

# Maintenance Managers Report, September 2010

September 13, 2010

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

To: Board Members

Work completed by Maintenance Personnel from 8/17/2010 thru 09/13/2010.

## **RV Units Moved:**

- Moved 420 RV units. This time last year we moved 457 RV units.

## **Grounds:**

- Moved trailers back and forth from long term trailer storage to temp trailer storage by Chapel as needed.
- Removed tree stump from Site 201.
- Repaired or replaced blubs in the following Site lights: 217, 110, 24, 26, 27, 124, 125, 126, 196, 197, 130, 80, 54, 289, 211, 133, 279, 258, 122, 182, and 245.
- Checked and or repaired cable TV at the following Sites: 53, 158, 266, 45, 10, 115, 138, 153, and Activity Building.
- Checked electrical power on the following Sites: 254, 179, 11,
- Replaced water spigot at Site 129.
- Repaired uneven patio paver stones in front of Activity Building.
- Removed dead tree from Site 4.
- Removed tree stump and limbed trees at Site 36 and 37.
- Security camera at Lower Pool not working found it to be unplugged in Security Office.
- Replaced deck board Site 141.
- Cleaned two pools daily.
- Changed out 50 amp breaker at Site 205.
- Replaced missing sewer cap on Site 262.
- Removed one way sign going into Area 1 and stop sign at entrance.
- Repaired pot holes on Site 49 and at exit by Activity Building.
- Removed ell bench that was rotten by lakeside fire ring.
- Put down gravel at Site 62.

- Pressure washed deck in Golf Cart Shed and painted lines.
- Repaired fish feeders pot. Metal in bottoms of feeders was rotten and broken out.
- Picked up garbage pile at Chapel.
- Blow off leaves in Areas 1, 2, 3, and 6.
- Trimmed shrubs in Area 5.
- Replaced photo eye for streetlights at Clubhouse.
- Replaced picnic table at Pavilion and replaced receptacle cover.
- Ran and buried new wire to repaired Tennis Court street light.
- Replaced hand rail, and a section of deck on Site 147.
- Cut and trimmed bushes lakeside by Gazebo.
- Replaced picnic table at Sites 146 and 256.
- Restacked cross ties in front of Clubhouse by golf cart parking.
- Trimmed trees in front of Clubhouse and cleaned out Clubhouse gutters.
- Replaced broken sewer connection on Site 120.
- Installed new Site light, and post, at Site 253, 122, and 160.
- Repaired loose rail at Site 191 and 183.
- Replaced 5 deck boards on Site 190.

### **Buildings:**

- Installed lockset on storage room door Bath House 1.
- Fabricated and painted new plywood cover to place over plumbing next to laundry.
- Adjusted belt on fan in Activity Building that was noisy.
- Took down rotten soffit north side of covered golf cart storage and replaced with hardy board soffit and reinstalled gutter.
- Repaired broken lockset on Clubhouse door.
- Researched electrical problem in Bath House 5 ,voltage fluctuating, determined the wire running one leg of the 100amp service was bad, ran new wire.
- Cleaned maintenance shop and removed all trash weekly.
- Replaced filters in office heat pump.
- Replaced two 8ft lamps in Bath House 5 ladies side.
- Replaced ballast in laundry room light.
- Replaced commode seat, Bath House 3 ladies side.
- Replaced bad receptacle in Activity Building.
- Repaired sticky door in Bath House 2.
- Checked lights outside house keepings storage room shining on walkway to Clubhouse 3 different times bulbs were unscrewed by owners.
- Replaced two 8ft lights in Bath House 5 and one 8ft light in Bath House 4.

**Rentals:**

- Repaired shower door that would not latch rental 66.
- Repaired broken chairs in rental 2.
- Replaced 2 light bulbs in rental 3.
- Replaced broken exhaust fan blade in rental 66.
- Tighten steps on rental 150 and caulked shower.
- Power washed decks at cabin rentals 39, 40, and 41.
- Repaired sofa bed in rental 67.
- Replaced outside bulb in rental 58.
- Repaired bench on deck at rental #3
- Adjusted jacks on rental 2.
- Purchase new battery and installed in rental #8 to open and close slide out.
- Stopped leaking back wash fitting rental 283.

**Activities:**

- No report

**Equipment Maintenance:**

- Golf carts 1, 6, 7, 8, and 5 were serviced on the 16th of August by Cleveland carts. #5 needed parking brake repaired. Greased and oiled rear end in#8. Replaced numerous cables and cable ends on all carts. Two battery's in #6 cart.
- North Georgia Machine serviced both the Case and Kubota tractors.
- Changed oil in UTV.

**Administration:**

- Replaced computer chip in change machine, it will now accept the new 5 and 10 dollar bills.
- Did quarterly water samples and sent to EPD.