

COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

March 18 to April 12, 2013

Jim Roberts, John Kottas, Paul Deaver

- Emptied trash cans in park, marina and outside of recycle center.
- Tested pump and found to be in working order and placed back at 702 Harbourview Drive due to expected heavy rainfall.
- Took new count of empty lots to be cut for this upcoming season and documented same indicating which lots will be cut with the zero turn mower and which ones will be cut with the tractor and bush hog.
- Made new signs for King Court and 2300 Colington Road informing residents about large item pickup scheduled for April 17.
- Set up tables and chairs for monthly meeting at clubhouse.
- Blew off leaves on parking lot at clubhouse.
- Replaced damaged light fixture with another fixture for flags at clubhouse.
- Changed out 6 volt dry cell battery for emergency light upstairs in clubhouse.
- Put up tables and chairs after monthly meeting.
- Spread weed and feed killer at front entrance.
- Moved community watch sign back on other side of post at 466 Harbourview Drive.
- Took notices off of both marquee and sandwich board signs regarding monthly meeting.
- Pulled up snap dragons and weeds in front entrance flower bed.
- Made a sweep of the entire harbour and moved for sale signs to their proper places and moved advertising signs up to residents home and left note.
- Made a large stencil for painting "stop" on roadway at front entrance.
- Leveled area in front of mailbox at 110 Elizabeth Court requested by post office mail carrier due to deep hole in front of box.
- Brought back to the maintenance shop trash can enclosures from Roanoke Drive and basketball court bus stops due to kids kicking in lattice supports and residents using trash cans dumping general garbage.
- Cut angle on top of 4x4 posts, painted green and placed a newly painted used yield sign and placed into ground on Roanoke Drive due to existing one being stolen.
- Emptied trash at doggie stations at Kitty Hawk Bay Drive and marina.
- Installed new battery in John Deere lawn tractor, started and lubricated for upcoming season.
- Changed out bad receptacle inside guard house.
- Went to Ace Hardware and purchased grass seed and fertilizer for front entrance.
- Cleaned inside maintenance shop due to inclement weather.
- Cleaned boat ramp of washed up debris at marina.
- Cut down small tree and cleared out brush to allow Century Link technician to gain access to power panel.

- De-winterized park bathrooms on both pool and park side and opened up for upcoming Easter egg hunt.
- Changed scheduled oil and filter in Kubota tractor.
- Cut rebar exposed above ground at marina for safety reasons.
- Took tractor into harbour and scrapped both sides of the 300 block of Sir Chandler Drive, both sides of Qourk Court, both sides of Roanoke Drive, the 200 and 300 blocks of Harbourview Drive, both sides of Sir Richard East, both sides of Lenwood Court and loaded dirt into lift trailer.
- Cut grass at front entrance, weedeated around flower beds, edged and blew off roadway debris.
- Picked up loose debris in park, emptied all trash cans and secured fence taken down by kids on rocket slide.
- Moved dirt off of walkway near park bathrooms.
- Emptied all trash cans inside park and marina after Easter egg hunt.
- Cleaned park bathrooms after opening for Easter egg hunt.
- Emptied trash cans at all bus stops.
- Put notices on recycle center informing residents it was closed to due to it being completely full.
- Took dump trailer to recycle center and loaded up all cardboard and paper because Dare County will not pickup due to residents not separating paper and cardboard. Loaded five trailer loads of cardboard and paper and brought to the maintenance yard and unloaded into bin.
- Cut grass at marina, behind clubhouse and pool area.
- Secured loose boards on walkway inside park.
- Cut three needed empty lots with zero turn mower.
- Had keys made for new office personnel?
- Weedeated hill beside pool, hill behind flags and hill in front of clubhouse.
- Took trailer down to 512 Harbourview Drive and loaded up assorted items that were illegally dumped there on this empty lot and posted sign indicating no dumping and no trespassing and unloaded items in the maintenance yard.
- Put notices on both marquee signs indicating filing date for those interested in running for a Board of Directors seat.
- Cut grass at front entrance, weedeated, edged and blew off roadway debris.
- Cleaned up washed up debris at boat ramp at marina.
- Went to Kellogg's Lumber and bought four 4x4x10' posts and cut 35 degree angles on top of posts, painted green and mounted stop sign, bar code sign and fines sign on posts.
- Took 5 mph sign off of posts at front entrance and placed on another sign posts.
- Met with Carl from Dare County Recycling and Deke concerning recycle center scheduling for County to pick up. Loaded up bags of plastics that were overflowing inside the recycle center.
- Put up stop sign and post into ground behind traffic signal.
- Put up fines sign and post near bar code reader into ground.
- Put into ground on post bar code residents to stay on right lane entering harbour.
- Unloaded another lift trailer of cardboard and paper from recycle center and unloaded into trash bin in the maintenance yard.

- Cut two 2x2's and secured to railing in park due to two being kicked out.
- Brought four trash can lids from marina and park and painted green.
- Put white reflective tape on two new cones and positioned at front entrance.
- Paul spent two hours cutting up brush inside the maintenance yard with the tractor and bush hog.
- Took lift trailer up to recycle center and loaded paper into trailer and unloaded paper into trash bin inside the maintenance yard.
- Refilled doggie station with bags on Kitty Hawk Bay Drive.
- Tagged Cadillac on right of lane in the 1000 block Harbourview Drive per Deke.
- Went to park and picked up four more trash can lids and brought to the shop and painted.
- Took four newly painted trash can lids and placed back on cans in marina and park.
- Cut grass at front entrance, Roanoke Drive bus stop, weedeated and blew off roadway debris.
- Sprayed roundup around tennis court, fence alongside pool area, bus stop area at front entrance and drainage ditch 800 block of Harbourview Drive.
- Finished painting the remaining trash can lids for the park and placed back on cans.
- Took saw to park and cut up several warped boards on walkway and replaced with new 5/4 boards.
- Someone had apparently climbed fence at basketball court and unplugged solar light and bent base of light. Was able to straighten out light and plug back into solar panel.
- Turned on irrigation system at front entrance, changing out five sprinkler heads.
- Straightened out cardboard and paper in enclosed room at recycle center.
- Paul sharpened blades on bush hog.
- Paul continues to cut up brush inside the maintenance yard with tractor and bush hog.
- Put out temporary signs for residents living outside the harbour informing them that large item pickup upcoming.
- Put notices on both marquee signs informing residents about large item pickup scheduled for April 17.
- Turned on irrigation system at clubhouse, changing out two sprinkler heads and set program.
- Secured a couple lattice boards on park bathrooms.
- Cleaned out control valve in zone 5 at front entrance however seal is worn so new valve will be replaced.
- Went to 115 Seagull Court and cleaned up front and side of yard due to trailer being abandoned. Secured sliding glass door to keep out kids and vagrants.
- Washed F-250 white shop truck.