

# Maintenance Managers Monthly Report October 2009

October 12, 2009

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

To: Board Members

Work completed by Maintenance Personnel from dates 9/15/2009 thru 10/12/2009.

## **Campers Moved:**

- Moved 381 campers. This time last year we moved 535 campers.

## **Grounds:**

- Repaired cable TV at the following sites: 302,179, 263, and 291.
- Repaired the following site lights: 142, 143, 145, 156, 157, 253, 261, 24, 225, 194, 121, 248, 24, 237, 253, replaced photo eye at Site 112, replaced one street light at Site 28, and repaired street lights at Site 211 and the top of Cardiac Hill. Repaired walkway light on Al London Trail.
- Had fence installed around fresh water storage tanks in the 300 section, as required by EPD.
- Built breaker box stand and installed it in Area 2 for new 50amp upgrade.
- Trimmed limbs and bushes throughout the Park, as requested by work orders.
- Removed old rotten insulation, and re-insulated booster pump house 300 section.
- Cut grass and weeded twice.
- Back drug all storage lots and Upper Pool Parking Area as needed due to rutting from heavy rains.
- Unclogged storm drains as needed during heavy rains.
- Put down gravel at Sites 224 and 191.

- Checked power at the following sites: 392, 125, and 12.
- Snaked out sewer on Site 312.
- Replaced water spigot Site 7.
- Replaced 30amp receptacle Site 220.
- Cut grass on leach fields twice.
- Blew off leaves around Clubhouse side walks as needed.
- Cleaned lower pool as needed.
- Put in monthly and weekly enzymes to septic tanks as scheduled.
- Reinforced deck at Site 119.
- Repaired leak at check valve well house. #2.

### **Buildings:**

- Repaired commode ladies room clubhouse.
- Worked on Fire Marshals Inspection list in Activity Building and Clubhouse, Activities Bldg:  
 Installed drop ceilings in bath room, hallway, and pantry to cover exposed wires.  
 Installed new light fixtures with covers in hall way and pantry  
 Installed receptacle for TV and lowered TV shelf.  
 Covered all exposed wires.  
 Worked on labeling all breakers in breaker boxes. Still in progress.
- Replaced door knobs with lever-type door knobs on all exit doors  
 Clubhouse:  
 Removed propane heater from next to exit door.  
 Install a new light with cover in upstairs storage area.  
 Replaced door knobs with lever type door knobs on all exit doors
- Planed down two sticking shower doors Bath House 3, and 4.
- Extended handicap rail on ramp to Activity Building.
- Replaced two 8ft bulbs in Bath House 5.
- Fabricated No Smoking sign and hung on Activity Building porch.
- Repaired leaking faucet Bath House 3.

### **Rentals:**

- Repaired igniter on stove Rental 221.
- Patched and sealed roof on Rental 13, where limb went through. Installed ceiling light to cover hole inside.

- Replaced clean out Rental 167.
- Patch the right hand front corner of roof on Rental 64, and tighten all a/c bolts.
- Sealed right hand front corner on Rental 221 roof.
- Caulked window leaks at Rentals 125, and 250.
- Installed new PC board in Rental 150 to repair heater.
- Repaired broken blinds Rental 135.
- Installed new shower head holder in Rental 131.
- Repaired sliding door in Rental 221.

**Activities:**

- Hung projection screen for Annual Meeting in Clubhouse. After meeting, removed screen from Clubhouse and hung in Activity Building.

**Equipment Maintenance:**

- Did preventive maintenance on all Park golf carts.
- Repaired noisy brakes on golf cart #8

**Administration:**

- Scheduled EPD for final inspection on 10/16/09 at 9:00am.
- Started scheduling and ordering material for Area 2 upgrade.