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## **MEMORANDUM**

**TO: Board of Governors**

**FROM: LOU BRAWER, ASSOCIATION MANAGER**

**DATE: June 17, 2010-**

**RE: Property Manager's Report**

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Yes, hurricane season is now upon us and with each nice summer day we pray that the calm, hot, and humid weather continues and that any storms will stay far away from Eagle Trace and all of the United States.

Even with that being said our hurricane preparation plans are moving full steam ahead. Below I will update you on what has been completed and what plans are in the works.

Summer is also the time when we work on our annual cleaning projects. Currently we are working on cleaning the inside of all the street lights. This is done to remove all the dead bugs and debris that piles up on top of the ballasts and causes them to burn out quicker. This project will be completed within the next two weeks. Irrigation lines along Eagle Trace Blvd. East have been replaced to allow for better pressure. Other irrigation repair work is being done at all gates and on all cul-de-sacs.

Other summer projects will include:

- Spot painting of all buildings
- Continuation of the painting of street lines, hydrants, and speed humps
- Cleaning of street signs and notice up painting
- Cleaning of the maintenance storage facilities
- The yearly photos of all houses

***Hurricane Management-*** As mentioned above annual hurricane preparation plans are moving along smoothly and I am confident that everything will run as smoothly as it has in the past if necessary.

The generators for each of the gatehouses and the office have been tested and serviced. We will again work with our computer vendors to make sure that all computers will be able to be transferred over with little or no interruption to service. This will also include the fiber links between the gates.

Our landscape/tree contractors are also ready with their crews and equipment. Potter, Twin Tree, Miele Brothers, and 5<sup>th</sup> Avenue Landscaping have all promised that we are on top of their priority list in the event of a storm.

I have a conversation with TPC concerning again the possibility to share in their supply of gasoline. We are also looking into the possibility of asking them to purchase and store a large quantity of bottled water.

We still have our complete stock of “Emergency Response Team” tee shirts here and ready to go.

Our two way radios are in full working order and are also ready to go.

All the other small items will be purchased and will be in place within the next two weeks.

We will place signs at all the gates asking residents to go on line and update their guest lists. In early July we will go and print new hard copy books for all gates that can be used in the event that we loose our computer network.

***Inspections***— Monthly inspections for June have been completed. For the month the following letters have been sent out:

1<sup>st</sup> notices – 66

2<sup>nd</sup> notices – 41

Final notices – 17

Cases that will need attorney letters (new) – 9

Attorney cases that still have not complied - 13

I am also monitoring very closely those residents that are keeping hurricane shutters closed prior to warnings being issued. We will address these situations on a case by case basis.

During the next several weeks I will be inspecting the community looking for homes that have items that could cause hazards during a storm. Letters and phone calls will be made to those homes that are occupied asking that the items be secured and stored inside. For those house that are not occupied I will have our staff go and remove those items and either store them in the maintenance building or discard them. A complete inventory of items removed will be kept in case of future questions.

***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 has completed the flat roof replacement.

The Hamptons completed their survey for speed humps and the results showed that the residents do not want them at this time. It was however decided to post a speed limit sign at the front of the community. Currently this is a temporary sign and the Board will look into a permanent one after hurricane season.

Eagle Landing has contracted with 5<sup>th</sup> Avenue Landscaping for major renovations to their entrance landscaping. This work will begin in early July.

***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:

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. Bank activity has begun.

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

***Landscaping*** – Landscaping work continues at the North Gate as a result of the design work of the Landscape Committee. I am pleased to announce that Mrs. Sherri Miller has offered to serve on this committee in addition to Ron Cohen, Luisa Geilen, and Renee Waltz. This committee will be starting shortly on their next charge which is the cul-de-sacs.

The minor renovations to the East and West gates have been completed and have received positive comments.

The renovations to the Eagle Trace Blvd. West berm will begin next week.

***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.

Changes to the closing loop at the East resident gate have resulted in much fewer broken gate arms as well as incidents of tailgating. The new reader at the West Gate has improved the read range as well as the number of cars that have had to back up and move over to the right. New readers are on order for the East and North gates.

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.

***Recreation Facility***— Operations are running very smoothly and I am happy to report that there have been no reported problems either with the tennis or basketballs courts reported.

Several residents have talked to me about problems with scheduling tennis courts for early morning hours. Renee and I are working with Dr. Eric Ackerman on some changes to make the system fairer to all tennis players.

Mr. Mattezzi has seen a drop in his enrollment as a result of the economy. He has reported a very slow summer program as well as a drop off in his private lessons. He is working on some ideas for building his program. He continues to pay his rent on a timely basis.

There will be one ladies league team both during the summer. One request has been made so far for the fall leagues.

Both the basketball courts and playground are receiving great use if no security or vandalism

***Community Party*** – The proposed date for this year’s Halloween Block Party is Saturday, October 23, 2010 if the Board wants to move forward. I have given the date to our caterer and we will be working with the Recreation Committee in the next two months to finalize other plans and activities. Details will be sent to all Board members as they are set.

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

Sincerely,

Louis Brawer  
Association Manager