

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Banana Point Manager: Lisette Ray Date: 6/21/13 Page 1 of 3

1515 -

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
			<u>1515</u>		
W/O	A		Elevator pads in lobby	AD mut	
			<u>1505</u>		
W/O	A.		1st floor A-Wing lobby - Exit does not close properly	AD	
W/O	A-		1st floor B-Wing exit does not latch when closing	AD	
W/O	A		2nd fl - long smudge near 21AC	AD	
W/O	A		3rd fl C-Wing ceiling tiles not flush	AD	
W/O	A.		1st floor - B Wing Exit door does not close properly.	AD	
W/O	A.		Laundry room dusty - dusty by window track	V-	

**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

Legend to Code Key:

PM=Property Manager

ADM = Admin

V=Vendor

A=Accounting

CS=Customer Service

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Isabelle Ray Date: 6/21/13 Page 2 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
W/O		A	4th floor Exit by Lobby does not close properly.	AD		
W/O		A	lift elevator very loud when moving.	V		
			<u>Garage</u>			
W/O		A	Space #13-Empty pepsi cans & Antifreeze bottle.	AD		
V		A	#19-grease stains	AD		
V		A	#18-Wiper fluid bottles (Mazda-355-2818)	AD		
V		A	#17 - Stroller (RAN 4-R83 8393)	AD		
V		A	#8-Crate of fluid -Bmw	AD		

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Property: Dana Point Manager: Lisette Ray Date: 6/21/13 Page 3 of 3

1603

**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
VL		A	Broom on patio #113 use nice warning letter body	AD		
WO		A	Repair falling garage fence at 1603 Awing near top of ramp	Maint		
VL		A	1415 #214 decor on bricks pm/bd on balcony & ceiling			
VL		A	1405 #103 - remove dead plants on balcony	pm/AD		
WL		A	1605 #104 storage of lift in parking space - please remove	pm/AD		
B		B	proposal to seed/sod old tree rings where no plantings will occur	Brickman		

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