

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, PROPERTY MANAGER
DATE: November 16, 2004
RE: Property Manager's Report

The fall weather is upon us and the staff just completed one the busiest times of the year. Activities consumed much time during the past month including the Breast Cancer Fund Raiser (see Tennis), the Halloween Block Party, and of course Halloween night. Now that these events are behind us the staff will concentrate on getting the community set for the holidays.

Office Management- As mentioned above much time was spent on the big social activities of the year. In the office it is time to start preparing for year end and the start on 2005. This includes cleaning up, boxing up, and emptying files. We will also be preparing documents for the 2004 audit.

You should be aware that I will be taking three vacation days on December 1st, 2nd, and 3rd.

I have also started to plan for our annual employee holiday party. If anyone has a suggestions for where to hold this event please let me know.

Inspections— Inspections for the month of November have been completed and the letters have been mailed. The results of the inspections are as follows:

1 st warning	48
2 nd warning	27
Final Warning	8

Landscaping – Potter Lawn and Landscaping has completed the renovations at the Tennis Center and everyone seems very pleased with the outcome. Potter's has also completed the planting of the winter annuals and are now preparing to install mulch around the community. This should be completed by the end of the week.

Immediately after Thanksgiving a hard cut and trim will be performed at the three gates prior to my staff installing the holiday lights. This will be completed the week following Thanksgiving.

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

I will again suspend the pick up truck rules starting on December 15, 2004 to accommodate children home from school and out of town visitors. The rules will be put back enforce on Friday, January 7, 2004.

Tennis Center— As mentioned before the Tennis Center had a very successful fund raiser for the Susan G. Komen Breast Cancer Foundation. Over \$4000 was raised.

Ann Marie is planning a Thanksgiving event for Sunday, November 21st. Other holiday events will be planned for December. Ann Marie would also like to bring back the club championships after New Year's.

Club holiday hours will be as follows:

Thanksgiving Day	Open 8:00am till Noon
Christmas Eve	Club closes at Noon
Christmas Day	Club closed all day
New Year's Eve	Club closes at Noon
New Year's Day	Open 8:00am till Noon

On all other days the club will operate under normal hours.

The current membership is as follows:

Resident Single	38
Resident Family	10
Non Resident Single	100
Non Resident Family	07
Junior	00
Total	155

As requested at the last meeting I have attached a report prepared by Ann Marie on the reasons why members left the club since last spring. I feel that the reasons are clear and did not have anything to do with the operations of the club.

Crime Statistics – During the month of October one resident informed me that someone had tried to break into their home. I am not sure if this was reported to Coral Springs Police since the statistics for October are not available yet.

There was an incident where two teens were hurt on a go cart. The child who owns the go cart has been warned by us and Coral Springs Police about its use on several occasions. Injuries included a broken arm and a broken collar bone. The cart flipped over and was not involved in an accident with another car.

Another teenager was caught throwing a soda bottle at a car on Eagle Trace Blvd. The owner of the car would not report it to Coral Springs Police but rather is handling it with the parents. I spoke with the victum and urged him to report it to the police.

Finally, vandalism continues around the community. The letters were again removed from the Fairways sign and again they were left on the grass. Several street lights have also had

the lens pushed in with rocks. There was no damage done to the lights and we were able to push the lenses back into place.

Street Sweeping – Street sweeping is scheduled for December 8th and 9th for the entire community.

Halloween – The Halloween Block Party was a huge success this year. The weather was beautiful and over 600 residents showed up. Music was provided by “The No Matter What” Band, rides and attractions kept the kids busy, mini golf kept the little ones occupied, and the caterer kept everyone’s stomachs full. Thanks go to Coral Springs Police and Fire for leading the parade.

Halloween night went off without major incidents. The two officers that we had from the Florida Highway Patrol did an outstanding job. Staff and volunteers also helped keep the crowds moving and in order. It seemed that this year the crowds were more in the Greens than anywhere else.

Next year I would like to recommend the following:

- 1.) Four FHP officers to patrol along with staff and volunteers.
- 2.) Wackenhut assign three or four officers to each gate to help prevent walk ins.

There were no reports of vandalism or property damage on Halloween night!

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

Sincerely,

Louis Brawer
Property Manager