

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

## Detailed Monthly Activities Report

April 15 to May 17, 2013

Jim Roberts, John Kottas, Paul Deaver

- Emptied trash cans in park, marina and outside of recycle center.
- Power washed buoy's for swimming area at park.
- Put swimming area floats on new rope for park.
- Climbed rocket slide and drilled four holes on each floor so conduit can be mounted and used for wire for light to be later mounted.
- It appears someone took out screws on door closure during latest clubhouse rental and installed new screws for closure.
- Set up tables and chairs for monthly meeting at clubhouse.
- Put notice of monthly meeting on both marquee signs.
- Blew off parking lot and walkway at clubhouse.
- Put up flags at clubhouse and front entrance.
- Ran 40' of ½ inch conduit through previously drilled holes inside rocket slide for wire.
- Tagged a maroon Subaru due to violations at 421 Sandpiper Drive.
- Took lift trailer over to recycle center and loaded up paper and cardboard into trailer because driver of Dare County refused to pick up cardboard due to paper being mixed in. Took trailer to yard and unloaded in the trash bin.
- Took down tables and chairs at clubhouse after monthly meeting.
- Used my power washer and washed down outside of guard house due to a large presence of dead bugs.
- Paul spent two hours cutting up brush inside the maintenance yard with bush hog.
- Made a mixture of vanilla extract and water and sprayed on guard house to repel bugs.
- Changed out leaking control valve in zone five at front entrance and replaced with a new one and turned on the irrigation system. Tested all six zones and all in good working order.
- Cut grass at front entrance and bus stop on Roanoke Drive. Weedeated needed areas and blew off roadway debris.
- Posted violation notice on boat parked in right of way in front of 434 Colington Drive per Deke.
- Paul cut grass inside the maintenance yard and cut up brush with bush hog.
- Put post in ground in front of valve control box near recycle center to keep vehicles from running over boxes.
- Sprayed guard house again with bug repellent.
- Started making stencils for traffic issues at front entrance.
- Emptied trash cans at park and marina.
- Put notice on sandwich board at front entrance about needing volunteers for removing pool cover on Saturday, April 27.
- Loaded cardboard into back of truck at recycle center and unloaded in the maintenance yard.
- Finished making stencils for traffic issues at front entrance.
- Brought trash cans from marina, cleaned out with bleach and placed back in marina.
- Took lift trailer over to the 200 block of Roanoke Drive and loaded up trailer with limbs where someone had placed on side of road in front of an empty lot and brought brush to maintenance yard where it was unloaded.
- Removed trash can and enclosure at Kay Court bus stop due to residents using trash can for their general garbage.

- Secured anchors into asphalt and mounted speed bumps in inside lanes at guard house.
- Loaded truck with mixed cardboard and paper and general garbage mixed in and recycle center and dropped off at the maintenance yard.
- Dug out drainage ditch removing heavy rocks in the 700 block of Harbourview Drive to determine how deep the drain line that goes underneath Harbourview Drive is.
- Went into town and purchased paint for front entrance.
- Put flags back up at clubhouse and front entrance after several days of rain.
- Painted the words "YIELD to right lane" on street past speed bumps at front entrance.
- Picked up on side of road in front of 277 Sir Chandler Drive truck load of junk that residents placed out after large item pickup finished and unloaded in the maintenance yard bin.
- Mounted two new metal trash cans on bus stops at basketball court and Roanoke Drive.
- Made a stencil for the words "STOP AHEAD" to be later put down and painted at front entrance.
- Cut grass at clubhouse, marina, pool area and in front of tennis court.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Disconnected traffic light mounted on side of guard house and moved stop sign closer to curb at front entrance.
- Put new rope and hardware on flag pole for American flag at front entrance.
- Paul cut grass inside the maintenance and weedeated needed areas.
- Picked up lift trailer from marina and unloaded debris that was collected during canal cleanup.
- Took apart flushometer in boy's bathroom park side, cleaned and reassembled and turned water on at urinal due to handle sticking.
- Made a stencil for the word "STOP" in case we need to paint the word on asphalt near guard house.
- Tagged a van and boat on right of way in front of 101 John Cabot Court due to violations.
- Loaded up trailer with cardboard and mixed paper from recycle center and disposed of in the maintenance yard.
- Took tractor into harbour and picked up brush placed on empty lot at the end of Eagle Drive and loaded into lift trailer and unloaded in the maintenance yard.
- Picked up pile of brush in front of 501 Harbourview Drive, loaded into trailer and unloaded in the maintenance yard.
- Used tractor to pick up pool cover and brought to the maintenance yard.
- Cut large empty lot with tractor and bush hog at the end of Eagle Drive.
- Paul spent two hours cutting up brush inside the maintenance as well as logging in residents.
- Went to 314 Eagle Drive and towed boat trailer from empty lot and towed it to the marina per Deke.
- Took tractor and utility trailer and loaded up brush in front of 417 and 412 Harbourview Drive and unloaded in the maintenance yard.
- Picked up truck load of items placed on side of road in front of 435 Colington Drive by residents moving out. Residents went by the clubhouse and paid a pickup fee.
- Took zero turn out into harbour and cut right of ways and empty lots.
- Cut grass at clubhouse, marina and pool area.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Cut grass with zero turn inside modular section.
- Changed out two sprinkler heads in zone 3 and four at front entrance.
- Sprayed roundup around snack building and fence at pool area.
- Familiarized Barry with zero turn mower and practiced loading onto trailer and unloading.
- Took apart control valve in zone 3, removed iron deposits, reassembled and turned water back on.
- Took tractor over to 111 Joust Court and pulled out of the sound a large chair and unloaded in the maintenance yard.

- Barry began cutting empty lots on Harbourview side of harbour.
- Mounted ladder on end of pier at marina.
- Moved sand off of walkway with tractor near pavilion in park.
- John and Jim spent five hours assisting volunteers folding information for upcoming elections and annual meeting.
- Installed new blades on zero turn mower.
- Cleaned off remaining sand off of walkway in park with shovel.
- Put up wooden sand fence along walkway towards pool bathrooms on soundside.
- Painted two fire hydrant road markings on Rhodum's Drive.
- Took tractor into modular section and picked up two loads of brush on right of way in the 300 block of Sandpiper Drive and dropped off in the maintenance yard where Paul cut up with bush hog.
- Cut grass at clubhouse, pool area, marina and weedeated around fence and building.
- Barry finished cutting empty lots on Harbourview side of harbour.
- Cut grass at front entrance, bus stop on Roanoke Drive, weedeated and blew off roadway debris.
- Replaced coupling on septic line at park bathroom.
- Moved two boats abandoned on right of way 100 block John Cabot Court and brought both to the maintenance yard until owner claims ownership.
- Sprayed round up on weeds near pool area.
- Put two new poles on fence at pool and secured in concrete.
- Took tractor into park and covered septic lines at park bathrooms.
- Put up two 8' sections of wooden sand fence near new deck and pool.
- Cut high grass near fire hydrant on Colington Drive at Colleton Lane.
- Cut several empty lots with bush hog and tractor that zero turn cannot cut.
- Changed out bad sprinkler head near walkway to pool behind clubhouse.
- Took tractor into harbour and cut remaining lots with bush hog. As of this date, 5-15-13 all lots have been cut at least once.
- Adjusted blade on exhaust fan in ladies bathroom at clubhouse.
- Changed damaged sprinkler head in zone five at front entrance.
- Took weedeater and cut areas inside harbour where zero turn could not get close enough to cut at intersections and right of ways.
- Took tractor and 16' trailer into harbour and picked up junk, wood, mattresses and brush placed on right of way in front of 126, 132, 151 and 379 Sir Chandler Drive and brought to the maintenance yard and unloaded into bin.
- Emptied both doggie stations trash cans inside harbour.
- Moved paint from men's bathroom at clubhouse and took to pool area.
- Took tractor into harbour and moved dirt for resident on Harbourview Drive and he made a contribution to the association.
- Cut overhead limbs on right of way in the 900 block of Colington Drive and hauled two trailer loads to the maintenance yard where Paul cut up limbs with bush hog.
- Cut grass at clubhouse, marina and pool area.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Cut cap boards for bulkhead in park and will secure them down on Monday.