

Maintenance Manager's Monthly Report August 2012

Aug 14, 2012

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

To: Board Members

Non routine work completed by Maintenance Personnel from 7/16/2012 thru 8/14/2012.

Grounds:

- Repaired Site lights 280,282,315,141,281,213.
- Repaired cable Sites 129,158,11,121,158,57,209,219,50.
- Checked power Sites 54,240,1,283,9,214,7,35 .
- Trimmed tree limbs and shrubs around Park.
- Repaired handrail at ramp Clubhouse.
- Repaired front entrance lights.
- Cut grass and weed eat as needed.
- Rebuilt 4 frost free faucets in shop.
- Installed new fish feeder at upper side of Lake.
- Cleaned out sewer line Site 45.
- Sprayed for wasp around Park and Lower Pool.
- Replaced 30 amp breakers at 125,310.
- Repaired water leaks 214.
- Installed new post and light Site 162.
- Relocated sewer line on Site 45.
- Sprayed weeds and poison ivy around Park.
- Replaced photo eyes at Site 248.
- Built bridge over creek in area 1.
- Put new picnic tables Sites 1,230.
- Installed new lights at gazebo.
- Started work on new golf cart storage area.
- Put lime on sewer spill Site 243.
- Repaired exit gate after being hit.
- Repaired sewer drain Site 115.

- Repaired handrail Site 233.

Buildings:

- Cleaned/replaced hvac filters.
- Repaired screen in Clubhouse upstairs.
- Replaced light bulbs in Bath House 1.
- Replaced faucet Bath House 1 Men's side.
- Replaced bulbs over puzzle table in Clubhouse.
- Replaced both entry doors at Bath House 5.
- Repaired toilet ladies side Bath House 4.
- Installed new camera upstairs Clubhouse.
- Repaired toilet Men's side Bath House 2.
- Repaired lights in Laundry.
- Checked air conditioner in Activity Building.
- Replaced light bulbs Bath House 3 Men's side.

Rentals:

- Worked on ac in Rentals 13 and 65.
- Installed new converter in Rental 13.
- Replaced part of floor in Rental 150 water damage.
- Replaced water hose on Rental 167.
- Repaired fan in bathroom Rental 150.
- Replaced part of floor in Rental 125.
- Repaired broken tub spout in Cabin 39.
- Repaired water hose on Rental 58.
- Fiber glassed shower floor in Rental 150.
- Repaired leak under sink in Rental 283.
- Repaired outside light on Rental 67.
- Replaced shower head and toilet paper dispenser in Rental 231.
- Repaired oven door in Rental 67.
- Repaired water hose Rental 221.
- Replaced drawer handle Rental 20.

Activities:

- Took aluminum cans to recycler.

Equipment Maintenance:

- Equipment greased by Maintenance as needed.
- Had 2 new rear tires put on skid steer.
- 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 391 campers.