

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: August 25, 2005 updated on September 15, 2005
RE: Property Manager's Report

What a difference a year makes. Last year at this time we were preparing for and cleaning up after two major hurricanes. Thankfully damage was minimal but the lessons learned went a long way to help us prepare for this year. So far this year we are thankful for a quiet season. Hopefully this will continue and all we can do is hope. Unfortunately the above statement was written prior to Hurricane Katrina.

The summer months have, however been extremely hot and because of this the staff has not been able to work outside for long period of time. The staff has however still been able to keep up on projects and the usual summer cleaning. Repairs and pressure cleaning have occupied most of the days.

Management – The plans for our new administrative/maintenance building are continuing to move forward. We have received the final construction drawing and the committee has met with the architect to talk about bidding the project out and interviewing General Contractors. We will also begin preparing to submit the plans to the city for building permits. Everything is still on schedule and it is still hoped that we can break ground in December.

Work has begun on the 2006 budget. I have contacted our vendors for additional information that is needed to add the new building into the equation for next year. The budget items that will be affected by the new building include:

- Electric
- Water
- Insurance

It is unfortunate to report that the cost of running all of our equipment has jumped drastically during the last month. I have asked that equipment and the trucks be used only when necessary without cutting back on service especially from the Rover.

Inspections— Inspections are currently being completed and letters will be mailed out early next week. I again gave extra time because of the storms.

In addition the following residents were turned over to the attorney for legal letters:

Landscaping – Potter Landscaping has been very busy keeping up on the fast growing grass. The landscaping on the berm along Eagle Trace Blvd. West and the planting done in front of the Fairway's sign are all doing well. This month I am requesting funding to do the following projects:

- The area behind the Fairway's sign

The cul-de-sac on Winged Foot Terrace

In addition it was necessary to remove the annuals. The reason for this was that they went in earlier than in previous years and the very hot weather. I have asked Nina Potter to prepare a quote to do plantings just at the gates and along Eagle Trace Blvd. Further, for 2006 I would like to discuss adding a third annual planting. This will give the community a fresher look throughout the year. The schedule would be:

March so that we have fresh plants for Easter and Passover
June regular summer annuals
November regular winter annuals

Pick-up trucks and Parking Violations— Residents continue follow our parking rules with few exceptions. Residents that need special exceptions are handled on a case-by-case basis. Few residents asked this year for special exceptions during summer vacation. We again suspended the parking rules during the hurricane.

Tennis Center— The hot summer months has taken it toll on the Tennis Center and its programs. While camp ran well I believe that attendance was hurt because of the heat and the shortened school vacation. In talking with other camp directors all programs seemed to have experienced the same results.

The ladies teams have already started their fall league play. We wish all of our teams good success. Many of the ladies took part in a one week “Boot Camp” to help them prepare for the season. The camp was run by our pros and the feedback was excellent. The week ended with a BBQ lunch.

The maintenance staff has started to put clay down on the courts. The project will be continued over the next several weeks weather permitting. After Hurricane Katrina we finished installing the new windscreens just in time for the start of league play. I am also please to report that only one windscreen was damaged during the hurricane and a replacement has already been ordered.

I have contacted several roof companies for bids on the replacement of the gazebo roof. As surprising as it may seem very few companies would even consider a job like this. Some companies would not even come out to look at the job before turning it down. The one bid that I did receive said that the rip off could not be done for 6 to 8 weeks and the new roof tile would not be available for 3 to 5 months. I am continuing to call other companies.

The current membership numbers are as follows:

Resident Single	42
Resident Family	10
Non-Resident Single	101
Non-Resident Family	6
Total	159

The increased numbers is due to the hard work of Ann Marie. Creative planning was done to fit all these members into teams. Everyone seems to be pleased with the results.

Community Security – The Coral Springs Police Department has reported two crimes within the community during the month of July. One involved a car that was broken into the other involved damage to the golf course (see below). There was also an evening when

two or three youths went down Glenmore Drive going into cars that were unlocked. Items taken were few and no damage was reported. The crime report for August is not yet available.

The increased presence of the Coral Springs Police has continued as promised by Chief Foster. I am also glad to report that vandalism has all but disappeared around the community. Mr. Dickey of the T.P.C. reported that he is still having problems on the golf course and is looking into hiring security guards to patrol the course. One teenager was caught and it is thought that this might be retaliation to this. The Hamptons has also reported that things have been quiet along Glenmore Drive except for the one incident mentioned above.

The Eagle Tracer – The second issue of the “Eagle Tracer” has been mailed and by this time should have been received by all residents. Again thanks must go out to Mike Newman and Ted Scatcherd for all their hard work. The third issue of the year is scheduled for November and will cover the Halloween Party and the new building. Stories on holiday landscaping and security will also be included. I would also like to try new features including holiday recipes and maybe gift ideas.

Halloween – Our annual Halloween Party this year will be held on October 29, 2005. I have already contracted with the DJ and the caterer and will be finalizing plans for the tent and rides within the next couple of weeks. The event will again center around our children and will be a compliment to our very successful Block Party.

I would like to also include several items to assist in Hurricane Katrina relief efforts:

- 1.) Blood Mobile has been requested from South Florida Blood Centers
- 2.) A raffle be held with 100% of the money raised going to the American Red Cross. I would like the Board to donate money to purchase two major prizes.
 - a.) A 32 inch color television
 - b.) A bicycle

Tickets will be \$5.00 each and announcements will be made throughout the day. I would also like to give 2 free tickets to anyone who gives blood.

The cost of the two prizes will be around \$500.

Halloween night this year falls on Monday, October 31, 2005. We will have our usual patrols including:

Florida Highway Patrol (I have requested 4 officers this year instead of the two that we used last year)
Wackenhut
Eagle Trace staff
Volunteers

I will also coordinate with T.P.C. on other security ideas as well as the use of their golf carts.

It is hoped that because it is a school night that everyone will have their fun and go home early. As usual I am looking for volunteers to ride around the community helping to keep the peace.

Street Sweeping – The next street sweeping will take place between Halloween and Thanksgiving. I was going to do it earlier but felt that the street were not that bad and we would be better waiting till closer to the holidays.

Hurricane Katrina – The Hurricane produced little damage around the community. One street sign was damaged and that has already been repaired. Several tree branches were broken and through the efforts of Twin Tree and our staff we were able to clean it up very quickly.

I must also comment on the help that we again received from the city. Through a joint effort we were able to have all our debris removed very quickly after the storm. Our staff went around the community to collect all the debris. They brought it to a central location near the Tennis Center. The city then sent in trucks and a front end loader and took it all away.

I am also pleased to report that we were able to use our e-mail system. Two e-mails were sent out to residents prior to the storm altering them to what the community was doing to prepare. Comments received afterwards were all positive. We have also received a large number of e-mail addresses since the storm hit.

Georgetown – Last evening Georgetown held their Annual Meeting and Election. I am pleased to report that Marty Friedman and Mike Newman were both re-elected for another two years of service. It was a tight race with a large field of two candidates. The officers for next year are:

Marty Friedman – President
Mike Newman – Vice President
Christina Shantz – Secretary

The Board and the residents in attendance paid many compliments to the Master Association and the staff.

Mr. Friedman reported on the new building and the wireless system.

I started this report with the line “What a difference a year makes...” I will end tonight by saying what a difference five years make. September 1st marked my fifth anniversary working here at Eagle Trace. I am grateful to all the Board members and the residents for a fantastic experience and I look forward to many more years.

Things have changed greatly during these five years. We have added equipment and additional services to make the community look better and run more efficiently. When I arrived five years ago being Property Manager for Eagle Trace was just another job. I now look at this position as working for a family. You have all been great to work for and with and I thank you for all your support and confidence.

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

Sincerely,

Louis Brawer
Property Manager