

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisette Ray Date: 3/18/13 Page 1 of 4

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
VL		A	1515 #261 - bicycle on patio/balcony - remove it by 4/5/13 include hearing form	AD		✓
VL		A	1405 #212 - decor in brick mounted need inspection scheduled - use MCS#213 as template and give to me to review	AD		
WO		A	- check lobby north side, Maint crack & falling plaster along entire brick wall, same with east side of lobby - can this be repaired?	Maint		
WO		A	1405 right elevator - door opening sounds like scraping	Colby		
WO		A	Replace cover on thermometer Maint 4th fl Awning near lobby	Maint		
WO		A	4th floor fire ext. seal broken, please check & secure cabinet	Maint		

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:

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

855-445-7763

New Department call for
name change

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DR Manager: CR Date: 3/22/13 Page 2 of 24

1405 Bldg

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Exit light at 4fl A wing near lobby out - repair	Maint		
WO		A	light out 4fl B wing near 413B	Clean/Maint		
WO		A	3rd floor C wing Stairwell at end - touch up primer spots & gouges in wall adjust door closer - too slow	Maint		
WO		F/BOD	Consider new trash chute doors with auto close & fusible link, 4th, 3rd.	PM/BOD		
WO		A	Tighten screws on 3rd floor A wing stairs near 308	Maint		
WO		A	tighten door closer draft B wing to lobby	Maint		

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LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: LR Date: 3/22/18 Page 3 of 4

1405

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	Touch up paint 2nd floor Buttons outside all near Floor moulding	Maint		
wo		A	Touch up large crack in hallway near 2nd fl swing lobby door	Maint		
wo		A	Empty out bugs from light 1st floor C wing exit, 1st Avings	Maint/Clean		
wo		A	why shopping cart in 1st floor C wing staircase near lobby? - does it need to be moved?	Maint		
wo		B	Touch up hallway near lobby - gouges scratches 1st fl C wing	Maint		

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

Property: 1405 DP

Manager: JK

Date: 3/12/13 Page 4 of 4

1405

BOARD DIRECTIVES

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\=Approval Letter D=Disapproval Letter

F=Follow Up

1

Assigned to Code Key:

ADM = Admit

$$V = V_1 \cup \dots \cup V_n$$

Announcements

CS_Section_Sum