

COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

September 15 – October 17 2014

Jim Roberts, John Kottas and Barren Burch

- Emptied trash cans in park and marina.
- Swept out park bathrooms and filled canisters with paper goods.
- Blew off walkway and parking area at clubhouse.
- Cut back bamboo over taking right of way 100 block Sir Hart Court.
- Picked up traffic signs from water department for later use on ongoing project in the 700 block Harbourview Drive.
- Picked up garbage downstairs after recent weekend wedding and brought cans to the yard to be cleaned out and then returned.
- Put monthly notice on marquee signs about upcoming monthly meeting.
- Trimmed bushes back some more for clearance of camera on fire boat at marina.
- Dug out more of the drainage ditch 700 block of Harbourview Drive and with the assistance of Billy Hentnik we laid 250 foot of drainage lines down in ditch and under three driveways.
- Went back to Sir Hart Court and continue to cut back over hanging limbs on right of way.
- Took extension saw over to the 200 block of Sandpiper Drive and cut low lying limbs.
- Set up tables and chairs for monthly meeting at clubhouse.
- Opened up the maintenance yard for three hours for residents.
- Took down tables and chairs after monthly meeting at clubhouse.
- Took monthly meeting notices off of marquee signs.
- Took tractor over to 700 block of Harbourview Drive and with the assistance of John Collins directing traffic and raking rocks level, 250' of drain lines were covered.
- Bill Hentnik, John and myself finished the drain ditch in the 700 block of Harbourview Drive, filling in with dirt. Approximately 16 hours was spent on this project with four people.
- Cut grass at clubhouse, marina and pool area and weedeated hill beside clubhouse and alongside fence at pool.
- Loaded up remaining 20' sections of drain lines back on utility trailer and unloaded in the maintenance yard.
- John met up with Henry from Edenton Tractor and received needed parts for Kubota tractor.
- Emptied trash cans in park.
- Unclogged ladies toilet in park bathrooms.
- Screwed down four caps that needed to be replaced on bulkhead in park.
- Pulled up loose board on walkway in park and secured back down.
- Weedeated drainage ditch in the 800 block of Harbourview Drive.
- Took utility trailer into harbour and picked up brush in front of tennis court, on right of way in the 800 block of Colington Drive, two large limbs on Kitty Hawk Bay Court and two piles in the 200 block of Sir Chandler Drive.

- Cleaned out bus stop inside modular section.
- Took tractor over to Juniper Court and removed remaining rock from drainage ditch project and graded area on right of way.
- Worked the yard for three hours for residents.
- Cut grass inside of the modular section.
- Power washed outside of park bathrooms.
- Cut grass at clubhouse, pool area and marina.
- Went by 220 Roanoke Drive and picked up loose trash that had blown out of wood bin on construction site and contacted builder to have bin removed.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Picked up large anchor placed on beach in park and brought to maintenance yard.
- Picked up brush and chair in front of 118 Harbourview Drive and brought to the maintenance yard.
- Power washed guard house at front entrance and sprayed for bugs and spiders.
- Took tractor over to the 1200 block of Harbourview Drive and cut back right of ways at two locations within this block.
- Opened up the maintenance yard for residents for three hours.
- Took blower over to the 1200 block of Harbourview Drive and cleaned off debris on roadway after cutting right of ways.
- Took blower up to clubhouse and blew off parking area and walkway.
- Took tractor back over to the 1200 block of Harbourview Drive and picked up brush that was cut the day before. Also scraped the side of roadway in this area near Sir Hart Court.
- Took zero turn mower out in the harbour and cut some lots that are still growing.
- Painted letters on roadway at front entrance.
- Weedeated high grass behind basketball court.
- Adjusted handle on park shower for better water pressure.
- Changed air filter in clubhouse office.
- Continue cutting a few empty lots with zero turn when needed.
- Continue painting letters on roadway at front entrance.
- Cut grass at clubhouse, marina, tennis court and pool area.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Blew off walkway at clubhouse again due to squirrels making a mess with acorns.
- Weedeated around street and stop signs and cut right of way inside the modular section.
- Made up current signs for upcoming large item pickup.
- Finished painting letters on roadway at front entrance.
- Cut back low lying limbs at bus stop on Roanoke Drive.
- Picked up pile of limbs placed on side of road in the 300 block of Sir Chandler Drive.
- Weedeated around street and stop sign posts all the way down Colington Drive.
- Emptied trash cans in park and swept out bathroom floors in park.
- Took thirty five chairs from downstairs clubhouse to upstairs per board member request.

- Worked the maintenance yard for three hours for residents to drop off items.
- Blew off parking lot at clubhouse due to squirrels making a daily mess with acorns.
- Loaded up wood bin with brush inside maintenance yard.
- Took zero turn out into harbour and cut lots for the last time of the season on Harbourview Drive side of the harbour.
- Took tractor over to Colington Drive and Colleton Lane and cut back right of way for better vehicular vision.
- Scrapped back sand off of roadway in front of 414 Kitty Hawk Bay Drive.
- Put notices on both marquee signs and placed temporary signs out in selected locations to inform residents about large item pickup coming up on October 15.
- Cut the front and side yard of 1609 Harbourview Drive due to very high grass. Owner has not had the grass cut all summer and the house is vacant.
- Started painting crosswalks at stop sign on Harbourview Drive.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Set up thirty five chairs and tables for meeting at clubhouse.
- Painted fire hydrants road markings starting at the marina, clubhouse, down Colington Drive up to Sunset Drive, Harbour Road, all four on Kitty Hawk Bay Drive, Clipper Court, Sir Walter Raleigh East, Huron Court and Tyrell Court.
- Worked the maintenance yard for three hours for residents to drop off items.
- Painted road markings for fire hydrants at the following locations: 113, 119 and 129 Sir Hart Court, 1314, 1503, 1602, 1802 and 2002 Harbourview Drive.
- Trimmed back overhead limbs hanging low in clubhouse parking lot.
- Cut hanging limbs in front of 201 Harbour Road and 204 Kitty Hawk Bay Drive and unloaded limbs in the maintenance yard.
- Collected temporary signs placed out in harbour for large item pickup and removed notices on both marquee signs.
- Cut up brush inside the maintenance yard with tractor and bush hog.
- Cut back Russian olives blocking right of way at corner of Colington Drive and Kitty Hawk Bay Court.
- Measured beach area on Kitty Hawk Bay Drive for possible installation of fence to keep people off of a certain private property.
- Continue painting fire hydrant road markings which includes the following locations: 211 Rhodums Drive, 114 and 124 Prince Charles Court, 300, 501, 545, 715, 1100, 1146 and 1189 Harbourview Drive, 100,200 and 300 block of Sir Chandler Drive, 100 block Roanoke Drive, 100 block Sir Richard West, 100 and 200 block of Sir Richard East, 100 block of Lee Court, 100, 200 and 300 block of Sandpiper Drive, 100 block Seagull Court, 100 block Swan Court, 100 King Court, 2286 and 2347 Colington Road. All fire hydrant markings within the realm of Colington Harbour have been painted.
- Cut grass at clubhouse, marina, tennis court and around pool area.
- Cut grass at front entrance and Roanoke Drive bus stop.