

Maintenance Managers Monthly November Report 2008

November 13, 2008

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

To: Board Members

Work completed by maintenance personnel from dates 10-16-2008 thru
11-13-2008

Campers Moved:

- Moved 501 campers. This time last year we moved 381 campers.

Grounds:

- Poured 18 bags of concrete around drain pipes in H Lot to prevent wash out.
- Replaced broken deck boards or repaired hand rails as needed at the following Sites: 120, 20, 69, 282, 276, 68, 282, 10, 21, 25, 51, 60, and 76.
- Cut limbs back at Site 174, Pine Circle, Knob Circle, Clubhouse and some of lakeside.
- Split fire wood several times. Stocked all fire rings and Clubhouse as needed.
- Put post back up at walking trail after expanding trailer storage Area.
- Repaired or replaced bulbs at site lights 85, 90, 83, 120, 317, 220, 111, 206, 297, 298, 268, 150, 313, 269, 253, 122, 120, 183, 147, 49, 59, 67, 72, 66, 244, 2, 123, fire ring lake side, replaced a photo eye 300 section, street light site at 121, and a light outside Bath House 2.
- Repaired cable TV at the following sites: 192, 263, 118, 165, and 185.

- Replaced broken sewage connection at Site 305.
- Repaired water leaks or replaced spigots at the following sites: 26, 168, 121, 45, and 219.
- Cleaned out storm drain behind Laundry. -- culvert pipe is collapsed and needs to be replaced.
- Moved potted flowers by Security Office inside Activity Building due to cold weather.
- Blew and vacuumed up leaves around Clubhouse.
- Replaced two main water line underground cut off valves.
- Started work on electrical upgrade Sites 70-77. (75% complete at this) time,
- Closed and winterized Lower Pool.
- Pulled out #2 pump at Lower Pool due to bad bearing. Had bearing replaced, and re-installed pump.
- Repaired limiting switch on exit gate.
- Installed heat lamps, in well houses, booster pump house 300 section, pipes behind water tanks, and Laundry room. Preparing for cold weather.
- Made new rail for front entrance by Dogwood, old rail was backed into and broken.

Buildings:

- Repaired a lockset in the Clubhouse.
- Replaced the screen in entrance door, Rental 64.
- Replaced a toilet seat at Bath House 2.
- Put fallen gutter back on covered golf cart storage building.
- Put all vent covers on Bath House vents.
- Re-mounted soap dispenser which had fallen down in ladies room, Clubhouse.
- Checked out two broken washers, called service tech.
- Re-mounted spray nozzle higher, at Kitchen sink in Activity Building. Need to have an air gap between sink and nozzle as per Health Department.
- Changed out air conditioning filters in Maintenance Shop, Front Office, all cabins, Laundry, and Activity Building.

Rentals:

- Check and filled all rentals, with propane 3 times.
- Replaced lockset in Rental 231.
- Checked out heater in Rental 150... no problem.
- Winterized Rentals 64, and 283.
- Installed new seal kits on commodes in Rental 167, and 3.

Activities:

- Cut and fabricated posts to make temporary horse corral for hay rides.
- Broke down DJ's stand.
- Picked up all hay bales around Clubhouse. Re-used hay to cover excavated Areas that were re-seeded at Sites 70-77 electrical upgrade.
- Picked up corral posts and returned sand bags from hay ride.

Equipment Maintenance:

- Welded expanded metal over angle iron on F-350 dump truck to protect rear window.
- Took F-250 to Pritchett Tire to be serviced.
- Took F -350 to Pritchett Tire to be serviced and front tires balanced.
- Cleaned and re-stocked service truck after upgrade.
- Greased 5th wheel hitches.

Administration:

- Worked on plans for Activity Building.
- Worked on estimates to add a second commode in ladies room Clubhouse.
- Ordered and installed new self leveling jack on Mr. Swanson's 5th wheel. that was damaged.
- Ordered and installed front leveling jack on Mr. Smiths travel trailer that was damaged.
- Drained hot water tank and low-point drains for owner who called and asked us to do so, due to cold water.

Planned work and purchases for upcoming month:

- Finish Sites 70-77 electrical upgrade.
- Juke box to be sent out for repair?
- Shut water off to Activity Building, and Lower Pool bathrooms to prevent pipes from freezing.
- Shut off water to Areas 3 and 4.
- Pour concrete at pad extensions and patch holes in road.