

Maintenance Managers

Monthly Report March 2008

March 11, 2008

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

To: Board Members

Work completed by maintenance personnel from dates 1-16-2008 thru 3-11-2008:

- Moved 12 campers.
- Finished area 4 upgrade, with the exception of extensive deck work. Due to being over budget.
- Remodeled and updated housekeeping's work space. Ran new water lines and waste line to washer and hot water tank. Old Water lines were exposed. Put Knock down on already sheetrock walls to hide numerous holes in old sheetrock then painted. Installed new linoleum floors, new shelves, and new light fixtures. Also Installed a chemical dispensing station for their cleaning products, by buying the chemical in concentrated form and mixing it here will save the park money in the future.
- Repaired the following due to freezing. Water lines at sites 13,22,119,195,131,134,201,209,198. Pipes in rentals 58 and 8, activities building supply line, lower pool shower supply, float valve for lower pool fill, and booster pump lines in 300 section.
- Winterized and un-winterized 18 rentals. Blow water out of lines on new Springdale's when we received them.
- Checked and filled propane in rentals as needed 4 times.
- Installed heat tapes on new rentals site 231,221.
- Replaced broken propane regulator on rental 231 which was under warranty. Also replaced propane regulator on rental 125.

- Replaced bearing, seal, impeller, and diffuser on one of the lower pool pumps.
- Hung blinds in guardhouse.
- Took aluminum cans to Gainesville.
- Disconnected and moved ten Terry rental's off of site put on 8 new Springdale rentals.
- Leveled and hooked up eight Springdale rentals, hard pipe sewage lines, installed TP holders, towel racks, max air vents, sewage flush kits, flat screen TVs, stained clear coated and installed Luann panels behind flat screen TVs.
- Hard piped sewage on rental 250.
- Repaired Jack handle on rental 65.
- Cut down 40 plus trees mulch all limbs cut into fire wood rounds, hauled to fire rings. Split some, still working on splitting.
- Took down Chapel fence, and installed new cedar split rail fence.
- Had Health insurance meeting and CPR training.
- Repaired light in Joyce's office.
- Replaced all air conditioning filters through out park.
- Repaired bed in rental 22.
- Made and mounted 5 No Smoking Signs and 5 No Alcohol signs.
- Painted stalls and around base boards in bath house's 1,2,3.
- Finished all 26 Items on Mr. Bretts buildings work list.
- Installed aluminum Fence around pool heater.
- Poured and finished 41 yards of concrete in area 4 and 300 section.
- Installed new radio and speakers in rental 127.
- Did monthly sewage enzymes.
- Repaired Hydrostatic pressure relief valves in lower pool. Pool was loosing water.
- Trimmed all landscaping inside lower pool.
- Cleaned lower pool several times.
- Purchased and spread new sand at playground.
- Vacuumed up, Blow off leaves and picked up limbs throughout Entire Park.
- Cleaned out storm drains throughout park.

- Replaced sink faucet, and repaired leak under sinks in bath house 2.
- Repaired light fixture in bath house 1.
- Repaired radio in new rental on site 131.
- Repaired 2 leaking faucets, and 1 sink drain in bath house 3.
- Re-keyed locksets on bath house 5 and cabin 41, to our master.
- Serviced all maintenance vehicles and replaced 1 tire on new Ford 350 at Pritchett tire in Cleveland, Ga.
- Had new clutch put in Kubota tractor, at Nelson Tractor Co. in Blairsville, Ga.
- Ordered new King Pin assemblies for front end of Case Backhoe, and had them installed by North Georgia Machine in Cleveland, Ga.
- Installed locks on all new Springdale rental propane tanks.
- Installed new limiting switch on electric exit gate.
- Repaired guard house door.
- Installed new toilet flange bath house 1 men's side.
- Painted clubhouse bathrooms.
- Poured new concrete at beginning of wheelchair ramp, rental 250.
- Repaired rock wall in area 1.
- Removed TVs from Terry rentals, put them in plastic bags and stored them above maintenance shop.
- Turned water on to area 3-4, and tested.
- Installed new motor in maintenance shop time clock.
- Purchased and installed new fish feeder by swings/fire ring 200 section, cleaned and filled all other feeders.
- Rebuilt hand rails on foot bridge area 1.
- Repaired deck boards on site 23,34.
- Back drug all storage lot roads; they were badly rutted due to wash over the winter.
- Put all furniture back in club house after floors were waxed.
- Repaired about 40 site lights prior to park opening.
- Deep cleaned shop inside and out waxed floors.
- Ran new wire and photo eyes to the following sites lights, 215,217,219,221,223,224

- Ran new wire to walking trail lights, from site 213 had a dead short, found broken wire in old line.
- Made and installed 2 new site lights on sites 240,258.
- Repaired street lights at chapel and playground.

Planned work and purchases for up coming month:

- Hard pipe sewage lines on Dutchman rentals
- Finish painting in bathhouse 4 and 5.
- Paint Laundry room door.
- Perform maintenance on lawn cutting equipment.
- Paint gazebo on lake.
- Prepare pools to open.
- Finish splitting fire wood.