

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: L.Ray/A.Detrich Date: 5/9/13 Page 1 of 1

1415 Building

BOARD DIRECTIVES			
Code	Start Date	Priority (ABC)	Description
Assigned To	Target Finish	Actual Finish	
W0		A	Tuckpointing
			Above garage ramp - top right windows
W0		A	Between 416B & 414B Windows
✓ VL		A	216B = Satellite mounted to railing
VL		A	222C - Box over light fixture
✓ VL		A	C.121 = Decoration mounted to brick - (wreath)
VL		A	312C = Door panel for storage coming apart
✓ W0		A	Lobby - to the right of doors bottom Edge - wallpaper bubbling

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

Assigned 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: L Ray/A. Detrick Date: 5/9/13 Page 2 of 3

1415 Building

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ WO		A	B-Wing end door near 115-B-door does not close.	AO		
✓ WO		A	B-wing 2nd floor by 215 B- Scuff marks down Hallway.	AO		
WO		A	Elevators dirty-dust inside tracks.	✓		
✓ WO		A	4th floor-wall opposite elevator - stress cracks	AO		
✓ WO		A	4th floor -B-Wing scuff marks -by 409B.	AO		
✓ WO		A	3rd floor-scuff marks near 314B	AO		
✓ WO		A	A-Wing -door end near 307A does not close	AO		

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Property: Dana Point Manager: Lisa Ray Date: 5/10/13 Page 1 of 5
1505

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	1505 elevator banging on Colley left something on 2nd 3rd floor when going to 4th			
wo		A	4th floor Awning remove Maint and patch rail above #407			
wo		A	Wash black soff outside Clean #407, if will not come out have maint touch up paint in hall			
wo		A	Inspect soft drywall crack Maint near right elevator 4th floor repair / advise if from leak			
wo		A	Clean glass doors top part, room 1505			
wo		A	Check all commandoors B hammer down hinge pins	Maint		

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LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: RP

Manager: LR

Date: 3/10/13 Page 2 of 5

1505

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Remove spider webs from ceiling tile/wall/lights in 3rd floor B wing #312 and between 311/3 electric room	Clean		
wo		A	Replace bowed ceiling panel Maint outside #309B in Hall and stained tile			
wo		A	3rd floor B wing inner stairwell door handle not working/closing	Maint		
wo		A	Dust window ledges in laundry room - webs/dust & remove carpet from 3rd floor trash room, wipe down wall surrounding chute	Clean		
wo		A	3rd floor A wing door to lobby not closing	Maint		

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Property: DP

Manager: LR

Date: _____

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1505

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
✓ WO		A	Remove carpet from 2nd fl chateroom & clean chute door/wall	LR	
✓			2nd floor Awning door - Maint Doesnt close properly either side		
✓			Install latch guard on 2nd floor electric room in Awning		
			Clear garbage out of bushes at 1505 Bulkway over garage		
			Stable attached to railing at 1505 Bulkway entrance is not needed - remove it		
			Secure vent in lobby near Busing		

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SOS

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓wo		A	wipe down spill on hall wall between 302/ electric closet +			
✓wo		B	turn off light in electric closet 3rd fl B wing			
✓wo		A	large spill on carpet outside #303A - clean - ad if change ask if change for touch up	Medallion		
F		A	Recommend repair of stair way landings & new paint	PM/BOD		
✓wo		A	3rd/2nd floor landing Awing outer stairs sticky please clean, etc	Clean		
			Repair all divits/grooves on landing Awing 3/2nd floor			

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LIEBERMAN MANAGEMENT SERVICES, INC.
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Property: DR

Manager: LR

Date: 5/10/13 Page 3 of 5

1505

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	(Clean and repaint lobby ceiling on right side over light)			
			Repair scuffs in mailroom wall near boxes			
wo		A	Check all garbage area Maint gates and ensure all gates close - close them if open			
wo		A	Oil first floor A wing inner Maint Stair to hall door - not dosing and auto stairs well door to hall			
wo		B	Remove old netting from Brickman - front club house // sis			

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