

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: February 22, 2005
RE: Property Manager's Report

The year 2005 is now in full swing and the staff of Eagle Trace has been busy with the general work of making the community look the best it can. We have started special projects including:

Cleaning of the maintenance storage areas and getting rid of old junk that has accumulated over the years.

Painting in and around the gatehouses.

The cleaning of all street lights around the community. Besides making the lights look better removing the dead bugs and leaves will make the lamps last longer and be more efficient.

During the next month we hope to paint the wall at the entrance to The Greens and to do a full cleaning of all street signs within the community. At the same time we will see which signs, if any, need to be replaced or refurbished.

On going projects including pressure cleaning, electrical, and irrigation repairs will also continue as usual.

Management – The yearly chore and packing away the 2004 files and records has been completed. It is amazing how the storage space in the North Gate office gets smaller and smaller each. While most of the files are packed away and stored in the TPC maintenance building important files such as financial reports, Board meeting Minutes, and legal records must be kept safe and secure in the office (per Florida law).

Last week Marty Friedman I met with an architect to have a preliminary discussion about building a maintenance/office facility on the empty lot next to Tennis. Tonight Marty Friedman and I will ask the Board for the fund necessary to do a preliminary study to find out what type and size of building we can place on that land. This study can be completed within a month. At that time we will come back to the Board with a proposal for the funds necessary to do architectural plans. If all goes smoothly this building can be designed and built within 18 months.

I have been holding off looking for off site storage for our equipment and supplies since our relationship with TPC has improved. I am not sure the reaction we will receive once TPC management finds out that we are building a new facility. If this becomes a problem I will then go out and find short-term storage off site.

I am also pleased to report that our 2004 Financial Audit has been completed and as expected no problems were found. The auditor will now complete all of our 2004 tax returns so that they can be filed by the April, 2005 deadline. This is the first time our audit and tax return has been completed prior to the April deadline without the need to file for an extension.

During the month of January we changed to a bi-weekly payroll from bi-monthly. All the staff seemed happy with this and it has certainly made the job of getting checks signed a lot easier. I also get to bother Board members two less times each month.

The staff received their yearly evaluations and raises during January. Everyone seemed pleased with the increases they received.

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. The Georgetown Board is currently working on filling the vacancy left when Amber Day moved from Eagle Trace.

The Georgetown Board is busy planning different projects for 2005 including landscaping improvements and possibly building a picnic/deck area next to the pool.

Inspections— The monthly inspections for January were completed on January 27, 2005. The results are as follows:

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

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

I am pleased to report that three of the four residents that were turned over to the attorney last month have done the necessary work on their homes and are now in compliance. The fourth house is in foreclosure so we don't expect any work to be completed at the present time.

Landscaping – Joan Casagrande and I met and have decided that the first few projects for 2005 would include:

- 1.) The planting of two Casio trees at the entrance medians to The Greens.
- 2.) The lighting of the Palm Trees in The Greens median.
Attached you will find a proposal from Excel Electric for this project. It is necessary to have a licensed electrician involved because we are dealing with high voltage and therefore a city building permit is required. After reviewing the proposal I talked with Excel Electric and determined that our staff can do most of the work. Excel will pull the city permit, supervise our staff's work, and will do the final hook up. The cost of this should be around \$1000 including the permit fees.
- 3.) The final project that is being studied at this time is a renovation of the backside of the berm along Eagle Trace Blvd. West. This is the area behind the Ficus hedge that was installed two years ago. The project will include:
 - a.) The removal of trees and vegetation to allow more sunlight to hit the grass.
 - b.) Removal of old tree stumps.
 - c.) Removal and grading of the slope.
 - d.) The installation of new irrigation pipe to allow for better irrigation of both sides of the berm.
 - e.) The installation of sod where needed.

While many of you might feel that this project will not benefit many residents it is something that should have been done when the Ficus were installed. The mess that is left on Eagle Trace property is not fair to the residents that back to this berm. If the project is approved by the Board letters will be sent to the residents affected explaining the project and the timetable. The residents will have an opportunity to meet with Joan, Nina Potter, and myself to answer any questions.

Pick-up trucks and Parking Violations— At the present time there is one resident that has been turned over to the attorney for constantly breaking the pick up truck rules. This resident has received a letter and has seemed to stop leaving their truck out at night.

Another resident has questioned the policy and why some vehicles are not being included. I have asked our attorney to respond to this resident.

There have been no complaints from the street where the Board gave the special parking exception two months ago.

Tennis Center— The New Year has shown the activities at the Tennis Center return to normal. Leagues are again playing and our teams are doing well.

In early February we had a Valentine's Day Round Robin, which was attended by 30 residents and guests. Ann Marie along with Joan Casagrande planed and executed a beautiful affair with lots of red food and drinks. The next social activity is being planed for St. Patrick's Day.

Planning work is also starting on our annual Ladies Member Guest Day and a Club Championship tournament. Details will be available at the next meeting.

The additional tables and chairs that were authorized by the Board at the last meeting were purchased in time for the Valentine's event.

I have attached to this report a copy of the calendar for the Tennis Center.

All courts are in good condition as far as clay is concerned. We still need to have some fence repair work done and we need to purchase the windscreens that were damaged during the hurricanes of last fall.

Again this year our Head Pro, Carlos Alvarado, has been asked to coach the Davis Cup team for Bolivia. He will be gone for two weeks. We wish him the best of luck.

Youth League Tennis will begin on February 27th. As reported last month this is a program being run by a group out of California and will expose our tennis facility to many parents and children from outside of Eagle Trace. Flyers for this program were distributed through the public schools as well as on the Internet. Eagle Trace has no financial responsibility for this program.

The current membership numbers are as follows:

Resident Single	39
Resident Family	10
Non-Resident Single	101
Non-Resident Family	06
Total	156

Crime Statistics – During January there were no major crimes reported to the police or myself. There was one house fire, which resulted in minor damage. The fire was in a dryer and was caused by a build up of lint in the vent pipe.

The overhang at the North Gate that was damaged has been repaired. There was some question as to how much the truck's insurance company would pay and our attorney is handling this matter.

Street Signs – The following signs are still on order and should be installed this week:

The "U" Turn sign behind the North Gate

The dog station on Eagle Trace Blvd. East that was damaged by a car.

The dog station basket that was stolen from its post.

Fairway's Wall – Attached is the final quote for the repair to the Fairway's sign. It is hoped that this can be voted on this evening and Jay says the sign should be installed within a month. Once this is done I will work with Nina Potter on some new landscaping for this area.

Alligators – There have been no further problems with alligators.

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

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

Sincerely,

Louis Brawer
Property Manager