

Maintenance Managers

Monthly Report January 2008

January 15, 2008

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

To: Board of Directors – Unicoi Springs Homeowners' Association

Work completed by maintenance personnel from dates 11-13-2007 thru 01-15-2008:

- Moved 166 campers.
- Snaked out sewage line Site 113 line has a slight belly, will dig it up this winter and make permanent repairs.
- Repaired water leak and installed yard hydrant Site 198.
- Painted around base board inside of bath house #3 men's side.
- Repaired Rocking chair Cabin 39.
- Repair uneven side walks around Clubhouse.
- Worked on Area 4 upgrade.
- Repaired sewage pump, replaced the run capacitor.
- Moved all campers out of D Lot by the creek to H Lot.
- Repaired Roof in Rental 21, where tree branch went through roof.
- Stripped and waxed floors in Maintenance Office area.
- Checked propane in rentals 5 times.
- Repaired table in Rental 11.
- Repaired leak in Rental 135.
- Replaced blinds in office.
- Greased both backhoes.
- Rebuild log exit gate.
- Hard piped sewage line Rental 231.

- Repaired toilet and 8ft light fixture Bathhouse 3.
- Spread rip-rap rock on washed banks in H Lot.
- Replaced LP sensor in rental 135.
- Prepared quarterly drinking water samples and sent to EPA
- Installed heat tape on Rentals 150, 125, 11, 8, 2, and 3. Checked all heat lamps throughout the Park for proper operation.
- Moved water and sewage lines, installed yard hydrant and new site lights on Sites 185 and 186.
- Made 15 new signs to replace rotted signs throughout the Park.
- Made 18 breaker box roofs and installed them. All roofs have now been replaced.
- Painted over graffiti in Bathhouse 1.
- Fixed leak in Bathhouse 2.
- Fabricated new light posts and installed new lights in front of Clubhouse.
- Did annual Maintenance inventory.
- Winterized all Terry rentals.
- Repaired water line breaks at the following sites due to freezing: 280,137,141,307,303.
- Repaired water line breaks at booster pump 300 section due to freezing.
- Repaired a water line break in activities building, due to freezing.
- Refrigerator in rental #11 stop working, it needs to be replaced.
- Shut down water to tent sites and Areas 3, 4. and 6
- Installed new microwave in Rental 231.
- Installed water cutoff valve for Clubhouse.
- Replaced belt on exhaust fan in Activities Building.
- Started work on Housekeeping's laundry and break room.
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Planned work and purchases for upcoming month:

- Continue working on Area 4 upgrade.
- Finish Housekeeping's laundry room, and break room.
- Remove marked trees from Area 1.
- Set up new rentals, hard piping sewages lines.
- Continue pulling Terry rentals off site.