

346

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: LP Date: 11/17/13 Page 1 of 3

BOARD DIRECTIVES 1515/1515 clubhouse						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Repair sauna timer box in woman's room-clubhouse	Maint		
WO		A	Repair vent for 1515 social room on floor	Maint		
WO		A	Set-up for annual election by 1/23 noon	Maint		
WO		A	Repair light cover at clubhouse front entrance	Maint		
WO		A	Paint out office 1/24 and inner on 1/29-1/31	Maint		
WO		A	Repair falling corner molding on soffit in PM inner office	Maint		
WF		A	Excercise seat missing??	APM		

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

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

Property: Dana Point Manager: Lisette Ray Date: 1/25/13 Page 2 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	1505 - mail room light flickering and dim, please change	Maint		
WO		A	Remove all old meeting notices from all bulletin boards and put results in case on 1/28	Maint		
WO		A	Clubhouse replace soap in WLR - check men's	Clean		
WO		A	Check sanitizer in exercise room, advise if need to order more supplies	Clean		
WO		A	Clean inner/outer office windows after painting	Clean		

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Property: DP Manager: LR Date: 11/25/13 Page 3 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wol/f		A	1505 does not have any C wing units, 1505 117C should be 1515 117C please correct address/ Sermark / databases	Transition/PM		
wol/f		A	Check outside window seals on clubhouse front office, strip hanging down, advise who repairs (on top)	Maint		
wo		A	Change 2 burnt bulbs in inner office	Maint		
wol/f		A	How do the lights in the supply closets work?	Maint		

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