



CONDOMINIUM ASSOCIATION  
1519 EAST CENTRAL ROAD  
ARLINGTON HEIGHTS, ILLINOIS 60005  
(847) 228-5176 • Fax (847) 228-5190

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## FACSIMILE TRANSMITTAL SHEET

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TO:

FROM:

*Michael Gasior*  
COMPANY:

*Lisette Ray*  
DATE:

FAX NUMBER:

TOTAL NO. OF PAGES, INCLUDING COVER:

PHONE NUMBER:

RE:

*Inspections*

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

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

Property: Dana Point Manager: Lisette Ray Date: 5/24/13 Page 1 of 1

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
W/O		A	1515-Remove phone books in lobby.	Hi.		
W/O						
		A	Cracks above 163B door	Am		
W/O		A	Scuff marks by stairwell lobby side - B-Wing door <sup>2nd</sup> floor	Am.		
W/O		A	3rd floor A-Wing from elevator slide door slams	Am		
W/O		A	Scuff marks near end of A-Wing hallway - 3rd fl.	AM		
W/O		A	3rd floor - C Wing does not close properly	Am		
W/O		A	1st floor outside of Social room scuff marks	Am		
W/O		A	Right elevator stairs on Carpet - 3 spots	✓		

**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

**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: Dana Point Manager: Lisette Ray Date: 5/24/13 Page 1 of 2

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
V		A	1515 #122C - Pots and vegetable plants.	AD		
V		A	1515 #417C - fire pit on balcony used with tall flames	AD		
V		A	1615 #422C - Storage door hanging / unsecured	AD		
V		A	1515 #121B - 2 dogs in unit / <sup>pet</sup> waste in undesignated location	AD		
wo		A	1505 laundry room Faucet Maint in single sink not working			
wo		A	Put together sign in street and pool pass info for opening weekend	AD/PM		

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MONTHLY PROPERTY ACTION LIST**

Property: DP Manager: LR Date: 5/24/13 Page 2 of 2

clubhouse

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Install corner guard on wall next to stall door in ladies locker room.	Maint		
wo		A	Purchase weed killer and apply to all plants growing on pool deck	Maint		
<del>wo</del>		A	Supply/purchase ties for umbrellas on pool deck to be secured	Maint		
wo		A	Install replacement fan in women's lockerroom where missing	Maint		
wo		A	hose down pool deck where pots were removed	Maint		

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