

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Lisette Ray Manager: Lisette Ray Date: 5/31/13 Page 1 of 5  
Dana Point

BOARD DIRECTIVES 1405			Description	Assigned To	Target Finish	Actual Finish
Code	Start Date	Priority (ABC)				
WO	A	1405 North Catwalk	Maint			
		feeding food - rats going north along wood fence for new property - traps under catwalk fill in holes				
WC	A	Remove cat food outside Maint Burns garage doors walkway near door				
WC	A	Touch up over black scuff's Maint in 4th floor lobby				
WC	A	4th floor Awning doors Maint hall from lobby not closing, tighten closer	Maint			
		4th floor trash room light Sensor needs adjusting/switch on all time				

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

Signed 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: 5/3/13 Page 2 of 5

BOARD DIRECTIVES (403)			
Code	Start Date	Priority (ABC)	Description
Assigned To	Target Finish	Actual Finish	
WO		B	4th floor B wing w/ize marks on hallway/near #409B - black smudges b 412B & lobby Hth floor
WO		A	hall light out over #413B - please clean change
WO		B	Gum on 3rd floor landing by fire hoses Cwing inner stairwell
WO		B	Wipe down wall, paper 3rd floor near B wing in lobby - black & candy on wall
WO		A	Check Boiler room vents to ensure working - very hot
WO		A	Extinguisher in boiler room expired should have been done in Dec 2012

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LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LR

Date: 5/3/13 Page 3 of 50

BOARD DIRECTIVES				1405			
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WO		A	Oil closer for Bwing 3rd floor inner stairwell Hall door - squeaks hinges	Maint			
			<del>Sewer ceiling track in 3rd floor Bwing</del>				
WO		B	<del>Check why are the wet floor signs out in laundry room on Friday? Put away</del>	Clean			
WO		A	<del>Laundry room door not closing properly - adjust door hinges</del>	Maint			
F		A	3rd Floor chute door has 3m no closer.				
WO		A	Why is ceiling open on 3rd floor Awing - close and put tile back	Maint			

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LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: DR

Manager: LR

Date: 5/3/15 Page 4 of 5

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Oil 2nd floor trashroom door - squeaks and hammer down hinge pins on all common doors	Maint		
wo		A	1st floor Curing door to stairs center/center not closing	Maint		
wo		A	Apply molding to cover stress cracks in lobby wall where brick	Maint		
wo		A	Light out in chandelier in lobby & replace ceiling cover on chandelier remove toy from entrance door in lobby coat	Clean		
<del>wo</del>		A	1405 - check on bricks ?? check on next walk	AD		

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

Property: DRP Manager: DR Date: 5/3/13 Page 5 of 5

**Code Key:**

WO=Work Order

<sup>W</sup>O= Work Order      WE= Warning Letter  
<sup>A</sup>=Approval Letter      D=Disapproval Letter

V=Violation

V=Violation  
F=Follow Up

C=Phone Call

B=Bid Out

-Approval Letter - D  
-signed to Code Key:

$\Delta M = \Delta_{\text{min}}$

$V = V_{\text{and}} \circ \phi$

#### $\Delta m$ vs. $\Delta$ occupation $\alpha$

CS=Customer Service