

## MEMORANDUM

**TO:** Board of Governors  
**FROM:** LOU BRAWER, PROPERTY MANAGER  
**DATE:** July 1, 2004  
**RE:** Property Manager's Report

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The hot and humid days of summer and I hope that the rains will also be coming shortly. The staff has been battling the heat and the dry weather in hopes of keeping the community looking green and clean. During the next several weeks we will be getting into full swing with our inside summer projects which will include the painting of the Tennis Center and the North Gatehouse (see below for complete list of projects). I will be on vacation from Monday July 5, 2004 to Sunday, July 11, 2004. All plans are in place to insure adequate coverage.

*Office Management-* There has been much activity in the last month with new residents moving into the community. Realtors have reported that houses within Eagle Trace are selling very well.

During the past several weeks we have been preparing to again take pictures of all the houses within Eagle Trace. As I mentioned in earlier reports these pictures have been used as a timeline to show work (both good and bad) that have been done to homes. These pictures will be completed by the end of July.

As I mentioned above I will be on vacation starting Monday, July 5, 2004. During my absence I have arranged for Saul Lugo to handle any maintenance emergencies and to be on call each day. I will send out a memo to each of you with his contact information. Tom Seaton will cover all the office duties during this week. I will return to work on Monday, July 12<sup>th</sup>.

*Inspections*— Inspections continue on a monthly basis. June inspections have produced 55 violations. The breakdown is as follows:

1 <sup>st</sup> warning	37
2 <sup>nd</sup> warning	15
Final warning	03

Two residents are being turned over to the attorney for not taking care of their homes. I believe that the residents know that we mean business and are therefore taking better care of their property.

It is usual to see an increase in violations this time of year because residents tend to not want to do work during the summer months. I have found that most summer violations are corrected in September and October and most homeowners have their properties in top shape for the holiday season.

*Landscaping* – Potter Landscaping has completed the following projects:

- The entrance to the Greens (still in need of some middle height trees)
- Cul-de-sac on Las Colinas Way
- Cul-de-sac on NW 16<sup>th</sup> Court
- Cul-de-sac on Warwick Hills Way

**Cul-de-sacs on NW 13<sup>th</sup> Court**

**The next areas that I would like the Landscape Committee to look at will include:**

**Area around The Fairways Sign  
Tennis Center**

**The removal of all the Sago Palms within the community has been completed.**

**Many of the smaller trees along Eagle Trace Blvd. West that were not doing well have been removed and the areas have had sod installed. I don't believe that any of these trees will be missed.**

**The staff has been very busy with the irrigation systems during this period of dry weather. We have had several main line breaks caused mostly by tree roots breaking the pipes. This has become a major problem especially along Coral Ridge Drive and Lakeview Drive. There have also been several valves that have failed due to old age. This again illustrates the need to prepare for work on the entire infrastructure of the community.**

**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.**

**One of the two new irrigation clocks has been installed and the other will be installed within the next two weeks. There was a delay in the installation because the clocks were on back order.**

**I will be doing a complete drive around with Nina Potter when I return from vacation.**

***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 has completed the teams for the fall leagues. Our ladies have started to have social tennis matches and BBQ lunches every other Friday during the summer months. So far this seems to be very popular. Other social events have been scaled back for the summer months due to weather and member's vacation schedules.**

**Fifteen new ladies have given deposits to join the club and their memberships will start in the middle of July.**

**The summer camp program is also running smoothly. This year's summer program is being marketed mainly to our current students. Very flexible plans are being established to meet everyone's schedule.**

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

**The current membership is as follows:**

<b>Resident Single</b>	<b>31</b>
<b>Resident Family</b>	<b>09</b>
<b>Non Resident Single</b>	<b>97</b>
<b>Non Resident Family</b>	<b>08</b>
<b>Junior</b>	<b>01</b>
<b>Deposits (residents)</b>	<b>02</b>

Deposits (non-residents)	13
Total	159

***Crime Statistics*** – During the past month (May) there no major crimes reported to the Coral Springs Police. There were, however many cases of vandalism within the community. These included:

- Letters removed from the Fairways Sign
- Letters removed from sign at the entrance to Eagle Landing
- Letters removed from sign at the entrance to Georgetown
- Damage to the bathroom on the golf course
- Tee markers and hole flags stolen
- Damage to the equipment being used to replace the cart paths on the golf course
- Cars or trucks driving on the golf course

I would like to thank Wackenhut and the Coral Springs Police for helping us get a handle on this problem. There have been no additional problems in the last two weeks.

Wackenhut has also addressed our concerns by making some changes to our on site supervisory staff. Our new site supervisor is Captain Ulysses Bell how has severed Wackenhut for several years and has corrected problems in many communities. Captain Bell and I have been working on several plans to help address the concerns of Eagle Trace.

***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*** – I have been working with Paul Brewer and Associates on a bid for the inspections that was discussed at last month’s meeting. We have received notices that three permits are expiring and the cost for the inspections for those three areas will be \$11,400. Once the inspection is performed it will be determined how many of the catch basins will need to be cleaned out. As I reported last months this will cost between \$50 and \$100 per basin and if it is found that the pipes that go to the canals need to be cleaned that will cost approx. \$500 per line. These costs were obtained from two different companies.

***Electrical Panel Replacement*** – The first of the two electric panels that were found to need repair has been completed. We are waiting on the city to issue the permit for the second panel. This is necessary for FPL to come out and disconnect the main power going into the panel.

***Gate Arm Operations*** – Another one of the gear boxes failed during the month of June. This was repaired and paid for out of our general operating budget.

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.

***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 re-grade 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