

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

Property: Dana Point Manager: Lisette Ray Date: 6/28/13 Page 1 of 5
1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Please remove bugs from Clean outer Cwing stairwell lights 1st floor			
wo		B	wipe handprint from Clean Cwing 1st floor hall outside # 117C/#119 smudges outside #117 lobby			
wo		A	Secure knob plate on Maint Cwing/elevator lobby electric closet			
wo		A	replace light out in Maint locker room 1-A2 1605			
wo		A	lobby glass near camera Clean should be cleaned / streaks ^{has}			
wo		A	check leak in 1605 lobby Maint above couch (repair drywall)			

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

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

Property: DP Manager: Lisette Ray Date: 6/28/13 Page 2 of 5
1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	Re seal outer door in 1-Ale storage B wing where rodents can enter	Maint		
flwo		B	Carpet stain outside #110B	BOD/Maint		
wo		A	Remove items from electric rooms B wing 1st floor	Maint		
wo		B	1615 4th floor storage room locks - check locks - owner report not working	Maint		
WL		B	1605 #109 B-unit door needs repair	PM/		
wo		A	Repair knob on A wing garage core stairwell	Maint		
V		A	11A garage - motorcycle in space bike B Street	AD		
WL		A	8A - remove fluid from pipe use nice template	AD		

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

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: LR Date: 4/28/13 Page 3 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WL			23A - remove washer fluid use nice template / 10 days			
WL			26A - remove box from parking space use nice template / 10 days			
			17A lots of water, 15B lots of water 14B, 13B, 9B			
WL			17B, 16B remove items from on pipes - fluids.	WL/AD		
			10B - items in space, cart and oil in space, 25B, fluid on pipe, 26B, 27B, 22B 18B all fluid containers use nice template give 10 days to remove			
WO		B	Repaint yellow stripe on all concrete stair transitions.	Maint		
F		A	1605 # 321 C roof paint peeled off, - is in project?	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

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: _____ Manager: _____ Date: _____ Page 4 of _____

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Remove broken tree limb from 1405 courtyard east middle of field	Care		
F		A	tree ring near Cwing 21	Brickman		
wo		A	Broken power block - replace near 21 Cwing by emergency lane.	Maint		
F		B	Dog in 118 ??			
wo		A	Repair dry wall damage 4th floor cwing near core stairwell on ceiling inspect for leak and repair	Maint		
wo		A	Remove carpet from 4th fl hall Clean cwing trash chute rooms			
wo		A	Replace missing light cover 4th fl Bcore Stair	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

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

Property: DP Manager: LR Date: 6/28/13 Page 5 of 5
1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	light on in 4th floor	Maint/AD		
			A 5 storage room - Turn off			
wo		A	Oil 4th floor Awning	Maint		
			outer stair door closer hinges			
wo			313B - Repair door frame	Clean		
			paint / wipe frame on door			
			to remove black smudge			
wo		B	Repair gouge in B 3rd floor by electric closet	Maint		
			across from fire extinguisher			
			closet			

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