

Maintenance Managers Report, June 2010

June 15, 2010

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

To: Board Members

Work completed by Maintenance Personnel from 5/18/2010 thru 06/15/2010.

Campers Moved:

- Moved 512 campers. This time last year we moved 549 campers.

Grounds:

- Cut grass twice throughout the Park and leach fields once.
- Clean out storm drains throughout the Park.
- Put own asphalt patch in driveway holes at Rental 59.
- Fabricated new access door for Fish Cleaning Station.
- Repaired or replaced the following Site lights:
199,228,171,267,271,204,259,119,275,and 126
- Repaired or checked cable TV at the following sites: 59, 55, 54, 181, 270, 296,
268, 277, 268, 67 and 278
- Replaced two deck boards at Site 143.
- Sprayed for poison ivy around Site 259.
- Changed out leaking yard hydrant Site 242.
- Checked power at the following sites: 44, 246, 111, 69, 295, 58, 206, 17 and 309.
- Adjusted security camera facing Lower Pool.
- Installed new street light by Clubhouse.
- Replaced 50 amp breaker at Site 28.
- Back filled retaining wall by tennis court.
- Repaired water line, and cut down tree at Site 276.
- Blow off 300 Section, where we have been getting dirt to back fill tennis court wall.
- Put down pine straw at Activity Building.
- Repaired picnic table Site 138.
- Removed pine tree from behind Site 73.

- Replaced picnic table at Site 145.
- Repaired water leak on Site 96.
- Installed new street light fixture at Playground.
- Worked on lights at Golf Cart Parking.
- Put down gravel at Golf Cart Parking Lower Pool.
- Cleaned both pools every day.
- Back drug ruts in storage lots with back hoe.
- Washed down mud out of road by propane tank.
- Replaced spigot and repaired broken water line Site 194.
- Closed Upper Pool for 7 days to clean mud washed in from heavy rain, patch deck where loose concrete was picked and peeled off over the weekend, and install storm drain in sidewalk.
- Chipped up flaking concrete at Upper Pool and put down concrete patch on pool deck.
- Installed sidewalk storm drain at Upper Pool next to gate going to the Pavilion from pool. To prevent muddy water from entering pool after a hard rain.
- Put down hay at Site 298.
- Clean out storm drains throughout the Park.
- Repaired water leak Site 231.
- Replaced starter capacitor at sewage lift station, pump still drawing too many amps. Midway Electric pulled pump again and will repair under warranty.
- Added monthly sewage enzymes.
- Repaired picnic table Site 243.
- Installed 30 amp breaker and 30 amp receptacle at Site 309.
- Repaired rotten deck boards on Site 4, 142 and 20.
- Cut back brush on Site 314.
- Changed out 30 amp receptacle at Site 127.
- Removed grills from Site 131 and 122. Reinstalled at new rental sites.
- Repaired water leak at Site 212.
- Put down gravel Site 121.
- Picked up limbs and brush piles throughout the Park.
- Removed fallen tree from Site 58.
- Replaced GFI at Site 222.
- Ran new electric line to Site 305 site light.
- Well #1, single wires from the water tanks to pump that turn pump on and off automatically, as water is needed, are shorted out. May be due to lightning. Looking into a wireless system. At this point we are turning pump on and off manually.
- Put down gravel Site 169.
- Cleaned up sewage that was spilled on Site 305.

Buildings:

- Repaired broken water line in Bath House 5 behind hot water tank
- Repaired two shower floors in Bath House 4 ladies side with fiberglass matting.
- Worked on freezer in Activity Building which was making noise.
- Replaced light bulbs in Bath House 1 and 3.
- Took down exhaust fan covers on all bath houses for the summer.
- Installed room darkening shades on all windows in Activity Building for movies.
- Mounted cabinet and microwave in Activity Building over electric stove.
- Replaced thermostat in Bath House 2.
- Repaired leaking commode at Lower Pool.
- Unplugged gutters at Holey Board.
- Repaired leaking water line in pool supply room at Lower Pool.
- Planed sticking door in Bath House 1.

Rentals:

- Repaired water damage in Rental 64. Removed left rear inside corner wall panels from floor to ceiling, removed 2ft by 2ft section of flooring, found leak in roof corner and window, caulk window and roof seam. Replaced all rotten studs and flooring. Purchased new wall panels and replaced. Moved rental back to Site 64 from shop.
- Installed two new mini-blinds in Rental 231.
- Repaired lockset in Rental 221.
- Checked all rentals to be sure slide-outs work. Housekeeping will be running in slides if unit is vacant.
- Replaced two set of mini blinds, and a fuse in Rental 167.
- Replaced bulb in stove hood Rental 64.
- Filled propane in rentals as needed.
- Repaired microwave Rental 125.
- Repaired water leak at Rental 22.
- Repaired AC Rental 67.
- Repaired water leak at hot water tank Rental 13.
- Brought Rental 125 to shop and repaired water damage to left front corner of camper, replaced rotten studs, inside paneling and caulked roof seams. Rental is back on Site 125.

Activities:

- Fabricated 4 new holey boards.
- Purchased 17 cubic ft refrigerator and installed it in Activity Building pantry.
- Picked up and returned grill from Community Bank in Cleveland for Memorial Day cook out.

- Brought down picnic table to Activity Building for cook out.

Equipment Maintenance:

- Repaired head lights on Security Golf Cart and changed out a battery cable.
- Pulled rear flat tire on Kubota and took to Cleveland for repair.
- Replaced one battery and two cable wires on Golf Cart #1.

Administration:

- Work on material estimates upcoming winter projects.
- Met with contractors for estimates on resurfacing pool decks.
- Met with EPD and sent out paperwork to close storage lot permit.
- Maintained equipment preventive maintenance program.
- Took daily water samples and maintained paper work, as required by EPD.
- Sent out quarterly water samples to EPD.
- Started a log sheet to inspect swings and all Playground equipment semi-annually.