

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisette Ray Date: 6/28/13 Page 1 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Please remove bugs from outer cwing stairwell lights 1st floor	Clean		
wo		B	wipe handprint from cwing 1st floor hall outside # 117C (#119) smudges outside #117 lobby	Clean.		
wo		A	Secure knob plate on Cwing/elevator lobby electric closet	Maint		
wo		A	Replace light out in locker room 1-A2 1605	Maint		
wo		A	lobby glass near camera should be cleaned/streaks	Clean ^{has}		
wo		A	Check leak in 1605 lobby Maint above couch (repair drywall)	Maint		

Code Key:

WO=Work Order

WL=Warning Letter

V=Violation

C=Phone Call

B=Bid Out

* Approval Letter

D=Disapproval Letter

F=Follow Up

Signed to Code Key:

PM=Property Manager

ADM = Admin

V=Vendor

A=Accounting

CS=Customer Service

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: Lisette Ray Date: 6/28/13 Page 2 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		B	Reseal outer door in Maint 1-Ale storage B wing where rodents can enter			
FLWO		B	Carpet stain outside #110B Bod/Maint.			
WO		A	Remove items from electric Maint rooms B wing 1st floor			
WO		B	1615 4th floor storage room locks - check locks - owner report not working	Maint		
WL		B	1605 #109 B-unit door Pnl. needs repair	Pnl.		
WO		A	Repair knob on A wing Maint garage core stair-well	Maint		
V		A	11A garage - motorcycle in space - bike bike B St	AD		
WL		A	SA - remove fluid from pipe AD use nice template	AD		

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Property: DP

Manager: LR

Date: 4/28/13 Page 3 of 5

1605

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WL			23A - remove washer fluid use nice template / 10 days			
WL			26A - remove box from path, space use nice template / 10 days			
			17A lots of water, 15B lots of water 14B, 13B, 9B			
WL			17B, 16B remove items WL/AD from on pipes - fluids.			
			10B - items in space, cont a) oil in space, 25B, fluid			
			On pipe, 26B, 27B, 22B			
			18B all fluid containers use nice template give 10 days to remove			
WO		B	Repaint yellow stripe on Maint all concrete stair transitions.			
V	A		1605 # 321C roof paint PM peeled off, - is in project +?			

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Property: _____ Manager: _____ Date: _____ Page 4 of _____

BOARD DIRECTIVES					
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish
wo		A	Remove broken tree limb from 14005 courtyard east middle of field	Care	
F		A	tree ring near Curing 21	frickman	
wo		A	Broken power block - replace near 21 Curing by emergency lane.	Maint	
F		B	Dog in 118 ??		
wo		A	Repair drywall damage 4th floor curing warehouse Stairwell on ceiling reflector leak and repair	Maint	
wo		A	Remove carpet from 4 th fl all Clean curing trash chute rooms		
wo		A	Replace missing light cover Maint 4 th fl B care stair		

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MONTHLY PROPERTY ACTION LIST

Property: PP Manager: LR Date: 10/28/13 Page 5 of 5

1605

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Approval Letter D

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3. Big Cat