

MEMORANDUM

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

March has arrived and came in like the lion it is famous for. March has also brought the beginning of the summer rains and the street flooding that goes along with it. The staff has been spending a great amount of time keeping on top of the leafs so that the drains stay as clear as possible. The Eagle Trace staff and Wackenhut have been reminded of our rain/flooding policies and procedures. In the weeks ahead we will continue on our projects that have been approved including:

- The painting of the Greens wall
- The installation of The Fairways sign
- The lighting at the Greens entrance
- Replacement of clay at the Tennis Center

We have also completed the cleaning of all our street lights and are working on the cleaning of our street signs. This has become an ongoing project with the staff always cleaning as they drive around.

Management – Management has again met with the architect to work on the new maintenance/administrative building. I am pleased that tonight the preliminary site plan and floor plan will be presented to the Board. It is hoped that we will now move forward into the design phase.

Management has also started our review of our hurricane plan because before we know it hurricane season will be here. It is felt that we will be very prepared this year because of the lessons that were learned last summer.

Management is also please to present a proposal to do a mailing to resident asking for e-mail addresses so that we can place our emergency notification system in place. The cost of the proposal is as follows:

Printing of letter and return envelope and card	\$400
Stuffing, sealing, and addressing	\$200
Bulk mailing	\$190
Postage for return envelopes	\$333
Total project cost will be approx.	\$1123

We can of course not put a stamp on the return envelope and this will save money but I am sure will also decrease our responses.

The original idea was to do a tear apart postcard that could be return but it was felt that this would expose too much personal information to the public.

Samples of the mailing are attached to this report.

Our 2004 audit and tax returns have been completed and mailed. This was well in advance of our April deadline. As mentioned at the last meeting the new auditor was very impressed by our record keeping and bookkeeping procedures.

Management has also sent letters out to the Neighborhood Association Presidents asking if they would like to be included in the Eagle Trace Web Site in the same manner as Georgetown has done. As of this date we have had no takers.

As a reminder the deadline for the first issue of the new *Eagle Tracer* will be April 1, 2005. It would be nice if all committees can submit a four or five sentence story telling the community what they are working on. We have also asked the neighborhood Presidents to write a small piece on their Association. Other features are being worked on by Mike Newman.

Management is also looking at a new copier for the office. Our current lease is up next month and it does not make sense to buy out the machine.

All of our insurance policies will be coming up for renewal in April. It looks like the increase will be around 15% which is what we projected when we prepared the 2005 budget. We have checked with several companies and it seems that we have good coverage at a fair price. It is not recommended that we switch carriers.

Inspections— The monthly inspections for January were completed on March 15, 2005. The results are as follows:

1 st Warning Letter	40
2 nd Warning Letter	22
Final Warnings	12

In addition three 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 in January have completed their work. The fourth property has been taken back by the bank and I have contacted their property management company concerning the necessary repairs. They assured me the work will be done within the next month. The property is listed for sale.

Landscaping – Nina Potter and staff have started the first phase of the berm project along Eagle Trace Blvd. West. Many of the trees have been removed and this week Potter's tree trimmers will be in to trim the remaining trees. The remaining stumps will also be ground. After this is all complete the ground will be cleaned in preparation for the Eagle Trace staff to go in and install the necessary irrigation. Grant Potter will supervise this part of the project.

Before the project began Joan Casagrande, Nina, and myself had a meeting for the homeowners that would be impacted by this project. Only one resident showed up with some concerns. Nina and I met the resident the next day and explained in great detail the project and how it affected his property. When this meeting ended the resident was satisfied with our plans.

A resident of Ascot Villas notified management with a complaint about the landscapers going onto his property to cut the hedges. Joan, Nina, and I went out and determined that the hedge should be moved to the outside of the iron fence. This was completed and once the new hedge grows in we will remove the old hedge from this resident's property. It was felt that this portion of the hedge was planted well before the Ascot Villas project was started and the hedge should have been moved a long time ago. The resident is satisfied with our plan.

The spring/summer annuals will be planted during the first week in April. We are trying some different types of plants this year which should make the community look great again. Currently the beds are being fertilized in preparation for the new plants.

Pick-up trucks and Parking Violations— The resident that was turned over to the attorney last month for breaking the pick up truck rule has sold their truck and there has been no further problems.

Another resident has come to management wanting to buy a Chevrolet SSR roadster for his son. The Board needs to determine if in deed this is a roadster or a pick up truck. I have attached a photo and some materials that were supplied by the resident.

Tennis Center— All club activities and leagues are running smoothly. All members are very happy with the maintenance of the courts and the facility.

On March 13, 2005 the club held its annual Saint Patrick's Day Round Robin and lunch. Twenty eight members took part in the event which included tennis, green sandwiches, and green salads. A good time was had by all.

The next major social event will be our annual Ladies Member Guest Day. Other events will be a Spring BBQ, a Memorial day event, and some type of end of the season party.

Planning has also started for summer activities and camp programs.

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

Congratulations go out to our Head Pro, Carlos Alvarado, who coached a victorious Davis Cup Team for Bolivia. Carlos reported that he has also recruited several high level players to come and train at Eagle Trace this summer.

The Youth League Tennis Program is in full swing. There are 30 children taking part in the program many of which were not familiar with the Eagle Trace facility. It is hoped that some of these children will join our Junior Program once this program ends.

The current membership numbers are as follows:

Resident Single	38
Resident Family	10
Non-Resident Single	101
Non-Resident Family	06
Total	155

Crime Statistics & Security – The crime report from the city for February has not been released however no residents have come forward with reports of major crimes within the community.

There was one incident of a youth ripping out the flowers in several beds along Eagle Trace Blvd. West. The Rover spotted the youth and called the police. The youth, in front of his parents, admitted to doing the damage and the father has agreed to pay the Association for damages. It was stated in the Police Report that payment was in lieu of arrest so if the parent does not pay we can go back to the police for action. Payment is due by the end of March.

On March 7, 2005 a car that was being towed along Eagle Trace Blvd. East broke away from the tow truck and crashed into the fire hydrant on the corner of Eagle Trace Blvd. East and Colonial Drive. The fire hydrant broke and flooded the area. We have submitted a bill to the tow company's insurance for the clean up. The city was billing the insurance company for the repair of the hydrant.

Another truck, owned by Warren Uniform, did damage to the West entrance gate. I have been in contact with their insurance company and payment will be received by next week.

Last month we had our annual fire inspection at the Tennis Center. We had three very minor problems that were immediately corrected. The inspector however had us remove the smoke detectors that were hooked up to our alarm system. It seems that the only way that we can have smoke detectors is to have a complete fire alarm system that is separate from our regular alarm system. This system needs to include pull stations, horns, strobe lights, and smoke detectors. I spoke to our current alarm system company and they quoted a price of \$3,500 for the system. This system, however, is NOT required by city code for our building. It would be up to the Board to have this added protection especially since the building is empty 8 to 10 hours each day.

Wackenhut, as part of their new contract, has proposed a new patch for their officer's uniforms. These will be purchased and paid for by Wackenhut and should be completed within the next month. Attached is a photo of the patch. The finished product will, however, have Eagle Trace in dark green instead of blue.

Street Signs – The signs that were to be installed earlier this month are on back order because of the dog baskets. Jay informs me that the baskets should be in this week and will be installed immediately.

Fairway's Wall – The new Fairway's sign should be completed and installed within the next two weeks.

Alligators – There have been no further problems with alligators.

Street Sweeping – The next street sweeping will take place during the first two weeks of April. This was put off because the leaves were dropping from the trees.

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

Sincerely,

Louis Brawer
Property Manager

