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MEMORANDUM

TO: Board of Governors

FROM: LOU BRAWER, ASSOCIATION MANAGER

DATE: May 20, 2010

RE: Manager's Report

During the past month we have seen the weather change for cool clear days to hot and humid ones with frequent afternoon and evening showers. This is a sure sign that summer and the rainy season are just around the corner. With this in mind we have started our yearly preparation for hurricane season. All equipment is being serviced, generators are being checked, and shortly necessary supplies will be purchased. Be assured that we will be ready on a moments notice in the event of any storm showing up on the radar.

Maintenance Projects – The maintenance staff has resumed work on their “to do” list of projects. These have included continuation of the line painting, the painting of the Ascot Villas wall, and of course daily repairs to irrigation, gates, and street lights. We will continue to work on these projects as well as pressure cleaning on a daily basis throughout the summer.

Office Management- The office operations are running smoothly with our daily compliment of transponder installations. This month we experimented with Saturday office hours. As a result of this experiment one Saturday a month we will be open for two hours to handle those residents that cannot come in during our normal hours. Board members will also be present to answer questions and address concerns. On the first go around we had 4 people that came to talk with our President and another 5 or 6 that came by to conduct business. The weeks that Marian works she has agreed to take comp time rather than overtime in order to keep our payroll budget in line.

In July we will begin the budget process and all Board members will be encouraged to give suggestions to Jeff, Mickey, or myself. More details on this will be coming to you next month.

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

Collections for the Neighborhood Associations are still in good shape.

As I mentioned earlier Ascot Villas has completed the painting of their exterior wall. This has helped the appearance of Eagle Trace Blvd. North especially since we did some painting at the North gate. They will shortly be looking at new plantings to their entrance and in front of their signs.

The Glen Condo is waiting for the permits to be issued so that they can do the necessary roof repairs that have been planned since earlier this year. This work will hopefully be completed prior to the start of rainy season.

The Hamptons held a special meeting to discuss the installation of speed humps along Glenmore Drive. As was expected residents on both sides of this topic came out and voiced their opinions. The Board decided to send a survey to all residents in order to gather more opinions. The surveys are due back on June 1st and shortly after that the Board will make their final decision.

Eagle Landing continues to look at changes to their front landscaping and it is hoped that a final decision and contract will be awarded shortly.

Inspections— Monthly inspections for May have been completed and the next inspections are set for the first week in June. Attached to this report is a complete inspection report.

The cleaning of roofs by the Association has begun and the remainder should be completed within the next two weeks.

Eagle Trace Realty Holdings and Vacant Properties - We continue to keep close eyes on properties that are empty and/or in foreclosure. Potter Lawn and Landscaping continues to keep these properties maintained on a regular schedule.

The following is the status on the four properties currently owned by Eagle Trace Realty Holdings LLC:

12688 Classic Drive – This property has been turned over to the bank and they have already started to do the maintenance. Our accounting firm is working on collecting past due maintenance from the bank at this time. I believe that a contract for sale on this home is already being entertained by the bank.

12344 Classic Drive – Currently rented with no bank activity

1970 Las Colinas Way – Not rentable. The bank is now moving forward on their foreclosure of this property. The roof has been cleaned by the Association.

12468 NW 19th Place – This property has been rented and there has been no bank activity. The roof has been cleaned by the Association.

Landscaping – I hope that you all have notices that the community has really greened up within the last month. Plants that were cut back following the winter cold have also started to again bloom.

Potter has also rearranged their schedule so that they now have a crew in Eagle Trace 5 days a week and are making sure key areas are checked daily.

The Landscape Committee has also been meeting regularly with Potter and will be presenting plans tonight for renovations to the berm along Eagle Trace Blvd. West and for repairs to the three gates. In the coming months they will also be developing plans for the cul-de-sacs and the medians. There seems to be a very good working relationship between the committee and Potters and it is hoped that the renovation plans will be accepted so that the work can be completed shortly.

The Eagle Trace staff will again be spraying for White Fly over the next several weeks.

Security — I have been working very closely with the principles of United Global in hopes of improving the quality of service and bring it to even a higher level than we have now.

There have been no service complaints from our residents. When issues do arise our Site Supervisor immediately contacts the residents and works on a quick and permanent resolution to the concern. The office is always apprised of the problem and the final solution.

Tennis/Recreation Facility— Operations continue to run smoothly.

Gabriel continues to again grow his program and has been paying his rent on a regular basis. He is now planning his summer programs for the children in his program.

Now that we are in times of longer daylight the responsibility for turning on and off the court lights has been given to the Patrol officer. There have been no issues with this as well as the Patrol securing the facility at night.

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

Sincerely,

Louis Brawer
Association Manager