

MEMORANDUM

TO: Board of Governors

FROM: LOU BRAWER, PROPERTY MANAGER

DATE: September 23, 2004

RE: Property Manager's Report

This past month has been preoccupied by two things: HURRICANE preparation and HURRICANE clean up. I am very proud of the way our staff and vendors stepped to the plate and got our community up and running in very quick time. By 9:00am on Sunday (the morning after the storm) crews from Twin Tree Service were on site opening up streets. Also by 9:00am the Eagle Trace staff was arriving and working on clearing drains and removing small debris from the streets. By the end of Sunday all streets were passable and we were starting to remove debris.

I am also very pleased with the cooperation that we received from the crews hired by the city. Without their assistance and equipment we would still have mountains of debris around the community and at the Tennis Center.

Now the time has come to start putting an emergency plan in place for the remainder of this year and for future years. I will be setting up a round table meeting with our staff, Twin Tree, Potters, and Wackenhut to work on this plan.

Due to the strength of our financial management the community was able to go out and purchase goods and services without having to wait for special assessments to come in or banks processing emergency loans.

In the week prior to the storm we purchased chain saws, blowers, and numerous other supplies so that the staff was ready for whatever the storm delivered. While most of these supplies were not used they are now ready for the next storm (which hopefully wouldn't come this weekend). There is no other equipment that is needed at this time. In the future we might want to look at installing a generator at the North gatehouse since this building act as our command center before and after the storm.

Eagle Trace was also able to give our vendors some "upfront" money to help them with expenses. This allowed us to command services over other communities and the vendors were assured that their bills would be paid in a timely manner. Many communities could not do this.

As a final Hurricane note I have attached a copy of the article that appeared in today's Sun Sentinel. I would like to see our community become involved in a lobbying effort to have these policies changed. The residents of this and all other gated communities are being fully taxed but are only receiving partial services. We have residents living in Eagle Trace that could help us with this effort. Let's contact them as soon as possible and get the ball rolling.

Office Management- As you will see the later a lot of time has been spent during the past month on preparing the 2005 budget. The budget is very workable and will allow for community services to continue and improve. During the next month I will be working on a wish list for capital projects and will present this at the next meeting.

Inspections— Because of the Hurricane I did not perform inspections during the month of September and have granted residents that received letters in August additional time to make necessary corrections.

I have also help off sending old violations to our attorney. It would not be in the best interest of the Association to send legal fees on issues that probably could not be corrected for at least another month.

Assuming no additional storms hit our area inspections will resume at the beginning of October.

Landscaping – Potter Lawn and Landscaping lost almost three weeks because of the hurricane and the necessary clean up. Nina Potter feels that the community should be looking normal again within the next week. Besides the clean up I have asked her to start removing the Annuals. They took a real beating during and after the storm.

It will be necessary to have one of our tree companies do some corrective pruning of street trees around the community. There are many small branches that are broken and hanging from the trees. Now that these have turned brown they are easier to see and remove.

During the next several weeks Potter's crews will be concentrating efforts on cleaning up the Tennis Center in preparation for our Breast Cancer fund raiser and the community Halloween party.

Pick-up trucks and Parking Violations— All parking rules and regulations have been suspended since the storm. They will be going back into effect next weekend. I kept the m suspended because of the Jewish holidays which will end this weekend.

Tennis Center— The Tennis Center had damage due to the storm. There was much clay that was washed or blown from the courts and many of the wind screens were damages even though they were rolled and tied. We have contacted our insurance company about a possible claim and they are expecting to send an adjuster out next week. I have already started to get bids on the necessary repairs.

I would like to thank Ann Marie for all her efforts in working with the members and staff during the clean up efforts. There were some strained moments but with everyone's help we were able to work through the problems and get the facility running without too many complaints.

Our August financials showed that the Tennis Center is again running in the black. Ann Marie deserves much of the credit for this because of her efforts to bring in new members. Carlos and Gabriel also deserve credit for running a very successful summer program. I look for many additional positive months ahead. September may be a down month since the club did not operate for one week.

Ann Marie has informed me that all postponed matches will be made up by the end of this week. The members were not too inconvenienced even though we had most of the parking lot block with debris. This was all cleaned up by this past Tuesday. On that day we had the members and guests park at the T.P.C. and we ran shuttles back and forth. Having the lot empty made it easier for the city to get their big trucks in and out.

The current membership is as follows:

Resident Single	34
Resident Family	10
Non Resident Single	101
Non Resident Family	07
Junior	01
Deposits (residents)	00
Deposits (non-residents)	02
Total	155

Crime Statistics – During the month of August we again had the Fairway’s sign vandalized. Again, the letters were removed and left on the grass. Because of the storm I was not able to have them installed. This should be done next week.

The only of incidents involved three cars that had items taken from the seats. All three were left unlocked.

Street Sweeping – I have postponed the street sweeping till October 6th and 7th. This was done to allow for the clean up efforts to be completed.

Electrical Panel Replacement – Two electrical panels at the tennis courts are in need of replacement. These are just the outer boxes and should not be too costly.

Halloween – Planning has already started for our annual Halloween activities. Our yearly block party is scheduled for Saturday, October 30, 2004 from 2:00pm – 5:00pm. I have already contracted with the food, band, and rides. This year we are again going to have some new rides and attractions. I will need some volunteers to help with decorating and handing out cotton candy and snow cones. I will again offer high school students community service hours for their help.

We were informed yesterday that Coral Spring Police will not be able to supply us any officers for Halloween night. I am working with Mickey Berk and Ira Josephson on having this changed. We will continue with our planning for Wackenhut officers and volunteers.

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

Sincerely,

**Louis Brawer
Property Manager**