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MEMORANDUM

TO: Board of Governors

FROM: LOU BRAWER, ASSOCIATION MANAGER

DATE: September 23, 2010

RE: Association Manager's Report

Before starting tonight's report I would like to take a moment to thank the Board and the members of the community for ten years of very happy employment. September 1st was my anniversary date and while there have been many tough times and even some disagreements I have to say that I have truly enjoyed working for this fine community and hope that I will be able to continue for many years to come. I would like to thank all current and former Board members for their help and guidance and for giving this opportunity.

The summer season and half of the hurricane season are now behind us and it is now time to focus energies on preparing the 2011 Operating Budget. I have been working closely with our treasurer and I am pleased that this evening we will be able to pass out a first draft of our budget. Discussions are also being held with our key vendors to insure solid proposals for 2011. Within the next month Jeff and I will accept suggestions and comments on the budget so that by next month's budget meeting we will be able to present a completed budget to the community that all Board members are comfortable with.

We will also start soliciting bids for budget items and these will be presented to the Board for consideration. It will then be necessary to approve contracts for 2011 or to negotiate with new contractors. The 2011 budget proposal that you will receive tonight will be based on the contract renewal figures that have been supplied by our current contractors. Board members should be aware that placing these in the budget does not bind the Board to these vendors in 2011.

The October Board meeting will also be the budget meeting. A written notice, which is required by state law will be mailed to all residents.

Hurricane Management- The Associations continues to be prepared for a storm even though we have made it through the first half of the 2010 season with only one scare. On a regular basis we continue to check our equipment and supplies so that in the event of a storm we will be ready to respond quickly.

Lightening continues to be a major problem this season. As a result of several major strikes earlier in the summer we had surge protection installed on all electric panels, phone lines, and cable lines. We are now looking at having surge protection installed on our gate operators. A proposal should be ready by the October Board meeting.

Inspections— Monthly inspections for September have been completed. For the month the following letters have been sent out:

1st notices – 52

2nd notices – 36

Final notices – 18

Attorney cases that still have not complied - 23

The Association has now completed the cleaning of the two pools that were authorized by the Board at the last meeting. Our staff will need to monitor these pools and empty any water that accumulates. These will be checked on a weekly basis. I will now supply the Board with other pools that they might want to consider cleaning.

The cleaning of roofs on vacant homes has been completed and now we are moving forward on cleaning those roofs that have had notices ignored but are occupied. There are eight such roofs and these will be completed within the next two weeks.

Neighborhood Associations: Operations of the neighborhood associations under the management of ETCA continue to run well.

Collections for the Neighborhood Associations are still in good shape.

The following projects are either in the works or are being planed for the near future:

Ascot Villas – repair and painting of all mailboxes – completed with the exception of house numbers which are being looked at and should be installed within the next month

Glen Condo – sealing of parking area – being looked at for 2011 budget

Georgetown – additional landscaping – being looked at for 2011 budget

The Hampton's is still in possession of one home which they have been able to rent out and it now generating income for that Association.

The following are collection issues within the Neighborhood Associations:

Ascot Villas – One unit has had a lien placed on their unit. The Association will evaluate filing foreclosure on this unit within the next month.

Eagle Landing – Two units are seriously past due and the Board is determining if foreclosure should be started

Georgetown – Two units are currently bank owned and they are attempting to collect past and current money from the banks. All other units are current with the Association.

Glen Condo – One unit was just taken over by the bank and another is in bank foreclosure. A third unit has had the owner file for bankruptcy but he is current on his Association dues.

Hampton's – All units except one are current with the Association. There is one unit that is in bank foreclosure but that owner is current with the Association.

All Neighborhood Associations will hold their budget meetings in November which will give management enough time to get coupons printed and mailed prior to the December holidays.

Eagle Trace Realty Holdings and Vacant Properties - We continue to keep close eyes on properties that are empty and/or in foreclosure. Potter Lawn and Landscaping continues to keep these properties maintained on a regular schedule.

The following is the status on the three properties currently owned by Eagle Trace Realty Holdings LLC:

12344 Classic Drive – Our original tenant has moved out and has purchased another home in Eagle Trace. A new tenant has already been found and has moved in. It was necessary to spend some money on this unit to make it rentable including replacing the pool pump and the kitchen stove. All repairs were completed for around \$1000. The new tenant was found without the services of a Realtor so it was not necessary to pay a commission. We also now have a security deposit on these tenants so any future damages can be charged back to them.

1970 Las Colinas Way – Not rentable. Bank activity on this property has stopped. The pool has been drained and cleaned.

12468 NW 19th Place – This property has been rented and there has been no bank activity. Our tenant has been paying rent in full and on time.

Landscaping – The members of the Landscaping Committee have been going out and talking with different designers in order to get ideas for the North and East Gates. It is hoped that the remaining work will be approved and completed shortly.

The renovation of the berm along Eagle Trace Blvd. West was completed however there continues to be problems with the sod. Potter and UPC Pest Control have been treating the area and another supply of sod was installed this week. The cost of both the treatments and the sod has been covered by Potter as part of their guarantee.

The Committee will also start meeting to discuss projects and changes that will be needed in 2011. This will include having a separate vendor for pest control and fertilization.

Security – There have been no major service complaints reported by residents. When issues do arise our Site Supervisor immediately contacts the residents and works on a quick and permanent resolution to the concern. The office is always apprised of the problem and the final solution. Daily meetings are held with the Site Supervisor and meetings with the principals are held on an as needed basis.

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.

There continues to be problems with residents and their reserving of courts. Mrs. Waltz has come out and talked with many of those that use the courts and has been a big help in riding us of those that are abusing the use of the courts. She has also been working with Dr. Ackerman on revisions to the Reservation System.

Mrs. Waltz has also been working with me on plans for repairs that are needed to the facility including:

- Clay replacement
- Wind Screen replacement
- Cleaning of mold around the courts
- Replacement of the bench on court #3

Mr. Mattezzi has seen a drop in his enrollment as a result of the economy. He has reported a very slow program that has also been hurt by the weather. Afternoon rain storms have forced him to cancel many of his afternoon sessions. He has paid his court rental for August but has not paid any money for September as of yet.

Three women's league teams will be playing out of Eagle Trace starting this month. Teams will play on Monday and Friday mornings and do not conflict with each other. All teams have the required number of Eagle Trace residents.

Last week it was reported that kids from neighboring committees are sneaking into the Recreation Facility. There has been some minor vandalism to Gabriel's property. Security will do extra patrols in this area especially during the early evening hours and on weekends. The Association Manager for Vitzcaya and the Coral Springs Police will also be notified of the problems.

Community Party – This year's Halloween Block Party is Saturday, October 23, 2010 if the Board. Renee Waltz has been working with Marian on the details which will include a change in theme. This year we will do a luau theme and will include an hour long Polynesian show. The menu will also be changed slightly. We will continue to have attractions for children, a DJ to provide music, and the blood mobile. Invitation will be sent out during the first week in October.

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

Sincerely,

Louis Brawer
Association Manager