

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: October 20, 2005
RE: Property Manager's Report

Here we go again, another meeting and another hurricane possibly heading our way. By the time you review this report we should be well on our way either to sighing a big relief again or busy putting up shutters and securing property. Be assured that you staff will again be ready for whatever Mother Nature decides to throw our way.

Management – The plans for our new administrative/maintenance building are continuing to move forward. Marty, Ira and I have reviewed the final documents and they should be in the hands of the three general contractors by Monday. They will then have until November 18, 2005 to submit their bids. At that point the Board will award the contract and the general contractor will submit for our building permits. If all goes smoothly we could be starting construction by early to mid January.

The 2006 budget has been completed and will be presented to you and the community later at this meeting. I feel that the increase that is proposed is very fair in light of the drastic increases in supplies, insurance, and gasoline.

Within the next month performance evaluations and salary recommendations will be completed for all employees. We can then take the payroll budget and divide it accordingly.

It is unfortunate to report that the cost of running all of our equipment continues to be very high. Our average monthly gasoline bill has jumped between \$400 and \$500 within the last two months. No one seems to know what another hurricane will do to prices. We continue to conserve wherever possible without cutting back on our services to the residents. We are also not purchasing unnecessary items for inventory.

Inspections— Inspections for September were completed on September 23, 2005 and letters were mailed to residents. The following were the results of the inspections:

1 st Notice	68
2 nd Notice	26
Final Notice	7

In addition eight 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 weather during the past month has slowed down our progress on the projects that were approved at the last meeting. Potter has been able to install the flowers along Eagle Trace Blvd. and at the gates. It is felt that these should be in full bloom by the end of the week.

The upcoming hurricane should have little effect on these plants. The crews will just have to be careful when cleaning the beds of any storm debris.

Work on the other two projects will be completed by the end of the week and will not be affected by the storm.

Potter and I are working on a proposal to clean the berm behind NW 127th Avenue and NW 14th Street. One of the residents on this street questioned why this property was not being maintained. After checking property records it was determined that this property does indeed belong to Eagle Trace and does need to be cleaned out. Since this is a major project several other contractors will be allowed to bid on the project. More information will be provided at the November meeting.

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. Parking rules were suspended during the Jewish holidays and will be suspended if the hurricane heads our way.

Tennis Center— The tennis center is now back in full fall operations. Weekend hours have returned to normal (close at 5:00pm Saturday and Sunday). All programs are up and running and the courts are in constant use. Clay has been put down on all but two courts. Those two were supposed to be done two weeks ago but needed to be postponed due to the rain. We will of course now wait till after this storm passes.

Storm preparations will be determined by the size and strength of the storm and could include:

- Moving in all furniture
- Tying up wind screens
- Removing water coolers

The ladies teams are doing very well in league play.

The current membership numbers are as follows:

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

Ann Marie and I are working on changes to our staffing. We are working toward a staff of all adults and will try to make sure that either Ann Marie, Maureen, or Willie are at the club each day to make sure all is running smoothly.

Willie Jackson, our daytime maintenance person, is being crossed trained to work in the pro shop to give additional coverage without spending additional money.

Community Security – The Coral Springs Police Department have reported no major crimes within Eagle Trace during the month of August. During September several cars were broken into. Again these cars had items sitting on the seats in clear view or were left unlocked.

The increased presence of the Coral Springs Police has continued as promised by Chief Foster. During the past month two street signs were stolen. Mr. Dickey of the T.P.C. reported that he is still having problems on the golf course. He tried hiring off duty police officers but that did not seem to stop the problems. He believes that part of the problem is children that our retaliating for being chased from the golf course.

The Eagle Tracer – 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. All plans have been finalized and I am now working on the raffle. So far I have received seven prizes from our vendors including:

Frank, Weinberg, and Black
Goldman and Juda
Wackenhut
Russo Insurance
Twin Tree
Potter Lawn and Landscaping
T.P.C.

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 (many of our regulars have already signed up)

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

Flyers will again be given out at the gates explaining our rules for the evening.

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. This could again be changed as a result of the storm.

I wish everyone the best in preparing for the storms and for Halloween. Before we know it the holidays will be here and we will be preparing for another new year.

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

Sincerely,

Louis Brawer
Property Manager

