

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

Property: Dana Point Manager: Lisette Reay Date: 1/10/13 Page 1 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
			Margaret Ritter 1415			
			847-437-5964			
✓ WO		A	1605 #417C - letter confirming all info has been provided (insurance, emergency contact form)	PM		
WO		A ✓	1415 #307A - call to schedule dry wall repairs in unit from previous leak	AMD		
WO		✓	Call Dail one and update contact info for new management ask Sam for #	AMD		
✓ CF			150B trash around building needs to be picked up ??	PM		

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

Alarm #s
~~847-590-3358~~ 847-590-3358
 847-398 1130
 Arlington
 1405 E
 out of
 service

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Property: Dana Pt Manager: Lisette Ray Date: 11/11/13 Page 2 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
F			1b15 small scrape outside #113B on hall wall	Pm		
wo		A✓	Electric closed door does not latch	Maint.		
wo		A✓	Damaged knick on stair well exit door frame right side scrape on wall B wing	Maint.		
wo		A✓	light bulb out in lobby chandelier	Maint.		
wo		A✓	oil closer on cwing door to garbage stairway door does not latch closed	Maint.		
F		A	#121 C no door handle	7Pm		

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