

Maintenance Managers Report, October 2010

Oct 14, 2010

Unicoi Springs Owners Association
2444 Hwy 356 North
Helen, Ga. 30545

To: Board Members

Work completed by Maintenance Personnel from 9/18/2010 thru 10/13/2010.

RV Units Moved:

- Moved 310 RV units. This time last year we moved 381 RV units.

Grounds:

- Moved trailers back and forth from long term trailer storage to temp trailer storage by Chapel as needed.
- Removed stump from Site 203.
- Repaired or replaced blubs in the following site lights, 64,261,275,276,278
- 283,295,128,3,5,10
- Checked and or repaired cable TV at the following sites: 187,26,212,272,112,
- 212
- Checked electrical power on the following sites, 120,183,242
- Repaired broken sewer line Site 291.
- Removed tree limbs and trash from park.
- Cut tree on Site 63.
- Cut grass and weed eat Park as needed.
- Mowed drain fields, garden Area and back fields.
- Replaced deck board Site 116.
- Cleaned two pools daily. Also shutdown Upper Pool.
- Changed out 30 amp breaker at Site 279.
- Replaced missing sewer cap on Site 306.
- Enclosed roof at upper tanks for freeze protection, repaired water lines and put in door/gravel floor.
- Cut firewood and put at fire rings.
- Repaired bent jacks on camper.
- Repaired water leak on Site 115.

- Added enzymes to septic system.
- Ran new electric service to Site 127
- Sprayed Park for weeds.
- Picked up garbage pile at Chapel.
- Blow off leaves in Areas 1, 2, 3, and 6.
- Checked power on Site 120
- Replaced 30 amp breaker on Site 73.
- Cut trees in Area 6 for upgrade.
- Labeled breakers in Bath House 5.
- Replaced hand rail, on Site 141, and added to deck.
- Replaced picnic table at Sites 253.
- Repaired light at Housekeeping storage building.
- Took down road signs, and put backup after painting.
- Replaced deck on Site 143.
- Repaired loose rail at Site 191 and 183.
- Replaced deck boards on Site 21.
- Mowed rear storage lots.
- Sprayed lake for weeds, algae.

Buildings:

- Installed lockset front and rear of Activity Building.
- Repaired housekeeping washer.
- Repaired/replaced soffits at Bath House 2,3,4and 5.
- Repaired leak on Clubhouse roof.
- Replace handle on ice cream freezer in office
- Replaced light bulbs in Clubhouse.
- Cleaned maintenance shop and removed all trash weekly.
- Replaced filters in Office heat pump.
- Replaced two 8ft lamps in Bath House 2 men's side.
- Repaired light in Laundry Room light.
- Ran new wires and breakers to heaters in Bath House 5.
- Repaired middle shower in Bath House 1
- Installed new 8ft light in Activity Building.
- Repaired door handle in Activity Building.
- Installed new gutter guards on Golf Cart Storage Building.
- Repaired upper middle dryer.
- Cleaned out all dryers with vacuum cleaner.

Rentals:

- Replaced lock cylinder on Rental 2.
- Filled LP on rentals.
- Replaced backflow on water heater on Rental 67.
- Checked power on Rental 58.
- Relevelled Rental 150.
- Replaced out side bulbs on Rentals 2,3 and 167.
- Repaired recliner in Rental 231.
- Checked power at Rental 64.
- Repaired shower curtain rod on Rental 39.
- Replaced air conditioner filters on Rentals 39, 40, and 41.
- Checked water pressure at Rental 64.

Project Prepwork:

- Area 6 upgrade prep work started. Power boxes are in place. HEMC has transformer in, and power to boxes
- Upper Pool project prep work started. Pool has been winterized, and old deck has been removed.

Equipment Maintenance:

- Golf Carts 1, 2, 3, 4, 5, 6, 7, 8 were serviced on the 13th of September by Cleveland Carts. . Greased and oiled rear end. Replaced numerous cables and cable ends on all carts.
- North Georgia Machine serviced both the Case and Kubota tractors.
- Honda Pressure Washer. Repaired flat tire, and pull starter rope.

Administration:

- Ordered materials for upgrades, and projects.
- Did monthly report for EPD.