

# Maintenance Manager's Report, January 2011

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

To: Board Members

Work completed by Maintenance Personnel from 11/19/2011 thru 1/17/2011.

## **Campers Moved:**

- Moved 175 campers. This time last year we moved 168 campers.

## **Grounds:**

- Cut and split firewood 4 times and stacked on porch and fire rings.
- Repaired Site light 15, and replaced entire light on Site 14,
- Repaired or checked cable TV at the following sites: 110, 112, and 215.
- Put enzymes in septic system monthly.
- Checked power at Site 254 .
- Installed new frost free faucets at Sites 173, 116, 218, and 266 they were leaking, we rebuilt the old ones to be use later.
- Continued work on Area 6 electrical upgrade, and site-only upgrade on Sites 56 and 57. All retainer walls are built on Sites 56 and 57, wooden decks and stairs have been removed. The new patio will be poured concrete. The parking pads are extended by 4ft. Area six electrical Site upgrade, all retainer walls are built with the exception of one 90ft wall which is started, along the bank of Site 279. All new 50 amp electric is run to all eight sites. Trees and dirt have been removed from the back of Sites 275, 276, 278, 280, and 281 to extend parking pads by 6ft. The wooden decks at Sites 280, 278, 276, 275, and 281 have been removed; concrete patio pads will be poured at these sites. Fabricated new site light post for all sites.
- Wire brushed all six, 48" round metal swimming pool tables, 5 small end table, repainted them all white, and purchased new protective end caps for legs. Then brought them to the upper pavilion for winter storage.
- Cleaned out all storm drains.

- Performed monthly playground and swing inspection, replaced one broken swing seat, found screws sticking out of lattes repaired, and replaced missing bolts on seesaw.
- Removed 3 bales of hay from Entrance.
- Cleaned Lower Pool as needed.
- Fabricated metal plates and install on wooden guard fence around dogwood tree near front entrance.
- Repaired frozen water line on the 12/8/10. Site 24 installed new frost free faucet.
- Repaired water leak at Site 11 and 112.
- Ran new TV cable to Site 110.
- Hauled logs to mill.
- Repaired water leak at Upper pavilion.
- Repaired water leak Site 115.
- Put out salt 12/26/10 around employee work spaces, walkways, Clubhouse, Bath Houses and 5 owners sites.
- Started work on fabricating and welding 6 new storm drain grates for upgrade in Area 6.
- Pushed snow and ice in Park, spread salt on ice.
- Shut down water to unneeded areas of park.
- Repaired the following broken waters lines on 1/14/11: Sites 217, 208, 124, 273, 272, 31, 36, 9, 307, 26, 21, 19, 17, 233, 29, 33, 27, 58 and 230.
- Removed root from under Activity Building sidewalk.

### **Buildings:**

- Repaired leaking kitchen faucet in Activity Building.
- Replaced flush handle on commode, Bath House #2 men's side.
- Re-attached gutter down spout at Clubhouse.
- Installed all new ceiling fans downstairs Clubhouse.
- Repaired counter that was unlevel at seam in Office.
- Activity Building water lines froze up on the 12/7/10, 12/9/10, and the 1/5/11. All leaks repaired.
- Water line under Clubhouse froze on the 12/9/10 repaired.
- Repaired leaking sink in Bath House #4.
- Bath House #2: Repaired two leaking faucets, one loose drain and replaced a shower head.
- Repaired dragging exterior door to Bath House #3 Ladies' side.
- Replaced sink pop up Men's side Bath House #4.

**Rentals:**

- Repaired broken chair in Rental 22.
- Replaced bypass valve on hot water heater in Rental 2.
- Installed new table top in Rental 283.
- Repaired shower curtain in Rental 250.
- Winterized rentals 196, 150, 167, 22, 231, 13, 58
- Installed table base in Rental 22.
- Replaced broken fan blade in ceiling vent fan in Rental 196.
- Rental 250: Holding tank froze on the 12/7/10. Repair completed.
- Repaired slideout in Rental 22.
- Worked on heat pump and changed out heat pump air filter in Cabin 39.
- Replaced water-stained trim under kitchen cabinet in Rental 13.
- Filled propane in rentals weekly.
- Moved rentals: 196 to 221 and 221 to 65.
- Repaired broken water line on Rental 3.
- Repaired cable in Rental 2.

**Activities:**

- Fabricated 3-station computer table to go upstairs in the Clubhouse like the one we made last year that is downstairs. Have not installed lighting in Clubhouse for table yet, do the fact we are waiting for board a member to tell us where they want it exactly upstairs.

**Equipment Maintenance:**

- Repaired pool vac - installed new male end on cord.
- Had all golf carts serviced and batteries replaced on Carts 5 and 6.
- Replaced hydraulic line on Case backhoe.
- Cleaned all Maintenance vehicles.
- Took Security Truck to Jacky Jones. Heater was not working. Flushed system and serviced vehicle.
- Took F-250 to Jacky Jones for service.
- Fixed hydraulic leak on Kubota.
- Repaired gas auger and sharpened bit.
- Repaired dryer pulley in laundry room.
- Put down salt at Clubhouse

**Administration:**

- Maintained Equipment Preventive Maintenance Program.
- Took daily water samples and maintained paper work, as required by EPD.
- Cleaned Shop and Office and removed garbage, as needed.
- Scott Boyd attended a Water Safety Class held by Georgia Association of Water Professionals to obtain his continuing education points to maintain his State Water License.
- 12/7/10: Four owners' campers froze overnight. Maintenance helped thaw them out.
- Completed, annual inventory of all maintenance property.
- 12/27/10 and 12/30/10: Unfroze owners' water, at sites 49 and 7.
- Measured and verified site lengths and slide out information as requested by Office to update Map of the Park.