

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: 1615 ~~1615~~ Dana Point Manager: Lise H. Remy Date: 3/25/13 Page 1 of 1

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ WO		A	Clean spider webs from Social Room windows near top	clean		
✓ WO		A	Vacuum right side near Awning, garbage not emptied please take it out - smells	clean		
WL		A	Retain \$ from deposit for cleaning needed from Social Room Rental	AD		
WL		A	Decorations in bricks on balcony need inspection 1405 # 109 repair 109 has lights also	AD		
WL		A	1405 #419 - ^{Thermostat} decoration on brick need inspection	AD		
✓ WO		A	Repair hose box on pool deck	Maint		

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

Assigned to Code Key:

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

Sent

1405 Awning east side - 2nd floor

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1615

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PLW		A	119C - garbage bags on windows as coverings taped up must be removed	PM		
VL		A	#121C - decoration on brick - send letter removal/inspect	AD		
F		A	1615 #411B - balcony ceiling damage - part of repairs? #411 as well was damaged	PM		
WL		A	#114 - remove potted plant outside patio against building	AD		
F		B	who paints garage walls on exterior?	PM/Manit		
WL		A	#211 - decoration on brick verify not mounted in / inspect	AD		
WL		A	#209 - remove hooks & watering can from common area under window outside patio	AD		

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1615

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F		A	1615 Awning garage trench drain concrete needs repair - broken rocks falling into drain	BOD		
F		A	bottom door panel Awning 1615 damaged	BOD		
WL		A	¹⁵¹⁵ 1515 #166 - decoration in brick & stuff in common area outside patio	AD		
WL		A	¹⁵¹⁵ #264 - decorations on brick on balcony	AD		
WL		A	#160 - decorations in brick on balcony	AD		
WL		A	#422 - lights on balcony rail not permitted 2nd floor	AD		
WL		A	#462 - decoration on brick on balcony	AD		

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WL		A	2 cuts outside #114 - if they belong to unit, must stay inside	AD		
F		A	1505 Building door damage on 3 top panels	BOD		
WL		A	1505 #215 - mop / toys / stuff on balcony - remove	AD		
WL		A	1505 #213 - clock on brick of balcony	AD		
WL		A	1505 #411 - birdhouse on brick of balcony	AD		
WL		A	1505 #209 - clock on brick of balcony	AD		
F			1505 Awning - over door cracked on storage ramp - flaking paint	AD POP		

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WO		B	Bushes broken on 1505 Awing walkway to pedestrian walk remove & evaluate remaining	Brickman		
WL		A	1505 #208 - items on balcony bike, mop/broom - remove	AD		
WL		A	1505 #208 - mop broom should be removed from balcony	AD		
WL		A	1505 #406 - thermometer on brick of balcony	AD		
WL		A	1505 #402 - wreath on balcony in brick picture showed wire	AD		
WL		A	1515 #18C - decoration on balcony	AD		

WL A 1515 252A - decore on brick AD

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WL		A	1515 236 - wreath on brick	AD		
WL		A	1515 #454 - decan on brick	AD		
WO		B	Fill ^{several} pot hole in 1515 west lot, B415 east lot near back	Maint		
WO		A	broken limb 1515 west lot	Care of Trees		
WO		A	Make notice for spring cleaning of residents remove unapproved items from balconies and no decor/items attached to brick - let me review before sending to post all buildings / laundry rooms	AD		
			B secure balcony storage doors			

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