

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: April 29, 2004
RE: Property Manager's Report

Now that we have surveyed another election the time has come to turn our attention back to the day to day operations of the community. I am pleased to report that everything is running smoothly and projects are being accomplished on a daily basis.

Office Management- Daily operations continue as normal. The firm that is performing our annual audit (Bennett & Bennett P.A.) expects to have their work completed within the next month and at that time they will also file our tax returns. As in the past we will not have any tax liability.

Inspections— Inspections continue on a monthly basis. March inspections have produced 49 violations. The breakdown is as follows:

1 st warning	24
2 nd warning	18
Final warning	07

No unit owners have been turned over to the attorney for further actions. I believe that the residents know that we mean business and are therefore taking better care of their property.

As you are aware two residents have installed fountains. Both residents have received letters and the matters will need to be addressed by the Board.

There have also been questions raised by residents concerning our policy on statues. Management would like to work with the Board on some guidelines that can be used when talking with residents.

Landscaping – Potter landscaping has been working on additional designs for the Landscape Committee to review. Areas being considered for renovation include:

- The entrance to the Greens
- Cul-de-sac on Las Colinas Way
- Cul-de-sac on NW 16th Court
- Cul-de-sac on Warwick Hills Way
- Cul-de-sacs on NW 13th Court

The Landscape Committee is also having the old Sago Palms removed from around the community since they are not doing well and are prone to desese. The Committee is also reviewing the trees along Eagle Trace Blvd. for the possible removal of those that are not doing well.

The planting of the summer annuals (Pentas) will be start next week and should be completed within ten days. Potter assures me that all the plants will be installed before Mother's Day so that the community looks its best.

The Landscape Committee will be doing a drive around inspection with Nina Potter within the next two weeks.

The Eagle Trace staff has also been busy with irrigation repairs and the continuing removal of leafs. Again this month we have been able to borrow additional equipment from TPC.

Finally I have been assured by Nina Potter that her staff is geared up and ready for the summer growing season.

Tree Trimming – The tree trimming project will be completed this week and then I will do a drive around with Keith from Twin Tree to make sure everything is complete. Again Keith and his staff did an excellent job. Please let me know if you see any tree that you feel has not been trimmed.

Many residents have taken advantage of Twin Tree's special pricing.

I am doing additional research of the hedge just past the West Gate. This hedge because of years of little or no maintenance has grown wild and now cannot be brought into a manicured state. There are several options including the removal of the hedge and the building of a wall; continuing to trim in hopes that the bottom will fill in enough so that it can be manicured or a third opinion of planting a new hedge in front of the existing one. Once this hedge starts to grow we can then go from behind and remove the old hedge. This plan will allow for continued security while hiding the ugliness left from the existing hedge. Once we determine the price then we will need to talk with the utility companies and the city to make sure the plan is agreeable to them.

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 been a very busy place this past month. Last Friday we hosted our annual Ladies Member Guest Day. Ann Marie and her staff did an outstanding job and it is felt that everyone had a great time. It looks as if three or four ladies might be joining the club as a result of this event.

I also need to thank the maintenance staff for all their hard work making sure that the club looked great.

Last year we promised the members that clay would be put on the courts during April. I am pleased to report that Willie Jackson, our tennis center maintenance person has completed this task and the reports re that the courts are in great condition. As we have been doing since late last year clay will be added to the courts on an as needed basis between now and the start of leagues in September.

We have also just completed the replacement of all the plastic sprinkler heads on the courts to ones that are designed for tennis courts. These new heads allow for more even watering and less puddling.

The club also had a successful Resident's Day. While the turnout was small several new faces did show up and have signed up for lessons, clinics, and the Junior Program. Thanks go to the pros for helping out at this event.

Ann Marie is now involved in the thankless task of setting up our ladies teams for next year. The Tennis Committee has already had some conversation on setting a policy for teams to

avoid problems in future years. More information on this should be available within the next several months.

This year's summer program is being marketed mainly to our current students. Very flexible plans are being established to meet everyone's schedule.

The current membership is as follows:

Resident Single	30
Resident Family	09
Non Resident Single	99
Non Resident Family	08
Junior	02
Total	148

Within the next month or so we should have a good idea of the club size for next year. May and June is the time of year when the ladies decide on where they are going to play team tennis for the leagues that starts in September.

Crime Statistics – During the past month (March) there were two crimes reported to the Coral Springs Police. One was an item stolen from an open garage and the other was an item stolen from an open car. Neither incident was reported to my office.

Street Sweeping – Facilities Pro Sweep again cleaned all the streets in the community at the end of March. I am looking to have this done again in late June to get up as much debris as possible before the summer rains come.

Summer Projects - 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
- Painting of the Georgetown Wall
- Painting of the Green's Wall
- Painting the inside of the East and West gatehouses

New pictures will be taken of all the houses within Eagle Trace again as an update to the project that was done last summer. It should be noted that these pictures came in handy on several occasions during the year.

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

Sincerely,

Louis Brawer
Property Manager