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MEMORANDUM

TO: Board of Governors

FROM: LOU BRAWER, ASSOCIATION MANAGER

DATE: May 19, 2009

RE: Manager's Report

The activities of the past month have been concentrated on preparing for the implementation of the transponder system. Everything is on schedule for our June 1, 2009 start. Over the past several weeks I have been working closely with our attorney to prepare the mailing which will be going out this week. A copy of this mailing is enclosed in your meeting packet.

We have also started preparing for the upcoming hurricane season. In June I will be meeting with our vendors and the Neighborhood Presidents to review our plans. All of our generators and other equipment will also be tested and serviced so that we are ready at a moments notice for any emergency. Staff has already started going around looking for hazards that could cause damage or injury in the event of a storm and removing them if at all possible.

Office Management- As mentioned above we have been spending a good bit of time preparing for the transponder system. In addition to this we continue to work on Neighborhood Association collections and working with our accountant on finalizing their year end reviews and tax returns for 2008.

The Architectural Review Committee has been expanded to 5 members and they had their first meeting two weeks ago. They will be meeting on a regular basis every other Thursday.

Three residents have stepped forward with an interest of serving on the Board of Governors. The names have been forwarded to Jeff Eisensmith who will be setting up interviews.

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

Cash flow and budgets are being monitored very closely and collections continue to be a major task. The number of past due and foreclosed properties within the neighborhood continues to remain constant and it seems like properties are beginning to sell within the neighborhoods.

A Neighborhood Presidents meeting will be scheduled for mid to late June with the major topic being hurricane preparation. There will also be a discussion of the transponder system and of course collections.

Inspections— Monthly inspections for May are being done this week and the results will be sent to all Board members via email within the next week weather permitting.

We continue to keep close eyes on properties that are empty and/or in foreclosure. Potter Lawn and Landscaping continues to be sent out to cut lawns as needed. All empty properties are being cleaned this week and they will be closely monitored now that we seem to be in rainy season. These properties will also be closely monitored for materials that can blow around in the event of a storm. Where possible these items will be removed or secured.

Landscaping — All of the enhancements to the landscaping that were approved by the Board have been completed. Most of the comments received have been positive.

Several residents of NW 13th Manor have requested that some renovations be done to their cul-de-sac. They feel that the landscaping allows for vehicles to hide on the back side and that the density of the current plantings have become a nesting place for rodents and other animals. I will be presenting a proposal from Potter for these renovations. While we currently do not have any funds in the Renovation budget it is certainly something that the Board should look at.

Pick-up trucks and Parking Violations — Parking violations continue at a constant level and violators continue to receive stickers and letters.

It is the time of year when we need to review our parking policies for the summer while we have many college students home. It is the recommendation of management that we suspend the on-street parking rules till Labor Day but keep the pick up truck rules in effect. We have done this in the past with no problems since we do not advertise the change and only inform people when they ask.

Tennis/Recreation Facility— Operations continue to run smoothly with only minor complaints from players.

Clay has been put down on all the courts and they are currently in good condition. The next clay replacement will be done in November once hurricane season has passed.

The schedule for Memorial Day is as follows:

Saturday & Sunday	May 23 rd & 24 th	Regular Hours
Monday,	May 25 th	8:00am – 4:00pm (building will close at noon)

League play has ended for the spring and will start up again in August/September. At least one of the teams has already expressed an interest in playing again. I will

continue to approve these requests as long as there are no conflicts. If there is a conflict it will be brought to the Board. A request was also made for a summer league which has also been approved.

Gabriel has been forced to return to Argentina to resolve his visa situation. He is not sure how long he will be gone. Nextennis has found a replacement for Gabriel until he returns and programs are continuing as normal.

The use of the basketball courts has increased and staff is carefully monitoring the play to make sure there are no problems or vandalism. So far the only problems have been minor.

Community Security- As mentioned earlier the installation of the transponder hardware is complete. A system test will be started shortly and Board members will be asked to be involved in the testing. Details will be sent to you via e-mail.

The camera equipment has been received and should be operational within the next several weeks.

As a reminder no commercial traffic will be allowed on Monday, May 25, 2009 in observance of Memorial Day.

TPC Eagle Trace – Our relationship with TPC continues to improve. The community will be receiving the notice of the special golf offer with the transponder information. Mr. Holzman hopes to do other promotions with residents in the months ahead especially has they bring more food service on line.

I have also received word that we again have a new Grounds Superintendent. He has been told about our rules as far as starting times and so far there have been no problems reported.

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

Sincerely,

Louis Brawer
Association Manager