

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dancer Point Manager: Livette Ray Date: 8/23/17 Page 1 of 5

1605

| BOARD DIRECTIVES | | | | | | |
|------------------|------------|----------------|--|-------------|---------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish | Actual Finish |
| wo | | A | 1515 garbage left by Maint door and not in dumpster please remove | | | |
| wo | | A | 1605 - 416 - still has missing mortar on right of balcony near ceiling | Aplus | | |
| F | | A | 1605 #410 - included in PM tick?? line between windows looks shallow. | | | |
| VL | | A | bird feeder on #120c small patio | Ph/Apm | | |
| VL | | A | #219C - carpet on large balcony - must be removed | PM/APM | | |
| VL | | A | #217C - decoration mounted on brick - | PM | | |

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

Assigned to Code Key:

M=Property Manager ADM = Admin V=Vendor A=Accounting CS=Customer Service

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

Property: DP Manager: LR Date: 8/23/13 Page 2 of 5

1605

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|------------------|------------|----------------|---|-------------|---------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish | Actual Finish |
| F | | A | #402 - #404 - brick work? | PM | | |
| WO | | A | - sink hole behind electric box near # 106 - 108 | Landscaper | | |
| WO | | A | fill in pot holes 1605 East lot | Maint | | |
| WO | | A | Repair hydrant flag and repaint yellow private 1605 East lot | Maint | | |
| WO | | A | need to fill in w/ cement the pot holes for stop signs around Central Rd that are leaning | Maint | | |
| WO | | A | recaulk window #105 #101 exterior above lintel | Maint | | |
| | | | | | | |
| | | | | | | |

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Property: DD Manager: CR Date: 8/28/13 Page 3 of 5

1605

| BOARD DIRECTIVES | | | | | | |
|------------------|------------|----------------|---|-------------|---------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish | Actual Finish |
| wo | | B | clean out light covers in entrance lobby | Maint | | |
| wo | | A | add social room to office intercom | Maint | | |
| wo | | A | light out in chandelier 1605 lobby | Maint | | |
| wo | | A | inspect and advise roof leak in lobby - or repair near smoke detector | Maint | | |
| wo | | A | repair dry wall damage Cwing 4th floor near core stairwell | Maint | | |
| wo | | A | 4th fl Cwing end stair door not latching | Maint | | |

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MONTHLY PROPERTY ACTION LIST**

Property: DP Manager: LR Date: 8/23/13 Page 4 of

1603

| BOARD DIRECTIVES | | | | | | |
|------------------|------------|----------------|--|-------------|---------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish | Actual Finish |
| wo | | B | Repair / Replace broken Thermostat cover 4th Cwing - fan set to auto | | | |
| wo | | B | Install latch/door guard on Storage 4-A6 Bwing | | | |
| wo | | | Install new metal therm stat cover & check temp A wing 4th floor | | | |
| wo | | A | gum on A stairs 4th floor outer stairs - please remove touch up paint on B | | | |
| F/wo | | B | carpet stain outside #3122 - pm/BOD | | | |
| wo | | A | 2nd floor A wing ^{door} not latching shut | | | |

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

Property: DP Manager: LR Date: 8/23/3 Page 5 of 5

1005

| BOARD DIRECTIVES | | | | | | |
|------------------|------------|----------------|---|-------------|---------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish | Actual Finish |
| wo | | A | Repair damaged corner guard & dry wall in wing 1st floor outer stair to exterior door | Maint | | |
| wo | | A | 1st floor wing stair door to hall core not closing | Maint | | |
| WL | | A | #413 - must repair - repaint storage door on balcony | PM/APM | | |
| VL | | A | clock H15 end unit - check if second time? | PM/APM | | |
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