

COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

October 14 – November 15, 2012

Jim Roberts, John Kottas and Barren Burch

- Emptied trash cans in park and marina.
- Changed out fifteen old split cap boards and replaced with newly cut caps on bulkhead behind clubhouse.
- Cut back seven large pompas grass plants on right of way at 102 Harbourview Drive, loaded debris onto trailer and unloaded in the maintenance yard.
- Sprayed roundup at needed areas at front entrance.
- Set up tables and chairs for monthly meeting at clubhouse.
- Cleaned out gutters on maintenance shop building. Spread roof tar on roof and caulked areas that were needed.
- Cleaned gutters out at clubhouse and blew off parking lot.
- Cut out support legs for ramp for john deere riding mower.
- Took down tables and chairs at clubhouse after monthly meeting.
- Took down notices on marquee and sandwich board signs about monthly meeting and large item pickup.
- Took F-250 work truck to mechanics due to electrical issues.
- Took zero turn into harbour starting at the end of Harbourview Drive and started cutting lots for the final time of the season.
- Took tractor and bush hog into harbour and cut lots the zero turn could not.
- Cut up brush inside the maintenance yard with bush hog.
- Cleaned boat ramp at marina of washed up debris.
- Cut grass at clubhouse, pool area and marina.
- Cut grass at front entrance edged and cleaned off grass debris on street.
- Took tractor and 16' utility trailer over to 223 Broadbay Drive and loaded up two trailer loads of tree limbs and hauled both loads to the maintenance yard where it will later be cut up. Residents were assessed \$125.00 for this service.
- Emptied trash cans inside park.
- Made frame for garden of the month sign, painted and mounted sign on frame.
- Took tractor and 16' utility trailer out to 347 and 351 Sir Chandler Drive and picked up brush on right of way. Took tractor and trailer back to maintenance yard and unloaded brush. Took tractor back out to Sir Chandler Drive and utility trailer and loaded up another load of brush in the 200 block. Brought tractor and trailer back to yard again and unloaded brush.
- Cut up brush inside the maintenance yard with bush hog.
- Cleaned up inside the shop and maintenance yard.
- Moved burnt volkswagon in front of 104 John Cabot Court to right side of right of way to allow mail carriers to deliver mail.
- Secured cap on vent line for exhaust fan at maintenance shop.
- Took tractor into modular section and picked up recliner and cabinets on right of way in front of 315 Sandpiper Drive and disposed of in the maintenance yard.
- Took zero turn into the modular section and cut right of ways.
- Barry started working the maintenance yard due to Paul's departure and he cut up brush inside the yard with the bush hog.

- Put notices on marquee and sandwich board signs about new winter hours for the maintenance yard.
- Mounted new bracket and Knight Court sign on post.
- Mounted fire extinguisher inside new shop annex at front entrance.
- Secured cap on exhaust fan vent in maintenance shop bathroom.
- Scrapped off barnacles on park buoys.
- Hauled away four heavy bags of disposed food from downstairs clubhouse.
- Started removing old labels on park buoys and started painting same.
- Cut grass at clubhouse, marina and around snack building.
- Changed out security light above entrance door to the maintenance shop.
- Sharpened blades on bush hog.
- Making one more sweep inside harbour with zero turn mower cutting empty lots.
- Sprayed spider spray outside and inside of guard house.
- Cleaned out gas heater inside guard house for upcoming season.
- John power washed the clubhouse and decks.
- Jim continues cutting empty lots for the last time of the season finishing all lots on Harbourview side of the harbour.
- Power washed guard house.
- Hosed down floors in park bathrooms and cleaned toilets and sinks.
- Barry cut up brush with bush hog inside maintenance yard.
- Finished cutting empty lots on Harbourview side of the harbour and started cutting lots for the last time of the season on Colington Drive side of the harbour.
- Cut grass at clubhouse and marina.
- Cleaned up washed up debris at boat ramp.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Emptied trash cans inside park and marina.
- Dead headed mums in front entrance flower bed.
- Took F-250 work truck to Manteo to have electrical issues checked out.
- Took inside panel off on passenger door on the F-150 work truck to fix door latch.
- Took out of the ground the large maintenance yard sign near entrance of the yard due to 6 by 6 posts being rotten. Took sign off old posts, painted letters and background. Secured newly painted sign back on new posts and placed in ground in concrete. Put Thompson's seal on posts and tops.
- Assembled office chair for guard house.
- Finished painting letters and background on maintenance yard sign.
- Cleaned up washed up debris at boat ramp in marina.
- Brushed on wood sealant on top and on sides of 6 by 6 posts for maintenance yard sign.
- Took down old wood stockade fence inside maintenance yard due to rotten legs and broken boards and disposed of in the wood bin.
- Graded area where metal is kept with tractor and spread mulch down.
- Sprayed glyphosate around maintenance buildings in yard.
- Picked up dead raccoon floating on shoreline in park and disposed of.
- Cleaned out stuffed toilet paper in men's bathroom toilet in park and sanitized toilet.
- Made new signs for the maintenance yard for residents safety including "Enter at own risk" and made a sign for contractors to know they are not allowed to bring their materials from a job site to the maintenance yard to drop off.
- Cut overhead limbs in right of way in front of 201 Eagle Drive and brought limbs to the maintenance yard to be cut up.

- Cut back over grown limbs onto right of way in front of 203 and 205 Harbour Road.
- Cut back Leyland cypress limbs obscuring stop sign at Kitty Hawk Bay Court and Tyrell Court and brought limbs to the maintenance yard.
- Cut up brush inside the maintenance yard with tractor and bush hog.
- Cut back overhead limbs creating problems for school bus drivers in the 500 block of Harbourview Drive.
- Went to Manteo and picked up F-250 work truck.
- Climbed hill beside clubhouse and Clipper Court to check out strong odor. Discovered upon a dead deer huddled in briars and bushes. Because of the location we were unable to remove the carcass. Went to Ace hardware and bought a bag of powdered lime and spread on carcass to expedite decomposition and eliminate odor.
- Secured large entrance sign entering maintenance yard on frame using large lag bolts.
- Emptied trash cans in park and marina.
- Put up flags at front entrance and modular section in observance of Veterans Day.
- Finished painting no contractors sign to be posted in the maintenance yard.
- Cut grass at front entrance, Roanoke Drive bus stop, weedeated and blew off roadway.
- Change fuel filter on John Deere riding mower.
- Mounted metal tool box on F-250 shop truck.
- Took down flags at front entrance and modular section after observing Veterans Day.
- Picked up desk on right of way in an area where we could not determine where it came from in the 1800 block of Harbourview Drive and brought to the maintenance yard where it was disposed of.
- Picked up truck load of oleander limbs on right of way near empty lot in the 200 block of Broadbay Drive and brought to the yard.
- Drained gas tank on John Deere riding mower, flushed out fuel lines and tank and reattached fuel line and fuel filter and started engine, running fine.
- Cut back oleander bush on Soundview and Colington Drive to enhance visibility at intersection.
- Cut back holly tree and mimosa tree on right of way at 305 Colington Drive for better vehicular visibility.
- Cleaned out gas furnace and started for guards at guard house.
- Dropped off utility trailer at 430 Kitty Hawk Bay Drive to assist resident in removing items from their home.
- Picked up hot water heater in front of 473 Harbourview Drive and resident sent in to the association a minimal fee of \$25.00.
- Put insulation covers on water spigots at clubhouse and guard house.
- Dropped off utility trailer in front of 342 Soundview Drive and resident will load up items that he wants to dispose of.
- Cleaned out gutters in front of shop building in the maintenance yard.
- Cut up brush inside the maintenance yard with bush hog.
- Picked up utility trailer full of limbs, furniture, wood and other assorted items at 342 Soundview Drive and unloaded in the maintenance yard.
- Dropped off utility trailer again at 430 Kitty Hawk Bay Drive to assist residents in removing items.
- Turned off water at park bathrooms and repaired broken line near gate entering park. Repair was completed and water back on for park bathrooms.
- Dead headed mums and pansies at clubhouse flower bed.
- Put flags back up after dealing with strong wind at front entrance.