

Maintenance Managers Report, March 2011

March 17 2011

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

To: Board Members

Work completed by Maintenance personnel from 1/18/2011 thru 3/15/2011.

Campers Moved:

- Moved 85 campers. This time last year we moved 18 campers.

Grounds:

- Cut down 21 trees though out the Park.
- Completed upgrade work in Area 6 and Site's 56 and 57 poured 52 yards of concrete for pad extensions and new concrete patios, in place of the old wooden decks. Installed 3 new storm drain's with grates that were fabricated in the shop. put down rip rap stones for drainage in all ditches. Put down 57 stone along hook-up side of all sites, installed 3 Maple trees, 8 small Holly shrubs and 4 Forsythia. Installed split rail fencing between Sites and around Rental 65. Fabricated roof to cover new breaker panel and installed. Seeded and hayed all exposed dirt.
- Installed aerator in septic tank by Site 118 to help with odor. If this works we will install more systems in other problem Areas. Painted aerator pump house.
- Repaired fence at playground, installed two new gates, and a Section of fence between playground and Site 274.
- Installed new security camera facing Parking lot by Activities Building.
- Repaired the following broken water lines due to freezing 315, 311, 314, 306, 308, 307, 16, 20, 281, 241, 36, 50, 200, 117, 119, 126, 127, 134, 200 Section fire ring, fish station, and deep sink at upperPavilion.
- Replaced broken sight glass on fresh water tanks in Area 3.
- Cut and split fire wood, filled all fire rings and put excess split wood in trailer storage Area.
- Called in stump grinder to remove 22 tree stumps.
- Fabricated new site light posts for 21, 22, 237, 199, 53 and installed.
- Installed new grill and put down gravel at Rental 22.

- Poured concrete at entrance to Site 73, to keep campers from dragging.
- Repaired pot hole on road going to Maintenance Shop.
- Ran new TV cable to Site 279.
- Repaired broken sewer line at Site 20.
- Removed all signs attached to trees.
- Moved extra dog walk station to 300 Section near Site 316.
- Repaired water line brake under road at Site 51 and poured concrete.
- Repaired water sewer and cable on Site 239 after stump grinder damage them.
- Pickup one load of sand and spread it at Playground.
- Repaired hole in side walk at Activities Building.
- Repaired site light at 199.
- Turned water on to Area's 3 and 4 filled and checked system.
- Repaired broken water line, and moved water line back on Site 117.
- Installed new photo eye on 246.
- Blew leaves off entire Park.
- Trimmed bushes at Clubhouse.
- Repaired or changed bulbs in 80 Site lights prior to opening Park.
- Cleaned Lower Pool as needed.
- Repaired water line break under road at upperPavilion.
- Replaced frost free faucet at Site 245.
- Replaced the sewer coupling at Site 143.
- Repaired walkway site lights at Bath House 2.
- Repaired broken picnic table on Site 32.
- Replaced spigot on Site 233.
- Filled owners LP tanks as needed.
- Cut back rose bushes by Activities Building.
- Performed monthly swing and Playground visual inspection.
- Added monthly enzymes to all septic tanks, and checked for proper operation of all sewage pumps.
- Worked on rebuilding Upper Pool deck.
- Replaced photo eyes at Sites 205, 245, and 235.
- Replaced site light on 233.
- Replaced bulb at Lower Pool street light.
- Repaired cable TV at Site 2.
- Started work on patching chipped and broken concrete deck at Lower Pool.
- Repaired power at Site 241.

Buildings:

- Repaired leaking kitchen faucet in Activities Building.
- Set up Housekeeping with all materials and equipment to paint inside of Bath House 3.
- Replaced broken exit sign in Activities Building.
- Repaired dryer vent in Laundry Room.

- Replaced cable for TV in Laundry Room.
- Replaced ballasts in two Laundry Room light fixtures.
- Put office chair together for Joyce.
- Helped Housekeeping move all furniture out of Clubhouse so they could wax floors and put back when they finished.
- Installed 8ft fluorescent lights over Maintenance Shop work benches.
- Serviced HVAC unit in Security Building.
- Installed new coffee pot in Clubhouse.
- Installed new photo eye on Bath House 5.
- Repaired running urinal Bath House 2.
- Changed out air filters in office and maintenance shop.
- Replaced timer for lights in Bath House 5 ladies side.
- Bath House 3 replaced 8ft light fixture ladies side.
- Repaired leaking faucet, in Activities Building kitchen .
- Installed window fans in Clubhouse.

Rentals:

- Moved Rental 22 to cut large pine tree next to unit, replaced unit back on site after tree was cut.
- Moved Rental 283 to install 50 amp electric, replaced unit back on site after work was completed.
- Moved Rental 221 to Site 65 and Rental 196 to 221.
- Installed new water inlet on Rental 8.
- De winterized all rental units, installed new anode rods as needed.
- Replaced shower hose in Rental 67.
- Replaced water hose end on Rental 58.
- Replaced kitchen faucet Rental 22.
- Replaced hot water heater element in Rental 39.
- Repaired sliding door in Rental 22.
- Replaced hot water heater element and removed one way check valve in Rental 58.
- Filled LP in rentals as needed.
- Repaired leaking back wash connections at Rentals 65, 125, 22, and 221.
- Installed new LP tank in Rental 65 old one had bad valve.
- Repaired leaking water hose inlet at Rental 231.

Activities:

- No Report

Equipment Maintenance:

- Installed two new rear tires on F-250.

- Serviced F-350 dump truck, new battery, and repaired rear fuel tank.
- Took new F-350 to be serviced.
- Took F-250 to Atlas and had seat recovered.
- Pulled hydraulic tank off of Kubota and had repaired.
- North Georgia Machine performed yearly maintenance service to case back hoe and Kubota.
- Repaired chemical dispensing station for Housekeeping.

Administration:

- Maintained Equipment Preventive Maintenance Program.
- Took daily water samples and maintained paper work, as required by EPD.
- Cleaned shop and office and removed garbage weekly.
- Took quarterly water samples and sent out to EPD lab.
- Replaced motor in time clock, office.
- All employees attended CPR training.
- Set up a plan in writing to close and open the Park for winter shut down.
- Obtained 4 estimates to install metal aluminum fence and two gates at Upper Pool
- Obtained estimate from Bartlett landscaping (the same company that does the city of Helen's landscaping) to do our front entrance and maintain it year around.