

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

Property: Dana Point Manager: Lisette Ray Date: 4/21/13 Page 1 of 4

BOARD DIRECTIVES <u>Clubhouse</u>						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Check lights that are out over right shower, right stall & over door to pool deck	Maint		
wo		A	Repair light fixture & ceiling over right shower and door to pool deck, paint peeling, light falling	Maint		
wo		A	Install corner guard on wall where left stall door hits dry wall corner	Maint		
wo		A	Repair drywall near ladies bathroom window where kicked in	Maint		
wo		A	Clear out fitness room for election on 4/19/13	Maint		

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

Signed to Code Key:

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

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: Lisette Perry Date: 4/2/13 Page 2 of 4

Clubhouse

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Send pool pass renewal to all buildings, all info, assess, and forms must be current	ADM		
WO		A	Repaint hallway & locker rooms including doors before swim season	Maint		
WO		A	Complete set up of tennis courts & take off winter lock	Maint.		
WO /F		B	Check electric panel & wiring prior to pool open (motor is fine - replaced fuses)	Electrician		
B		A	Proposal to sewer rod all buildings incl. clubhouse option - not sure if prev. done verticals or clubhouse	Pm		

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Property: DP Manager: LR Date: 4/4/13 Page 3 of 4

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Call to arrange inspection on balcony under warranty at 1615 421 - redone last summer but has ponding water in back corner near building	QRI	Post 1	Yore
WO		A	Remove exterior matt & purchase a new interior one for clubhouse (scrubber)	Maint		
WO		A	Woman's locker room exhaust fan is not working / unplugged please repair	Maint		
WO		A	Clean out light fixtures in clubhouse halls (buss)	Clean		
WO		A	Remove all snow plow markers from common areas			

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MONTHLY PROPERTY ACTION LIST**

Property: DP Manager: LR Date: 4/14/13 Page 4 of 4

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Order more tile cleaner from carpet cleaner (6 bottles) miracle stone/tile cleaner	AD		
WO		A	Post notice for bid committee meeting on 4/14/13 and clear all old old notices from building bulletin boards - all notices over 2 weeks need to be taken down	AD		
WO		A	Sticker commercial vehicle with warning at 1605 East lot with tow date of 4/15	Maint		
WO		A	Paint pool edges prior to season opener/fill scheduled 4/26	Maint.		

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