



## **Monthly Maintenance Report February 2025**

Prepared by: Roseane Souza  
Tasks executed by Jose Arango

### **⇒ Overview:**

In February, Jose Arango faced a health challenge with acute bronchitis, resulting in a week of absence. However, he has made a full recovery and has returned to work feeling better. His continuous dedication to the maintenance tasks during this month demonstrates his commitment and effectiveness in managing various of his responsibilities with Highland Towers, Inc.

### **Tasks Completed**

1. Air Conditioning Inspection:
  - Accompanied Air Ref technician and Highland Beach inspector for the final A/C inspection at G2.
2. Support for Shareholders:
  - Assisted shareholders with contractors for various services given access to contractors/vendors, receiving deliveries and more.
3. Stairwell Maintenance:
  - Contacted USSI to address issue concerning the column in the central stairwells. It is still an ongoing project.
4. Laundry Room Maintenance:
  - Oversaw the work of Complete Aluminum on the repair/painting of laundry room doors.
5. Doors Installation:
  - Assisted American Doors during the installation of three new doors.
6. Catwalk and Stair Washdown:
  - Completed catwalk and stair washdown tasks with Andre.
7. Sign Installation Compliance:
  - Accompanied Signarama for the installation of signs to ensure compliance with Fire Department regulations.
8. Electrical and A/C Assistance:
  - Assisted American Eagle and Denis Brothers Electric with ongoing work.
  - Accompany Island Air with maintenance on the lobby mini splits.

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**9. Pool Repair:**

- Worked closely with Atlantic Pool during the repair of chemical lines.

**10. Waste Management:**

- Put out old sectional furniture for bulk trash collection.

**11. Storage Organization:**

- Organized tiles in storage for unit 601.
- Organize chemical products and provide a list of them for the office to create a Material Safety Data Sheet (MSDS) for insurance purpose.
- Set up lobby for Shareholders meetings.

**12. Maintenance Checks:**

- Checked condensation stack lines.
- Inspected and repaired all seven floors' fire cabinet extinguishers to ensure accessibility for the Fire Department.
- Replaced hinges on laundry doors as requested by the Fire Department to ensure they remain closed.

**13. Entrance Management and Safety:**

- Repaired the lock on the west gate and front door handle.

**14. Safety Measures:**

- Changed EXIT lights on the 7th floor catwalk.
- Unclogged a drain in the dungeon room.
- Repaired the dishwasher in G2.

**15. Fire Department Compliance:**

- Painted yellow lines in the new FIRE LANE (previous parking space #8).
- Inspected and installed missing unit numbers as per Fire Department requirements.

**16. Property Aesthetics:**

- Conducted touch-up painting on the catwalk.
- Replaced the BBQ due to malfunction and purchased new utensils for use.

**17. Supervision and Oversight:**

- Oversaw the work of the pool technician and landscaping crew.
- Conducted daily inspections of the property.

**19. Beach Access Improvement:**

- Installed grip strips in the beach access area.



20. Lighting Maintenance:

- Checked lighting fixtures and replaced burned-out bulbs.

21. Roof Inspection:

- Conducted a visual inspection of the roof.

22. Cleaning Activities:

- Pressure cleaned areas around the pool lounge chairs.

⇒ **Conclusion:**

Jose's job assisting in various maintenance tasks enhanced the property and ensured safety and compliance with regulations. Jose's ability to collaborate with different contractors and manage multiple responsibilities continues to be a valuable asset to Highland Towers.



## **Office Management Report February 2025**

Prepared by: Roseane Souza

Tasks executed by: Andres Hernandez and Roseane Souza

Oversight by: Board Members

### **⇒ Overview:**

In February, Andres Hernandez and I continued to collaborate closely to manage the day-to-day operations of Highland Towers, prioritizing the needs of our Shareholders. Our focus has been on efficient communication, timely task execution, and the overall safety and satisfaction of Shareholders.

### **Tasks Executed:**

#### **⇒ Vendor Management:**

- Continued follow-up with Economy Fire Protection, American Eagle and Denis Brothers Electric on ongoing projects (sprinklers and electrical).
- Coordinated with USSI regarding the central stairwell column repair—this is an ongoing effort.
- Follow up: Life Safe Management (fire alarm repair) and Signarama (signs installation).

#### **⇒ Board Support:**

- Assisted Board Members in preparing for Special Board Meeting and the Annual Meeting.
- Collaborated with Jim Keefe to prepare and distribute the Second Notice of the Annual Meeting.

#### **⇒ Maintenance Coordination:**

- Arranged for repairs of washers and dryers by placing requests with W.A.S.H.
- Assisted the Fire Department during emergency calls related to the fire alarm malfunction.
- Worked with Jeff Lapnow on various service initiatives, including coconut trimming and pool repairs.



⇒ **Financial Assistance:**

- Reconciliation of bank statements.
- Printed checks following the bookkeeper's instructions.
- Managed weekly and bi-weekly payroll for Board approval.
- Get approval and send bills to the accounting department/bookkeeper for payment.

⇒ **Administrative Duties:**

- Organized and filed paperwork to maintain a systematic record-keeping system.
- Handled daily calls, coordinating and addressing various requests from residents.
- Worked with Signarama on the correction and installation of directional signs throughout the property.
- Conducted meetings with Jose and Andre to ensure compliance with maintenance and cleaning checklists.
- Create a Material Safety Data Sheet (MSDS) book for insurance purpose. This book needs to be kept by Jose at his maintenance shop.

⇒ **Shareholders Support:**

- Assisted Shareholders with vehicle deliveries, maintenance inquiries, and furniture delivery logistics.
- Coordinated bulk trash removal with the City of Highland Beach.
- Engaged with Bill Licata and Jose to ensure compliance with the Fire Inspection Report.

⇒ **Safety and Compliance:**

- Supported Shareholders and Board Members during "Fire Watch" days.
- Monitored adherence to House Rules by Shareholders, Renters, and Guests.

⇒ **Communication and Updates:**

- Maintained open lines of communication with Shareholders, ensuring their requests are promptly addressed.
- Managed the "Calendar Reminder" system to keep all tasks organized.
- Provided necessary documents and forms to Louis Mazza for website updates.

**Conclusion:**

The contributions of both Andres Hernandez and I are crucial in ensuring the day-to-day operation of Highland Towers. Our combined efforts are focused on facilitating maintenance, enhancing communication, and ensuring the overall wellbeing of the Shareholders. Together, we are dedicated to providing a positive environment and ensuring that everyone enjoys their time at Highland Towers.

**Next Steps:**

As we move into March, we will continue to monitor ongoing projects, address any emergent issues, and strengthen our communication with Shareholders to uphold the Highland Towers' standards.