

Maintenance Managers Report, October 2011

October 10, 2011

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

To: Board Members

Work completed by Maintenance Personnel from 9/12/2011 thru 10/10/2011.

RVs Moved:

- Moved 374 campers. This time last year we moved 310 campers.

Grounds:

- Cut grass in Park, leach fields, and at barn twice this month.
- Put in sewage enzymes in all septic tanks, cycled all lift station pumps for proper operation. Lift station "B" pump #2, not running. Found corroded wire going into capacitor.
- Did monthly inspections on all swings and playground equipment.
- Repaired TV cable at the following sites: 214, 261, 129, 205, 66, 213, 207, 68, 150, 183, 150, 12, 207, 185, 127, 217, 233, 138, and 18.
- Checked or repaired power at the following sites: 60, and 141.
- Repaired or replaced light bulbs in the following site lights: 113, 164, 26, 59, 262, 21, 114, 53, 242, 244, 239, 233, and 39.
- Rebuilt two yard hydrants and adjusted the one at Site 172.
- Cleaned and maintained the water quality in Lower Pool daily.
- Winterized and covered Upper Pool.
- Installed yard hydrant on Site 68.
- Smoothed out road going to leach fields and put down gravel.
- Installed new pool heater at Lower Pool. Had Blossman Gas Company come out and check propane pressures prior to starting heater, pressures tested good heater in operation.
- Worked on building new site lights for winter upgrade.
- North Georgia Environmental measured sludge in all septic tanks and installed a new bag of bugs in septic tank #18 where remediator is in.
- Put down fire ant killer on Site 62.

- Put down gravel between Site 228 and 230.
- Picked up limbs throughout the Park.
- DECK WORK:

Site 252, replaced 4 12ft 2x4s, 4 4ft 2x6s, 1 8ft 2x6, and 1 2x4 to brace rail.

Site 245, replaced 1 2ft 2x6, 1 6ft 2x4, and 1 4ft 2x4 to brace rail,

Site 64, replaced 2 4ft 2x6s and 1 2ft 2x6.

Site 294, replaced 4 8ft 2x6s, 3 5ft 2x6s for picnic table, 2 6ft 2x6s deck boards and 1 6ft 2x4 on hand rail.

Site 317, replaced 1 4ft 2x6, 3 6ft 2x6s, and level deck.

Site 288, replaced 1 8ft 2x6, 2 6ft 2x6s, 1 4ft 2x6, 5 12ft 2x6s, and 1 3ft 3x4 on rail.

Site 282, leveled front edge of deck and put down 2 12ft 2x6s.

Site 38, replaced 1 4ft 2x6, and 1 2ft 2x6.

Site 174, replaced 2 12ft 2x6s, 2 6ft 2x6s on picnic table, fixed hand rail with 1 2ft 2x4.

Site 175, replaced 1 12ft 2x6, 1 4ft 2x6, 3 2ft 2x6s, and added a 2x6 to frame.

Site 139, ripped front edge of deck even, repaired a 10ft section of the deck, repaired hand rail at back of deck and added 1 12ft 2x6 to back of deck.

Site 134, replaced 3 12ft 2x6s, and repaired rail.

Site 303, 1 8ft 2x6, 3 6ft 2x6s leveled deck and repaired hand rail.

Site 136, Jacked up deck 1ft to level deck.

Site 127, replaced 5 deck boards and one picnic table board.

Site 217, replaced some deck boards.

- Moved first aid kit at Lower Pool under eave out of rain.
- Patched 4 holes in road at Entrance with asphalt.
- Filled potholes at Site 123.
- Put down gravel Site 192 both sides.
- Replaced water spigot at 214.
- Changed out cable amplifier in cable box near Site 265.
- Replaced 30 amp receptacle in RV box Site 153.
- Trimmed trees along walkway back side of lake.
- Repaired rail on deck at Site 167 behind door.
- Fabricated a rail on deck behind door at Site, 221, and 231.
- Put down asphalt in road to make water break at Site 123.
- Put post back up on back side of lake.
- Put down lime Site 207 sewage spill.
- Cut down seven small trees behind Site 165.
- Secured loose RV box at Site 35.
- Replaced picnic table on Site 147.
- Trimmed limbs at Site 260, 233, 144, and 249.
- Repaired rail on bridge going to gazebo.
- Pulled up old rail road ties from around Site 110, chapel Parking, and Site 111, started building new wall.
- Cut down 3 trees golf cart storage.
- Seeded Clubhouse lawn.
- Repaired streetlight on Cardiac Hill near Bath House #3.
- Site 241: replaced 120 volt gfi and breaker.

Buildings:

- Repaired light over Laundry Room door.
- Replaced 8ft bulb in Bath House #4 men's side.
- Repaired light over owners message board in Clubhouse.
- Installed new outside lights on stairs and ramp at Activity Building.
- Checked ice cream freezer in Activity Building.
- Repaired security light at the end of Bath House #3.
- Installed new flush valve in Cabin 41.
- Cleaned thermal coupler in oven in Activity Building.
- Replaced bulb's in Bath House #3 men's side.
- Repaired loose step in Activity Building.
- Cleaned grease trap in Kitchen, added grease trap cleaning to our monthly enzymes program.
- Re-attached washing machine discharge hose in Laundry.
- Repaired security light at Bath House #3.
- Repaired overhead light in Christine's office.

Rentals:

- Inspected all rental roofs and made the following repairs.

Rental 3: Springdale: Bad front seam, resealed seam.

Rental 8: Dutchman: Found ¼' hole 1ft from AC unit, Repaired.

Rental 13: Springdale: Bad front seam, resealed seam.

Rental 22: Dutchman: Resealed front and rear seams, around all vents and antenna.

Rental 66: Dutchman: Found soft spot in main roof next to slide-out. Pulled back rubber roof replaced all rotten wood, and resealed all roof seams.

Rental 135: Dutchman: Found 7 small holes in slide roof, repaired.

Rental 231: Jayco : Patched 1 hole in slide roof, and resealed all seams.

Rental 250: Dutchman: Patched 1 hole, resealed around antenna and installed new vent cover for stove.

The following rental roofs all looked good. #2 Springdale, #58 Springdale, #64 Dutchman, #65 Jayco, #67 Springdale, #125 Dutchman, #150 Dutchman, #167 Springdale, #221 Springdale, #283 Springdale.

- Rental #150 installed cable TV splitter in wall to route TV to rear bedroom.
- Rental #211 replaced receptacle for outside light.
- Repaired kitchen drawer in Rental #250.
- Checked loose kitchen table in Rental #3, table was ok.
- Re-attached trim around table in Rental #66.
- Removed light fixture in Kitchen and sprayed for ants in Rental #64. Ants were coming out around fixture.
- Removed window in slide-out Rental #150. Removed lower water damaged paneling below window, replaced paneling reinstalled window, caulked and sealed.

- Repaired door on Rental #167.
- Replaced broken lens cover over light fixture in Rental #135.
- Replaced lockset in Rental 2.
- Tom Jones repaired broken microwave out of Rental #283 ” *Thanks Tom!*
- Replaced kitchen table base in Rental #65.
- Removed broken CD/Radio player from Rental #231, ordered new one and installed.
- Repaired kitchen table in Rental #221.
- Replaced broken sewer hose at Rental #22.
- Repaired broken bunk bed in Rental #167.
- Filled Rentals with LP as needed.

Activities:

- Put two extra picnic tables at Upper Pavilion for fish fry.
- Helped with chairs and tables for open Board Meeting.
- Brought 6 Case tractor bucketloads of wood to Clubhouse and one to fire ring at Site 226.

Equipment Maintenance:

- North Georgia Machine did bi-monthly maintenance on both tractors.
- Cleveland Golf Carts did monthly maintenance on all golf carts.
- Repaired flat tire on security golf cart.
- Took new F-350 to Jacky Jones. Front end was shaking - they replaced the front steering shimmy shock.
- The new skid steer has been a great new addition. It has made time consuming jobs much more efficient, looking forward to using it this winter on upgrades.
Thank You from maintenance.

Administration:

- Maintained Equipment Preventive Maintenance Program paper work.
- Had monthly safety meeting. Subject was eye safety given by Scott.Boyd.
- Maintenance personnel attended a plumbing and electrical seminar at Cleveland Winnelson.
- Turned off hot water heater in temp storage motor home, as requested by owner.
- Took daily water samples, as required by EPD.
- Cleaned Shop and Office and removed garbage weekly.
- Completed Monthly Maintenance Report.
- Hung new eyewash station in Clubhouse next to MSDS folder.

- Met with Mr. Davis, our neighbor behind the Chapel to inform him that we may be cutting some trees near his property this winter.
- Got keys out of locked owner's car at Site 65.
- Helped owner get fifth wheel back on his truck after he pulled away from RV with out latching and locking hitch in.
- Installed 2 new front jacks on damaged camper.