

**LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST**

Property: Dana Point Manager: Lisette Ray Date: 3/14/13 Page 1 of 2

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Garage door is not closing properly - please inspect wiring	Maint		
WO		A	left elevator doors opening slow and seem off track (1st floor & garage)	Colley		
<del>F/B</del>		A	Concrete header on exterior PM over garage door is breaking and falling - temp repair needed until spring. (exterior)			
F		A	Hallway lights dim in some areas - thought about adding more ?	PM/BCD		
WO		A	Garage hoses not serviced need inspection and new tang	Walter Alvin		

stopped for washer #3 1405 - soap of water soap problem

**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

~~Anna with toref lead office~~ Alt Emily for  
 847-297-9978 - 866-944-8168 1415 #217C ledger

**LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST**

Property: DP Manager: Lisette Ray Date: 3/19/13 Page 2 of 2

BOARD DIRECTIVES 11005						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
F		A	Squirrels in trash outside anything to prevent this?	BOD/PM		
wo		A	Clean out notices in mailroom & laundry room - remove minutes	Maint		
wo		A	Replace first floor stained ceiling tiles	Maint		
f/wo		A	Scout stations/blocks for compactor room lechutes-smells on each floor - can they be disinfected on the inside?	PM/Jen King		
wo		A	Dust tops of all hanging art in each lobby	Jen King		

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