

## MEMORANDUM

**TO:** Board of Governors  
**FROM:** LOU BRAWER, PROPERTY MANAGER  
**DATE:** June 27, 2006  
**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.

Other summer projects will include:

- The painting of the East and West gate interiors
- Renovating the irrigation along Eagle Trace Blvd. East from Winged Foot Terrace to Eagle Trace Blvd. North that was damaged during the hurricane and has been temporarily fixed
- Pressure Cleaning
- The yearly photos of all houses

Saul Lugo is also developing a plan to install another pump station near the East gate and divide the zones that are currently on the pump located at the corner of Lakeview and Coral Ridge. More information on this project will be available by the August meeting.

***Hurricane Management-*** As mentioned above hurricane preparation plans are moving along smoothly and I am confident that everything will be in place in the very near future.

The generators for each of the gatehouses have been purchased and delivered. The transfer switches have been installed and checked out by the electrician. Next week we will be having a “dress rehearsal” with our staff to make sure everyone knows how to hook up and operate the generators. Following that representatives from our computer companies will come and make sure all their equipment is hooked up for a smooth transfer if necessary.

The large storage container has been delivered and is already in use. We will be installing roof vents so that there is circulation to the equipment being stored inside. Lights will also be installed.

We are working closely with the General Manager of TPC for the storage of gasoline and I am confident that we will have a very safe and adequate supply of gasoline in the event of a storm.

The tee shirts have been ordered and are expected within the next week. They will be bright orange with the Eagle Trace logo on the front and “Emergency Response Team” on the back in large block letters.

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

I am working with TPC on the purchase of bottled water and Gatorade. I am planning on purchasing a pallet load of each and that should be ordered within the 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.

On a closing note to Hurricane Wilma we have received a final check from our insurance carrier and that money has been deposited back into our Reserve Account.

***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. Many residents have heeded the warning about removing loose and broken roof tiles. A second letter is going out to those residents that still have not removed the tiles. If they fail to comply within the next two weeks a list will be turned over to Coral Springs Code Enforcement Department for additional follow up.

Many residents have taken care of their house problems but there are still a large number that is waiting on insurance settlements and roofing contractors. I will continue to work with residents that have special situations.

You will see that the Architectural Review Committee is still receiving many applications even though the pace has slowed down.

The two residents that received denial letters concerning their fountains have asked to come before the Board to appeal. One is on tonight's agenda and the other will be in August since they are currently out of the area on vacation.

***Landscaping*** – Potter Landscaping has completed the berm project along Eagle Trace Blvd. West. Advanced Cable then came in to install new cable wires and tore up the sod and also broke several of our sprinkler lines. They have promised to restore everything when they complete their work. We will be keeping on top of this.

Potter has also completed the clearing of debris from the vacant lot. A new chain has been placed across the opening to hopefully prevent future dumping. The site is now ready to be used again if it is needed.

Residents along NW 14<sup>th</sup> Street and NW 127<sup>th</sup> Avenue have come to me with concerns about the berm behind their homes which belongs to Eagle Trace. I have asked Potter for a proposal on this project.

Nina Potter and I are also looking at several other smaller projects including some more cul-de-sacs and the installation of additional sod along Lakeview Drive and Coral Ridge Drive. These projects include:

- North side wall of North Gate
- Sod
- Area just inside the West Gate

Our irrigation system continues to run well and the community is still looking very green even though we have not really started to have our summer rains.

***Pick-up trucks and Parking Violations***— At the present time there are no problems 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. The Wackenhut staff will keep a close eye on all parking issues especially now that children are home from school for the summer.

***Tennis Facility***— Operations are running very smoothly and I am happy to report that there have been no problems reported to me by residents. 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 for both May and June.

***Community Security***- The Police Department reported only one incident within Eagle Trace for April and May. This was a car that was stolen from within Georgetown. It was found out afterwards that the resident had a spare key hidden in the car.

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

The TPC is still having a lot of problems with kids playing on the golf course during the day. We will place something in the newsletter about this.

The temporary speed hump installed inside the West Gate has been replaced by a permanent asphalt one that is similar to the others around the community. We will now look at other areas that need speed control around the community.

***Street Sign Replacement*** – The street sign replacement project is almost complete. The last of the warning signs will be installed within the next two weeks and that will complete the sign project.

I am currently working with Mailbox World on a program to offer residents with the black mailboxes where they can have them refinished at a reasonable price. The details should be worked out by August 1<sup>st</sup>.

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

Hurricane preparation  
Committee  
Generators  
Tennis Center including a bio on Gabriel  
Architectural standards  
The completed street sign project  
Completed landscaping projects  
Security cameras (if approved)  
Letter from TPC  
Web site improvements  
Employee Profile  
Willie Jackson  
Community Party Announcement  
Letter from the President

***Community Party*** – The proposed date for this year's Halloween Block Party is Saturday, October 28, 2006. 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.

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

Sincerely,

Louis Brawer  
Property Manager