

# Maintenance Managers Monthly Report, March 2012

March 10, 2012

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

To: Board Members

Non routine work completed by Maintenance Personnel from 1/10/2012 thru 3/10/2012.

## **Grounds:**

- Completed upgrade work in Area 1.
- Area 4 upgrade work approx. 90% complete.
- Completed wall in front of Clubhouse for golf cart parking. Installed new lighting.
- Built 10 new picnic tables.
- Dug out pad at site 114 back filled with rock and gravel. Poured 6 inches thick with rebar.
- Site 113 removed broken portion of pad and re-poured.
- Re-poured sidewalk at Bath House 5.
- Re-poured corner at site 110 around water valve.
- Repaired/replaced 60 site lights.

## **Buildings:**

- Cleaned up behind maintenance shop and office.
- Installed beams in Clubhouse with new lights and fans.
- Put chair rack together in activity building.
- Worked on maintenance list for buildings and bath houses.

## **Rentals:**

- De-winterized all rentals .
- Worked on maintenance list for rentals.
- Repaired hot water heater in Cabin 40.

- Put all rentals back on site.

**Activities:**

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**Equipment Maintenance:**

- Serviced F250, F350 and dump truck.
- Replaced front tires on skid steer.
- Replaced hydraulic hose on skid steer.
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**Administration:**

- Bob Meeks passed state water test.
- Held monthly safety meeting.
- Pool deck on Lower Pool to be started 3/26/12
- Put up signs in office Area
- Took quarterly water samples and sent to lab