

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: March 18, 2004
RE: Property Manager's Report

Election Night is here and the community is now ready to have its changing of the guard. I am proud of the fact that this change in Board members will occur with little or no interruptions to community operations. It is evident from the low number of votes cast that the community is satisfied with the condition and the manner in which the community is being run. This is due in large part to the business attitude that the past Boards have brought to Eagle Trace.

Office Management- The administrative concentration for the next month will be on bringing the new members of the Board up to speed on operations. I will make myself available for group or private meetings and am always just a phone call away to answer any questions. Bennett and Bennett are moving forward on the 2003 audit. There seems to be no major problems that will hold up the finalization of the report and our tax returns. Sandy Bennett feels the audit should be completed within 30 days. I am also working with our insurance providers on a review of our liability and property insurance policies which comes due in April. We have already been notified that there will be an increase in our liability premium of no more than 25% which is well below the average increases that are being felt by other Associations.

Inspections— Inspections continue on a monthly basis. February inspections have produced 64 violations. The breakdown is as follows:

1 st warning	43
2 nd warning	19
Final warning	02

Three units have been brought to the attorney for a letter and possible legal actions.

Landscaping – Potter Landscaping as completed the projects that were talked about in last month's report. These include:

- 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

All of these cul-de-sac will be getting Annual flowers but in consultation with Nina Potter it was decided to wait on the installation until we change all the annuals in April. In the weeks ahead the following projects will be looked at:

- NW 13th Court cul-de-sac
- The entrance to the Greens
- Las Colinas Way cul-de-sac
- Hartford Way cul-de-sac

The Landscape Committee will be doing a drive around inspection with Nina Potter next Tuesday, March 23, 2004.

It should be noted that the staff has been extremely busy removing leaves from the entire community. I would like to thank T.P.C. for allowing us to use their large vacuum cleaning to supplement our equipment.

Tree Trimming – The trimming project is moving ahead on schedule. The following areas have been completed:

- Eagle Trace Blvd. West
- Eagle Trace Blvd. North
- Eagle Trace Blvd. East
- All streets within the Estates
- Classic Drive and all streets in surrounding areas
- Georgetown

In the next few weeks Twin Tree will be doing:

- The Greens
- The side streets along Eagle Trace Blvd. West
- Steeplechase
- The neighborhood Associations along Eagle Trace Blvd. East
- Ascot Villas
- Tennis Center
- Coral Ridge Drive and Lakeview Drive

We are also looking into removing the hedge outside the West gate and extending the wall. This hedge was not maintained for many years and is now not able to be trimmed into a manicured hedge.

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.

Tennis Center— The Tennis Center has seen many social activities during the past month and more are being planned. Some of these have included;

- St. Patrick's Day
- Friday Night Round Robins
- Teen tournaments
- Bus trip to NASDAQ 100 in Miami

The following activities are in the planning stage for April and early May:

- Ladies Member Guest Day
- Residents Day
- Memorial Day

Planning is also well under way for the summer camp program and summer ladies leagues. More details on these activities will be presented next month.

The current membership is as follows:

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

There was no change in membership from last month. Ann Marie is starting to work on our league teams for next September. This is always a very stressful activity and we all wish her and the pros well.

Crime Statistics – During the past month (February) there were two crimes reported to the Coral Springs Police. Both of these incidents involved parties that were known to the residents.

One of our teenage residents while entering the community through the North gate knocked down on the street lights on the center median. Through the work of a very observant officer we were able to find the resident and the police paid him a visit. The parents have turned the matter over to their insurance company and I have been in contact with them also. A new street light has been ordered and should be here within three weeks. The cost of the pole, installation, and the repair to the grass will be covered by the insurance company.

Eagle Trace Truck – Last month we took delivery on the new truck that replaced the 1999 Toyota Tacoma. The staff and Wackenhut are very pleased with the performance and having an open bed truck makes it easier to move supplies around.

Street Sweeping – We have again contracted with Facilities Pro Sweep to sweep the streets within Eagle Trace. This is scheduled for March 29 – 31, 2004. Signs will be put up at the gates advising residents and their guests not to park on the streets and a staff member will go ahead of the truck getting cars to move. This time was chosen so that the streets are as clean as possible for the upcoming Easter and Passover holidays.

Finally, planning has already begun for our summer special project season. Any Board member who sees any special projects that they think should be done this summer please let me know as soon as possible so that I can plan for it. At the present time we are looking at the following:

Pressure Cleaning
Painting of the inside of the Tennis Center

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

Sincerely,

Louis Brawer
Property Manager