

Maintenance Managers Monthly September Report 2008

September 10, 2008

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

To: Board Members

Work completed by Maintenance personnel from dates 8-11-2008 thru
9-09-2008

Campers Moved:

- Moved 430 campers. This time last year we moved 371 campers.

Grounds:

- Replaced all receptacles in 50amp box on Site144 after campers cord got hot and burned up electric box and campers plug.
- Was called to Site 53 three different times for breakers tripping. Inspected all wiring and replaced all breakers involved.
- Replaced all breakers and receptacles in Site 59 electric box.
- Replaced 30 amp receptacles at Site112, and 164.
- Repaired water line leak underground near road at Site 12.
- Repaired water line leak under road near Site 112.
- Repaired water line leak underground at Site 59.
- Repaired water line leak underground behind Site 4.
- Replaced 7 photo eyes throughout the Park.
- Inspected and reset breaker at Site 7.
- Repaired or replaced bulbs in 17 site lights

- Fabricated and installed new site light poles at 194, 73, 74, 75, 76,77, and 271.
- Replaced broken deck boards on Site 117, 10.
- Added sewage enzymes to all septic tanks.
- Installed 3 new 1000 roll doggie bag dispensers.
- Cut down trees behind Site 308 to make for a 4ft overhang.
- Braced cross ties at golf cart parking Clubhouse.
- Sprayed some of the storage lots for weeds, cleared bank in D-lot for more storage.
- Completed weedeating on bank along highway area one.
- Cut grass twice.
- Moved overflow trailers back and forth from storage behind Site 122.
- Power washed Site 143.
- Put “Cost to Camp” sign back out on road by Entrance.
- Filled pot hole Site 157 with asphalt.
- Lowered utility pole Site 112.
- Repaired picnic table Site 37, and 115.
- Put gravel down at Site 217.
- Painted sign by road.
- Work on washed areas in H-lot.

Buildings:

- Repaired faucet at Bath House 2.
- Planed sticking shower door Bath House 1.
- Repaired shower in Bath House 1.
- Replaced a ceiling fan on Clubhouse porch.
- Changed out lockset in Activity Building bathroom.
- Put down two commode floor flanges in Bath House 5.
- Remounted toilet paper holder in men’s room Clubhouse.
- Repaired exhaust fan in activities Kitchen.
- Installed new interior door in Activity Building Kitchen.
- Installed new pilot tube and thermal coupler on Kitchen oven.
Manufacturer recommends pilots to remain lit. Manufacturer also does not recommend putting an automatic igniter on the oven due to liability.

Rentals:

- Repaired water leak Rental 125.
- Replaced microwave in Rental 196.
- Washed outside of all Rentals.
- Installed new wall bracket for TV in cabin 41.
- Replaced TV in cabin 41, and 39 due to lightning strike.
- Replaced hydraulic pistons under bed in Rental 131.
- Repaired leaking shower in Rental 150.
- Repaired draw rails next to bed in Rental 150.
- Sealed roof top on Rental 64.
- Replaced Kitchen faucet in Rental 131.
- Replaced shower head in Rental 8.
- Replaced hot water tank in Rental 135.
- Replaced broken radio in Rental 225.
- Welded hole in old hot water tank out of Rental, we now have a spare.
- Repaired DVD player Rental 167.

Activities:

- Helped set up and take down Clubhouse for dance.
- Setup and took down Clubhouse for meet the candidates.
- Took guard truck to Gainesville to have topper installed.
- Recovered Holy Boards.
- Took juke box out of Clubhouse, brought to maintenance shop waiting to go out for repair.
- Made two 6ft fences out of pine for decorations at annual meeting.
- Made “Unicoi Springs Corral” sign for decoration at annual meeting.
- Looked into getting smoker for pig for annual meeting.

Equipment Maintenance:

- Installed 48 volt to 12 volt converter on security’s golf cart to run head lights.

- Cleaned all vehicles inside and out.
- Checked all fluids in service truck, added transmission fluid.

Administration:

- Started a written preventive maintenance program.
- Worked on bids for electrical upgrade area 2.
- Took and sent out quarterly water samples.

Planned work and purchases for up coming month:

- Paint cross walk on road, and put up two signs coming from gate at London trail going over to Clubhouse.
- Install a locking gas valve on Kitchen LP line.
- Continue working on decks and rails.
- Continue spraying storage lots for weeds.