

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

## Detailed Monthly Activities Report

December 16 – January 21, 2014

Jim Roberts, John Kottas and Barren Burch

- Emptied trash cans in park and marina.
- Picked up trash at clubhouse downstairs after Christmas dinner.
- Painted sides and front of 16' utility trailer.
- Put notice on marquee and sandwich board signs about Santa's arrival in the harbour.
- Blew off parking lot of leaves at clubhouse.
- Cleaned boat ramp of washed up debris at marina.
- Cut grass at front entrance, weedeated and cleaned off roadway.
- Laid out and bolted down new floor on 16' utility trailer.
- Dead headed mums in front entrance flower bed.
- Cleaned off entrance driveway to maintenance yard.
- Emptied trash cans in park and marina.
- Emptied trash cans at doggie stations and filled canisters with new bags.
- Posted illegal dumping violation on right of way at 105 Soundview Drive.
- Mounted flat bar on new floor of utility trailer.
- Spread Thompsons water seal on floor of utility trailer.
- Put notices on marquee and sandwich board signs about trash schedule changes during Christmas week.
- Tuesday and Wednesday were holidays however John came in on Tuesday and checked harbour and buildings and opened up basketball court and Jim did likewise on Wednesday.
- Cleaned up boat ramp of washed up debris again at marina.
- Cut grass at front entrance again due to rye grass waking up.
- Took notices down on marquee and sandwich board signs about trash schedule changes.
- Started picking up Christmas trees inside harbour and unloaded in an designated area to be later picked up.
- Pulled wire for new light and switches in clubhouse.
- Changed GFI receptacle at tennis court.
- Picked up majority of junk placed out on side of road by renters who moved out at 105 Soundview Drive. Owner was contacted and he will send a payment for us removing items and unloading them in the maintenance yard dumpster.
- Took down Christmas lights at clubhouse.
- Took down flags at front entrance and clubhouse due to high wind gusts.
- Took down Christmas lights at guard house and front entrance wall and horse.

- Took utility trailer over to the 100 block of Craigy Court and loaded up door and door frame and brought to the maintenance yard.
- Picked up two mattresses and four chairs at 121 Roanoke Drive and owner will be assessed costs for removal.
- Dug deeper hole for stop sign at front entrance of harbour.
- John went to home depot and picked up two vanities for clubhouse.
- Sign entering marina was broken off post and sign was repaired and placed back on post.
- Picked up approximately twenty Christmas trees in harbour and brought to the yard.
- Mounted new Outrigger Drive sign on post and new stop sign.
- Mounted new stop sign on post at Sir Richard East.
- Continue picking up Christmas trees inside harbour.
- Started painting walls inside of guard house.
- Put flags back up at clubhouse and front entrance.
- Continue painting inside guard house.
- Moved office furniture, file cabinets and shelves out of clubhouse office into club room for office renovations.
- Cut grass at front entrance and weedeated around needed areas.
- Emptied trash cans at marina.
- Cleaned boat ramp again of washed up debris at marina.
- Mounted several signs entering the gate at maintenance yard.
- Loaded up approximately forty Christmas trees onto trailer for removal.
- Removed boxes, old sinks and light fixtures in woman's bathroom at clubhouse.
- Mounted two mirrors in ladies bathroom at clubhouse.
- Started painting trim in guard house.
- Moved furniture around in clubhouse to accommodate guests later in the evening.
- Picked up ten more Christmas trees inside harbour and brought to the maintenance yard.
- Put down crush and run at front entrance coming into harbour and also Clipper Court, Harbour Court, Kay Court and Inlet Court.
- Deadheaded mums in flower bed at clubhouse.
- Put back up folder and paper holders inside office of clubhouse.
- Mounted paper towel dispencer back on wall in ladies bathroom at clubhouse.
- Put blinds back up in clubhouse office.
- Located owner of van illegally parked at 913 Colington Drive and advised her removal of van was necessary or it would be towed.
- Continue painting inside guard house.