

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: LR Date: 6/11/13 Page 1 of 3

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓		A	motorcycle parked in garage space 10 A #419	AD		
✓		A	oil in space 17 A with tire #	AD		
WO		A	B wing-door is not closing all the way - adjust	Maint		
WR		A	1605 4th floor trash can - light out - check switch cleaning changed bulb but that did not work	Maint		
WO		A	Clean surrounding wall on all trash chute doors on all 4 floors	Clean		
F		A	1605 balcony clean up from project - dusty from castings & sand blast	PM		

Code Key:

WO=Work Order WL=Warning Letter V=Violation C=Phone Call B=Bid Out
 * =Approval Letter D=Disapproval Letter F=Follow Up

Legend to Code Key:

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

TK
 Over \$464/hr
 for 1.7 hr

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Danapoint Manager: Lisette Ray Date: 6/14/13 Page 2 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Purchase 2 (5gallon bucket Maint or gas cans to water front annuals at monument sign water daily if no rain in the mornings (pet flowers)			
wo		A	Power wash pool and patio space after new pavers are installed	Maint		
wo		A	Repair broken pool lounge near office window	Maint		
wo		A	Install 2 clocks on pool deck outside	Maint		
wo		A	Walk around pool fence and remove any debris from pool patrons - toys cups etc. - bird feed	Maint		

wo A remove any bird feeders on common trees Maint

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Property: DP Manager: LR Date: 6/14/13 Page 3 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓		A	1505 #406 2nd violation decor on bricks still here	Pm		
✓		A	1505 #411 - 2nd violation decor on bricks still here	Pm		
✓		A	1405 #109 - decor on bricks 2nd violation	Pm		
WL		A	1515 #122 - pots should be on patio	Pm		
WL		A	1415 #103/105 - dead plants on patio must be removed	Pm		

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