

Maintenance Managers Report, September 2011

September 12, 2011

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

To: Board Members

Work completed by Maintenance Personnel from 8/9/2011 thru 9/12/2011.

Campers Moved:

- Moved 532 campers. This time last year we moved 420 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 for proper operation. Found sewage pump at lift station A1 had burned out capacitor, replaced capacitor ran pump, Pump was drawing to many amps. We then called Midway Electric they came out and pulled pump. Waiting to hear from them on status.
- Did monthly inspections on all swings and playground equipment.
- Repaired TV cable at the following sites: 120, 164, 34, 303 ran new cable, 225, 190, 150, 114, 217, 129, 263, 73, 165, and 74.
- Checked or repaired power at the following sites: 129, 308, 120, 305, 221, 130, and 73.
- Repaired or replaced bulbs in the following site lights: 276, 272, 186, 166, 242, 273, 246, 255, 262, 293, 312, 317, 26, 165, 185. and 318.
- Cleaned and maintained the water quality in both pools daily.
- Installed a completely new site light and post on site 204.
- Sprayed for yellow jackets site 210 along railroad tie wall.
- Trimmed tree limbs at site 39.
- Put in a new step, up to deck at site 146 and added crush and run.
- Replaced bad deck board at site 167.
- Replaced two bad deck boards at site 173.
- Replaced one bad deck board site 224.
- Put down crush and run at sites 168, 10, 215, 217 and 172.

- Power washed deck at site 120.
- Patched 6 pot holes with asphalt in Area 1.
- Trimmed bushes in Area 1, 300 section and Dogwood Dr.
- Repaired water leak on site 306.
- Replaced cable TV box that was run over by site 146.
- Sprayed for weeds throughout the Park and storage lots.
- Replaced 8ft light fixture above pool table in Clubhouse upstairs.
- Replaced leaking spigots at site's 273 and 214.
- Replaced 30amp receptacle in RV box on site 214.
- Smooth out road in 300section where we had to dig into road for a water line break.
- Put down gravel on site 143, 301, 28, and 36.
- Put in a new frost free faucet on site 254.
- Put down seed in front of club house.
- Put down asphalt on road in front of laundry.
- Tightened handrail on site's 238 and 48.
- Rebuilt table on site 241 and replaced one deck board.
- Cut limbs on site's 210, 33, 34, limb trees on road in front of site 140.
- Cut down stump at site 192 closer to ground as it was a tripping hazard.
- Installed hand rails on sites 119 and 120 put down gravel on walkways.
- Pool heater started acting up. We cleaned burners, but it was still not running properly. Running too hot a flame. Had Blossman Gas Company look at it and run some pressure tests. They found a crack in a burner that gradually got worse causing it to overheat. Repair was not cost effective. Ordered new heater.
- Repaired picnic table on site 112.
- Replaced deck brace on site 144.
- Put new picnic table on site 56.
- Replaced spigot on site 87.
- Remounted RV box on site 126.
- Replaced loose board on Rental 250 handy-cap ramp.
- Replaced pool light fixture in Upper Pool.
- Repaired water leak under road at site 311.
- Put down gravel by culvert near cabin 39.
- Replaced eight deck boards on site 209.
- Created and marked out 3 golf cart handicap parking spots by Activity Building.
- Rebuilt picnic tables on sites 300, 301, and 56.
- Built 6 new picnic tables.
- Installed a safety rail around the top of our service truck, for a man to stand on top of truck and trim high branches through out the Park.
- Repaired the lights in the gazebo.
- Patched pot holes in road by site 198.
- Blow leaves off entire Park prior to Labor Day weekend.
- Tightened hand rail on site 63.
- Installed new water spigot on site 115.

- Installed a new/used RV box on site 134, existing RV box burned out lugs where breakers go.
- Installed a 30 amp receptacle in RV box at site's 127, 126, and 132.
- Repaired underground water leak at Rental 13.
- Replaced 30 amp breaker in RV box on sites 131, 301, and 307.
- Re-attached front gate after being knock off.
- Adjusted pool camera for guard.
- Cleaned covered and started winterizing Upper Pool.
- Repaired picnic tables at sites 69 and 308.
- Removed base from broken spring duck at play ground.
- Cut out a wider and leveled the walkway going to site 183 built retainer wall, back filled and put down gravel.
- Replaced bulb in security light above entrance gate next to guard house.

Buildings:

- Repaired running commode in BH 3.
- Painted laundry room porch with non skid.
- Replaced water saver in bath house 1 lady's side
- Repaired broken lens on light fixture in cabin 41.
- Repaired three rocking chairs on front porch of Clubhouse.
- Organized supply room in Maintenance Shop.
- Repaired light lens cover in Laundry.
- Repaired rocker in cabin 40.
- Patch a shower bottom on men's side BH1.
- Replaced a faucet handle on a sink lady's side BH1.
- Put down gravel at fish cleaning station.
- Repaired water leak in BH2 lady's shower.
- Assisted new camper owner in setting up camper for the first time, also did a full hook up for another owner who just had surgery.
- Repaired kick plate on Clubhouse door.
- Repaired bathroom door in Office.
- Installed two 8ft bulbs in BH3.
- Repaired closet bi-fold door in Office.
- Repaired sticking lockset on Office door.
- Repaired leaking sink in BH3.
- Installed 2 new flush valves in BH2 lady's side commodes.
- Repaired door closer in Activity Building.
- Re-attached overhead light in Christine's office that was falling.

Rentals:

- Replaced outside light bulb in Rental 3.
- Secured microwave in Rental 125.
- Installed new sofa bed in Rental 3.
- Replaced new sofa bed covers in Rentals, 58, 39, and 40.
- Installed new outside grills on site's 250, 125, and 65.
- Repaired leaking sink in cabin 40.
- Repaired leaking tub faucet in cabin 39
- Installed new light fixture above sink in cabin 41.
- Installed four slideout awnings on Rentals 58, 283, 221, and 167.
- Filled LP in all Rentals as needed.
- Repaired bed room door in Rental 13
- Ordered new microwave for Rental 167.

Activities:

- No Report

Equipment Maintenance:

- Replaced head lights on security guard golf cart.
- Purchased a used New Holland Skid Steer with 5 attachments, Back Hoe, Hole Borer with 9" bit, forks, bucket, and brushgrabber.

Administration:

- Maintained Equipment Preventive Maintenance Program.
- Had monthly safety meeting on 9/7/11 was given by Richard, from Piedmont Tractor; topic was Operation and Safety on the new Skid Steer.
- Took daily water samples and annual nitrate samples maintained paper work, as required by EPD.
- Cleaned shop and office and removed garbage weekly.
- Completed Monthly Maintenance Report.
- Met with About Time Tree Service and Jerry Reed Tree Service for bids on tree removal this winter.
- Met with Mr. Davis our property neighbor next to the Chapel, to inform him of our work this winter along his property line off of Dogwood Dr.
- Put together a small version from the master copy of Material Safety Data Sheets (MSDS) that pertains to just Housekeeping and hung outside Housekeeping Office in Clubhouse. We have portable eyewash station on order to hang there also.