

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

Property: Dana Point Manager: Lisette Ray Date: 6/21/13 Page 1 of 3
1515

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
			<u>1515</u>			
<u>W/O</u>		<u>A</u>	<u>Elevator pads in lobby</u>	<u>AD met</u>		
			<u>1505</u>			
<u>W/O</u>		<u>A</u>	<u>1st floor A-Wing lobby - Exit</u>	<u>AD</u>		
			<u>does not close properly</u>			
<u>W/O</u>		<u>A</u>	<u>1st floor B-Wing exit</u>	<u>AD</u>		
			<u>does not latch when closing</u>			
<u>W/O</u>		<u>A</u>	<u>2nd fl - long smudge near 219C</u>	<u>AD</u>		
<u>W/O</u>		<u>A</u>	<u>3rd fl C-Wing ceiling tiles</u>	<u>AD</u>		
			<u>not flush</u>			
<u>W/O</u>		<u>A</u>	<u>1st floor - B Wing Exit door</u>	<u>AD</u>		
			<u>does not close properly</u>			
<u>W/O</u>		<u>A</u>	<u>Laundry room dusty -</u>	<u>V-</u>		
			<u>dusty by window track</u>			

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

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Property: Dana Point Manager: Yisette Ray Date: 6/21/13 Page 2 of 3

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
W/O		A	4th floor Exit by Lobby does not close properly.	AD		
W/O		A	left elevator very loud when moving.	✓		
			<u>Garage</u>			
W/O		A	Space #13- Empty pepsi cans & Antifreeze bottle.	AD		
✓		A	#19- grease stains	AD		
✓		A	#18- Wiper fluid bottles (Mazda-355-2818)	AD		
✓		A	#17- Staller (RAV4- R838393)	AD		
✓		A	#8- Crate of fluid -BMW	AD		

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

Property: Dana Point Manager: Lisette Ray Date: 6/24/13 Page 3 of 3
1403

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
VL		A	Broom on patio #113 use nice warning letter body	AD		
wo		A	Repair falling garage fence at 1605 A wing near top of ramp	Maint		
VL		A	1415 #214 decor on bricks on balcony & ceiling	PM/AD		
WL		A	1405 #103 - remove dead plants on balcony	PM/AD		
WL		A	1605 #10A storage of lift in parking space - please remove	PM/AD		
B		B	proposal to seed / sod old Brickman tree rings where no plantings will occur	Brickman		

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