

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Dana Point

Manager: Lisette Rey

Date: 1/10/13

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**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
			Margaret Bitter #415 847-437-5964			
✓		A	1605 #417C - letter Confirming all info has been provided (insurance, emergency contact form)	PM		
WO		A ✓	1415 #307A - call to ADM Schedule dry wall repairs in unit from previous leak	C		
WO		A ✓	Call Dale one and ADM Update contact info for management ASK SAM for #			
✓			1505 trash around building needs to be picked up ??			

**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-~~5908~~  
~~847-590-~~ 3358 85  
892 398 1130  
Arlington  
1405 E  
Office  
Service

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Property: Dana P+

Manager: Liseff Ray Date: 1/1/13 Page 2 of 3

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Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
F		1b(s)	small scrape outside #113B on hallway	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 Buring	Maint.			
wo	A ✓	light bulb out in lobby chandelier		Maint.			
wo	A ✓	oil closer on swinging door to garbage stairway	door does not latch closed	Maint.			
F	A	#121 C	no door handle	7PM			

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**LIEBERMAN MANAGEMENT SERVICES, INC.**  
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Property: Dara P

Manager: Lisette Ray

Date: 11/11/13

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