

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisele Ray Date: 7/25/13 Page 1 of 1  
1415

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
VL		A	#419C small balcony - item attached to brick	Pm/A		
WL		A	#122 & 322 - remove brown option - use nice template	Pm/A		
VL		A	#422 - deer attached to brick on balcony wall	Pm/A		
VL		A	#320 - 2 blocks on bricks off balcony - use nice	Pm/A		
WL			#110 - pet cage on balcony Should be removed (fire nice)	Pm/A		
WO		A	comcast wiring on building needs to be covered 1415 & 108	Comcast		
WL		A	#206 broom on balcony	Pm/A		

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

Amy Zeimann - Zeimann Closing  
847-357-1369 Best estimate

LIEBERMAN MANAGEMENT SERVICES, INC.  
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Property: DP Manager: LR Date: 7/25/13 Page 2 of  
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BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	fill in pothole by storm drain in west parking lot	Maint		
F		B	order 3 new Handicap space signs for 1415 west lot	PM		
VL		A	#315 - item attached to brick on balcony	PM/A		
WL		A	#113 broom on patio (service)			
WL		A	#109 - annuals around tree, please remove, broom on patio	PM/PS		
VL		A	#309 - hook bolted into brick on balcony wall	PM/A		
WL		A	#107 - cooler on patio (use nice)	PM/A		

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Property: DP

Manager: LR

Date: 7/25/13 Page 3 of

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BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO	A		trim bushes at top of 1415 Awning ramp to Garage - brown out	Brickman		
			+ Carpet stain outside (medallion) electric room Awning los/lot and down hall - clean again?			
WL	A		Garage: (use nice) A space #13A - remove bottles Space #16A - remove bottles Space #11A - remove signs Space #27A - remove mats <del>#A - left car door open</del> U2 - oil in space			
WL	A		B garage: (use nice) A 15B - cart (item), 4B - cart & basket + 21B - cart, #2B - box (Space #21 - bad wall crack) (5 - water seepage) #5B - bottle #10B - bottle			

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A # 14B - Spalling concrete on wall

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Property: DR Manager: CR Date: 2/25/13 Page 9 of 4  
1415

BOARD DIRECTIVES							
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WO		A	Change out elevator - Maint carpet in right elevator mat stained, door squeaks.				
F		B	Stain on carpet outside #401 & 402 - clean?				
VL		A	#408 - remove doll from pm/1A hallway -				
WO		A	touch up Bwingdoor plate and wall where cracked drywall	Maint			
WO		A	4th floor garage room switch light to auto/option not always on	Maint.			
WO		A	pull old notices from all bulletin boards, meeting expired, completed	Maint			

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