

Maintenance Managers Report

November 2010

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

To: Board Members

Work completed by maintenance personnel from 10/14/2010 thru 11/18/2010.

Campers Moved:

- Moved 484 campers. This time last year, we moved 488 campers.

Grounds:

- Blew off leaves throughout the park.
- Clean out storm drains through out the park.
- Finished with hooking up power to main boxes I Area 6
- Cut firewood and stacked on porch and fire rings
- Repaired or replaced the following site lights, 10,175,218,219,33,40,55,64,204
228,261,275,276,278,283,155,156
- Repaired or checked cable TV at the following sites, 243,266,268,33,119
- Replaced two deck boards at Site 11.
- Sprayed for bees as needed.
- Put enzymes in septic system.
- Checked power at the following sites: 120,268,110,305,202.
- Worked on deck at Upper Pool.
- Installed new street light by house keeping storage building walkway.
- Replaced 30 amp receptacle at Site 110.
- Cleaned out all dryer vents in Laundry.
- Replaced photo eye on Site 241.
- Filled owners LP tanks as needed
- Put down mulch on Site 56.
- Repaired picnic table Site 245.
- Cut trees at Sites 56 and 57.
- Repaired bench at Site 5.
- Replaced photo eye on Site 140.

- Replaced 50 amp breaker in main box on Site 62.
- Checked wells daily and filled out paperwork.
- Repaired water leaks on 218, and 58.
- Moved golf cart/utility trailers as needed.
- Back drug ruts in storage lots with back hoe.
- Replaced dog bags as needed.
- Replaced GFIC on Site 202.
- Drained down Upper Pool and installed auto fill system for pool.
- Replaced handle on ice cream freezer in Office.
- Shut down Lower Pool.
- Repaired arm on entry gate.
- Repaired water leak on 266.
- Cleaned Maintenance Shop. Put up tools.
- Scraped off storage area to smooth out road.
- Replaced faucet on Site 249.
- Repaired chair in Security Office.
- Repaired water leak on Site 205.
- Repaired broken sewer cap Site 120.
- Changed out 30 amp receptacle at Site 127.
- Removed grills from Site 131,122 and reinstalled at new Rental sites.
- Repaired water leak at Site 212.
- Put down gravel Site 121.
- Picked up limbs and brush piles through out the park.
- Removed fallen tree from Site 58.
- Replaced GFI at Site 222.
- Moved electric, water, sewer and cable on Site 56
- Removed dirt on Sites 56 and 57 for new retaining walls and patios
- Cleaned up sewage that was spilled on Site 243.
- Started on remaining sites in Area 6 cutting trees, hauling wood and moving dirt.
- Made new site posts for sites in Area 6.

Buildings:

- Installed 7 new ceiling fans on Clubhouse porch.
- Repaired middle shower floor in Bath House 2.
- Replaced breakers for heaters in Bath House 5.
- Replaced light bulbs in bath house 1.
- Installed vent covers on all Bath Houses.
- Replaced AC filters in office and shop.
- Repaired commodes in Bath House 3 ladies and Bath House 5 mens.

- Repaired rail at Clubhouse.
- Replaced light bulbs in Bath House 2 men's side.
- Blew off roof and gutters on Lower Pool building.
- Lit oven in Activity Building as needed.
- Repaired light in Laundry room.

Rentals:

- Replaced heating element on refrigerator in Rental 66.
- Repaired blinds in Rental 13.
- Repaired lockset in Rental 2.
- Reworked freeze protection on rentals.
- Filled propane in Rentals as needed.
- Replaced oven thermocouple in 283.
- Replaced water hose on Rental 8.
- Blew leaves off rentals to close slides.
- Put new faucet in Cabin 40.
- Reworked water hoses on Rental 58.
- Replaced outside light on Rental 167.
- Worked on tabletop in Rental 283. Ordered new top.

Activities:

- Borrowed trailer from Cleveland Cart. Built wood sides for hayride. Took off sides and returned.
- Helped with Halloween festivities and cookout.

Equipment Maintenance:

- Repaired flat tires on large and small backhoes.
- Had new tires put front of F-350.
- Had all golf carts serviced and batteries replaced on Carts #5 and #6.
- Cleaned all Maintenance vehicles.

Administration:

- Ordered materials for winter projects.
- Worked with contractor on Upper Pool deck resurfacing.
- Maintained equipment preventive maintenance program.
- Took daily water samples and maintained paper work, as required by EPD.