

Maintenance Managers

Monthly March Report 2009

January 13, 2009

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

To: Board Members

Work completed by Maintenance personnel from dates 1-14-2009 thru
3-13-2009

Campers Moved:

- Moved 51 campers. This time last year, we moved 12 campers.

Grounds:

- Repaired or replaced bulbs at Site lights 206, 271, 11, 288, 122, 140, 141, 142, 143, 159, 175, 177, 20, 222, 227, 239, 241, 218, 122, 281, 312, 127, 256, installed new Site light and post at 257, 69, 301, 303, 305, 187.
- Repaired cable TV at Sites 257, 170, 255, and 263
- Checked electric on Site 263
- Repaired the following frozen pipes and spigots at Site's 245, 256, 301, 120, 194, 195, 139, 137, 178, 283, 64, 135, 22, 121, 283, 247, 231, 211, 221, Pipe under Activity Building, and pipe in 300 section booster pump house.
- Repaired water leaks or replaced spigots at Sites 22, 25, 225.
- Completed 260 foot retainer wall in Area 1.
- Made 10 new picnic tables.
- Turned water off to Areas 2, 6, 3, and 4 while we were closed.
- Trimmed shrubs at Entrance.
- Moved campers out of the way to put gravel down in H and E lots.

- Relocated 9 campers out of B-lot
- Blew off and vacuumed up leaves through out the Park.
- Had 24 Leyland cypress trees planted in H-lot. We put time release fertilizer sticks around them, and have been watering them weekly with a 250 gallon water tank we borrow.
- Patch holes in the road with asphalt, and around all the new post of the retaining wall in Area 1.
- Cleaned up around satellite building 300 section.
- Put up 5 new stop signs and painted stop lines on road.
- Built a retaining wall at Site 75.
- Rebuilt deck and handrails at Site 77, and 187.
- Rebuilt deck only at Site 288.
- Cleaned all upgraded sites and put down gravel where needed.
- Installed all new main drain covers in both pools to comply with the Virginia Graeme Baker Pool and Spa Safety Act. This required draining and refilling both pools.
- Added chemicals to both pools to balance new water after refilling.
- Put enzymes in all septic tanks twice.
- Power washed Clubhouse side walks, and lower pool deck.
- Power washed Clubhouse porch, and cleaned stone above outside fire place.
- Flushed Park's fresh water system and changed oil in both chlorinator pumps.
- Turned all water back on to the Park.
- Repaired exit gates, replaced worn out shoulder bolts and reinforced motor.
- Had 26 stumps ground down throughout the Park.
- Had 6 trees cut down throughout the Park.
- Cleaned up leaves at tennis courts and power washed.
- Seeded and hayed 2 acres of exposed soil in H-Lot .
- Cleaned out storm drain in C-Lot.
- Spread gravel on Site 170.
- Repaired picnic table Site 110.

- Replaced security light at Bath House 2, with 3 site lights up the steps to the Bath House. Old light pole was rotten and unsafe.

Buildings:

- Finished remodeling Clubhouse bathrooms.
- Sanded and sealed Clubhouse floors
- Installed new faucet and repaired noisy exhaust fan in Maintenance Shop bath room.
- Replaced one blind in Cabin 41 and repaired two.
- Installed new sink in Cabin 41.
- Repaired shower door, Light fixture, and shower rails in Bath House 5.
- Repaired leaky faucet and shower in Bath House 2.
- Picked up new couches and reupholstered chairs for Clubhouse.
- Moved all furniture back into Clubhouse.
- Installed 3 new ceiling fans on Clubhouse porch.
- Replaced unsafe receptacle upstairs Clubhouse.
- Installed new ballast in fluorescent fixture Clubhouse.
- Put new shelf above washer and dryer in Housekeeping work space.
- Cleaned out gutters on Cabins.
- Replaced burned out bulbs in Bath House 4 and 2.
- Started work in lower pool bathrooms, ground floors down to bare concrete, prepped and painted walls. Installed new toilet bowl floor flanges. Ordered new exterior doors, bench material, and counter tops. 50% complete

Rentals:

- Winterized Rentals 13, 8, 2, 3,
- UN-winterized all rentals, installed new anode rods, and filled with propane as needed.
- Installed new blinds in rentals as needed. Five 48", two 30", and one 18".
- Replaced door handle, and kitchen faucet in Rental 64.
- Replaced 3 hot water tank elements.
- Broke down Rental 2 to be sent out for warranty work. Put back on site and set up.

- Modified ends of beds in Rental 64 and 150 to make it easier to walk around as per Housekeepings request.
- Replaced water supply inlet on Rentals 131, and 135.
- Replaced radio in Rental 64 with a good used radio we had in stock.
- Caulked Rental 8 due to a leak.
- Repaired slide out rubber gasket in Rental 125.
- Caulked around windows in Rental 150 due to a leak.

Activities:

- Took aluminum cans to recycle station.

Equipment Maintenance:

- Put two rear tires on f-250
- Put four rear tires on the new f-350 and replaced the battery which was under warranty.
- Replaced battery cable ends on Kubota tractor.
- Cleaned trucks inside and out.
- Installed new batteries in golf cart #7.
- Changed oil and serviced both pressure washers.
- Had f-305 dump truck serviced.
- We repaired running lights, Turn singles, and head light on f-350 dump truck.
- Replaced Gas pump, vacuum pump, transmission modulator, transmission filter, and oil on f-350 dump truck.
- Repaired ground wire on case backhoe.

Administration:

- Call around for best prices on truck tires.
- Got bids for Leyland cypresses and seeding in H-lot.
- Scott Boyd and Chip Gossnell attended certified pool operator school.
- Researched and purchased new main drain grates for both pools.
Vac-alert system for upper pool is also needed due to the fact it only has

one main drain. This put us in compliance with new federal law. Virginia Graeme Baker Pool and Spa Safety Act

Planned work and purchases for up coming month:

- Finish roof repairs on Rental 221.
- Install culvert behind laundry.
- Repair sidewalks around Clubhouse.
- Plant grass in front of Clubhouse.
- Order dumpster to clean up debris from winter projects dumped in A-lot.
- Finish lower pool bathrooms.
- Install salt water systems at both pools.
- Install vac-alert system at upper pool.