

316

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LR

Date: 11/7/13 Page 1 of 3

BOARD DIRECTIVES 1505/1515 Clubhouse				Assigned To	Target Finish	Actual Finish
Code	Start Date	Priority (ABC)	Description			
✓wo		A	Repair sauna timer box in woman's room - clubhouse	Maint		
wō		A	Repair vent for 1515 Social room on floor	Maint		
✓wo		A	Set-up for annual election by 1/23 noon	Maint		
✓wo		A	Repair light cover at clubhouse front entrance	Maint		
✓wo		A	Paint office 1/24 and inner on 1/29-1/31	Maint		
✓wo		A	Repair falling corner molding on soffit in PM over office	Maint		
✓		A	Exercise seat missing ??	APM		

Code Key:

WO=Work Order WL=Warning Letter V=Violation C=Phone Call B=Bid Out

=Approval Letter D=Disapproval Letter F=Follow Up

Assigned 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: Lisette Ray Date: 1/25/13 Page 2 of 3

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
WO		A	1505 - main room light flickering and dim, please change	Maint	
WO		A	remove all old meeting Maint notices from all bulletin boards and put results in case on 1/28		
WO		A	Clubhouse replace soap Clean in WLR - check men's		
WO		A	Check sanitizer in exercise Clean room, advise if need to order more supplies		
WO		A	Clean inner/outer office Clean windows after painting		

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BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wolf	A		1505 does not have any Transition Ceiling units, 1505/17C should be 1515 117C please correct address/ tenant / databases			PM
wolf	A		Check outside window Maint seals on clubhouse front office, strip hanging down, advise who repairs (if any)			
wo	A		Change 2 burnt bulbs Maint in inner office			
wolf	A		How do the lights in Maint the supply closets work?			

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