

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

August 19 – September 14, 2013

Jim Roberts, John Kottas, Paul Deaver and Barren Burch

- Emptied trash cans in park, marina and pool area.
- Cleaned out truck load of cardboard and paper inside recycle center and brought to the maintenance yard.
- Swept floors in park bathrooms and filled canisters with paper goods.
- Adjusted door latch on downstairs door at clubhouse.
- Put notices on both marquee signs about upcoming monthly meeting.
- Painted other side of school bus stop crossing on Colington Drive at Kitty Hawk Bay Drive.
- Set up tables and chairs for monthly meeting at clubhouse.
- Went to all school bus stops and marked off areas for new posts with speed limit and bus stop signs.
- Took down tables and chairs at clubhouse after monthly meeting.
- Mounted new light fixture and added photo cell to light near steps at clubhouse.
- Went to Kellogg's and bought 10 4x4x10' posts cut angles on top of posts and mounted school bus stop and speed limit signs on posts. Took posts to designated areas near bus stops and secured posts in the ground.
- Finished painting all crosswalks for school bus stops in harbour.
- Moved dangerous curve sign to a more visible location for drivers in the 500 block of Harbourview Drive.
- Put notice on marquee boards informing residents kids are back in school and watch for kids when driving.
- Cut grass at front entrance, edged, weedeated and blew off roadway debris.
- Cut yard at 101 Clipper Court with two weedeaters and zero turn mower.
- Cut grass at clubhouse, marina, tennis court and pool area.
- Pulled up old speed limit sign in the 1700 block Harbourview Drive and replaced with new one.
- Emptied trash cans in park, marina and pool area.
- Swept floors in park bathroom and filled canisters with paper goods.
- Removed from recycle center cardboard, paper, general garbage that was scattered about due to critters and microwave and unloaded in dumpster in the maintenance yard.
- Moved buoy's in sound to proper location.
- Spent six hours on Sunday power washing walkway at clubhouse.
- Spent five hours on Monday power washing walkway at clubhouse.
- Cut back overgrown brush beside walkway at clubhouse.
- Sprayed glyphosate around needed areas at clubhouse, pool area and park.
- Took tractor to marina and scrapped curbs down the hill by clubhouse and around marina and removed dirt.
- Spent five hours on Tuesday power washing and finishing walkway at clubhouse.
- Clubhouse and benches were power washed.
- Spent five hours staining railings on walkway at clubhouse on Thursday.
- John put down red mulch in flower bed at clubhouse and center flower bed at front entrance.
- John maintained the yard for residents due to Paul being out sick.
- Cut grass at front entrance, edged curb, weedeated and blew off roadway debris.
- Cut grass at clubhouse, marina, pool area and hill in front of tennis court.
- Cut grass in front of and beside basketball court and cut Roanoke Drive school bus stop.

- Weedeated drainage ditch in the 800 block of Harbourview Drive.
- Put up flags at front entrance and modular section in observance of Labor Day holiday.
- Jim came in on Labor Day and opened park bathrooms, emptied trash in park, marina and pool area. Two trash cans at the clubhouse, one outside in the back and the other inside were completely full with food from previous club rental party. Both trash cans were so heavy I had to get the tractor and dump the trash. Took utility trailer over to recycle center and picked up junk, general garbage, clothing, tools and paper and cardboard and unloaded in trash bin in the maintenance yard.
- Took down flags at front entrance and modular section.
- Put up six 2x4x90' railings that were missing on walkway at clubhouse and stained.
- Finished staining railings and posts on walkway at clubhouse.
- Started staining deck on walkway at clubhouse.
- Took off both rear tires on John Deere riding mower and took them to Shoreline in Grandy and had two new tires placed on rims.
- Cut grass on right of way inside modular section and inside maintenance yard.
- Continue staining deck on walkway at clubhouse.
- Cut yard at 501 Harbourview Drive due to high grass and house empty.
- Barry, our vacant lots cutter will not be available to cut for at least the next two weeks due to emergency with his father in Baltimore therefore, we will assume responsibility of cutting lots.
- Finished putting down first coat of stain on walkway at clubhouse.
- Cut all empty lots from the 2000 block of Harbourview Drive up to King William Court.
- Cleared clogged toilet in men's bathroom in park.
- Cut grass at clubhouse, marina and pool area.
- Cut grass at front entrance, weedeated and cleared roadway of grass debris.
- Cut Roanoke Drive bus stop.
- Cut yard at 501 Harbourview Drive due to home being under foreclosure and extremely high grass.
- Emptied trash cans in park, marina and pool area.
- Swept out floors in park bathrooms.
- Cleaned out paper and cardboard in recycle center.
- Emptied trash cans downstairs clubhouse after service for Jack Leonard.
- Painted over graffiti on walls at school bus stop inside modular section.
- Sprayed glyphosate behind deck at pool to run off snakes and high grass.
- Started putting down second coat of stain on walkway at clubhouse.
- Sprayed graffiti removal spray on stop sign at main intersection inside the modular section.
- Cut empty lots from King William Court to Sir Richard West.
- Had F-150 shop truck towed to Outerbanks Motorsports to have ignition fixed and inspection done.
- Cut back bush level to the ground at corner of Lancer Court and Colington Drive.
- Cut drainage ditch 800 block Harbourview Drive.
- Continue to put down second coat of stain on walkway.
- John continues to cut empty lots on zero turn due to Barry still out of town.
- Dropped off utility trailer to have new floor welded in.
- Changed hinges on front door at clubhouse.
- Finished putting down second coat of stain on walkway railing.
- Cut grass at front entrance, weedeated and cleaned off street debris.
- Cut grass at clubhouse, marina and pool area.
- Weedeated area between pool and park bathrooms.
- Cleaned boat ramp at marina of washed up debris.