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## **MEMORANDUM**

**TO: Board of Governors**

**FROM: LOU BRAWER, ASSOCIATION MANAGER**

**DATE: November 17, 2011**

**RE: Association Manager's Report**

With tonight's meeting several yearly milestones are fast approaching:

- 1.) The end of hurricane season and another year that we dodged having any storm activity.
- 2.) The end of budget season. As of last evening all the Neighborhood Associations held their meetings and approved their budgets.
- 3.) The yearly planting of winter annuals in preparation for the holiday season.
- 4.) The smell of turkey is in the air!

It has been generally a good year even with the economic challenges that we have had to work through. It is my hope that 2012 will be better and that I will be able to continue to serve this great community.

***Office Management-*** The office has been running well even though Marian has been out on leave for the last several weeks. She is doing very well with her recovery and hopes to return to work the Monday after Thanksgiving. I thank everyone for their offers of help with office work.

During the next several weeks we will complete the printing and mailing of all coupons for the Neighborhood Associations. Once this is completed our efforts will focus on preparing the office for 2012. In early 2012 we will start preparing for the 2012 election as the request for candidates notices goes out in January.

The scanning of the old homeowner files continues when time allows. All paperwork that gets turned in is scanned immediately so the files are not growing any bigger.

The following is a proposed meeting schedule for the first half of 2012:

January 19<sup>th</sup>  
February 16<sup>th</sup>

March 15<sup>th</sup>  
April 19<sup>th</sup>  
May 17<sup>th</sup>  
June 21<sup>st</sup>

I am waiting on final confirmation from TPC on these dates.

Thursday evening and Saturday morning office hours will continue each month. The Saturday hours will be on the 2<sup>nd</sup> Saturday and the evening hours will be on the fourth Thursday.

***Inspections***— Monthly inspections for November will take place the week following Thanksgiving. It was necessary to postpone them due to Marian being out of the office.

As a result of the October letters many residents have called and asked that they be allowed to do their work in early December. It is my hopes that they live up to their promises. This has been the normal practice for many years.

The Board should also be aware that all residents receiving second and final warnings letters are reported to the City Code Enforcement Department has part of the Code Ranger program. The city has been very pleased with the compliance rate not only within Eagle Trace but across the city as well as a result of the Code Ranger program.

The Association continues to do necessary work on foreclosed and Association owned properties.

***Neighborhood Associations:*** Operations of the neighborhood associations under the management of ETCA continue to run well.

Collections for the Neighborhood Associations continue to remain sound.

As mentioned earlier all of the Neighborhood Associations held their budget meeting and most were able to hold their dues at the 2011 levels. Georgetown has decided to try monthly rather than quarterly payments for 2012.

Eagle Landing – has one home that continues to be seriously past due. The Board has not moved forward on foreclosure sue to the condition of the house.

Georgetown – has one home that is in active foreclosure. All other homeowners are paying in a timely manner.

Glen Condo – While new owners have moved into the units that were seriously past due during the earlier part of the year another unit is now two months past due. The Board will move quickly to bring this unit to foreclosure if the owner continues not to pay.

The Hampton's – as one unit that is behind but there is a sale pending and therefore they are not having forward at this time.

***Eagle Trace Realty Holdings and Vacant Properties*** – Currently all but one home owned by the Association is rented. This home was vacated on October 31<sup>st</sup> and it looks like we will have a tenant in place by January 1<sup>st</sup>.

The following is the status on the seven properties currently owned by Eagle Trace Realty Holdings LLC:

12344 Classic Drive – The current tenant continues to pay their rent on time.

12468 NW 19<sup>th</sup> Place – This is the property noted above. I am trying to finalize the new lease at this time as well as cleaning and preparing the property for either this tenant or to be able to be marketed.

1875 Merion Lane – Tenant is current on their rent and the Association has not had to spend any money to make repairs to this home.

12702 NW 17<sup>th</sup> Street – Tenant has been current on their rent.

1790 NW 127<sup>th</sup> Way – Tenant has been current on their rent.

1451 NW 126<sup>th</sup> Drive – Tennant has been paying their rent on time.

1960 Augusta Terrace – New tenant payed their rent timely on November 1<sup>st</sup> and has not reported any problems.

**Landscaping** – Dyna Serv continues to make progress on improving the condition of the community. Weeds have again appeared in many turf areas as a result of the large amount of rain. All turf areas are being monitored and treated as necessary by Dyna Serv.

Work on the North Gate has been delayed. The city forester has given some new ideas for this gate and the committee is reviewing them with Dyna Serv.

Work will be started shortly on many of the cul-de-sacs.

**Security** — There have been no major service complaints reported by residents. Tonight we will be making presentations to two of our officers that went above and beyond the call of duty the night of the major flooding. They showed great loyalty both to Eagle Trace and United Global.

**Halloween** — Our annual Halloween Party went off very well. We had excellent weather and over 500 people attended. The community collected:

615 canned food items  
\$115 in cash donations  
18 pints of blood

The organizations that benefited from these donations were very appreciative to the generosity of Eagle Trace.

Halloween night again went off without any serious incidents. As in the past the Florida Highway Patrol and United Global did an excellent job. The weather and the fact that it was a school night I am sure helped keep the crowds down. We were not able to set up our second work station at the North Gate because of the weather. All children were off the streets by 10:30pm and no incidents were reported to Management or the police.

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