

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

Property: Dana Point Manager: L. Ray/A. Detrick Date: 5/9/13 Page 1 of 1  
1415 Building

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
W/O		A	<u>Tuckpointing</u>			
			<u>Above garage ramp - top right windows.</u>	<u>PM</u>		
W/O		A	<u>Between 416B + 414B</u>	<u>PM</u>		
			<u>Windows</u>			
✓ VL		A	<u>216B = Satellite mounted to railing.</u>	<u>AD</u>		
VL		A	<u>222C - Box over light fixture</u>	<u>AD</u>		
✓ VL		A	<u>C121 = Decoration mounted to brick - (wreath)</u>	<u>AD</u>		
VL		A	<u>32C = Door panel for storage coming apart</u>	<u>AD</u>		
✓ W/O		A	<u>Lobby = to the right of doors bottom edge - wallpaper bubbling</u>	<u>AD</u>		

**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

**Legend to Code Key:**

1...=Property Manager    ADM = Admin    V=Vendor    A=Accounting    CS=Customer Service

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

Property: Dana Point Manager: L. Ray/A. Detrick Date: 5/5/13 Page 2 of 3  
1415 Building

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ w/o		A	B-Wing end door near 115-B-door does not close.	AD		
✓ w/o		A	B-Wing 2nd floor by 215 B-Scuff marks down Hallway.	AD		
w/o		A	Elevators dirty-dust inside tracks.	✓		
✓ w/o		A	4th floor-wall opposite elevator-stress cracks	AD		
✓ w/o		A	4th floor-B-Wing Scuff marks-by 409B.	AD		
✓ w/o		A	3rd floor-scuff marks near 314B	AD		
✓ w/o		A	A-Wing-door end near 307A does not close	AD		

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**MONTHLY PROPERTY ACTION LIST**

Property: Dana Point Manager: Lisette Ray Date: 5/10/13 Page 1 of 5  
1505

**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ WO		A	1505 <sup>left</sup> elevator banging on something on 2nd 3rd floor when going to 4th	Colley		
WO		A	4th floor Awning remove and patch nail above #407	Maint		
✓ WO		A	Wash black soffit outside #407, if will not come out have maint touch up paint in hall	Clean		
✓ WO		A	Inspect soft drywall/crack near right elevator 4th floor repair /advise if low leak	Maint		
✓ WO		A	Clean glass doors to entry room 1505	Clean		
✓ WO		A	Check all command doors & hammer down hinge pins	Maint		

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Property: PP Manager: LR Date: 5/10/13 Page 2 of 5

1505

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ wo		A	Remove spider web from ceiling tile / wall / lights in 3rd floor B wing #312 and between 311 / Electric room	Clean		
✓ wo		A	Replace bowed ceiling panel outside # 309 B in Hall and stained tile	Maint		
wo		A	3rd floor B wing inner stair well / door handle not working / closing	Maint		
✓ wo		A	Dust window ledges in laundry room - webs / dust & remove carpet from 3rd floor trash room, wipe down wall surrounding chute	Clean		
✓ wo		A	3rd floor Awing door to lobby not closing	Maint		

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Property: DP Manager: LR Date: \_\_\_\_\_ Page 3 of 5

1505

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ wo		A	remove carpet from 2nd fl chute room & clean chute door/wall	Alan		
✓			2nd floor Awing door - does not close properly either side	Maint		
✓			Install latch guard on 2nd floor electric room in Awing			
			Clean garbage out of bushes at 1505 B walkway over garage			
			5d cable attached to railing at 1505 B entrance is not needed - remove it			
			Secure vent in lobby / near Buing			

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1505

**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ wo		A	wipe down spill on hall wall between 302 / electric closet			
✓ wo		B	turn off light in electric closet 3rd fl <del>A</del> wing			
✓ wo		A	large spill on carpet outside #303A - clean - <del>ad if change</del> ask if change for touch up	Medallion		
F		A	Recommened repair of stair way landings & new paint	PM/B&D		
✓ wo		A	3rd/2nd floor landing A wing outer stairs sticky please clean, central	Clean		
✓			Repair all divits / scuffs on landing A wing 3/2nd floor			

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Property: DP Manager: LR Date: 5/10/13 Page 3 of 5

ISO 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ wo		A	Clean and repaint lobby ceiling on right side near light			
			Repair scuffs in mailroom wall near boxes			
✓ wo		A	Check all garbage area gates and ensure all gates close - close them if open	Maint		
✓ wo		A	Oil first floor A wing inner stair to hall door - not closing and outer stair well door to hall	Maint		
wo		B	Remove old netting from front clubhouse / SIS	Brickman		

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