



CONDOMINIUM ASSOCIATION
1519 EAST CENTRAL ROAD
ARLINGTON HEIGHTS, ILLINOIS 60005
(847) 228-5176 • Fax (847) 228-5190

FACSIMILE TRANSMITTAL SHEET

TO:

FROM:

Michael Gasior Lisette Ray
COMPANY: DATE:

FAX NUMBER:

TOTAL NO. OF PAGES, INCLUDING COVER:

PHONE NUMBER:

RE:

Inspections

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DataPoint Manager: Silvette Ray Date: 5/24/13 Page 1 of 1

| BOARD DIRECTIVES | | | | | | |
|------------------|------------|----------------|--|-------------|---------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish | Actual Finish |
| W/O | | A. | 5/5 - Remove phone books in lobby. | M. | | |
| W/O | | A. | Cracks above 163B door A.M | | | |
| W/O | | A | Scuff marks by staircase lobby side - B-Wing door ^{2nd} floor A.M. | | | |
| W/O | | A | 3rd floor A-wing from elevator side, door slams A.M | | | |
| W/O | | A | Scuff marks near end of A-wing hallway - 3rd fl. A.M | | | |
| W/O | | A | 3rd floor - C wing does not A.M close properly | | | |
| W/O | | A | 1th floor outside of Social A.M room scuff marks | | | |
| W/O | | A | Right elevator stairs on Carpet - 3 spots | V | | |

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

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Vana Point Manager: Lisette Ray Date: 5/24/13 Page 1 of 2

| BOARD DIRECTIVES | | | | | |
|------------------|------------|----------------|---|-------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish |
| ✓ | | A | 1515 #122C - Pots and no go to bde plants. | AD | |
| ✓ | | A | 1515 #417C - fire pit on balcony used with tall flames | AD | |
| ✓ | | A | 1615 # 422C - Storage door hanging unsecured | AD | |
| ✓ | | A | 1515 # 121B - 2 dogs in unit / ^{rest} waste in undesignated location | AD | |
| no | | A | 1505 laundry room faucet Maint in single sink not working | ADM | |
| no | | A | Put together sign in street w/ pool pass info for opening week(s) | ADM | |
| | | | | | |
| | | | | | |

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LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LR

Date: 3/24/13 Page 2 of 2

clubhouse

| BOARD DIRECTIVES | | | | | |
|------------------|------------|----------------|---|-------------|---------------|
| Code | Start Date | Priority (ABC) | Description | Assigned To | Target Finish |
| WO | | A | Install corner guard on wall next to stall door in ladies locker room. | Maint | |
| WO | | A | Purchase weed killer and apply to all plants growing on pool deck controle | Maint | |
| WO | | A | Supply/purchase ties for umbrellas on pool deck to be secured | Maint | |
| WO | | A | Install replacement fan in women's locker room where missing | Maint | |
| WO | | A | hose down pool deck where pots where removed | Maint | |

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