

Maintenance Managers Monthly Report, July 2012

July 17, 2012

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

To: Board Members

Non routine work completed by maintenance personnel from 6/14/2012 thru 7/17/2012.

Grounds:

- Repaired site lights at sites 226-248, 50,141,28,89,148,35.
- Repaired cable at sites 151, 281, 158, 27, 195, 50.
- Checked power at sites 37, 24, 138, 283, 13, 129 .
- Trimmed tree limbs and shrubs around Park.
- Put new site post and light at walkway to Clubhouse.
- Repaired front entrance lights.
- Cut grass and weed eat as needed.
- Repaired hole in road at Site 281 due to water repair.
- Installed new site lights at 226 ,232, 248.
- Lowered sewer at sites 134,245.
- Sprayed for wasp around Park and Lower Pool.
- Replaced 30 amp breakers at sites 48, 155, 311.
- Repaired water leaks at sites 223, 266, 59, 60.
- Put new frost free faucet on Site 116.
- Repaired septic on sites 157,121.
- Sprayed weeds and poison ivy around Park.
- Replaced photo eyes at Site 70 and Clubhouse.
- Repaired handrail at Bath House 4
- Repaired see saw at Playground.
- Installed new frost free faucets at sites 268, 270.
- Repaired picnic table site 133.
- Repaired deck at site 6.
- Repaired gate latches at Upper Pool.
- Worked with wireless level system on lower well.
- Replace mixing valve and laterals on sand filter at Upper Pool.

Buildings:

- Cleaned/replaced hvac filters.
- Relocated “No Wet Bathing Suits” signs at Clubhouse entrances.
- Repaired urinal in Bath House 1.
- Cleaned roof at golf cart storage and laundry.
- Cleaned out gutters at Lower Pool.
- Repaired pool table upstairs Clubhouse put end back on.
- Repaired toilet ladies side Bath House 4.
- Changed out monitor in security office for cameras.
- Repaired gazebo lights.
- Repaired rocking chair from porch.
- Installed new ceiling fans at Holey Board court.
- Tightened gutters at Clubhouse.
- Repaired door handle at Clubhouse
- Replaced light at Activity Building ramp.

Rentals:

- Worked on ac in Rentals 13 and 65.
- Installed new converter in Rental 13.
- Repaired bedroom door Rental 135.
- Checked power in Rental 283, replaced main breaker.
- Repaired leak at window in Rental 2.
- Replaced microwave in Rental 283.
- Repaired sofa in cabin 40.
- Welded broken sofa frame in Rental 231.
- Replaced toilet in Rental 3.
- Put batteries in Rental 13 and 283
- Repaired outside lights on Rentals 221 and 58
- Replaced water hose on Rental 65.
- Cleaned ac coils on Rental 231.
- Replaced backflow valve in Rental 13.
- Replaced shower door Rental 8.
- Replaced drawer handle Rental 2.
- Repaired curtains Rentals 67 and 231.

Activities:

- Returned stage and picked up straw bales after holiday weekend.

Equipment Maintenance:

- Equipment greased by Maintenance as needed.
- Had heater core replaced in security truck.
- Monthly service and needed repairs on golf carts completed by Cleveland Carts.
- Equipment washed and cleaned out by maintenance.

Administration:

- Added enzymes to septic system.
- Took daily well water samples compliance.
- Moved 450 campers.
- Passed unscheduled pool inspection by County.