

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisette Ray Date: 2/28/13 Page 1 of 1
Clubhouse

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Check sloped roof over entrance door for leak - several nail pops in a row	Maint		
wo		A	On exterior of windows to office rear door - please tuck in falling caulk for now re caulk in spring	Maint		
60		A	Check with Board regarding PM pool passes and procedures to follow for this year			
wo		A	Send renewal letter to April rental expiring 1615 107A	AD		
F		A	Should a Homey review lease for rental units?	Pm		

Code Key:

WO=Work Order WL=Warning Letter V=Violation C=Phone Call B=Bid Out
 =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: 1100 S Manager: Lisette Ray Date: 3/1/13 Page 1 of 5

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	Elevator #1 floor bubbled?	Maint		
wo		A	Inspect roof where 4th floor lobby picture is for leak, paint + bubbled over picture	Maint		
wo		A	Replace missing chain for extinguisher case 4th fl Awning door over electric	Maint		
wo		B	Repair broken/falling tile trim in lobby on wall at Entrance to social room	Maint		
wo		A	Check B wing stairwell near lobby - smells bad (poop)	Clean		
wo		A	Re Secure Thermostat cover in 4th fl B wing near # 409 - fell off	Maint		

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Property: DP Manager: LR Date: 3/1/13 Page 2 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Adjust/repair door closer to 4th fl B wing stairwell near #15B B wing stairwell near lobby	Maint.		
WO		A	Clean cobwebs from garbage room corners on all floors	Clean		
WO		A	Clean chute & surround wall on all floors	Clean		
R			no door breaker on 4th floor PHW C wing extingisher - necessary? 3rd fl C wing w/handle, 3rd fl A, 2nd floor A wing also			
WO		B	Oil closer & hinges on 3rd floor B wing door to lobby B A wing door to lobby squeaks Does not shut properly, adjust 3rd fl A wing to stairwell also 2nd fl A wing stairwell near 207	Maint		

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Property: DP Manager: LR Date: 3/1/13 Page 3 of 5

1603

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	first space in garage B wing - check to see if we can stop pending water	Maint		
wo		A	Adjust/repair A wing lobby door 2nd fl. B wing door to stairs near 215, 2nd fl C wing stairs near lobby	Maint		
wo		A	If scent station no longer used, please remove from 2nd floor chute room B get cleaning co to clean wall, remove tree	Maint		
wo		B	Repair large gouged walls & chip paint in 2nd fl C wing stairwell to outside	Maint		
wo		B	Replace stained ceiling tile over hall light near #119C	Maint		

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Property: DP Manager: LR Date: 3/1/13 Page 4 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	Touch up paint in Cwing 1st floor under light and scuff near 118C to lobby door	Maint		
wo		A	Oil door closer/hinges on 1st FL Cwing door to stairwell (garbage - BAD) door does not close	Maint		
wo		B	Dust all artificial plants in lobby	Clean		
wo		B	large gouge in hall wall 1st floor under light near lobby Awing - please repair	Maint		
WL		A	Oil leak space # 14 -	AD/PM		
			Furniture in space #15, stuff on pipes over spaces - remove?	AD/PM		

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Property: DP Manager: CR Date: 3/1/13 Page 5 of 5

1605

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