

MEMORANDUM

TO: Board of Governors
FROM: LOU BRAWER, ASSOCIATION MANAGER
DATE: November 21, 2006
RE: Manager's Report

As we approach the holidays I would like to take a few minutes and reflect back on the past year. We were all very fortunate in that we were able to go through the year with no hurricanes. This allowed the community and many residents the opportunity to get their properties and homes back in shape. I am pleased to report that the common areas of the community have also recovered well from Hurricane Wilma.

Our thoughts now turn to 2007. In the coming year the staff will continue to work on improving our systems and procedures. We will start in earnest working on developing a community Master Plan for our physical plant. We will also work on a comprehensive business plan that will stress customer service and community involvement. This plan will be modeled after the city's plan that is being used for it's application for the Baldrige Award.

It is hoped that more and more residents will want to get involved in the running of the community and will step forward and volunteer. We need not be afraid of our residents as each and every one of them has ideas that could be used to better the community.

My wishes go out to every Board member and their families for a happy and healthy new year. May we continue to work together as a team as we move forward into 2007.

Operations – Office operations continue to move forward and improve now that Carol Karman is fully on board. She has been picking up our routine quickly and I have been able to pass more tasks over to her each day. She is learning daily and after many of my resident conversations I take the time to explain to her why things are the way they are. It is hard to pass on 6 years of knowledge and experience in a short period of time.

During the next several weeks Carol and I will be preparing for the year end change over. With the larger office and more storage this should move quickly and effortlessly. We will also prepare our files to be delivered to the auditor for preparation of our year end audit and our tax return.

Inspections— Monthly inspections for December will be done in the week following Christmas. The response to our last set of letters was fairly good. Many residents are still waiting on insurance settlements and repairs.

Landscaping – It is hoped that everyone is pleased with the way the community looks this holiday season. The crews from Potter have been busy cutting, trimming, and getting every area of the community looking its best for the holidays. The flowers look especially beautiful and add much needed color to our entrance gates, cul-de-sacs, and our main roadways.

Potter has been very busy clearing the berm area behind NW 14th Street and NW 127th Avenue. It was hard to imagine how much debris was removed. It is unfortunate that once all the debris and nuisance plants were removed we found that there was not much else left on the berm. It was decided at that point to remove the few plants that were left and go ahead and sod the entire face of the berm. This will be completed this week and will really give those residents a clean look for the first time in many years. It will also finally remove a maintenance headache for the Association.

After the New Year begins I will evaluate with Potter which other areas of the community need immediate attention. This will be the first step in completing the Master Plan.

Pick-up trucks and Parking Violations— At the present time there are no problems with residents and their trucks. I have been able to work with residents who have problems with parking. Parking rules are being stressed to all new residents as part of their orientation.

As in previous years parking rules will again be relaxed during the holiday period when family members are home from school and visitors are in town. Full parking rules will be brought back into effect on Wednesday, January 10, 2007.

Tennis/Recreation Facility— Operations are running very smoothly and I am happy to report that there have been no problems reported to me by residents. The on line reservation system is working and each morning the reservations for that day are posted.

Now that the cool winter weather is here I have been seeing more and more casual players coming out to use the courts.

Mr. Mattezzi has been having good success with his programs and it seems that he is having a successful program especially with the children. He is currently on vacation in Argentina and will resume his programs on January 8th.

The holiday schedule for Christmas and New Year's will be as follows:

Friday, December 22nd – Building will close at 4:30pm. There will be no night play and no staff on duty.

Saturday, December 23rd – Regular hours and regular staffing

Sunday, December 24th – Building will close at 2:00pm. No staff will be on duty after 2:00pm.

Monday, December 25th – The building will not be open and no staff will be on duty for the entire day. No court reservations will be accepted but the courts will be available during daylight hours on a first come first serve basis.

Tuesday, December 26th – Regular schedule and staffing

Wednesday, December 27th – Regular schedule and staffing

Thursday, December 28th – Regular schedule and staffing

Friday, December 29th – Regular schedule and staffing

Saturday, December 30th – Regular schedule and staffing

Sunday, December 31st – Building will close at 2:00pm. No staff will be available after 2:00pm

Monday, January 1st – Building closed. No staff on duty and no night play. No reservations will be accepted. As with Christmas Day the courts will be available on a first come first serve (sorry for the pun) basis

Tuesday, January 2nd – Regular schedule

Community Security- There have been several incidents of vandalism over the past weeks to resident's property. Most of these have centered around Christmas decorations. I have had Wackenhut increase patrols in the areas where we have had the most problems.

There have been no incidents of vandalism to community property.

During the past months there has been an increase in reports of speeding along Eagle Trace Blvd. West. In one instance I witnessed two cars “drag racing” at 10:00pm. It is the recommendation of management that we install some additional speed humps especially in the area of NW 18th Court.

As an additional safety measure the staff has been repainting all the speed humps and stop bars throughout the community. The center lines and yellow caution strips will be repainted starting after the first of the year. Since this is not a priority project the work will be done over time when staff has no other pressing work.

Street Sign Replacement – Mailbox World was out and has done repair work to several of our street signs. Most of the work was centered on making sure the signs are straight. We also have refaced some of the traffic signs that had faded or could not be cleaned.

The Eagle Tracer – I hope that everyone enjoyed the last issue of the Eagle Tracer. I am hoping to have another issue out in early February that will center of the new recreation facilities and if ready the Master Plan.

Community Party – Now that the holidays are almost behind us I would like to start planning another community block party for late February or early March. All the work at our “Recreation Center” will be completed by that time and we can use this party to dedicate these facilities. Anyone who has ideas for this party should certainly let me know.

Residents have stepped forward to work on the Social Committee. They will be contacted for help with the planning and implementing of this party.

TPC Eagle Trace – The management of TPC has been working with the Association on the clean up efforts around their maintenance facility. The city has given us and TPC till the end of February to have this area completely cleaned up by the end of February. This will also include the painting of the Honda building.

In closing I would like to take this opportunity on behalf of my entire staff to thank the community and the Board for all that has been done for the staff during the past year. We are fortunate to have this very dedicated group working for Eagle Trace and I hope that they will continue with us in 2007.

On behalf of my family I wish everyone best wishes for the holidays and good fortune as we move into 2007.

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

Sincerely,

Louis Brawer
Association Manager