

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: April 21, 2005
RE: Property Manager's Report

The beautiful April weather has been with us for some time and because of this all the flowers, plants, and trees are showing their true and beautiful colors. The staff during the past month has spent a good bit of time cleaning up leaves that have fallen. The staff removed approx. 60 yards of leaves during the past several weeks. I guess one bad thing about living in Florida is the fact that we get two falls each year. Now that this is past the staff has been spending most of their time and energy on irrigation problems and making sure everything is working correctly for the new flowers.

Unfortunately several projects have been put off but I hope to have them completed within the next thirty days. These include:

- The painting of the Greens Wall
- The Greens lighting and tree installation

I would also like to take this opportunity to thank Joan Casagrande for all her hard work over the years for this community. As you are all aware she has decided to resign from the Board. She has, however offered to assist me with landscaping as needed.

Management – During the past month Management has been working on the routine tasks that are involved in running the community. All management functions continue to run smoothly and everything is up to date.

Time has also been spent on plans for our Block Party which is scheduled for May 15, 2005. The event will take place at the Tennis Center. To date the community has:

- Decided on a caterer
- Decided on a DJ
- Designed an invitation which will be mailed out next week
- Decided on a tent company and am working on the necessary permits that are required by the city.

In the coming weeks Ted Scatcherd and I will be looking for volunteers to help:

- Encourage people to attend
- Help decorate the day of the event

Please let Ted know if you are willing to help.

Our new and improved newsletter is also moving forward. Mike Newman, the editor, has gotten quite a bit of information and is now working on the layout. Next week we will be meeting with the printer to finalize the printing needs and it is hoped that the first issue will be mailed as close to the 1st of May as possible. I would like to thank both Mike and Ted for all their hard work.

The management office took delivery of a new copier this past month. The lease on the old one ran out and we were able to get a new and faster machine for the same monthly payment.

All of our insurance premiums came due on April 1st. The increase was right around what was projected. I am also pleased that I have been working with our carrier on finalizing the damages from last year's hurricane and Eagle Trace should receive a fair settlement.

The Association has taken delivery of our new pick up truck which is a 2005 Toyota Tacoma. This replaces the truck that was returned under the Lemon Law. Our only expenses were for:

Mileage
Moving of the light bar

Inspections— The monthly inspections for April were completed on April 20, 2005. The results are as follows:

1 st Warning Letter	36
2 nd Warning Letter	12
Final Warnings	8

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

2085 Augusta	Landscaping
1865 Eagle Trace East	Mold on landscape bricks
1729 NW 126 th Drive	Roof
2140 Oakmont Terrace	Basketball net

Landscaping – Nina Potter and staff have completed the major of the berm project along Eagle Trace Blvd. West. As far:

The necessary trees have been removed
The old stumps and debris has been removed
The area has been graded
Our staff has installed new irrigation pipes and heads
Sod has started to be installed

The project should be completed within the week.

As I am sure you are all aware the spring/summer annuals have been planted. This year we are trying Begonia for the first time. Nina Potter seems to think that these will give us a more uniform look and will stay looking good throughout the summer months.

Nina and I have toured the community and have made a list of small projects that her crews are working on. Next month Nina and I will present some ideas for future projects.

Pick-up trucks and Parking Violations— There have been no pick up truck issues during the past month.

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 April 14, 2005 Ann Marie hosted her annual Ladies Member Guest Day. All of the ladies that attended had a great time and several of the guests have already inquired about joining us. The true results will not be known for several months since most of these ladies will not make their moves until after the league season ends in late May or early June.

The next major social event will be a Cinco De Mayo event. Details will be available shortly.

Planning has also started for summer activities and camp programs.

The Youth League Tennis Program continues to run smoothly. Ann Marie and the pros are evaluating the program to see if it is worth continuing after this session 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 and March resulted in three incidents. Two were house break-ins and the other were golf clubs being stolen. None of these incidents were reported to management.

I am pleased to report that we have been paid for the following matters:

The parent whose son was caught ripping out flowers has paid the Association \$150.00 for the damages.

Spirit Uniform has paid the Association \$275.00 for damage done to the West Gate by one of their trucks.

The insurance company for the tow truck company whose load broke away and hit a fire hydrant paid the Association \$200 for our staff to clean up the streets. The water district billed the insurance company separately for the new hydrant and their labor.

The only outstanding insurance issue is the money for the repair to the North Gate roof. This matter is being handled by our attorney.

Additional Speed Humps – I have been approached by several residents requesting that the Board look into additional speed humps especially on Eagle Trace Blvd. West and Classic Drive. I would like permission to bring back the traffic engineer to tell us where we can place additional humps. At the same time I will obtain quotes on the installation costs.

Street Signs – The new Fairway’s sign is being installed today and looks great! This completes all the work that Mailbox World has been working on.

Jay Bria and I have been working on a proposal to mail to all residents to fix up and maintain the black mailboxes. I have attached a copy of the proposal and am interested in your comments. Jay is willing to do a few test boxes that can be shown to residents.

Street Sweeping – Facilities Pro Sweep came in last week and did a complete cleaning of all streets. The timing was perfect since the staff had just completed the removal of all the leaves. The next cleaning will be scheduled for early September.

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

Sincerely,

Louis Brawer
Property Manager