

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: March 28, 2006
RE: Property Manager's Report

Election Night is here again and the community is now ready to have another non-changing of the guard. I am proud of the fact that this non-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 residents are very 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 this and past Boards have brought to Eagle Trace.

On a personal note I need to thank Ira Josephson for taking the time to be the day to day liaison between the Board and myself. This avenue of communications have made day to day operations run smoothly and efficiently.

Office Management- The administrative concentration during the next month will be on bringing our officers up to speed on operational issues. I will make myself available for group or private meetings and am always just a phone call away to answer any questions. Our 2005 audit and tax returns have been completed and mailed. Copies of the returns and the audit are available if you would like to review them.

Work is continuing on making sure our new insurance policies are in place. Once everything is received and checked copies will be provided to all Board members. Also once the policies are received I will be sitting down with our agent to determine what areas are NOT being covered so that recommendations can be made to increase our Reserve funding. I have asked Ralph Russo of Russo Insurance Group to prepare a written summary of our insurance coverage and this is in your packets. The only open issue at this time is our property coverage and Mr. Russo will address this in his presentation this evening.

Inspections— Inspections have started up again and letters are being sent out to residents. While there has not been a large scale mailing of violation letters be assured that letters are going out as problems are discovered and I should be able to do the large scale mailing within the next two weeks.

As you will see there are a large number of architectural applications this month. This is a clear indication of residents wanting to fix up their homes. The availability of contractors has made this a very slow process and I am working with residents who have issues with their homes and are waiting for work to be done.

Landscaping – Potter Landscaping has completed the installation of three truck loads of sod as authorized by the Board. Additional sod is still needed to fix up the outside of the community. I have asked Nina Potter to give me a quote on how much more is needed and this will be presented to the Board next month.

In addition proposals are being prepared for the cul-de-sacs on NW 16th Court, NW 18th Manor, and the small cul-de-sac on Oakmont Terrace. I have asked Nina to try to come up

with some ideas for different plants that will replace the annuals on these islands. I am trying to find plants that will last two or three years for the cul-de-sacs and leave the annuals for the gates and the medians. These three areas have not been renovated in at least 8 years.

I have authorized Potter to start planting flowers at the gates and the center medians. The cost will be approx. \$14,000 which is covered by our current budget. The flowers that will be used are red Begonias and installation will start tomorrow.

I would like the Board to consider the proposal that was submitted for the berm along Eagle Trace Blvd. West. This area has become a real eyesore and needs to be addressed. I will be glad to meet the Board at the site to explain what needs to be done.

Tree Trimming – The trimming project has been complete and the community really looks good. It is hard to believe how well the trees have returned from the hurricane.

The storm on Thursday, March 23, 2006 broke some more tree limbs. These were removed and cut by our staff and it was not necessary to bring in any other contractors.

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 seven tennis courts that were authorized for repair have had clay and new lights installed. No major conflicts have been reported to management and no residents have had to wait for court time.

Management is currently working on a draft of rules and regulations that will be the basis for Board discussions. It is hoped that these rules and regulations will be ready for distribution to residents within the next thirty (30) days.

The demolition of the gazebo has been started and should be completed within the week. Once this is done we will start looking at tables, chairs, and umbrellas that can be attached to the slab. A proposal will be brought to the Board next month.

Eric Ackerman has completed the Web Site Reservation System and I have been working with Nancy Frank on some modifications. These changes have been given to Mr. Ackerman and they should be completed next week. This system should be able to go on line sometime in April.

Community Security – During the past month (February) there was one incident where a car was stolen from Georgetown. It was found out later that the resident had an emergency key hidden.

Wackenhut has placed the speed cart on Eagle Trace Blvd. West behind NW 126th Drive. Next week it will be moved to near NW 18th Place heading toward the West Gate. We will be able to get a report from the cart on average speeds.

We are presently testing several security cameras at the tennis center. I have asked Mark Mills to give us a proposal on these cameras for the next month's meeting. If you would like to see the cameras you can view the images at the North gate office.

The temporary speed bump and sign has been ordered for the area just inside the West Gate. I have also had preliminary discussions with Gate Systems (our gate repair company)

on moving the antenna so that residents will not be able to open the gate from so far away. They hope to have a proposal to me within the next week.

Street Sign Replacement – The production and installation of the new signs has begun. It is hoped that this project will be completed within the next two weeks.

We have been working with Mailbox World on a new magnetic closure for the black metal mailboxes. It seems that we have finally found the correct way of installing these magnets and we will start on this next week.

The Eagle Tracer – Ted Scatcherd and I have been talking about the next issue of the Eagle Tracer and we both feel that it will now be a good time to get on out. Articles will deal with the following:

- Tennis Center Renovations
- Tennis Center Rules and Regulations
- Architectural standards
- Street sin project
- Landscaping Projects
- Security cameras
- Election results
- Letter from the President

Finally I would like to have the Board consider a community party for sometime in mid May. I would like the theme to be “Welcome to Summer and Keep the Hurricanes Away” party. I will be working with Mr. Scatcherd on sitting up this party and choosing the date. More will be reported in April.

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

Sincerely,

Louis Brawer
Property Manager