M E M O R A N D U M

TO: **Board of Governors**

FROM: **LOU BRAWER, PROPERTY MANAGER**

DATE: **November 17, 2005**

RE: **Property Manager's Report**

This past month can be summed up with just one word WILMA! Since our last meeting everything involving this community has centered on the hurricane and the clean up that followed. I am happy to report that things have gone extremely well and we are now ready to start the rebuilding process.

Management **– Most office functions have been put on hold but several things have also started to move forward. The most important of which are the plans for the new administration/maintenance building. Today we had the pre-bid conference with three possible contractors. Bids will be received by early December and hopefully we will award the contract soon thereafter. We don't yet know how the storm will effect the actual construction but we should know better when the bids are received.**

Performance evaluations will be completed in the next few weeks so that employee salaries can be set for 2006.

I am pleased to report that our staff really stepped up to the plate after the storm. Everyone gave 200% and the community owes them a great deal of thanks. Our contractors also went all out for the community.

Inspections**— All architectural inspections have been suspended. The Board will need to decide when these will be started up again. It is hoped that the community will not go too long without inspections because residents will start to use that as an excuse not to get necessary work completed on their homes. The coming months will give the Board a good opportunity to review all the architectural standards and bring them up to the current needs and wants of the residents.**

Landscaping **– For most of the month the efforts of Potter and the crews have been dealing with cleanup. Within the past week regular maintenance work has been started. Tree work has also begun.**

Starting next week Nina and I will be going around to evaluate all of the common areas of the community and trying to figure out a replacement budget. We will also try to prioritize the condition of each area so that this to can be presented to the Board.

Pick-up trucks and Parking Violations**— All parking rules have been suspended since the storm. Enforcement will begin again after the Thanksgiving holiday since we normally suspend the rules for the holiday weekend.**

Holiday vendor rules will be held to on Thanksgiving Day. This means that no vendors or service people will be allowed except in the case of emergency or food/flower deliveries.

***Tennis Center*— I think everyone has already been informed about the condition of the Tennis Center and I will not repeat the bad news again here. Every staff member is committed to getting the club up and running as soon as possible.**

All memberships have been frozen till the facility is re-opened.

Yesterday two pallets of clay arrived and the court lights were checked by Excel Electric for safety. It was found that only six fixtures actually worked but many seem to just need new bulbs. These, along with a lift truck, were ordered for tomorrow. Willie Jackson and a three person staff are scheduled to come in Saturday morning to change the bulbs and start spreading the clay. If al goes well the Pros can start teaching on Monday or Tuesday.

***Community Security* – All gate operations and rules are back in force. There are still some problems with the wireless communications but hopefully those will be resolved once the new antennas arrive next week.**

I have been asked and have granted permission for contractor to work on Sunday. While this rule has not been announced permission is being granted on a case by case basis. The gate officers will be allowed to grant this permission on Sunday without contacting me.

***The Eagle Tracer* – The third issue of the year has been put on hold till further notice. I would like to see an issue go out in late December or early January. Major topic will of course be Wilma and some of the architectural issues raised above.**

We all saw the importance of communications both before and after the storm. I am pleased with the comments we received about the e-mails and regular mailings. It is felt that the Board did an excellent job keeping the residents informed.

I must thank the members of the Temple Beth Torah youth group for helping pass out the first two informational flyers after the storm. This group hand delivered flyers to each house in Eagle Trace in less than half a day each.

***Halloween* – Halloween night went off without any major problems. Patrols were limited to the Rover and me. Most of the kids that were out were middle school age and they were done by 10:00pm. No vandalism incidents were reported.**

***Street Sweeping* – Street sweeping will be done next year once all the work is completed on the landscaping.**

In closing I, on behalf of the entire staff, would like to thank the Board for all their support during this very difficult time. Staff members have had difficult times in their personal lives but they did not allow these problems to interfere with their work responsibilities. Saul Lugo, Sammy Mateo, and Willie Jackson all had damage to their homes. They all report that things are starting to return to normal.

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

Sincerely,

Louis Brawer
Property Manager