to improve as our new officers are becoming more familiar with their positions. Residents with problems and complaints are handled on a case by case basis with personal phone calls by one of the principles of United Global.

Two weeks ago we started closing the resident gate between 2:00 and 6:00am. No residents have questioned this new procedure or have complained about have to show identification.

The installation of the Fiber Optic cable is moving along on schedule. Just about all the pipe has been installed and within the next two weeks the cable itself will be pulled. Then all that will be left is the installation within the gatehouses. Once this is all complete we can start trying out different cameras and positions.

Mailbox Replacement – Mailbox World has been out working on the mailbox refurbishment project. The project is currently in the clean up phase and should be completed within the next two weeks. Generally most residents have been pleased with the results.

The Eagle Tracer – I am currently working on the next issue of the Eagle Tracer. I hope to have it completed and mailed in March. The lead story will be the election and an introduction of our Board members. Other stories will deal with:

Vandalism

Inspections

Rules and Regulations

Landscaping and the drought

Community Party – Plans continue to have forward on the planning of our next community party. I am currently waiting to hear from TPC on what type of involvement they want to have in the party.

Even though we are behind schedule on this event I feel that we can schedule this for early April.

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

Sincerely,

Louis Brawer
Association Manager