

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

Property: Dana Point Manager: Lisette Ray Date: 6/7/13 Page 1 of     

160's

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ W/O		A	Lobby tree still has Christmas red bows - remove and put with other decorations	Maint		
✓ W/O		A	A Wing 2nd floor stair door closes hard. adjust closer	Maint		
✓ W/O		A	2nd floor trash room - a picture & a tree - please remove / throw away	Maint		
<del>W/O</del>		A	<del>4 shopping carts in basement by Dike's</del>			
✓ W/O		A	B-Wing 1st floor near 111B. Ceiling tiles need to be fixed (flush)	Maint		
✓ W/O		A	2nd floor B-Wing door by back stairs does not close properly	Maint		

**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

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

Property: DP Manager: Lisette Ray Date: 6/7/3 Page 2 of     

1 w/o's

**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ W/O		A	3rd floor A-Wing-door by elevator does not close properly.	Maint		
✓ W/O		A	4th floor A-Wing door does not close properly.	Maint		
✓ W/O		W	Right side elevator makes Scrapping & clicking noises & shakes.	Colley		
✓ W/O		A	4th floor outside the elevator footprint on wall. please wipe down wall	Clean		
✓ W/O		A	1st floor C-Wing door by Exit sign does not close properly - across from same door big gouge in wall.	Maint		

✓ W/O A pick up grass covers/ray/wire - Brickman

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Property: DP Manager: LR Date: 6/7/13 Page 3 of 4

Clubhouse

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ WO		A	Put/hang clocks outside on pool deck	Maint		
✓ WO		A	replace fan cover in women's bathroom until motor comes in and is installed	Maint		
✓ WO		A	fix light at entrance where it sits at 1519 - tighten if possible	Maint		
✓ WO		A	Order 20 more 1603 building keys	Maint		

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