

Maintenance Managers

March 2010 Report

March 16, 2010

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

To: Board Members

Work completed by Maintenance Personnel from 11/16/2009 thru 03/12/2010.

Campers Moved:

- Moved 208 campers. This time last year we moved 230 campers.

Grounds:

- Upgraded 12 sites in Area 2 to 50 Amp service. All new wire runs were run in conduit. Also installed yard hydrants, new site lights, and ran new cable TV to these sites. Widened 10 of these sites to 5 foot on the hook-up side; had to cut down approximately 25 trees to accomplish this. Took down over 500 feet of old rail road tie retainer wall. Disposed of rail road ties in roll off dumpsters provided by Waste Management which was then hauled off the property. Rebuilt 770 feet of pressure treated retainer wall. Extended four of the pads, and installed sewer on Sites 62 and 63 which previously had no sewer. This project is about 90% complete at this time due to the extreme winter we had. It is expected to be completed in about 30 days.
- Change out two light bulbs on the dam lights.
- Checked cable TV at the following sites, 272, 273, 274, 110, 239.
- Repaired the following site lights, 203, 67, 35, 2, 3, 275, 142, 145, 156, 35, and 186.
- Cut down 5 dead trees in Area 4.
- Maintained and clean Lower Pool as needed.
- Changed out bad 200 Amp breaker in Area 2 distribution box.
- Added monthly enzymes as needed.
- Cut tree limbs at Chapel.
- Winterized pool heater at Lower Pool.
- Cut, split, and delivered fire wood as needed.

- Repaired the following water line breaks and or frozen pipes: Area 1 under road by Site #16, Area 3 under road by Site 115, Frozen line at Sites 115, 159, 250, 11, 6, 9, 213, 13, 259, 237, 245, 274, 278, 281, 224, 223, 207, 128, 136, 133, 124, 49, 304, 296, 305, 236, and 111. Main feed line coming off of Well head #2 froze and broke. This was repaired. Lines under Activity Building froze and broke had to replaced 50 feet of water line. Repaired 2 inch feed line to Upper Pool that froze and broke. Repaired frozen water line under Chapel walkway. Reinsulated all water lines at Well #1 300 section.
- Found broken water line under pool deck at Lower Pool. Determined it is the line that feeds the waterfall. We shut off valve in Pump House which feeds waterfall. Plans are to reroute line around pool as not to tear up pool deck.
- Closed Well #2, Area 4 for winter drained system in Areas 3 and 4
- Had all four fresh water storage tanks cleaned inside and out by "Plastic Werks" in Cleveland who are confined space qualified, required by OSHA . We then shocked the tanks with high levels of chlorine and flushed distribution system as required by EPD.
- Poured and finished 18 yards of concrete to repair five holes in road from water line repairs. .
- Fabricated a storm drain and installed a new culvert under road at Entrance/Exit by evergreen. Have plans to build a small retainer wall out of pressure treated lumber around island and finish asphaltting around drain and up to wall.
- Trimmed all shrubs at Lower Pool and cleaned out leaves.
- Trimmed bushes and vacuumed leaves in Area 1 of Park.
- Replaced broken security camera that covers play ground, camera was still under warranty.
- Replaced bad receptacle at Golf Cart Storage.
- Repaired the picnic table at Site 243.

Buildings:

- **Clubhouse**
 Fabricated puzzle table and installed track lighting above it.
 Fabricated a computer table with four individual stations.
 Enclosed bottom of beams to hide exposed electrical wires to meet electrical code.
 Installed all new light fixtures on first floor of Clubhouse.
 Boxed in area above pool table to hide exposed wires.
 Installed two new ceiling fans and two light fixtures above pool table.
 Installed new carpet under both pool tables.
 Installed six new brass floor outlets to meet electrical code.
 Removed upstairs window re-glazed and reinstalled window.
 Repaired all torn and broken screens.
 Replaced screens over exhaust fans, and fabricated new wooden covers for winter months.

- Installed 3-0 door going from dining room to new storage room in Activity Building.
- Installed a 8 foot ceiling in Activity Building storage room to hide exposed wires to meet electrical code.
- Installed a 2-0 door in Activity Building storage room for a secured storage closed, with shelving.
- Installed four new light fixtures in Activity Building storage room.
- Relocated heater in storage room Activity Building.
- Installed three sets of shelves in Activity Building storage room.
- Modified old pantry to accommodate movie screen, and popcorn machine.
- Repaired noisy exhaust fan ladies room Clubhouse.
- Patch hole in shower floor Bath House #5.
- Installed six ADA toilets and grab bars to ensure there is at least one handicap stall in all Bath Houses men's and ladies side and Activity Building.
- Repaired frozen water lines and shower mixing valve Cabin 41.
- Repaired commode, ladies side, Bath House #1.
- Removed all furniture from Clubhouse, for housekeeping to wax floors. Put all furniture back.
- Replaced supply room door Bath House #4.

Rentals:

- Replaced light in Rental 167.
- Replaced commode in Rental 196.
- Sanded and painted air intake grates on all Dutchmans.
- Replaced blind on door, Cabin 41.
- Replaced blind by kitchen table Rental 22.
- Replaced high temp thermal cut off in microwave Rental 196.
- Repaired top kitchen draw in Rental 231.
- Filled propane in rentals as needed.
- Checked all rentals and installed heat tapes as needed on outside water lines.
- Thawed out Rental 250.
- Unfroze Cabins 40 and 41.
- Thawed frozen water lines on rentals, as needed, for Housekeeping to deep clean prior to us being able to winterize them.
- Winterized and un-winterized all rentals.
- Repaired sliding door Rental in 221.
- Repaired curtain holder rod Cabin 40.

Activities:

- No Report

Equipment Maintenance:

- Welded new trailer coupling on aluminum can trailer.
- Worked on Golf Cart #1 cleaned battery terminals and replaced cables.
- Repaired flat front tire on Kubota tractor.
- Repaired loose wire on Golf Cart #3.
- Changed out bad battery in Golf Cart #2.
- Replaced rear tire on Kubota tractor due to side wall puncture.
- Removed topper from Security Truck and reinstalled it, to have leaking rear window repaired.
- Repaired frozen drain line on shop compressor.
- Did preventive maintenance on blowers.

Administration:

- Tree limb fell on roof of camper in G-lot. We removed limb covered hole to prevent further damage and notified owner.
- Helped five owners thaw out their water and/or sewer lines 1/02/2010 and 3 owners on 1/03/10.
- Removed old desk from Office and fabricated a new computer work station.
- Took quarterly fresh water samples and sent out.