

## MEMORANDUM

**TO:** Board of Governors  
**FROM:** LOU BRAWER, ASSOCIATION MANAGER  
**DATE:** June 19, 2007  
**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. Pressure cleaning is also in full swing. The work was started along Eagle Trace Blvd. West working toward the North Gate. After this is complete we will start doing the East.

Other summer projects will include:  
    Spot painting of all buildings  
    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 have been brought out and tested. We will again work with our computer vendors to make sure that all computers will be able to be transferred over with only minor interruption to service. This will also include the radio links between the gates.

You have previously received a presentation on different generator options for the Management Office. I hope that you will see this as an important project and will approve the expenditure. As with all our other storm preparations it is hoped that we will never need it but it is better to be prepared than caught with our pants down.

Our landscape/tree contractors are also ready with their crews and equipment. Potter, Twin Tree, Miele Brothers, and Landscape Art have all promised that we are on top of their priority list in the event of a storm.

I have again gotten a verbal pledge from TPC that we will be able to share in their supply of gasoline. They will also help us with the purchase of drinks for our staff.

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.

Tonight I will be taking pictures for the Board member ID cards and they will be ready and sent to you next week.

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

As you are all aware letters asking for changes to Permanent Guest Lists were sent out to all residents last week. We are getting a very good return on them and on July 10<sup>th</sup> we will print new hard copy books for each gatehouse. These are used in the event of a computer breakdown or short term power failures when it is not feasible to bring out the generators.

***Inspections***— Monthly inspections for June have been completed and I am pleased with the number of residents that continue to do work on their homes. We will be working closely with the city to make sure that roofs are completed in a timely fashion and that no tiles are stacked on the roof in the event of a storm. We are also continually monitoring other materials around houses and advising residents to make sure that they are removed prior to storms.

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.

The resident that had painted their roof has signed the agreement prepared by Steve Weinberg. This will be recorded in the Public Records. The basis of this agreement is that if the Board feels the roof is not being kept up that we can require it be stripped, repainted, or replaced.

***Landscaping*** – All landscaping continues to look good even with our current drought. We will be starting to work with the architects within the next few weeks and it is hoped that a presentation can be made at the August Board meeting.

The next change in Annuals is due in August. I am currently working with Nina on plant selection and I will advise the Board on when we should look for this change.

In August we will also present some cul-de-sac renovation plans to be completed in October or November.

Our application for the Broward Beautiful Grant has been submitted and we will hear in September the results.

***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 basketball courts reported. The on line reservation system is working and each morning the reservations for that day are posted.

Mr. Mattezzi has been having good success with his programs and it seems that he is having a successful summer program for our children. He has paid his rent on time every month.

There will be one ladies league team both during the summer and the fall. Renee Waltz is one of the co-captains.

Both the basketball courts and playground are receiving great use and everyone seems to be pleased with this expenditure.

***Community Security-*** The Police Department has not reported any crimes within this area for the last several months.

I am also pleased that there has not been any vandalism within the community since school ended.

As many of you are aware there were two major auto accidents within Eagle Trace over the last several weeks. Both are being investigated by the Police and reports will be forwarded to use. One sign was damaged and that has already been replaced. The cost of this sign will be paid by the resident that caused the accident.

***The Eagle Tracer*** – I have started work on the newsletter and it should be ready to go to the printer in mid July. Articles will deal with the following:

- The new recreation facilities
- Hurricane preparation
- Hurricane Shutters
- Tennis article written by Gabriel
- Architectural standards
- Broward Beautiful application
- Water restrictions
- Letter from TPC
- Safe driving tips
- Employee Profile
- Tom Cornileus from Wackenhut
- Community Party Announcement
- Letter from the President

***Community Party*** – The proposed date for this year's Halloween Block Party is Saturday, October 27, 2007. I am currently arranging for the caterer and the DJ and all other details will be falling into place during July. This party will again feature rides and games for the kids, food, and of course music. Details will be sent to all Board members as they are set. We will also have the dedication of our new facilities. I am also trying to arrange some type of exhibition basketball game.

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

Sincerely,

Louis Brawer  
Property Manager