

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: October 19, 2004
RE: Property Manager's Report

During this past month the staff has been concentrating its efforts on two things. The first was to bring the community back to normal following the hurricanes and the clean up and the second was and still is the renovations at the Tennis Center. I am happy to report that the all the post hurricane work has been completed and the staff is starting to get back to normal operations. The work at the Tennis Center will be completed by the end of this week.

Office Management- During the past month I have been working on the fine tuning of the 2005 budget and the preparation of the Capital wish list and budget which was talked about at the last meeting. Payment coupons for 2005 will be mailed out on or around December 1st along with a copy of the budget.

Inspections— Inspections for the month of October will be completed by week's end and violation letters will be going out shortly thereafter. Updates will also be given to the attorney for those residents that have chosen to ignore previous letters. I am pleased to report that many residents are already working on fixing up their homes after this rough summer.

Letters were sent out last week to those few residents that still have their hurricane shutters up. They were given until the 25th of October to have their shutters removed. If they fail then I will turn them over to Code Enforcement for follow up.

Landscaping – Potter Lawn and Landscaping has been extremely busy with the renovations at the Tennis Center. The reactions to the new landscaping have been mostly positive. The finishing touches are being done this week and the entire project will be completed by the end of the week.

The summer annuals are being removed and the winter inpatients will be planted the week after Halloween.

Pick-up trucks and Parking Violations— All parking rules and regulations are now back in force. Violation letter are being sent to those residents that park pick up trucks in their driveways.

Tennis Center— The Tennis Center has had its make over! The outside landscaping as mentioned above is just about completed. The interior painting is now also complete.

The Eagle Trace staff has completed the following:

- 1.) Removing all the peeling paint from the fence posts
- 2.) Painting all the fence posts
- 3.) Cleaning all court benches and awning supports
- 4.) Touch up painting to benches and all other metal areas
- 5.) The cleaning of all nets
- 6.) The installation of new drink holders on all the courts
- 7.) Pressure cleaning of all the sidewalks and the bleachers on the stadium

court

Clay has also been added to Courts 3, 4, 6, and 7. The remainder of the courts will receive clay in the next several weeks.

Leagues are running well and all the matches that were postponed due to the hurricanes have been made up. All of our teams are doing very well.

The current membership is as follows:

Resident Single	36
Resident Family	10
Non Resident Single	101
Non Resident Family	07
Junior	00
Total	154

Crime Statistics – During the month of September there was no additional vandalism to the common property however T.P.C. is still having a major problem with vandalism on the golf course and to the bathrooms located on the corner of Eagle Trace Blvd. North and Eagle Trace Blvd. East. We are working closely with the management of T.P.C. to resolve these problems.

No other incidents were reported to us by the Coral Springs Police.

Street Sweeping – Street sweeping was completed on October 7th and 8th. The next cleaning is scheduled for December 7th and 8th so that the community is looking its best for the Christmas and New Year's holidays.

Halloween – Planning is complete for our annual Halloween activities. Our yearly block party is scheduled for Saturday, October 30, 2004 from 3:00pm – 6:00pm. 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 have contracted with the Florida Highway Patrol of officers to help patrol on Halloween night since Coral Springs Police were not able to supply us with the normal compliment of officers. The Eagle Trace staff, Wackenhut, and resident volunteers will assist FHP with the patrol efforts. I am still looking for additional 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**