

Maintenance Managers Monthly Report November 2009

November 16, 2009

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

To: Board Members

Work completed by Maintenance Personnel from dates 10/13/2009 thru
11/16/2009.

Campers Moved:

- Moved 488 campers. This time, last year, we moved 501 campers.

Grounds:

- Checked cable TV, and repaired as needed at the following Sites: 23, 291, 162, 219, and 2.
- Repaired the following Site lights: 203, 67, 35, 2, 3, 275, 142, 145, 156, 35, and 186.
- Replaced Site light at Site 20 after old light was knocked down by a vehicle.
- Repositioned security cameras at Clubhouse.
- Worked with HEMC to install new transformer in Area 2 for upgrade to 50 amps.
- Repaired broken sewer line in Area 2.
- Found and repaired broken wire in ground going to Holey Board lights.
- Built 8 new Site lights in shop on a rain day for Area 2 upgrade.
- Built roof for new breaker boxes in Area 2.
- Fabricated and installed a new storm drain grate for drain by Cabin 39.
- Added weekly and monthly enzymes to septic tanks.
- Replaced leaky spigot at Site 34.

- Put down more grass seed on banks in storage lots.
- Grounded new breaker boxes in Area 2.
- Moved potted plants from guard house, to inside Activity Building for winter due to frost.
- Repaired a light at Activity Building.
- Poured 7.5 yard of concrete to make a storm drain in H-lot.
- Prepped hole in road and poured concrete by Site 26.
- Replaced deck board Site 167.
- Cut two dead trees down, one by Clubhouse and the other by Upper Pool.
- Cut, split, and delivered fire wood as needed for park.
- Installed roof on breaker box in Area 2.
- Replaced bulbs in two street lights.
- Checked electric at Site 182.
- Cleaned and checked chemicals in Lower Pool as needed.
- Repaired underground water line leak at Site 139.
- Put down gravel Site 268.
- Cut down 21 trees in Area 2, and removed stumps.
- Filled dog bag dispensers as needed.
- Took out all old cross ties and disposed of them by dumpster in Area 2.
- Dug ditches to lay conduit and wire in ground in Area 2.
- Dug back sites on hook-up side 5 feet that needed it in Area 2.
- Removed rotten bench at Site 305.
- Replaced GFI atp Site 187.
- Snaked out main sewer line by Site 224.

Buildings:

- Replaced commode floor flange in Maintenance Building.
- Tightened commode seat in Men's Room Clubhouse.
- Tightened commode Ladies' Room Clubhouse.
- Stripped and waxed floors in Maintenance Shop.
- Repaired wall-mounted ironing board in Laundry..
- Repaired two leaking faucets Bath House 1.

- Installed vent covers on all bath houses for the winter.

Rentals:

- Found and repaired electrical short in Rental 125.
- Caulked leaky vent pipe on Cabin 41.
- Repaired water leak in Rental 197.
- Repaired water leak and black water leak in Rental 167.
- Checked water heater Rental 13.
- Repaired leak under sink Rental 131.
- Caulked and adjusted side-outs on Rentals 125 and 135.
- Checked rentals weekly for propane, and filled as needed.
- Caulked shower in Rental 150.
- Repaired drawer in Rental 150.
- Replaced blind in Cabin 40.
- Repaired drawer in Rental 250.
- Replaced blind in Rental 22.
- Caulked and cleaned leaves off of roofs on Rentals 150, 250, 283, 64, and 125.
- Repaired door lock Rental 131.
- Replaced co2 detector Rental 22.
- Moved Rental 64 to Site 77 for the winter so we can upgrade Site 64.
- Repaired commode Rental 167.
- Repaired drawer, kitchen faucet leak, and bed in Rental 13.
- Unclogged water line going to Rental 221.
- Replaced broken or missing springs in sofa in Cabin 41.

Activities:

- Halloween party, set up and took down stage in front of Clubhouse, ran electric, put out bails of wheat straw, and bought down more picnic tables.

Equipment Maintenance:

- Took right front Kubota tractor tire to Pritchett tire to be repaired.
- Took F-250 to Jacky Jones Ford for repair. Truck would not go into park. While it was there, had truck serviced and coolant flushed.
- Replaced solenoid in Golf Cart #4, cart would not go in forward or reverse.
- Worked on bleeding hydraulics on dump truck. Dump would not raise past first cylinder.
- Repaired loose wire on Golf Cart #6 checked, and filled batteries, as needed. Cleaned all terminals.

Administration:

- Had budget meeting with Beth Grinder.
- EPD came out on 21 October 2009 for a follow up inspection of Unicoi Springs' drinking water system. All went well. Final report will be mailed.
- Scott Boyd is scheduled for a total hip replacement on the 24th of November 2009. He is expected to be out of work 4-6 weeks.