

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Dancer Pointe Manager: Wetle Key Date: 8/23/17 Page 1 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	1515 garbage left by door and not in dumpster Please remove	Maint		
WO		A	#1605 - 416 - still has missing mortar on right of balcony near ceiling	Aplus		
F		A	1605 #410 - included in PM check ?? line between windows looks shallow.			
VL		A	-bird feeder on #120C small patio	PM/APM		
VL		A	#219 C - carpet on large balcony - must be removed	PM/APM		
VL		A	#217C - decoration mounted PM on brick-			

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

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LF

Date: 8/23/13 Page 2 of 5

1605

BOARD DIRECTIVES							
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
F		A	#402 - #401 - brick walk?	PM			
WO		A	+ sink hole behind electric box near #106-108	Landscape			
WO		A	fill in potholes 1605 East lot	Maint			
WO		A	Repair hydrant flag and repaint yellow private 1605 east lot	Maint			
WS		A	need to fill in w/ cement the post holes for stop signes across Central Rd that are leaning	Maint			
WO		A	recaulk window #108 Maint #101 exterior above lintel				

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LIEBERMAN MANAGEMENT SERVICES, INC.  
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Property: DP

Manager: CR

Date: 6/28/13 Page 3 of 5

1605

BOARD DIRECTIVES							
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
wo		B	Clearout light covers in entrance lobby	Maint			
wo		A	add social room & office intercom	Maint			
wo		A	light out in chandelier 1605 lobby	Maint			
wo		A	inspect and advise roof leak in lobby - or repair near smoke detector	Maint			
wo		A	Repair dry wall damage Ceiling 4th floor near cone stairwell	Maint			
wo		A	4th fl Ceiling end stair Door not latching	Maint			

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MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LR

Date: 8/23/13 Page 4 of

1603

**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	Repair / Replace broken Thermostat Maint cover 4th Curing - fan set to auto			
wo		B	Install latch/door guard Maint on Storage 4-A6 Building			
wo		A	Install new metal therm Maint / <del>Re-side</del> stat cover & check temp Awning 4th floor			
wo		A	gum on A stairs 4th Clean Floor over stairs - please remove			
			Touch up paint on R			
F/wo		B	Carpet stain outside #3022 - 8m/Bod			
wo		A	2nd floor Awning <sup>foot</sup> Maint. latching short			

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LIEBERMAN MANAGEMENT SERVICES, INC.  
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Property: DP Manager: LR Date: 8/23/3 Page 5 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Repair damaged corner guard & drywall in Cuing 1st floor outer stair to exterior door	Maint		
WO		A	1st <del>flor</del> Cuing Stairdoor to hall core not closing	Maint		
WL		A	#413 - must repair - repaint storage door on balcony	PM/APM		
VL		A	CLOCK HIS end unit - check if second time?	PM/APM		

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