

Maintenance Managers

Monthly January 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 11-13-2008 thru
1-13-2009

Campers Moved:

- Moved 230 campers. This time last year we moved 166 campers.

Grounds:

- Repaired or replaced bulbs at Site lights 274, 49, 55, 57, 85, 140, 258, 268, 172, 174. Built new Site lights at 301, 305, 53, 54, 55, and 69.
- Repaired cable TV at Site 140.
- Repaired the following frozen pipes and spigots at Sites, 3, 4, 7, 8, 116, 122, 196, 221,
- Repaired water leaks or replaced spigots at the following Sites 140, 214, 196, 250, 150, 3, and at well #1 weight of concrete truck broke water line in the ground, while pouring upgraded Sites.
- Worked on electrical upgrade, Sites 70-77 electrical part 100% complete.
- Worked on pad extensions 100% complete. The following pads were extended, 53, 54, 55, 59, 60, 61, 73, 74, 75, 76, 77
- Replaced a 50 amp receptacle Site 209.
- Cut down tree at Site 294, cut up fallen tree at Site 121.
- Rented walk behind concrete saw to prepare holes in road for concrete. Patches in roads are at Sites 76, 77, 69, 50, 31, 112, 194, 4, 111, and 10.

- Formed and poured 60 yards of concrete, pad extensions, all holes in road, and ramps at Chapel and Site 48.
- Repaired deck at Site 24.
- Maintained lower pool changed out and cleaned cartridge filters.
- Replaced deck boards at the following Sites 24, 51, 59, 68, 276, 281, 282, 285, 60 and 20.
- Checked Bean Creek gates, repaired as needed.
- Worked on retainer walls at Sites 73 and 74.
- Cleaned out all storm drains.
- Started work on 237ft retaining wall in Area 1, 70% complete.
- Rebuilt deck at Site 286.
- Replaced bad check valve in Well #2's water distribution system.
- Organized and inventoried all storage campers in storage lots.

Buildings:

- Replaced 8ft light Bath House #1.
- Sealed office windows with weather stripping.
- Replaced toilet seat Bath House 4 ladies side.
- Deep cleaned shop. Striped and waxed office floor.
- Repaired leaking sink, Bath House #2 Women's side.
- Installed exhaust fan and switch in Activity Building bathroom.
- Installed new ballast in light fixture at laundry room.
- Install new light fixture in Bath House 4.
- Adjusted door in Bath House 1.
- Started work on remodeling Clubhouse bathrooms to meet ADA standards, 25 % complete.

Rentals:

- Winterized Rental's 127, 135, 22, 131, 125, 150, 196, 231 and 122.
- Installed new door latch on Rental 127.
- Tightened shower faucet in Rental 125.
- Filled Rentals with propane as needed 6 times.

- Replaced water hose, Rental 131.
- Refinished all kitchen cabinet doors in Rental cabins.
- Replaced kitchen table brace Rental #8.
- Replaced water hose on Rental #131.
- Blew off leaves from roofs and slides on Rentals.
- Pull paneling back in Rental #221, to repair mold problem and find source of leak. Caulked windows and side seams. Will seal roof when weather permits.
- Sealed roof on Rental #8.

Activities:

- Tried to fix juke box.

Equipment Maintenance:

- Did quarterly maintenance on all golf carts.
- Serviced Case Backhoe - greased and checked all fluids.
- Replaced fuel pump, vacuum pump, and changed oil/filter, in service truck.
- Fabricated ball hitch for a golf cart.
- Replaced batteries in golf cart #8.
- Patched a hole in front fuel tank, on dump truck.
- Replaced blown out rear tire on Kubota tractor.

Administration:

- Replaced cover on storage camper after being damaged by owner pulling his camper out of storage.
- Completed annual Maintenance inventory.
- Inventoried all Maintenance tool bags. Missing 3 screwdrivers and 1 wire cutter.
- Worked on bids for pool salt water chlorinators.
- Worked on Long Range Maintenance Plan.
- Completed Annual Performance Evaluations.

Planned work and purchases for up coming month:

- Finish repairs on Rental 221.
- Juke box to be sent out for repair?
- Finish Clubhouse bathrooms.
- Finish retaining wall Area 1.
- Build spare picnic tables.
- Work on decks and retaining walls at camp Sites.
- Put tires on F-350 and F250.
- Service F-350 dump truck.
- Buff wood floors in Clubhouse
- Take aluminum cans to recycle station.
- Build retainer walls at Sites 75, 76,
- Finish landscaping on all upgraded sites.