

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisette Ray Date: 4/21/13 Page 1 of 4

BOARD DIRECTIVES			Clubhouse	Description	Assigned To	Target Finish	Actual Finish
Code	Start Date	Priority (ABC)					
wo		A		Check lights that are out over right shower, right stall & over door to pool deck	Maint		
wo		A		Repair light fixture & ceiling over right shower and door to pool deck, paint peeling, light falling	Maint		
wo		A		Install corner guard on wall where left stall door hits drywall corner	Maint		
wo		A		Repair drywall near ladies bathroom window where kicked in	Maint		
wo		A		Clear out fitness room for election on 4/9/13	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

Signed to Code Key:

P=Property Manager

ADM = Admin

V=Vendor

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CS=Customer Service

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Property: DR Manager: Lisette Rey Date: 4/21/13 Page 2 of 4

Clubhouse

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
WO		A	Send pool pass renewal to all buildings, all info, assess, and forms must be current	ADM	
WO		A	Repaint hallway locker room rooms including doors before swim season	Maint.	
WO		A	Complete set up of tennis courts & take off winter lock	Maint.	
WF		B	Check electric panel & wiring prior to pool open (motor is fine - replaced fuses)	Electrician	
B		A	Proposal to sewer rod all buildings incl. clubhouse option - not sure if prev. done verticals or clubhouse	PM	

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Property: DP

Manager: LR

Date: 4/4/13 Page 3 of 4

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Call to arrange inspection on balcony under warranty at 16015 421 - redone last summer but has standing water in back corner near building	QRI / Postl	Yore	
WO		A	Remove exterior matt & Maint purchase a new interior one for club house (scrubber)			
WO		A	woman's locker room exhaust Maint. fan is not working/unplugged please repair			
WO		A	Clean out light fixtures (Clear) in club house halls (buss)			
WO		A	Remove all Snow plow markers from common areas			

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BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Order more tile cleaner from AD carpet cleaner (6 bottles) miracle stone/tile cleaner			
wo		A	Post notice for bid committee AD meeting on 4/11/13 and clear all old notices from building bulletin boards - all notices over 2 weeks need to be taken down			
wo		A	Sticker commercial vehicle Mart with warning at 1403 east lot with tow date of 4/15			
wo		A	Paint pool edges prior to Mart. Season opener/fill scheduled 4/26			

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