

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: May 27, 2004
RE: Property Manager's Report

The dog days of summer are fast approaching and the staff is very busy making sure that the community is ready for the summer months and all the interesting weather that comes along with it. Before I begin I would like to congratulate all those residents that have children that are graduating. We all wish them the very best.

Office Management- Daily operations continue as normal. Our audit has been completed and we are just waiting for the final report to arrive. Again this year there were not major problems found by the auditors.

Inspections— Inspections continue on a monthly basis. May inspections have produced 48 violations. The breakdown is as follows:

1 st warning	36
2 nd warning	09
Final warning	03

One resident is being turned over to the attorney for not taking care of the landscaping at their house. I believe that the residents know that we mean business and are therefore taking better care of their property.

There was another resident that installed a fountain and they have been asked to submit application. The other two residents that appeared at the last meeting have not submitted plans to remove or shield their fountains. I am tonight asking the Board for direction on the enforcement of these two residents.

Landscaping – Potter landscaping has submitted and the Landscape Committee have approved renovation plans for the following areas. The work on these areas has begun and the new plantings should be completed within two weeks:

- 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 has directed Potter to remove the Sago Palms from around the community since they are not doing well.

The planting of the summer annuals (Pentas) has been completed and I believe that the plants are doing very well. If any Board member notice areas that has not received plants please let me know. The staff has been very busy with the irrigation systems during this period of dry weather. Nina Potter has told us that Eagle Trace looks better than most other

communities that she takes care of. It has been necessary to water the common areas twice daily due to the very dry weather.

This dry season has illustrated to me that the community needs to have new clocks for the irrigation pumps. There is currently a need for two clocks and Hunter Sprinkler is running a special where we can purchase one clock at full price and get the second one for half price. The total cost including installation will be \$1200.00. I would tonight like to ask permission to purchase these clocks. It should be noted that Georgetown purchased this clock for their pump and it is working very well.

I will be doing a complete drive around with Nina Potter next week.

Tree Trimming – The tree-trimming project has been completed with the exception of the palm trees, which will be trimmed by Potter’s crew once the work is complete at the Greens.

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

Nina Potter and I have again looked at the area just outside the West Gate. Nina feels that installing just a few plants in front of the bear spots will solve the problem. It will then be necessary to clear the old grass/weeds and install new sod. This work will be looked at once the rains have arrived and a concrete proposal is received from Potter.

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— Ann Marie is putting the finishing touches on the fall leagues while still spending time with the pros on the summer program and general daily operations. The general membership seems very pleased with the facility and the job that the staff is doing.

Yesterday one of the old water coolers was found to need repair. After it was looked at it was found that it would cost less to replace it then to try to repair it. The new one has been ordered and should be in by weeks end. The cost will be \$795.00.

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

I am pleased to report that the spring allocation of clay has been installed and Ann Marie has told I that the courts are in good condition. Court work during the summer will concentrate on just patching problem areas since it is not wise to add a major amount of clay during the rainy season. Major clay will again be put down in October.

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	101
Non Resident Family	08
Junior	02
Total	150

Crime Statistics – During the past month (April) there were two crimes reported to the Coral Springs Police. Both incidents were cars that were broken into on the same night. Both cars had ladies purses sitting on the seat.

It should also be reported that both the Fairways sign and the sign at the entrance to Eagle Landing were vandalized recently.

Street Sweeping – I am looking to have the streets swept again just before the Jewish holidays in September and then again between Thanksgiving and Christmas.

Surface Water Inspections – The Coral Springs Improvement District has informed us that they are now requiring all developments to update their surface water permits which were issued when the community was built. These permits were to be renewed every five years but have not been updated or required until now. The purpose of these inspections is to make sure that all the storm sewers are working well and that debris will not flow into the canal systems. The inspections consist of an engineer coming out and looking at each catch basin to make sure it is clear and flowing well. If he/she sees a build up then it will be necessary for a company to come in and vacuum out the catch basin and make sure that the pipes leading to the canals are clear.

Currently we have been notified that three permits are up for renewal. The cost for the engineers visit is between \$1200 and \$2000 depending on the number of catch basin. The cost to vacuum out the basin if necessary is between \$50 and \$100 per basin. If a sewer line needs to be cleaned out cost for this will be approx. \$500 per line. I am now looking for bids from different companies.

Once all work has been completed then the engineer comes back and issues the report, which is then submitted, to CSID.

Electrical Panel Replacement – During the past month it has been discovered that two of the electrical panels that control the street lights are in need of replacement. These boxes are outside in the elements and over time rust out. The cost of each replacement is approx. \$1900. The staff will be inspecting all the remaining panels within the next two weeks and I will report back to the Board on how extensive the problem is.

Gate Arm Operations – I need to also report to the Board that we have had two gearboxes on two different gate arms wear out and both have needed to be replaced. The gate company said that since all the gates are around the same age that we could see more of these wear out in the near future. The costs of these gearboxes, which cannot be repaired since they are sealed units, are \$800.

The gate arm repairs and the replacement of the electric panels are both a direct result of the age of the community. During the next several years Reserve money will have to be allocated to these and other repairs in order to keep our infrastructure strong.

Mailbox Problems – Many residents have been complaining about the quality of the metal mailboxes and the lack of service they are receiving from Beautiful Mailbox. In order to service some of the problems I had Beautiful Mailbox Company send me door hinges and I am now changing them out. Approx. 30 springs have been changed in the community.

The bigger problem is with the poor quality of the painting (see photos). It is necessary for the Board to come up with a course of action or the looks of the community will deteriorate and residents will complain considering the amount of money that they spent on the boxes.

Standing Water – Several months ago a resident on Pinehurst Way spoke to the Board concerning standing water outside his home. This condition has been caused by the raising of the street gutters. At that time I had King Kote Asphalt come out and give a recommendation on how to solve the problem. They report that the only true fix would be to regrade the entire cul-de-sac at a cost of approx \$30,000. This resident spoke to Larry Molina in February and he asked that the staff go out and sweep the water in front of this house on a daily basis which has been done however the resident is still not satisfied and wants a more permanent solution. A similar situation is now occurring on Sea Pines Way.

The Board needs to set a direction for management to resolve these issues.

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