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MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, ASSOCIATION MANAGER
DATE: March 18, 2010
RE: Manager's Report

Today completes and starts a new two year term for the Board of Governors. At the time of the writing of this report it does not seem likely that a quorum will be present and therefore the current Board will remain seated for another two year term. It has been a pleasure working with each of you and I look forward to continuing a productive relationship as we move forward.

I would also like to personally thank Marty Friedman for acting as my day to day liaison. With his assistance the community ran smoothly with emergencies and day to day situations. Problems were handled swiftly and with little inconvenience to the residents.

Maintenance Projects – I have added this section to my report to keep everyone informed of the projects that are being worked on by the Eagle Trace Maintenance staff:

- 1.) Traffic lines and speed humps are being painted
- 2.) New reflectors are being installed where necessary
- 3.) Fire hydrants are being painted
- 4.) Street signs are being cleaned and evaluated for new facing
- 5.) Streets are being cleaned to remove leaves
- 6.) On going pressure cleaning

Office Management- During the past month the office staff has been busy working on all the election mailings along with running Annual Meetings and elections for the Neighborhood Associations.

Neighborhood Associations have completed their meetings and three were able to establish quorums and therefore were able to vote. Results of course will be announced later this evening.

Little change in the Boards occurred in the Neighborhood Associations and I look forward to working with each of them as well.

The audit and tax returns for 2009 have been completed for the Master Association and copies are available to Board members and residents. Neighborhood Associations audits and tax returns should be completed shortly.

During the month of February gate transponders were turned off for those residents that were behind on their assessments. The results were very positive as Steve Weinberg will report during tonight's meeting. Later on we will also be discussing deactivation for violations.

Neighborhood Associations: Operations of the neighborhood associations under the management of ETCA continue to run well.

Collections for the Neighborhood Associations are still in good shape.

The landscaping improvements that were approved by Georgetown late in 2009 have been completed. The residents were very pleased with the results. Other improvements will hopefully be done later in the year.

Ascot Villas is investigating repairs to their mailboxes and the painting of the front sign and walls. These projects should be started within the next few months.

The Glen Condos is planning to make some repairs to the flat roofs on two of their buildings. These repairs are being paid for through a special assessment. It is hoped that this project will be completed in May.

The Hampton's is investigating the installation of speed humps along Glenmore Drive. This will be discussed further at their meeting scheduled for March 25th.

Eagle Landing has no plans for special projects at this time.

The following individuals were elected presidents of their respective associations:

Ascot Villas – Larry Budde

Eagle Landing – Shelley Barthalomew

Glen Condo – Steve Sauer

Georgetown – Elections are held in September

Eagle Creek (Hampton's) – Elections will be held on March 25th

Glen Master – Elections will be held on March 25th

Inspections— Monthly inspections for March will be completed early next week with letters going out immediately.

A bid was received for the cleaning of roofs from Hartzel Painting and another bid from Roof-A-Cide was verbally received and I am waiting of the written form. Another company was recommended by a Board member and they are being contacted. It is hoped that Board members were able to inspect the houses and are ready to make a decision at this meeting.

Eagle Trace Realty Holdings and Vacant Properties - We continue to keep close eyes on properties that are empty and/or in foreclosure. Potter Lawn and Landscaping continues to keep these properties maintained on a regular schedule.

The following is the status on the four properties currently owned by Eagle Trace Realty Holdings LLC:

12688 Classic Drive – Bank has foreclosed on us and we are awaiting the sale which is scheduled for March 23rd.

12344 Classic Drive – Currently rented with no bank activity

1970 Las Colinas Way – Not rentable and no current bank activity

12468 NW 19th Place – Renovations have been completed and the renter from 12688 Classic Drive is in the process of moving over to this property. Cost of cleanup was approx. \$2000.

Landscaping – Due to the serious weather conditions and the upcoming elections all major landscaping work has been placed on hold. Within the next month the Landscaping Committee will again meet and will start making recommendations to the Board.

Potter Lawn and Landscaping is also working with a local lab to have soil samples from around the community tested to determine if we are using proper fertilization. I will also be soliciting proposal from pest control companies in the hopes of splitting the fertilization/pest control from the landscaping contract. I cannot at this time determine if this plan will be feasible or not.

The tree trimming project continues to move forward and should be completed within the next 30 days.

Security – I have been working very closely with the principles of United Global in hopes of improving the quality of service and bring it to even a higher level than we have now.

The first step in this process was to change our Site Supervisor. This was done in February and Chris Curran is quickly being brought up to speed and correcting issues. Chris will be invited to the April meeting to be introduced to the Board.

It appears that the tailgating issue at the East and West gates has improved and after some thought I decided not to remove the padding from the gate arms. We are still waiting on the lights for the East Gate arm and as soon as they are received they will be installed. The arming loops at both these gates have also been adjusted.

Tennis/Recreation Facility— Operations continue to run smoothly.

The replacement of the lines has begun and should be completed within the next several weeks. This work is being performed by two members of city's tennis center maintenance staff.

Gabriel continues to again grow his program and has been paying his rent on a regular basis.

The revised work schedule for our maintenance staff has worked well. The Patrol officer now turns off the court lights and locks the building Monday through Friday at 9:30pm. On Saturday and Sunday the building is locked by maintenance when they leave for the day at 4:00pm. This has allowed our maintenance staff to

work during the more productive daylight hours. There have been no problems at the Recreation during the hours where no staff is present.

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

Sincerely,

**Louis Brawer
Association Manager**