

**LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST**

Property: Dana Point Manager: Lisette Ray Date: 7/25/13 Page 1 of       

1415

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
VL		A	#419C small balcony - item attached to brick	Pm/A		
WL		A	<sup>#202</sup> #122 \$302 - remove broom on patio - use nice template	Pm/A		
VL		A	#402 - door attached to brick on balcony wall	Pm/A		
VL		A	#320 - <sup>2</sup> blocks on bricks on balcony - use nice	Pm/A		
WL			#110 - pet cage on balcony should be removed (use nice)	Pm/A		
WO		A	concast wiring on building needs to be covered 1415 #108	Concast		
WL		A	#206 broom on balcony	Pm/A		

**Code Key:**

WO=Work Order    WL=Warning Letter    V=Violation    C=Phone Call    B=Bid Out  
A=Approval Letter    D=Disapproval Letter    F=Follow Up

**Assigned to Code Key:**

M=Property Manager    ADM = Admin    V=Vendor    A=Accounting    CS=Customer Service

Amy Zeimann - Zeimann Closing  
847-357-1369    Best estimate

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Property: DP Manager: LR Date: 7/25/13 Page 2 of     

1415

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	fill in pothole by storm drain in west parking lot	Maint		
F		B	order 3 new Handicap space signs for 1415 west lot	Pm		
VL		A	#315 - item attached to brick on balcony	Pm/A		
WL		A	#113 broom on patio (use nice)			
WL		A	#109 - annuals around tree, please remove broom on patio	Pm/A		
VL		A	#309 - hook bolted into brick on balcony wall	Pm/A		
WL		A	#107 - cooler on patio (use nice)	Pm/A		

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WO		A	trim bushes at top of 1415 A wing ramp to garage - brown out	Brickman		
<del>K</del>			+ Carpet stain outside (Medallion) electric room A wing 105/107 and down hall - clean again!			
WL		A	A garage (use nice) A space #13A - remove bottles space #16A - remove bottles space #11A - remove signs space #27A - remove mats <del>3A - left car door open</del> 1A - oil in space			
WL		A	B garage (use nice) A 13B - cart (item), 4B - cart & basket 21B - cart, #2B - box (space #21 - bad wall crack) (5 - water seepage) #5B - bottle #10B - bottle			

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~~K~~ A # 14B - spalling concrete Pm on wall

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Property: DP Manager: UR Date: 2/25/13 Page 9 of 4  
1413

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Change out elevator - Maint carpet in right elevator mat stained, door sweeps			
F		B	stain on carpet outside #401 & 402 - clean?			
VL		A	#408 - remove doll from Pm/A hallway -			
WO		A	touch up Bu-ing door plate and wall where cracked dr-1 wall	Maint		
WO		A	4th floor garbage room switch light to auto motion not always on	Maint.		
WO		A	pull old notices from Maint all bulletin boards, meeting expired, completed			

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