

Maintenance Managers

Monthly October Report 2008

October 15, 2008

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

To: Board Members

Work completed by Maintenance personnel from dates 9-10-2008 thru
10-16-2008

Campers Moved:

- Moved 535 campers. This time last year we moved 342 campers.

Grounds:

- Worked in Area 4 burying any exposed wires.
- Rewired light and installed new switch at horse shoe pits Area 1.
- Repaired broken see saw at Playground.
- Power washed curbs at Front Entrance and Clubhouse sidewalks.
- Mr. Rice volunteered and painted curbs at entrance. *Thank you!*
- Cut grass twice.
- Repaired or replaced bulbs at Site lights 287, 289, 257, 215, 270, 244, 137, 282, 257, 279, 229, 207, 209, 208, 210, 211, 228, 85, 90, 83, 193, 198, 253 and sidewalk light at Bath House 3.
- Repaired and replaced breaker box roof top that was knocked down by a vehicle Area 1.
- Repaired cable TV a Site's 219, 137, 263, 192, and 168.
- Repaired utility post Site 298, moved utilities to back of Site after motor home ran over utility post.
- Closed and winterized Upper Pool.

- Repaired broken sewage fitting at 305.
- Replaced GFI receptacle at Site 177 utility post.
- Expanded overflow trailer storage Area.
- Cut some limbs from Sites and roads, mainly pine circle.
- Made new septic tank marking posts and installed them at each tank.
- Replaced some broken deck boards on decks.
- Cut and split fire wood.
- Replaced picnic table Site 205.
- Purchased new camera and ran new cable to get playground S--ecurity camera working again.
- Rebuilt and painted fire wood rack by Site 226.
- Poured concrete around drain pipes to prevent washing under the pipe in Storage Lot H.

Buildings:

- Replaced 2 exhaust fan motors in Kitchen Activity Building.
- Painted Clubhouse steps and ramps with non-skid.
- Touched up base boards with paint, in men's and lady's rest room, Clubhouse.
- Installed exhaust fan switch in bath room at Activity Building.
- Replaced shower head Bath House 4.
- Repaired exhaust fan Bath House 2 women's side, fan was vibrating.
- Replaced missing globe and bulb, Bath House 2 outside light.
- Repaired supply line leak, Bath House 2 ladies side.
- Replaced two broken toilet seats, Bath House 2 men's side.
- Installed new commode floor flange, patched around exiting waste line with concrete, set commode and replaced flush handle. Men's side Bath House 3.
- Replaced 8ft bulb in Bath House #2.
- Painted trim on Laundry Room door.
- Installed locking gas valve on propane line in Activity Building kitchen.
- Replaced faucet on deep sink upstairs Clubhouse.

- Replaced a baseboard floor tile in Bath House 3 and caulked some floor tiles in Bath House 2.
- Replaced 8ft light fixture in Bath House #4.
- Repaired lockset in Clubhouse.

Rentals:

- Check and filled all Rental's, with propane twice.
- Repaired water supply line leak Rental 131.
- Repaired commode Rental #3.
- Repaired sofa in Rental 221, straightened bent bars and reinforced them with angle iron.
- Installed new switch for light in Rental 64.
- Remounted towel rack in Rental 64.
- Caulked shower and leaking window in Rental 150.
- Power washed decks at Rental 64, and 182.
- Repaired sticking lockset at Rental 131.
- Replaced screen in door Rental 64.
- Repaired valance in Rental 231.

Activities:

- Build 12'x12' DJ stand out of 2x6, installed electric.
- Moved 10 picnic tables to Clubhouse.
- Brought split wood to Clubhouse porch 4 times.
- Set up Clubhouse for open Board Meeting, broke down from open Board Meeting and set up for 25 Anniversary pig roast dinner. Put Clubhouse back together the following day.
- Cleaned and filled all fish feeders.

Equipment Maintenance:

- Welded new angle iron behind rear window on dump truck.
- Checked brake lights on Security Truck.
- Installed new wiper blades on dump truck.
- Installed new windshield Golf Cart #1.

- Installed new forward/reverse controller in Golf Cart #1.
- Patched driver's side front tire on F-350 dump bed.
- Plugged inner right rear tire on 2007 F-350.
- Change out 7 way trailer towing plug on F-250.
- Cleaned and restock service truck.
- Installed on board computer in golf cart #1.

Administration:

- Bob Meeks attended Class 4 Water Training in Carrolton, Ga.
- Notified Square Deal that Area 2 upgrade has been postponed.
- Made up two new septic tank location maps and laminated them.
- Worked on bids for alternate 2008-2009 Maintenance Winter Projects.

Planned work and purchases for up coming month:

- Close and winterize Lower Pool.
- Juke box out for repair?
- Install new culvert behind Laundry Room.
- Replace 3 old in-ground water valves.