

Ims lieberman management services

Work Order Report

Prepared for Community

THE DANA POINT CONDOMINIUM ASSOCIATION

Reporting Period

January 2013

Issue Date

2/1/2013

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> John Bandaccari	<u>Date Entered:</u> 01/07/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93QKZK	<u>Est. Comp. Date:</u> 01/14/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 116B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/07/2013	
Service Request:		
Kitchen sink was backing up on 1-5-13. Juan was called out to investigate.		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed: Juan rodded main line open in tier. No damage to the unit.		

<u>Name:</u> Concetta Humbert	<u>Date Entered:</u> 01/03/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93LNTY	<u>Est. Comp. Date:</u> 01/10/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 121C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/02/2013	
Service Request:		
Owner Mrs. calling that bathroom heater is not working. Please inspect and advise if this is an owner responsibility.		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed: Advised resident regarding owner of responsibility.		

<u>Name:</u> Concetta Humbert	<u>Date Entered:</u> 01/08/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93RLV6	<u>Est. Comp. Date:</u> 01/15/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 121C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/08/2012	
Service Request:		
Mrs called to indicate that the water pressure in her unit is very low in her kitchen and bath.		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed:		

<u>Name:</u> Tihomir Georgiev	<u>Date Entered:</u> 01/21/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK946T62	<u>Est. Comp. Date:</u> 01/28/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 213B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/22/2013	
Service Request:		
Please program the new number into the intercom of 847-666-5470, Thank you.		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed: Juan completed		

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> Robert Willey	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93URKB	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> 1405 E Central Rd 217C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/11/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Owner reported A wing over head door is stuck in the open position. Please repair or advise if vendor is needed.

<u>Name:</u> Albert Kaechele	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93UU7J	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> To Be Determined
<u>Address:</u> 1405 E Central Rd 322C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Owner requests maintenance for back up in bathroom shower. Please go to unit Monday at 10:00 AM for appointment. Tenant should be home, but there is a key in the office if you need to use it to enter.

Work Performed:

CLEARED THE LINES

<u>Name:</u> Gertrude Sosin	<u>Date Entered:</u> 01/23/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-FALZ948KL6	<u>Est. Comp. Date:</u> 01/30/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 409B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/24/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Homeowner Mrs is calling to report she has no hot water in the shower. Owner needs to take a shower and needs this to be addressed as soon as possible. Owner was advised yesterday this would be taken care of and has yet to see anything happen. Owner is 90 years old and has a chair in the tub that she uses so she will not fall. Owner wanted to inform the property manager 847-749-0934-Direct line for the owner.

Work Performed:

Juan advised the owner that this would be their responsibility.

Please inspect and address Thank you

<u>Name:</u> Robert Pacek	<u>Date Entered:</u> 01/09/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-CBRT93ST3U	<u>Est. Comp. Date:</u> 01/16/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 410B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/12/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Owner, Mrs Pacek calling to schedule to have elevator padded for furniture delivery on 1/12/2013.

Work Performed:

Vendor please pad elevator for furniture delivery. Thank you.
847-612-0617 Direct Line

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<u>Name:</u> James Loughman	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-SBOA93XMXX	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> 1405 E Central Rd 411B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/15/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Realtor for the Loughman's calling to schedule elevator padding, they will have a few pieces of furniture removed tomorrow, Tuesday 1/15 at 12-5:00pm
Also, they sold the unit, closing will be next Tuesday 1/22

Rebecca Cleal, Baird and Warner 773-467-3329, fax 773-775-7224,
rebecca.cleal@bairdwarner.com

VENDOR Please pad the elevator for Tuesday 1/15 at 12-5:00pm

<u>Name:</u> James Loughman	<u>Date Entered:</u> 01/18/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK943NPZ	<u>Est. Comp. Date:</u> 01/25/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1405 E Central Rd 411B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/18/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

In need of having pads put in the elevator for a Sunday, January 20, 2013 move out.
Thank you.

Work Performed:

<u>Name:</u> The Dana Point Condo Assn	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93XRRM	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 107A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Tenant Mr. calling about garbage disposal that is not working in kitchen. Wants someone to fix it, English is difficult to understand.

Work Performed:
cleaned cutter and reset disposal

<u>Name:</u> William Deaton	<u>Date Entered:</u> 01/02/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93KUTL	<u>Est. Comp. Date:</u> 01/09/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 108A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/03/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Owner Mrs. calling regarding kitchen back up in her unit that she thinks is from the building line. Please inspect and advise if the is an association responsibility and if an outside plumber is needed.

Work Performed:
Maintenance (Sam) rodded the line

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<u>Name:</u> Charles Beck	<u>Date Entered:</u> 01/22/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY947L2V	<u>Est. Comp. Date:</u> 01/29/2013	<u>Billed To:</u> To Be Determined
<u>Address:</u> 1415 E Central Rd 117C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/22/2013	

Service Request:

Owner requests Juan to take a look at a leak under the sink. Please verify that this is an owner responsibility to be done after hours.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:
Juan advised HO that this would be his responsibility.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/16/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93ZR8Y	<u>Est. Comp. Date:</u> 01/23/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 119C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/17/2013	

Service Request:

Juan (maintenance guy) came into office to let us know that there is wet carpet outside of unit 1415-119C. Maintenance going to look to see where the water is coming from.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:
Found toilet leaking in 219C. Unit owner responsibility. Juan advised owner.

<u>Name:</u> Margaret Burzinski	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93XLZL	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> 1415 E Central Rd 202A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

Please program new phone number into building intercom for unit, new number is #847-691-9510.

Work Performed:
Maintenance completed

<u>Name:</u> Donna Thompson	<u>Date Entered:</u> 01/06/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-PROY93Q5B3	<u>Est. Comp. Date:</u> 01/11/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 209B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/06/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

CONFIRMATION WORK ORDER:

PM ON CALL: Mrs. report that there is a grinding noise in the boiler room for the last 12 hours. CB spoke with maint, maintenance will respond now.

Work Performed:
rebuilt pump and replaced.

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<u>Name:</u> Barbara Johson	<u>Date Entered:</u> 01/29/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94EMPD	<u>Est. Comp. Date:</u> 02/05/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 211B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/29/2013	

Service Request:

Mrs. Called to let us know that the rug in the hallway is wet and it is coming from unit 210B. Can we please look into this. Mrs. had indicated that this is not the first time that this has happened.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE
(PASSED)

Work Performed:
Sam looked and the area was dry. He called 211B for additional information and left message. Sam could not locate a leak or water.

<u>Name:</u> Beverly Baron	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Open
<u>W/O #:</u> 0554-AMDK93UNE6	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 307A Arlington Hghts, IL 60005	<u>Date Completed:</u>	

Service Request:

NEED TO SET UP DATE AND TIME FOR DRY WALL REPAIRS IN UNIT FROM PREVIOUS LEAK

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE
(PASSED)

Work Performed:

<u>Name:</u> Robert Witek	<u>Date Entered:</u> 01/02/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93KQ5S	<u>Est. Comp. Date:</u> 01/09/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 412B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/03/2013	

Service Request:

Edward, owner's contractor, needs elevator pads for 1/3/13 for hardwood floor delivery. Please pad elevator.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE
(PASSED)

Work Performed:

<u>Name:</u> Robert Witek	<u>Date Entered:</u> 01/02/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93KQQP	<u>Est. Comp. Date:</u> 01/09/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 412B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/11/2013	

Service Request:

Edward, owners contractor, requests water shut off for Friday to replace master shut off valve. Water will be shut off for a few minutes so there is no need to leave building. Edward requests call from Juan as this should take minutes. 847-814-1733.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE
(PASSED)

Work Performed:
Owner completed valve change and maintenance was able to put water back on.

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<u>Name:</u> Robert Witek	<u>Date Entered:</u> 01/23/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK948MN7	<u>Est. Comp. Date:</u> 01/30/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 412B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/23/2013	
<u>Service Request:</u>		
Please inspect the Bathroom tub, shower valve and toilet for proper installation and usage. Appt set for 1:00 pm.		

<u>Name:</u> Sam Miller	<u>Date Entered:</u> 01/31/2013	<u>Status:</u> Open
<u>W/O #:</u> 0554-AMDK94GNKC	<u>Est. Comp. Date:</u> 02/07/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1415 E Central Rd 415B Arlington Hghts, IL 60005	<u>Date Completed:</u>	
<u>Service Request:</u>		
Mrs. called to let us know that the B-wing exit door next to her unit is not closing properly and that there is cold air coming into the building. Can we look at door to see why it is not closing properly. Thank you.		

<u>Name:</u> Dorothy Karp	<u>Date Entered:</u> 01/15/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-KVGR93YKD8	<u>Est. Comp. Date:</u> 01/22/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1505 E Central Rd 107A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/15/2013	
<u>Service Request:</u>		
Owner stated that the back door is not closing right and it bangs when it shuts. There is nothing to help the door open and close safely. Owner stated that prior to LMS taking over management this door caused her to break her collar bone.		

Vendor Please inspect and address.

<u>Name:</u> Ronald Klimas	<u>Date Entered:</u> 01/23/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK948SYZ	<u>Est. Comp. Date:</u> 01/30/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1505 E Central Rd 113B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/23/2013	
<u>Service Request:</u>		
Please enter new cell number into the intercom system. Thank you. 847-345-5335		

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Sam made the correction to the entry of the new number.

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<u>Name:</u> Richard Kluchenek	<u>Date Entered:</u> 01/31/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94GSW8	<u>Est. Comp. Date:</u> 02/07/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1505 E Central Rd 308A Arlington Hghts, IL 60005	<u>Date Completed:</u> 02/01/2013	
Service Request:		
Mr came into the office to inform us that he has been hearing a banging noise coming from what he believes to be the stairwell area. Can we please look into this to make sure there is nothing loose. Thank you!		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed: Sam went with Resident and they could not find a reason for the noise. Sam could not hear anything.		

<u>Name:</u> Carol Thomas	<u>Date Entered:</u> 01/21/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-BHOD946KNW	<u>Est. Comp. Date:</u> 01/28/2013	<u>Billed To:</u> To Be Determined
<u>Address:</u> 1505 E Central Rd 413B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/23/2013	
Service Request:		
Owner Ms. calling regarding have a slow draining issue in the bathroom sink. Owner stated she know she is connected to her next door neighbors drain and would like someone to take a look at it.		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed:		

VENDOR: PLEASE INSPECT AND ADDRESS

<u>Name:</u> Carol Thomas	<u>Date Entered:</u> 01/22/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK947UUG	<u>Est. Comp. Date:</u> 01/29/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1505 E Central Rd 413B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/24/2013	
Service Request:		
Sam(maintenance) had the office arrange a set time and date for kitchen sinks to be rodded at the same time as the adjacent unit of 411B. The appointment was set for Thursday, January 25, 2013 at 10:00 am.		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed:		

<u>Name:</u> Katarzyna Tylus	<u>Date Entered:</u> 01/15/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-KVGR93YVGV	<u>Est. Comp. Date:</u> 01/22/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1515 E Central Rd 364B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/16/2013	
Service Request:		
Owner and her brother (English speaking) calling to state that there is no lights on in the units and he thinks building. The owner of the unit would like to have someone come out and see what the issue is for the lights.		
Vendor Please inspect and address		
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
Work Performed: No problem found with service to unit, no action at meter. Office called homeowner to call ComEd as their meter shows no activity.		

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<u>Name:</u> Bozena Kijowska	<u>Date Entered:</u> 01/03/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93LNRQ	<u>Est. Comp. Date:</u> 01/10/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1515 E Central Rd 366B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/03/2013	
Service Request:		
Owner of unit calling on behalf of tenant who does not speak English well. Tenant took a shower in second bathroom and noticed leak into master closet and wants someone to check it out. Leak may affect unit below but tenant cannot find source. Requests Juan who can speak Spanish to resident. Owner would like a call back when they find the problem at 847-732-7664.		

<u>Name:</u> Michael Zeddies	<u>Date Entered:</u> 01/07/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93QUQF	<u>Est. Comp. Date:</u> 01/14/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1515 E Central Rd 420C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/08/2013	
Service Request:		
Mrs came into the office to indicate that there is something wrong with her kitchen sink. She said it is not draining like it should. She said she will be home Tuesday from 12-5.		

<u>Name:</u> Mohammed Said	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942MD4	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1605 E Central Rd 103A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/17/2013	
Service Request:		
Mrs called to indicate that her kitchen sink is backed up and has standing water. She is in the need of someone to come out right away as she is going into the hospital this afternoon. I contacted Sam and he is on his way over there right away.		

<u>Name:</u> Carol Robb	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942QB9	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1605 E Central Rd 203A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/17/2013	
Service Request:		
Mrs called to say that her kitchen sink is backing up again. I got Juan on the radio and he was going there right away as Mrs. just had knee surgery.		

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<u>Name:</u> Maura Moran	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY942QRK	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> 1605 E Central Rd 208A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/17/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Service Request: Intercom # 847-977-2255, check intercom programming and test.		
<u>Work Performed:</u> Sam tested the intercom and advised resident of the completion.		

<u>Name:</u> Kathy Pantazis	<u>Date Entered:</u> 01/23/2013	<u>Status:</u> Open
<u>W/O #:</u> 0554-AMDK948KRZ	<u>Est. Comp. Date:</u> 01/30/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1605 E Central Rd 211B Arlington Hghts, IL 60005	<u>Date Completed:</u>	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Service Request: Mrs. called to let us know that her faucet in her kitchen sink is not working.		
<u>Work Performed:</u>		

<u>Name:</u> Ray Jagodzinski	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93XQPU	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1605 E Central Rd 215B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Service Request: Owner reported mouse on garage floor near elevator and bicycles. Please trap and remove.		
<u>Work Performed:</u> Juan set traps. He will monitor them for any activity		

<u>Name:</u> Sara Fields	<u>Date Entered:</u> 01/31/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94GQQ7	<u>Est. Comp. Date:</u> 02/07/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1605 E Central Rd 222C Arlington Hghts, IL 60005	<u>Date Completed:</u> 02/01/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Service Request: Mrs. called to inform us that the garage door is very slow and making a grinding noise. Can you please look into this and make any necessary repair if needed. Thank you!		
<u>Work Performed:</u>		

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Name: Marguerite Cody	Date Entered: 01/17/2013	Status: Completed
W/O #: 0554-AMDK942SZZ	Est. Comp. Date: 01/24/2013	Billed To: N/A
Address: 1605 E Central Rd 307A Arlington Hghts, IL 60005	Date Completed: 01/18/2013	

Service Request:

Mrs. called to let us know that there is are bulbs that are out on the third floor of the 1605 building. One bulb by the laundry room and two by the elevator. Can we please change these? Thank you.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Juan replaced all bulbs necessary

Name: Nancy Hwastecki	Date Entered: 01/16/2013	Status: Completed
W/O #: 0554-AMDK93ZRKX	Est. Comp. Date: 01/23/2013	Billed To: N/A
Address: 1605 E Central Rd 309B Arlington Hghts, IL 60005	Date Completed: 01/17/2013	

Service Request:

Mr. called and asked that maintenance come over to look at kitchen sink as it is draining very slow. He will not be home this afternoon and would like to set appt for 9am on January 17th.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Juan cleared out drain line for homeowner.

Name: Nancy Hwastecki	Date Entered: 01/18/2013	Status: Completed
W/O #: 0554-AMDK943LKT	Est. Comp. Date: 01/25/2013	Billed To: N/A
Address: 1605 E Central Rd 309B Arlington Hghts, IL 60005	Date Completed: 01/21/2013	

Service Request:

kitchen sink backed up and noticed black water as well. Mrs. indicated that she has not used her sink and it was not any water in the sink last night.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Juan rodded drain line

Name: Nancy Hwastecki	Date Entered: 01/31/2013	Status: Open
W/O #: 0554-AMDK94GNHA	Est. Comp. Date: 02/20/2013	Billed To: N/A
Address: 1605 E Central Rd 309B Arlington Hghts, IL 60005	Date Completed:	

Service Request:

Mrs. called to let us know that when she went out the door on the B- wing she was not able to get back in the door and had to walk around to the other door. Can we please look at this door to see why she is having a problem. Thank you.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: The Dana Point Condo Assn	Date Entered: 01/21/2013	Status: Completed
W/O #: 0554-AMDK946L5J	Est. Comp. Date: 01/28/2013	Billed To: N/A
Address: 1615 E Central Rd 107A Arlington Hghts, IL 60005	Date Completed: 01/23/2013	

Service Request:

Mrs. Called to let us know that the door knob on the Laundry closet has fallen off and she is not able to replace it back on. She called to ask for assistance.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:
Reattached knob. Found bedroom doorknob to be loose and secured as well.

Name: Jennifer Nitch	Date Entered: 01/22/2013	Status: Open
W/O #: 0554-AMDK947UM5	Est. Comp. Date: 01/29/2013	Billed To: N/A
Address: 1615 E Central Rd 114B Arlington Hghts, IL 60005	Date Completed: 01/23/2013	

Service Request:

Mrs. called and indicated that she has what she believes to be mold in her bathroom on the ceiling. She asked if someone from maintenance could please come and take a look at it to verify and inform her if homeowner above her is responsible.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Name: Scott Koch	Date Entered: 01/02/2013	Status: Completed
W/O #: 0554-LRAY93KQK7	Est. Comp. Date: 01/09/2013	Billed To: N/A
Address: 1615 E Central Rd 222C Arlington Hghts, IL 60005	Date Completed: 01/11/2013	

Service Request:

Owner would like a new telephone number programmed into intercom. Intercom #986 for Koch should be to 224-330-9597. Please program in new number.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Name: Paula Poplawski	Date Entered: 01/24/2013	Status: Open
W/O #: 0554-AMDK949S2A	Est. Comp. Date: 01/31/2013	Billed To: N/A
Address: 1615 E Central Rd 305A Arlington Hghts, IL 60005	Date Completed:	

Service Request:

Mrs. Called to ask if we can paint her front door as she has indicated that the previous owner had scratched up the door and she said that it looks bad.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> Sophia Barnas	<u>Date Entered:</u> 01/08/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93RS5J	<u>Est. Comp. Date:</u> 01/09/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1615 E Central Rd 308A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/09/2013	

Service Request:

Mrs. came into office to state that she was having a few problems. First: she would like to shut off water in order to change a valve in the bathroom, second the bathroom fan cover does not fit properly and would like to know if we know where to get one as she has looked everywhere. Third- The lock on her door is very hard to put key thru and hard to open.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Juan advised the homeowner that these problems would be her responsibility to attend to.

<u>Name:</u> Sophia Barnas	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93XUGP	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1615 E Central Rd 308A Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/15/2013	

Service Request:

Owner requests elevator pads for Tuesday, 1/15/13 for a delivery.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Manual completed

<u>Name:</u> Jacqueline Fouch	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93XT7W	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1615 E Central Rd 309B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/17/2012	

Service Request:

Owner requests elevator pads for Thursday 1/17/13 for a delivery.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Manual put the elevator pads on for the homeowner.

<u>Name:</u> Sophie Barnas	<u>Date Entered:</u> 01/09/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93SQPX	<u>Est. Comp. Date:</u> 01/16/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1615 E Central Rd 411B Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/11/2013	

Service Request:

Mrs would like to shut off the water for an hour from 11:00 - 12:00 pm. in order to change valve in the bathroom on Friday, Jan 11, 2013. Shut off notices for units 411,311,211,111 attached. Thank you.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

maintenance posted letters to neighbors and owner was able to repair valve. Water was re-store after she was complete.

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> Mary Ryder Marsden	<u>Date Entered:</u> 01/08/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93RN26	<u>Est. Comp. Date:</u> 01/15/2013	<u>Billed To:</u> N/A
<u>Address:</u> 1615 E Central Rd 421C Arlington Hghts, IL 60005	<u>Date Completed:</u> 01/10/2013	
Service Request:		
small balcony was replaced but they are getting water puddling in the one corner.		
Work Performed: resident reported ponding on bedroom balcony. No water present at the time of inspection. Maintenance observed staining in area indicated. Likely due to "back Pitch". Balcony replaced 2012 following similar reports from resident and subsequent testing by engineering firm.		
<u>Name:</u> Lisette Ray	<u>Date Entered:</u> 01/02/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93KN2R	<u>Est. Comp. Date:</u> 01/09/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/03/2013	
Service Request:		
1615 Building fire alarm showing trouble signal that will not reset. Please inspect and repair as needed. Alarm is currently in fire only and will need to be put back in service after repair. Service call scheduled for 1/3/13 work order #73231632.		
Work Performed: Vendor found phone line at fault. Frequent source of problems with ATT phone lines for monitoring. Recommended switching to radio monitoring on all fire alarm panels.		
<u>Name:</u> Lisette Ray	<u>Date Entered:</u> 01/04/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93ML4K	<u>Est. Comp. Date:</u> 01/11/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/04/2013	
Service Request:		
Please reverse the lock on the B wing garage door at 1415 building and take down the sign.		
Work Performed: Reversed door lock		
<u>Name:</u> Lisette Ray	<u>Date Entered:</u> 01/04/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-LRAY93ML62	<u>Est. Comp. Date:</u> 01/11/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/07/2013	
Service Request:		
Please bring the Christmas decoration boxes to the lobby for 1505 building. Committee is removing decorations today.		
Work Performed: Manual removed the boxes		

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: Lisette Ray **Date Entered:** 01/07/2013 **Status:** Completed
W/O #: 0554-LRAY93QRFR **Est. Comp. Date:** 01/14/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** Family Pride LLC
Service Request:

Please service all front load washers at the 1415 Central Rd. building. Washer dispensers are clogged and not working properly.

Work Performed:

Name: Lisette Ray **Date Entered:** 01/07/2013 **Status:** Completed
W/O #: 0554-LRAY93QRRQ **Est. Comp. Date:** 01/14/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:

Please vacuum the runners in all buildings near the elevators on the garage levels at Dana Point.

Work Performed:

Name: Lisette Ray **Date Entered:** 01/07/2013 **Status:** Completed
W/O #: 0554-LRAY93QUF9 **Est. Comp. Date:** 01/14/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:

Please put more salt near the B wing entrance at 1515, it is icy.

Work Performed:

Name: AnnMarie Detrick **Date Entered:** 01/08/2013 **Status:** Completed
W/O #: 0554-AMDK93RM5K **Est. Comp. Date:** 01/15/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:

Please help us remove all the remaining items in Lisettes office to the storage area.
Thank you.

Work Performed:

Sam & Juan removed all items

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/08/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93RMB7	<u>Est. Comp. Date:</u> 01/15/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/08/2013	
<u>Service Request:</u>		
Resident came into office to let us know that there is a hole in the hallway in Bldg 1505 Wing C 2nd Floor.		
<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
<u>Work Performed:</u> Sam replaced drywall, taped, plastered and finished coat to nearest edge of wall.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/08/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93RNGD	<u>Est. Comp. Date:</u> 01/15/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 12/12/2012	
<u>Service Request:</u>		
Caulk the areas around the piping that was installed for the generators, all buildings.		
<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
<u>Work Performed:</u> Installed soffit over conduit 12/12, framed, dry walled, primed and painted to nearest edge on two locations 1515/1505 C wing.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/09/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93SKUB	<u>Est. Comp. Date:</u> 01/16/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/09/2013	
<u>Service Request:</u>		
No hot water in the club house ladies room		
<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)		
<u>Work Performed:</u>		

<u>Name:</u> Kim Ruebe	<u>Date Entered:</u> 01/09/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-KRUE93T7NB	<u>Est. Comp. Date:</u> 01/16/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/09/2012	
<u>Service Request:</u>		
Uncom call Arlington Hts. Fire Department trouble signal, taking out of service. Please inspect		
<u>Vendor:</u> ADT SECURITY SERVICES INC		
<u>Work Performed:</u>		

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/10/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93TKDV	<u>Est. Comp. Date:</u> 01/17/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/18/2013	
<u>Service Request:</u>		<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
1415 building elevator needs repair on the Machine door. Repair door closer per Thompson Elevator Inspection. I have attached a copy of inspection report for your review. Thank you.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/10/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93TKGV	<u>Est. Comp. Date:</u> 01/17/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/11/2013	<u>Vendor:</u> COLLEY ELEVATOR
<u>Service Request:</u>		<u>Work Performed:</u>
Repairs needed to elevators in buildings 1615 @ pass right (Phase 1 operation not working, doors not opening @ first floor) 1 pass left (pit can over full-oil on pit floor, phase 1 not working care@first floor wont open door), , 1605 - (1 pass left) - Em lite not working, no alarm with 110 vac off.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/10/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93TLND	<u>Est. Comp. Date:</u> 01/17/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/10/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u>		<u>Work Performed:</u>
1405 building near unit 422C Exit sign is blinking.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/10/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93TLQ4	<u>Est. Comp. Date:</u> 01/17/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/10/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u>		<u>Work Performed:</u>
1405 Building Pump in Boiler Room went out.		

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: AnnMarie Detrick	Date Entered: 01/10/2013	Status: Completed
W/O #: 0554-AMDK93TNNK	Est. Comp. Date: 01/17/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 01/11/2013	

Service Request:

please remove all the holiday decoration from the clubhouse and common areas outside.

Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)

Work Performed:

Name: AnnMarie Detrick	Date Entered: 01/10/2013	Status: Completed
W/O #: 0554-AMDK93TTTX	Est. Comp. Date: 01/17/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 10/10/2013	

Service Request:

Building 1515 has ice by the front door area. Can we please put down salt to have it removed. Thank you.

Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)

Work Performed:

Salted the area

Name: Kim Ruebe	Date Entered: 01/10/2013	Status: Completed
W/O #: 0554-KRUE93U7WF	Est. Comp. Date: 01/17/2013	Billed To: THE DANA POINT CONDOMINIUM ASSOCIATION
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 01/11/2013	

Service Request:

Unicom call from Arlington Hts fire department regarding 1405 E. Central. Alarm keeps going in and out of trouble signal.

Taken out of service for trouble signal. Same issue as 1/9/13 evening. Please inspect and repair.

Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)

Work Performed:

Ongoing problem w.at&t phone lines.
Likely cause is rain/ground. Passed efforts to resolve unsuccessful. Maintenance suggests conversion to wireless system.

Name: Lisette Ray	Date Entered: 01/11/2013	Status: Open
W/O #: 0554-LRAY93UM2T	Est. Comp. Date: 01/18/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed:	

Service Request:

Please create Social Room calendar for each of the following buildings under Dana Point (property #0554):

1405 Social Room

1415 Social Room

1505 Social Room

1515 Social Room

1605 Social Room

1615 Social Room

Vendor: MIS - HELPDESK

Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UNJU	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/16/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
Please repair the latch on the electric closet door in the 1615 Building. It does not latch. Thank you.

Work Performed:
Juan repaired necessary parts.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UNL4	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/12/2013	<u>Vendor:</u> 0554 - Anderson Lock Company (New Property expires 12/31/13)

Service Request:
Building 1615 - Damage knick on stair well exit door frame, right side scrape on wall B-Wing.

Work Performed:

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UP4Y	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/11/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
1615 Building - light bulb out in lobby in chandelier.

Work Performed:

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UP6G	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
1615 Building - Please repair the latch on the Oil Closer on the C-Wing door to garbage stairway door as it is not closing properly.

Work Performed:
Sam checked all doors on this stairwell checked and adjusted.

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UPDJ	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/14/2013	
<u>Service Request:</u>		<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
1615 Building - Please repair the large gouge in A-wing wall under first light near lobby door.		<u>Work Performed:</u> repaired various areas, primed and painted to nearest edge.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UPF8	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/17/2013	
<u>Service Request:</u>		<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
1615 Building - Oil closer on A-wing stairwell elevate door.		<u>Work Performed:</u> Sam & Juan sealed all closers all adjusted all stairwell doors made to close and latch.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UPGM	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/17/2013	
<u>Service Request:</u>		<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
1615 Building - please patch A-wing East door maintenance over garage to exterior, frame corners broken and exposed metal top right over door.		<u>Work Performed:</u> Sam repaired area indicated along with broken tape line above door at ceiling. Primed and painted to the nearest edge.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UPJB	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/11/2013	
<u>Service Request:</u>		<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Call Dial One and update contact information for new management		<u>Work Performed:</u>

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UPX8	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1505 Building - please replace canopy light that is not working.		<u>Work Performed:</u> replaced burned out light bulbs

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UPYP	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/14/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1415 Building - Please replace canopy light that is out.		<u>Work Performed:</u> Juan replaced all needed bulbs

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/11/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93UQ3W	<u>Est. Comp. Date:</u> 01/18/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/11/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1405 Building - garage door A-wing is not going down.		<u>Work Performed:</u>

<u>Name:</u> Lisette Ray	<u>Date Entered:</u> 01/14/2013	<u>Status:</u> Open
<u>W/O #:</u> 0554-LRAY93XMVU	<u>Est. Comp. Date:</u> 01/21/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u>	<u>Vendor:</u> CANON BUSINESS SOLUTIONS CENTRAL (PASSED)
<u>Service Request:</u> Copier in office needs service, giving error message #E000732-0001, please service machine as it keeps shutting down. Service confirmation #23561635		<u>Work Performed:</u>

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> Resident Services	<u>Date Entered:</u> 01/15/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-SPEY93YJGH	<u>Est. Comp. Date:</u> 01/22/2013	<u>Billed To:</u> THE DANA POINT CONDOMINIUM ASSOCIATION
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/15/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
Mr Willey (847-764-5205) reporting lack of hot water in the building. 1405 E Central Unit # 217C

Work Performed:
Sam corrected the wiring short.

VENDOR: Please inspect and address the lack of hot water in the building.
1405 E Central Unit # 217C reporting Mr Willey 847-764-5205
Thank you

**8:22 am phoned Sam and advised a work order was placed and he stated he will head over to inspect. **

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/15/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93YMCD	<u>Est. Comp. Date:</u> 01/22/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/18/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
Please repair the damage on the wall in the 1605 building where the picture was removed by the elevator. Thank you.

Work Performed:
Sam obtained and replaced picture glass, repaired the wall damage and replace the picture securely on the wall.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/16/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93ZR5X	<u>Est. Comp. Date:</u> 01/23/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/16/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
please tighten the screws on the closing piece on Lisettes door of her office. The screws are loose. Thank you.

Work Performed:
Sam tightened the screws

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/16/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK93ZTC4	<u>Est. Comp. Date:</u> 01/23/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/18/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:
1415 building - Fire door needs to be re-hung on the elevator machine room.

Work Performed:
Sam adjusted the door. It properly closes.

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: AnnMarie Detrick	Date Entered: 01/16/2013	Status: Completed
W/O #: 0554-AMDK93ZUQY	Est. Comp. Date: 01/23/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 01/18/2013	

Service Request:

Please repair door knob on the first floor of the 1405 building A-wing. Electric door does not close and latch properly.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:
Juan replaced door lock

Name: AnnMarie Detrick	Date Entered: 01/16/2013	Status: Completed
W/O #: 0554-AMDK93ZUST	Est. Comp. Date: 01/23/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 01/18/2013	

Service Request:

1405 building Please repair the A-wing 4th floor doors. Both doors are broken-lock does not latch

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:
Jaun repaired both doors to ensure proper closure.

Name: AnnMarie Detrick	Date Entered: 01/16/2013	Status: Completed
W/O #: 0554-AMDK93ZUH	Est. Comp. Date: 01/23/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 01/17/2013	

Service Request:

1405 B- Wing 4th floor electric Maintenance room door does not latch pulls open without key.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:
Jaun replaced door lock

Name: AnnMarie Detrick	Date Entered: 01/16/2013	Status: Completed
W/O #: 0554-AMDK93ZUW9	Est. Comp. Date: 01/23/2013	Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	Date Completed: 01/21/2013	

Service Request:

1405 building the hall light near unit 413B is out. Please replace. Thank you!

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: AnnMarie Detrick **Date Entered:** 01/17/2013 **Status:** Completed
W/O #: 0554-AMDK942JZJ **Est. Comp. Date:** 01/24/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 Building - C-wing door to the lobby/elevator does not close properly.
Work Performed:
Juan adjusted the door closure

Name: AnnMarie Detrick **Date Entered:** 01/17/2013 **Status:** Completed
W/O #: 0554-AMDK942K2W **Est. Comp. Date:** 01/24/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 Building - Please repair crack over 420C door in the hallway.
Work Performed:
Juan repaired crack over door

Name: AnnMarie Detrick **Date Entered:** 01/17/2013 **Status:** Completed
W/O #: 0554-AMDK942K4V **Est. Comp. Date:** 01/24/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 building - Please repair cracked tile over unit 420C door in the hallway.
Work Performed:

Name: AnnMarie Detrick **Date Entered:** 01/17/2013 **Status:** Completed
W/O #: 0554-AMDK942K79 **Est. Comp. Date:** 01/24/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 building - Please remove blue tape from the smoke detector in the A-wing
hallway near 207A.
Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942K9D	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/22/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1405 building - Please patch paint as needed on the second floor, wing C near door 222C. Thank you.		<u>Work Performed:</u> Sam completed.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942KAS	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/21/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1405 building - 2nd floor, Wing C bottom corner of Fire Exit door warped. Please advise. Thank you.		<u>Work Performed:</u> Juan adjusted door closure.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942KCF	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/18/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1405 building - B wing door to lobby/elevator does not close or latch properly. Thank you		<u>Work Performed:</u> Sam repaired

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942KDT	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/22/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1405 Building please repair the crack on the 2nd floor C-Wing hall near lobby door. Thank you		<u>Work Performed:</u> Sam made necessary repairs to the expansion joint of the wall.

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: AnnMarie Detrick Date Entered: 01/17/2013 Status: Completed
W/O #: 0554-AMDK942KEY Est. Comp. Date: 01/24/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 Building - Please repair the crack in hallway over Unit 110B door. Thank you.
Work Performed:
Sam repaired cracks

Name: AnnMarie Detrick Date Entered: 01/17/2013 Status: Completed
W/O #: 0554-AMDK942KG3 Est. Comp. Date: 01/24/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
Please remove all Holiday Decoration Posting from all the buildings. Thank you.
Work Performed:
Manuel removed all postings

Name: AnnMarie Detrick Date Entered: 01/17/2013 Status: Completed
W/O #: 0554-AMDK942KH3 Est. Comp. Date: 01/24/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 building - C-Wing. Please look at the door to the exterior stair well as it is not closing properly.
Work Performed:
Juan replaced the door closure

Name: AnnMarie Detrick Date Entered: 01/17/2013 Status: Completed
W/O #: 0554-AMDK942KJ6 Est. Comp. Date: 01/24/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1405 Building - Please scrape and paint ceiling over elevator in A-Wing near lobby door. Thank you.
Work Performed:
Sam completed repairs, painted soffitt on first floor A-wing at core

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942KKG	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/18/2013	

Service Request:
1405 Building - A-wing electric door does not latch properly. Please repair. Thank you.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Juan replaced door lock

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942LMF	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/10/2013	

Service Request:
Clean garage ramp drains in all the buildings on property to insure proper drainage

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Manuel cleaned all drains

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/17/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK942RPE	<u>Est. Comp. Date:</u> 01/24/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/21/2013	

Service Request:
Please look and repair the small box outside of the Women's sauna as it looks like someone tried to pry it open and bent back the medal.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Sam straightened door. Complete correction would require box replacement. Box replacement prone to vandalism in the past.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/18/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK943KX5	<u>Est. Comp. Date:</u> 01/25/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/24/2013	

Service Request:
Please replace light cover over the Office Main Entry door. Thank you.

Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/18/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK943KZV	<u>Est. Comp. Date:</u> 01/25/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/24/2013	
<u>Service Request:</u>		
Please paint front office space on Thursday morning as we will be out of the office until 1 pm. Can you also put the picture of the property that is behind the desk on the center of small wall and hang the clock that is behind the door in the center of the wall behind the desk where the picture was. Also, can you change out the posting boards. The one in the office we would like to put in the hallway by the entry door and the cork one on the wall in the hallway in place of it in the office. Can you also secure the soffit in Lisettes office. The corner left side is loose. Thank you so very much.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/21/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK946TK5	<u>Est. Comp. Date:</u> 01/28/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/22/2013	
<u>Service Request:</u>		
Can we please get the office windows cleaned. Thank you.		

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/23/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK948JVZ	<u>Est. Comp. Date:</u> 01/30/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/23/2013	
<u>Service Request:</u>		
Can you please have maintenance set-up 1515 Social Room: This is Needed for Saturday, January 26, 2013 Elections.		

2 long tables at the front of room; 4 octagon tables set-up in the back; 1 octagon table in the front to the side for computer and LMS staff. The heavy chairs around the front table should be switched out with folding chairs.

<u>Name:</u> Resident Services	<u>Date Entered:</u> 01/25/2013	<u>Status:</u> Completed
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Community THE DANA POINT CONDOMINIUM ASSOCIATION

W/O #: 0554-SRPN94ALQL Est. Comp. Date: 02/01/2013 Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area
Service Request:
Owner Courter reports
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Same lubricated the mechanisms

Please check the 1515 Lobby door. It is extremely difficult to open from the inside going out.
Pushing the handle does not open the door easily.

It seems OK when you use the key to come in.

Thanks,

Marilyn Courter

VENDOR - PLEASE CHECK DOOR

Name: Derek Wilkinson Date Entered: 01/26/2013 Status: Completed
W/O #: 0554-DWIN94BM7Q Est. Comp. Date: 02/04/2013 Billed To: THE DANA POINT CONDOMINIUM ASSOCIATION
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area
Service Request:
PER UNICOM CALL: The b-Wing garage door will not open. Please inspect and repair.
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Spring and cable replacement

Name: AnnMarie Detrick Date Entered: 01/28/2013 Status: Completed
W/O #: 0554-AMDK94DKQM Est. Comp. Date: 02/04/2013 Billed To: N/A
Address: THE DANA POINT CONDOMINIUM ASSOCIATION Common Area
Service Request:
The C-Wing exit/entrance door was reported on Sunday, January 27, 2013 to not be working properly. There seems to be something wrong with the lock. Keys will not open the door.
Vendor: 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
Work Performed: Sam replaced cylinder

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94DLHS	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/28/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> Building 1615 - Light fixture out Wing A reported by Sam.		<u>Work Performed:</u> Juan repaired light fixture

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94DLKE	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/28/2013	<u>Vendor:</u> OVERHEAD INC.
<u>Service Request:</u> 1605 B-Wing Garage door needs Springs Replaced. Sam reported this and had office call Overhead Door to replace.		<u>Work Performed:</u> Juan responded to this on Saturday January 26. Overhead repair was called out for Monday and all is complete.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94DM4U	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/29/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> Per Sam. Reminder to check the lighting circuit on the 2 East Meadow.		<u>Work Performed:</u> Sam indicated that circuit shorted underground between building and first junction. Ran temporary line from adjacent circuit. Replaced failed photo cell. Need to re-wire when weather permits.

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94DP2B	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/29/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)
<u>Service Request:</u> 1515 Building - Please repair floor vent in the social room. Thank you.		<u>Work Performed:</u> Juan repaired the floor vent

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: AnnMarie Detrick Date Entered: 01/28/2013 Status: Completed
W/O #: 0554-AMDK94DP42 Est. Comp. Date: 02/04/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1505 Building - Please replace the mailroom light as it is flickering and dim. Thank you.

Name: AnnMarie Detrick Date Entered: 01/28/2013 Status: Completed
W/O #: 0554-AMDK94DP56 Est. Comp. Date: 02/04/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
Please remove all meeting notices from all bulletin boards and replace with the results from Election.

Name: AnnMarie Detrick Date Entered: 01/28/2013 Status: Open
W/O #: 0554-AMDK94DP6G Est. Comp. Date: 02/04/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
Please replace two burnt bulbs in Lisettes office. Thank you.

Name: AnnMarie Detrick Date Entered: 01/28/2013 Status: Completed
W/O #: 0554-AMDK94DPCP Est. Comp. Date: 02/04/2013 Billed To: N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area Vendor: 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
Please paint Lisettes office while she is out of town this week. Thank you.

Community THE DANA POINT CONDOMINIUM ASSOCIATION

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94DS4W	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/29/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

A tenant called to remind us that the 1405 Hallway Sewer line needs to be rodded soon. He is concerned as when this backs up it goes into his sink.

Work Performed:
Juan and Manuel rodded main drain line

<u>Name:</u> AnnMarie Detrick	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-AMDK94DS7P	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/29/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

1505 Building A-Wing bottom door is sticking. Very hard to open. Can you please look at this door.

Work Performed:
Juan repaired door lock

<u>Name:</u> Res Serv	<u>Date Entered:</u> 01/28/2013	<u>Status:</u> Completed
<u>W/O #:</u> 0554-SBOA94E4SA	<u>Est. Comp. Date:</u> 02/04/2013	<u>Billed To:</u> N/A
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u> 01/29/2013	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

BUILDING 1615 E. CENTRAL --per unit 204A - C-Wing door leading to the parking lot, it sticks when you try to open it.

Work Performed:
Sam replaced cylinder

VENDOR please inspect and repair

<u>Name:</u> Jason Renter 408A	<u>Date Entered:</u> 01/29/2013	<u>Status:</u> Open
<u>W/O #:</u> 0554-MBUR94EW2E	<u>Est. Comp. Date:</u> 02/05/2013	<u>Billed To:</u> To Be Determined
<u>Address:</u> THE DANA POINT CONDOMINIUM ASSOCIATION Common Area	<u>Date Completed:</u>	<u>Vendor:</u> 0554 - THE DANA POINT CONDO MAINTENANCE (PASSED)

Service Request:

The renter of 1616 E Central unit 408A called because there is a leak some where and the carpet in front of 404A is all wet.

Work Performed:

Community THE DANA POINT CONDOMINIUM ASSOCIATION

Name: AnnMarie Detrick **Date Entered:** 01/30/2013 **Status:** Completed
W/O #: 0554-AMDK94FMPH **Est. Comp. Date:** 02/06/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1505 - A-wing stairwell going into the garage there is a standing water puddle. Can you please check to make sure sump pumps are working properly.
Work Performed:
Sam re-set the sump pump

Name: AnnMarie Detrick **Date Entered:** 01/30/2013 **Status:** Open
W/O #: 0554-AMDK94FMTT **Est. Comp. Date:** 02/06/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
1505 - Compactor Room Heater is out. (per Sam)
Work Performed:

Name: Resident Services **Date Entered:** 01/30/2013 **Status:** Completed
W/O #: 0554-SRPN94FUWC **Est. Comp. Date:** 02/06/2013 **Billed To:** N/A
Address: THE DANA POINT
CONDOMINIUM
ASSOCIATION Common Area **Vendor:** 0554 - THE DANA POINT
CONDO MAINTENANCE
(PASSED)
Service Request:
Owner from 1505/405A requesting that the clock be reset in the exercise room.
Work Performed:

VENDOR- PLEASE CHECK