

Maintenance Managers Report, July 2011

July 12, 2011

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

To: Board Members

Work completed by Maintenance Personnel from 6/16/2011 thru 7/12/2011.

Campers Moved:

- Moved 524 campers. This time last year we moved 432 campers.

Grounds:

- Cut grass in Park, leach fields, and at barn twice this month.
- Put in sewage enzymes in all septic tanks, cycled all lift station pumps.
- Did monthly inspections on all swings and Playground equipment.
- Repaired TV cable at the following sites: 146, 174, 129, 145, 58, 36, 68, 113, 22, 9, 7, 140, 227, and 8.
- Checked or repaired power at the following sites: 280, 36, 226, 8, 37, 65, 23, 129, 141, 2, 21, 9, 12, and 9.
- Repaired or replaced bulbs in the following Site lights, 312, 314, 148, 236, 280, 281, replaced entire Site light at 149. Also replaced photo eye controlling lights from 72-75.
- Dove down in Lower Pool to reattach main drain cover, saving the expense of calling in a diver or draining the pool.
- Cleaned and maintained water quality at both pools daily.
- Use a 6x6x16ft board attached to the forks of the backhoe, to make a boom to lift and remove the lakes cold water drain cover, to make repairs to the cover, and the lakes main drain pipe, saving the Park the cost of a boom truck at \$150.00 dollars every time they would have picked it up, this would have been four times.
- Replaced the bottom of the lakes drain cover with a new piece of 48 inch culvert 3 feet long. Re-welded old expanded metal (debris screen) to top of new 48 inch culvert. Then installed a 24 inch culvert coupling over lakes 24 inch main drain pipe, closing up a 6 inch hole in the side of the pipe. This hole was making the water level of the lake about 6 inches lower. After making repairs the lake level came back up to where it was supposed to be in 4 days.

- Changed out bad 30 amp receptacle in RV boxes at the following sites: 129, 32, 9, 130, 115, and 141 also changed 20 amp breaker at Site 141.
- Changed out both 30 amp breakers and 30 amp receptacle on Site 129.
- Repaired water leak at Site 5.
- Replaced spigot at Site 44.
- Cut limbs back all the way down the back road to A Lot.
- Cut down limbs that were touching camper on Site 54.
- Repaired railing on Site 237.
- Replaced two deck boards on Site 28.
- Repaired broken basketball net at upper court.
- Filled fish food containers and replaced broken lens cover on one feeder.
- Sprayed for weeds in back storage lots and Park.
- Cleaned out storm drain between Cabin 39 and 40.
- Replaced frost free faucet and Cable TV ground block at 256.
- Repaired security street light by chaple.
- Cut limbs at 127.
- Sprayed wasp nest at Clubhouse.
- Salt water generator at the Upper Pool started blowing fuses and giving false readings. Diagnosed the problem to the power supply. Replaced the power supply on generator, it is now working properly.
- Reinstalled one way sign back in area 1.
- Removed fallen tree from camper on Site 140, had rest of tree brought down by tree service.
- Made new site numbers for Site 251 and 289.
- Brought oxygen bottles and machine to Cabin 41.
- Install new bench at Playground.
- Trimmed bushes in area 4.
- Removed angle bench on Site 205 and replaced deck boards.
- Replaced loose and broken decks boards on handicap ramp at Site 250.
- Trimmed limbs around Sites 202-294.
- Repaired water leak at Site 110.
- Replaced 120 volt GFI receptacle in RV box at Site 28.
- Repaired water leak at Site 218, frost free faucet was not opened all the way.
- Removed broken see saw and ordered new parts to replace it.
- Replaced missing sewer cap on Site 302.
- Put down lime on sewage spill Site 175, and 116.
- Trimmed bushes around Clubhouse and sprayed for weeds.
- Replaced bulb insite lights by Golf Cart Parking and at Site 19.
- Cleaned all pool salt water generator cells.
- Cut down tree at Site 4 and hauled off debris.
- Filled LP tanks as needed.
- Sprayed for bees on Site 303.
- Repaired 2 inch discharge line that ruptured at Lower Pool.
- Repaired water leaks at Sites 59, 62, and 2.

- Replaced broken lattice on Playground slide.
- Put new picnic table on Site 194.
- Replaced rotten deck boards on Site 25.
- Repaired water leak at 256.
- Pushed down all dumpsters with back hoe over Fourth of July weekend.
- Sprayed weeds in Lake.
- Reset all timers throughout the Park after power outage.
- Sprayed sprouts on all cut down Bradford Pears.
- Repaired water line break at underground shut off for Site 35, installed new shut off valve and frost free faucet.
- Replaced top on picnic table Site 73 where grill burned a hole through 3 boards.
- Killed fire ants at Site 111.

Buildings:

- Replaced two 8ft light bulbs in Bath House 4.
- Repaired rocking chair on Clubhouse porch.
- Repaired broken end on Upper Pool table in Clubhouse.
- Replaced motor for attic fan in Kitchen.
- Cleaned out gutters on pool Bath House building.
- Painted ramp going into Laundry with Non Skid paint
- Replaced 8ft light bulb in Bath House 2 Men's side.
- Replaced flush valve in Bath House 1 urinal.
- Changed out 30 amp breaker Bath House 1.
- Repaired light over pool table.
- Replaced pressure relief valve in hot water heater clubhouse.
- Checked refrigerator in Activities Building, was working ok, someone left the door ajar.
- Hung painting of Chapel painted and donated by Mrs. Woodward in Laundry. r

Rentals:

- Repaired broken bunk bed in Rental 167.
- Repaired chair in Cabin 41.
- Removed tore liner from sofa bed and had sewn in town then reinstalled.
- Repaired leaking seal in window by left bunk bed Rental 283.
- Replaced range in Rental 283.
- Repaired sticking shower diverter valve in Cabin 40.
- Replaced broken 6ft window blind in Rental 231.
- Replaced missing sink stopper in Rental 66.
- Repaired leak under kitchen sink in Rental 65.
- Repaired broken commode in Rental 167.

- Repaired commode in Rental 125.
- Changed out vanity light in Rental 66.
- Worked on AC unit in Rental 2 was making noise.
- Checked refrigerator in Rental 68 it was still cooling but over loaded.
- Repaired broken blind in Rental 68.
- Replaced commode seat and LP detector in Rental 3.
- Repaired kitchen Cabinets that would not close and caulked tub in Rental 125.
- Repaired pocket door in Rental 135.
- Replaced GFI receptacle in Cabin 40.
- Caulked the top and front corners on Rental 231.
- Replaced double 15 amp breaker in Rental 67.
- Replaced missing springs in sleeper sofa in Rental 40.
- Re-welded broken table and straitened legs in Rental 2, also repaired broken screen.

Activities:

- Installed stage with electric in front of Clubhouse.
- Picked up hay and placed around stage for skirting.
- Repaired the hinges on a table in Activities Building.
- Lit oven in Activities Building frequently.

Equipment Maintenance:

- Overhauled old pusher mower to cut in front of Clubhouse, is working good now.
- Cleveland golf carts performed monthly inspection/maintenance on all carts.
- Installed new hitch heads on both the F-250 and F-350.
- Put up air hose reel in maintenance shop.
- Mounted review mirror on security cart.
- Cleaned all golf carts.
- Installed new Unicoi Springs logo on the side of the F-350 where door was previously repaired.
- Installed new wheel on pool vacuum.

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.
- Completed monthly maintenance report.
- Got estimates to make half of the upper basketball court into a volleyball court.
- Wrote a Hazard Communication Program for Unicoi Springs Camp Resort.

- Our First Safety meeting will be held on the 3rd of August and every first Wednesday of the month after that. Our Zep chemical Rep. Mark Mays will conduct the first meeting on the hazard communication program dealing with chemicals, MSDS, and container labeling this is a annual requirement by OSHA.
- Purchased and put together new office chairs.
- Ordered two pieces of aluminum siding from all rite metal. Then replace damaged metal on side of a storage camper.
- Called for estimates from another tree service for trees to be removed this winter.
- Helped owners who were locked in camper at Site 7.