



## **Maintenance Report**

### **January 2025**

Prepared by: Roseane Souza

Tasks executed by Jose Arango

#### **⇒ Overview**

This report outlines the maintenance tasks performed by Jose during the month of January 2025, along with observations and outcomes concerning the upkeep of the Highland Towers building and ground.

#### **Tasks Completed**

##### **1. Pool Area Maintenance:**

- Inspected shower facilities for functionality and cleanliness.
- Verified safety equipment conditions.
- Wiped down the pool deck to remove debris and ensure safety.
- Oversaw the work of pool company.
- Inspected pool room and equipment.

##### **2. Property Walkthrough:**

- Conducted a thorough walkthrough of the west lot:
- Checked the west exit, west entrance, and pedestrian gates.
- Inspected French drains, bench for cleanliness and functionality.
- Reviewed conditions in the east lot and checked irrigation as needed.
- Maintained car wash area, ensuring it is clean and functional.
- Confirmed the proper display and condition of the American flag.
- Maintained both west and east parking lots.
- Cleaned parking signs and EXIT signs as needed.

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### **3. Utility and Safety Checks:**

- Checked propane stock levels and reported low inventory.
- Conducted checks on all lights around the property, both inside and outside, making repairs where necessary.
- Maintained trash chutes and roof drains, ensuring they are clear.
- Inspected elevator rooms and addressed any issues found.
- Managed iguana control efforts, monitored A/C filters in common areas.
- Inspected gate mechanisms and made necessary repairs.
- Filled a hole in the ceiling of the elevator room.
- Repaired the sensor at the west gate entrance.
- Lubricated and repaired the garbage chute door to prevent jamming.
- Installed a fire extinguisher near the BBQ grill.
- Continued work on fixing fire extinguisher cabinets on the 4th, 5th, 6th, and 7th floors.
- Replaced laundry hinge doors with spring hinges on the 6th and 7th floors.

### **4. Collaboration with Contractors and Technicians:**

- Oversaw USSI team efforts to finalize work on the 6th-floor catwalk and unit 104.
- Accompanied Island Air technicians performing maintenance on units 105, 505, and 706.
- Assisted Air-Ref in preparing a proposal for G1.
- Collaborated with Roo Electrical for various electrical repairs in the kitchen and office.
- Accompanied contractors and inspectors for fire alarm testing at Unit 506.
- Worked alongside Orkin technicians during pest control services.



- Met with various vendors including Canitize, American Door, Signarama, Pye Backer Fire Extinguishers, and Economy Fire Sprinklers.
- Oversaw Canitize team during the chute clean-up activity.
- Supervised the backflow installation with the Backflow Only team.

⇒ **Observations and Recommendations**

- All maintenance tasks were performed as scheduled, and property appearance maintains satisfactory.
- It is essential to conduct regular checks on the items included in Jose's checklist to ensure everything is addressed. The office team plays a vital role in keeping Jose's checklist current.

⇒ **Conclusion**

Jose has done a fantastic job with the maintenance tasks this month, helping to keep our building and grounds looking great and working well. It's important to continue with regular follow-ups and proactive maintenance to maintain the property's standards!

Roseane Souza



## **Office Management Report January 2025**

Prepared by: Roseane Souza

Tasks executed by Andres Hernandez and Roseane Souza and overseen by Board Members.

During the month of January 2025, we worked together with the Board Members to ensure the smooth operation and management of Highland Towers. The following highlights our contributions:

### **- Daily Operations:**

Consistent management of day-to-day activities.

### **- Vendor Coordination:**

- Researched, contacted, and scheduled necessary repairs after board approval. This included engaging subcontractors such as Canitize for trash chute cleaning and repair and ensuring fire sprinklers were repaired and updated.
- Worked with Signarama that will install new signs that meet current safety regulations throughout the building (work in progress).
- New vendor screening for 3 new doors installation (pump room and lobby) to comply with Fire Department requirements.
- Coordinating with engineer and USSI to repair the column next to the central stairwell in the lobby. (work in progress)

### **- Fire Inspection Coordination:**

- Met with Town of HT officials regarding the fire inspection report, specifically addressing issues related to Knox Box keys and fob updates, electrical and sprinklers update projects.

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**- Record Maintenance:**

- Organized and filed records, ensuring smooth access to necessary documents.

**-Payments Processing:**

- Collected and sent to accounting to process payments from shareholders.

**- Meetings and Communication:**

- Conducted regular meetings with Jose and Andre Cordeiro, and board members to ensure transparent communication and collaboration.
- Answered daily phone calls and emails, addressing all requests and issues efficiently.

**- Administrative Tasks:**

- Prepared and filed essential paperwork including financial reports, spreadsheets, and statements.
- Kept computer systems and email communications up to date for effective management.
- Continuous update of administrative forms such as: Rental Units, G2, Parking, Cleaning and Maintenance Checklist.
- Send weekly staff payroll for board approval and to the accounting department for processing.

**- Vendor Follow-Up:**

- Engaged in continuous follow-up with vendors involved in ongoing projects at the property, including American Doors, American Eagle, and Denis Brothers Electrical.



**- Accounting Coordination:**

- Received and forwarded all regular bills (e.g., Hotline, FP&L, Utilities, Landscape and Pool Services, Janitorial) to the accounting department for processing.

**- Collaboration:**

- Worked closely with Andre Cordeiro to ensure the cleanliness of the building and coordinated with Jose to make certain all maintenance needs were promptly addressed.

**-Enforcement of House Rules:**

- Ensured the House Rules are followed and enforced consistently throughout the building.

**- Safety and Security:**

- Focused on the safety and security of shareholders, renters, and visitors within the property.  
- Addressed all failed items from the Fire Department Inspection Report in a timely manner. (various works are in progress)

**- Shareholder Communication:**

- Maintained close communication with shareholders regarding repairs, inspections, and other matters affecting the building.

Overall, together we are demonstrating a high level of professionalism and dedication to our roles, contributing to the effective management and improvement of the building. We're not just handling the daily needs of the building, but we're also setting things up for long-term improvements at Highland Towers.