

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

Property: Dana Point Manager: Lisette Ray Date: 3/18/13 Page 1 of 4

| BOARD DIRECTIVES |            |                |   |             |               |               |
|------------------|------------|----------------|---|-------------|---------------|---------------|
| Code             | Start Date | Priority (ABC) | Description   | Assigned To | Target Finish | Actual Finish |
| VL               |            | A              | 1515 #261 - bicycle on patio/balcony - remove it by 4/5/13<br><del>include</del> include hearing form                         | AD          |               | ✓             |
| VL               |            | A              | 1405 #212 - decor in <sup>mounted</sup> brick med inspection scheduled use 1405 #213 as template and give to me to review     | AD          |               |               |
| WO               |            | A              | check lobby north side, crack & falling plaster along entire brick wall, same with east side of lobby - can this be repaired? | Maint       |               |               |
| WO               |            | A              | 1405 right elevator - door opening sounds like scraping   | Colley      |               |               |
| WO               |            | A              | Replace cover on thermometer 4th fl Awing near lobby  | Maint       |               |               |
| WO               |            | A              | 4M floor fire ext. seal broken, please check & secure cabinet   | Maint       |               |               |

**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

855-445-7763

New Department call for name change

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

Property: DP Manager: CR Date: 3/22/13 Page 2 of 4

1405 Bldg

| BOARD DIRECTIVES |            |                |  |             |               |               |
|------------------|------------|----------------|--|-------------|---------------|---------------|
| Code             | Start Date | Priority (ABC) | Description  | Assigned To | Target Finish | Actual Finish |
| WO               |            | A              | Exit light at 4fl A wing near lobby out - repair                           | Maint       |               |               |
|                  |            |                |  |             |               |               |
| WO               |            | A              | light out 4fl B wing near 413 B  | Clean/Maint |               |               |
|                  |            |                |  |             |               |               |
| WO               |            | A              | 3rd floor C wing stairwell at end - touch up primer spots & gouges in wall | Maint       |               |               |
|                  |            |                | Badjust door closer - too slow   |             |               |               |
| WO               |            |                |  |             |               |               |
| F/BOD            |            |                | Consider new trash chute doors with auto close & fusible link, 2nd, 3rd.   | PM/BOD      |               |               |
|                  |            |                |  |             |               |               |
| WO               |            | A              | Tighten screws on 3rd floor A wing stairs near 308                         | Maint       |               |               |
|                  |            |                |  |             |               |               |
| WO               |            | A              | tighten door closer 2nd fl B wing to lobby                                 | Maint       |               |               |

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Property: DP Manager: LR Date: 3/22/18 Page 3 of 4

1405

| BOARD DIRECTIVES |            |                |  |             |               |               |
|------------------|------------|----------------|--|-------------|---------------|---------------|
| Code             | Start Date | Priority (ABC) | Description  | Assigned To | Target Finish | Actual Finish |
| wo               |            | B              | Touch up paint 2nd floor<br>B wings outside 2nd floor<br>floor moulding                          | Maint       |               |               |
| wo               |            | A              | Touch up large crack in<br>hallway near 2nd fl B wing<br>lobby door                              | Maint       |               |               |
| wo               |            | A              | Empty out bugs from light<br>1st floor C wing exit, 1st A wing                                   | Maint/Clean |               |               |
| wo               |            | A              | Why shopping cart in<br>1st floor C wing stairwell<br>near lobby? - does it need to be<br>moved? | Maint       |               |               |
| wo               |            | B              | Touch up hallway near<br>lobby - gouges - scratches<br>1st fl C wing                             | Maint       |               |               |

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Property: 1405 DP Manager: LR Date: 3/22/13 Page 4 of 4

1405

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