



Office: 954-796-5013
Fax: 954-341-6129
Cell: 954-275-6241

Louis H. Brawer
Association Manager

1000 Eagle Trace Blvd. West • Coral Springs, FL 33071
Email: loubrawer@eagle-trace.com • www.eagle-trace.com

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, ASSOCIATION MANAGER
DATE: September 25, 2007
RE: Property Manager's Report

Fall season is now in full swing and the staff is moving forward with projects and day to day assignments.

The office continues to improve with the help of Marian Frey. She has brought many great ideas and we are working very well together. We are working together on making sure that the office provides 100% customer satisfaction.

The Neighborhood Associations seem to be very pleased with the service they are receiving. They are already starting to see cost savings and better customer service. Preliminary discussions are now taking place with another Neighborhood and hopefully they will be on board shortly. You will be informed as these discussions progress.

Hurricane Management- All of our hurricane plans are in place. The generator for the office has been fully installed and is fully operational. Hopefully we will not need to use it this season. All other supplies are on hand. If a storm is going to strike, and I pray that it wouldn't, we are ready to go.

Inspections— Monthly inspections for September have been completed and I am pleased with the number of residents that continue to do work on their homes. As is usual this time of the year we are receiving many calls from residents asking to do work after hurricane season. These requests are being handled on a case by case basis. This round of inspections included all of the Neighborhood Associations. Marian was responsible for sending out the violation letters and did an excellent job.

During the summer months four residents requested permission to keep their shutters closed during extended vacations. This did not seem to detract from the appearance of the community and we received no complaints.

Marion road with me during my last inspection tour and she will start doing some of them during October. I will of course accept full responsibility for inspections and will do spot checks on the areas that she is assigned.

During October we will start doing detailed inspections of hedge height. I have requested that our attorney write a special violation letter for those that have hedge issues.

Landscaping – All landscaping continues to look good even with the unusual summer weather pattern this year. The annuals will be changed out again after Halloween.

The landscape architect is working on his proposals and he will make a presentation to the Board this evening that will deal with a landscaping “concept”. If the Board is happy with the concept then he will move forward with cost estimates.

We received word that our application for the Broward Beautiful Grant was turned down. A copy of the letter is attached to this report. We will again file next time the program is made available.

The maintenance staff took delivery of our new John Deere Gator utility cart and it is a great improvement over the golf cart that it replaced.

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 basketballs courts. The on line reservation system is working and each morning the reservations for that day are posted.

Mr. Mattezzi has started up his fall after school program. He continues to give lessons during the day to both adults and some children. This year for the first time the children that receive daytime lessons were required to submit a permission letter from their parents. These children are all being home schooled.

The women’s Broward league team has started their fall season. We wish them good luck.

Both the basketball courts and playground are receiving great use and everyone seems to be pleased with this expenditure.

Community Security- I have had several discussions with the management of Wackenhut concerning the quality of the officers being placed at Eagle Trace. I am very concerned that the quality of our security has gone down and everyone involved is working to correct the problems. I am having bi-weekly meetings with Wackenhut Management to review problems and develop solutions.

The Eagle Tracer – The next issue of the Eagle Tracer will be published after the Halloween Party.

Community Party – The date for this year’s Halloween Block Party is Saturday, October 27, 2007. Arrangements for the caterer and the DJ are in place as well as the rides. TPC has again agreed to make goody bags for children.

We will again have the Blood Mobile and it would be nice for every Board Member give a pint of blood to help the cause.

We have been approach by Whole Foods Market for permission to give out product samples. I have granted their request and if this is successful next year we will approach other area businesses.

The invitations will be sent out around October 1st.

2008 Community Budget – This evening you will receive the first draft of our 2008 Budget. It looks as though the increase will be \$5 per quarter for the Master Association. Of course the neighborhoods pay 75% of this increase.

Bulk Cable Television – We have been approached by Advanced Cable concerning a bulk rate contract for cable television for all residents. The saving to each homeowner is large enough to warrant our continued investigation. I have developed a questionnaire letter that I would like to have sent to all residents to measure the community's interest. A copy of this letter is in your packets. The cost of producing and mailing this survey will be around \$1000. Board members will be kept up to date on details as they are received.

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

Sincerely,

Louis Brawer
Association Manager