

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LR

Date: 6/11/13 Page 1 of 3

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓		A	A motorcycle parked in garage space 10 A #4119	AD		
✓		A	car in space 17 A with tire #	AD		
WO		A	B wing door is not closing all the way - adjust	Maint		
WT		A	1605 4th floor trash bin - light out - check switch cleaning changed bulb but that did not work	Maint		
WC		A	Clean surrounding wall on all trash chute doors on all 4 floors	Clean		
F		A	1605 balcony clean up from PM project - dusty from coatings Sand blast.	PM		

Code Key:

WO=Work Order

WL=Warning Letter

V=Violation

C=Phone Call

B=Bid Out

AL=Approval Letter

DL=Disapproval Letter

F=Follow Up

gned to Code Key:

PM=Property Manager

ADM = Admin

V=Vendor

A=Accounting

CS=Customer Service

TK Sublet
Over 1st flr
off 1st flr

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Donapoint Manager: Lisette Ray Date: 6/14/13 Page 2 of 3

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
wo		A	Purchase 2 (5gallon bucket Maint gas cans to water Front annuals at monument sign - water daily if no rain in the mornings (pt flowers)		
wo		A	Power-wash pool and Maint patio space after new pavers are installed		
wo		A	Repair broken pool lounge Maint near office window		
wo		A	Install 2 clocks on Maint pool deck outside		
wo		A	Walk around pool fence Maint. and remove my clutter from pool patrons - toys cups etc. - bird feeders		
wo	F	A	remove my bird feeders on common trees Maint		

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© Photo ©

B Bid Out