

Maintenance Managers Monthly Report, September 2012

September 19, 2012

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

To: Board Members

Non routine work completed by maintenance personnel from 8/14/2012 thru 9/17/2012.

Grounds:

- Repaired site lights 13,171,70,286,25,27,28,29.
- Repaired cable sites 5,37,225,158,73,205,243,39,170.
- Checked power sites 58,255,25,245,205 .
- Trimmed tree limbs and shrubs around park.
- Cleaned sewer spills site 227,118,225.
- Repaired front entrance lights.
- Cut grass and weed eat as needed.
- Replaced frost free faucets sites 280,245,268.
- Replaced dog bag dispenser at dam area.
- Cleaned out septic tank inlet at bh2.
- Cleaned sites 164,4,153,311.
- Put exit gate back on 2 times.
- Repaired water leak in road at 214.
- Replaced deck boards on sites 114,189,125,264,167,44,233,235.
- Sprayed weeds and poison ivy around park.
- Relocated photo eye at security office.
- Built 2 new bridge over creek in area 1.
- Put new picnic tables sites 205.
- Removed trees at site 75,84,66,84,213 and upper well.
- Put load gravel in new golf cart storage and spread.
- Bush hog back fields.
- Worked on sewage pumps at dam.
- Rebuilt site 59 new wall section concrete patio and relocated site light.
- Cleaned out fire ring and cut fire wood tent area
- Replaced broken lattice at playground
- Serviced chemical feed pumps at both wells.

Buildings:

- Cleaned/replaced hvac filters.
- Repaired 3 broken windows in clubhouse and office.
- Repaired steps outside clubhouse.
- Installed 2 more vents in storage room activity bldg..
- Replaced ballast in board room light.
- Replaced light bulbs in bh1,bh5.
- Installed 2 new 8ft. lights in activity bldg...
- Replaced exhaust fan in ladies bathroom clubhouse.
- Repaired lights in security office.
- Repaired shower bench bh1 men's side.
- Replaced 2 8ft. lights bh5.
- Repaired toilet bh1 men's side
- Repaired pilot light tube on stove in kitchen.

Rentals:

- Replaced blinds in cabin 40.
- Repaired kitchen faucet in cabin 41.
- Replaced mattress and pad in cabin 41 .
- Checked ac for leaks in rental 64.
- Repaired leak under sink rental 125.
- Replaced outside light on rental 13.
- Replaced outside door lock rental 125.
- Remounted mirror in rental 150.
- Checked dvd player in rental 167.
- Sande shower floor in rental 150.
- Replaced blinds in rental 283.
- Replaced gfic in rental 150.
- Checked power on rental 8.
- Repaired towel rack in cabin 39.
- Replaced power converter in rental 8.

Activities:

- Brought down stage and returned for labor day weekend
- Cut and stacked wood for smoker for holiday.

Equipment Maintenance:

- Equipment greased by maintenance as needed.
- Took Ferris mower to shop for repairs.
- Service and needed repairs on golf carts completed by Cleveland Carts.
- Equipment washed and cleaned out by maint.
- Skid steer, backhoe and tractor serviced by North Ga. Machine.

Administration:

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- Took quarterly water samples compliance.
- Moved 466 campers.
- Closed upper pool and turned off heat on lower pool.