

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Hot Dana Point Manager: Lise H. Ray Date: 3/25/13 Page 1 of 1

1605

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
WO		A	Clean spider webs from Social Room windows near top	clean	
WO		A	Vacuum right side near Awning, garbage not emptied please take it out - smells	clean	
WL		A	Retain \$ from deposit for cleaning needed from Social Room rental	AD	
WL		A	Decorations in bricks on balcony need inspection 1605 # 109 b repair 109 has lights also	AD	
WL		A	1605 #419 - Thermostat decoration on brick need inspection	AD	
WO		A	Repair hose bay on pool deck	Maint	

Code Key:

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Signed to Code Key:

PM=Property Manager

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cont

1605 Awning east . . . 2nd flr

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Deaver Point Manager: Lisette R Date: 3/28/13 Page 1 of 60

615

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
PWL		A	#119 C - garbage bags on windows as coverings taped up must be removed	PM		
VL		A	#121 C - decoration on brick - send letter removal & inspect	AD		
F		A	#115 #410 B - balcony ceiling damage - part of repairs? #411 as well new damage	PM		
WL		A	#114 - remove potted plant outside patio against building	AD		
F		P	who paints garage walls on exterior?	PM/Manager		
WL		A	#211 - decoration on brick verify not mounted in/inspect	AD		
WL		D	#209 - remove looks ^{watering} can from common area under window outside patio	AD		

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Property: DP Manager: LR Date: 3/28/13 Page 2 of 45

1615

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
F		A	1615 Awning garage trench drain concrete needs repair - broken rocks falling into drain	BOD		
F		A	bottom door panel Awning 1615 damaged	BOD		
WL		A	1515 #1660 - decoration in brick & stuff in common area outside patio	AD		
WL		A	#2641 - decorations on brick on balcony	AD		
WL		A	#1600 - decorations in brick on balcony	AD		
WL		A	#422 - lights on balcony rail not permitted 2nd floor	AD		
WL		A	#462 - decoration on brick on balcony	AD		

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Property: DP Manager: LR Date: 3/28/13 Page 3 of 8

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WL		A	1505 2 carts outside #114 - if they belong to unit, must store inside	AP		
F		A	1505 B unit door damage on BOD 3 top panels			
WL		A	1505 #215 - mop/hydr/stuff on balcony - remove	AD		
WL		A	1505 #213 - clock on brick of AD balcony			
WL		A	1505 #411 - birdhouse on brick of balcony	AD		
WL		A	1505 #209 - clock on brick of balcony	AD		
F			1505 Awning - over door cracked on garage ramp - flaking paint	AP PUP		

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Property: DP

Manager: LR

Date: 3/78/13 Page 4 of 5

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
WO		B	Bushes broken on 1505 Awing Brickman walkway to pedestrian walk remove & evaluate remaining		
WL		A	1505 #208 - items on balcony AD bike, mop/broom - remove		
WL		A	1505 #208 - mop & cooler AD should be removed from balcony		
WL		A	1505 #406 - thermometer on AD brick of balcony		
WL		A	1505 #402 - wreath on balcony AD in brick picture showed wire		
WL		A	1515 #18C - decoration on AD balcony		
WL		A	1515 #52A - decore on brick AD		

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Property: DP Manager: LR Date: 3/28/13 Page 5 of 5

BOARD DIRECTIVES							
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WL		A	1515 256 - wreath on brick	AD			
WL		A	1515 #454 - deer on brick	AD			
WO		B	fill ^{several} pot hole in 1515 west Maint lot, B1415 east lot near back				
WO		A	broken limb 1515 west lot	Care of Trees			
WO		A	Make notice for spring AD clearing of ^{residents} remove unapproved items from balconies and no decor/items attached to brick - let me review before sending to post all buildings / laundry rooms				
		B	Secure balcony storage doors				

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