

COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

August 18 – September 12, 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.
- Replaced six cap boards on bulkhead at park.
- Secured new seat on picnic table at park.
- Painted curb in front of school bus stop at front entrance.
- Finished cutting remaining brush alongside walkway at clubhouse.
- Took tractor over to the 100 block of John Cabot Court and pulled out two large piles of brush onto street for the Dare County bucket truck to load up.
- Mounted no dogs allowed sign on fence at basketball court.
- Secured two eyebolts in ceiling in office at clubhouse to help support ceiling tiles.
- Cleaned out air filter and changed spark plug in push mower and restarted.
- Took pole saw over to 320 Harbour Road and cut down hanging limb.
- Took zero turn mowers over to Rhodums Drive and cut all lots that were previously too wet to cut and cut them due to more upcoming rain as well as three lots on Harbourview Drive.
- Put notices on marquee signs about upcoming monthly meeting at clubhouse.
- Used weedeater to trim up around all bus stops.
- Set up tables and chairs for monthly meeting at clubhouse.
- Took blower and blew off parking lot and wooden walkway at clubhouse.
- Picked up trash at pool and park.
- Secured inlet sign on bulkhead at end of Sunset Drive.
- Cut down holly tree at corner of Huron Court and Kitty Hawk Bay Court to enhance visibility at intersection.
- Weedeater all three school bus stops on Harbourview Drive.
- Mark cut up brush with bush hog inside the maintenance yard.
- Took down tables and chairs after monthly meeting at clubhouse.
- Removed notices on marquee signs about monthly meeting.
- Cut grass at clubhouse, pool area, marina and hill in front of tennis court.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Emptied trash in park and pool area.
- Changed out photo cell on park bathrooms for outside light.
- Made up sign for rock drop off location on Juniper Court for upcoming project.
- Cut grass inside the modular section.

- Took tractor into park and covered up septic tank. Also, moved sand up underneath oak tree in park.
- Picked up loose boards and other stuff in the park and brought to the maintenance yard.
- Cut wooden back for a metal sign for jetties, mounted on 4x4 posts, cut angle on top of post, painted and put into ground near jetty in park.
- Cut hanging limbs across from 312 Harbour Road.
- Mounted no dogs allowed sign on gate entering park.
- Put into ground seven sections of 11' split rail fence at 317 Colington Drive.
- Cut brush back at 1212 Harbourview Drive.
- Loaded up dirt into trailer and dumped five loads of dirt in the area of Juniper Court.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Cut grass at clubhouse, marina and pool area.
- Put up flags at front entrance and modular section in observance of Labor Day Weekend.
- Emptied trash cans inside park and pool area.
- Swept out floors in park bathrooms.
- Took down flags at front entrance and modular section after observance of Labor Day.
- Worked the maintenance yard for three hours for the residents.
- Emptied trash at doggie station on Kitty Hawk Bay Drive.
- Drilled hole in bottom tray on air conditioner unit at guard house for better drainage.
- Cut back Russian olives on corner of Colington Drive and Kitty Hawk Bay Court.
- Went to Ace hardware and bought supplies for upcoming project on Harbourview Drive.
- Climbed rocket tower and made new connection for dome light which is now working.
- Took tractor into modular section and spread crush and run at corner of Seagull Court and Sandpiper Drive.
- Mounted new floor on bottom of trash bin in maintenance yard.
- Put sealant in front tire of Kubota tractor.
- Washed and cleaned out F-250 shop truck.
- Sprayed bug spray inside and outside of guard house.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Cut grass at clubhouse, marina and pool area.
- Mounted fire extinguishers in both ladies bathrooms in park.
- Dropped off F-150 work truck at George's for state inspection.
- Ran maintenance yard for three hours for residents.
- Called N.C. Power to report street lights out again at marina.
- Started trimming bushes near sight of camera to enhance better view of marina and fire boat.
- Picked up dresser and other items placed on right of way at 308 Harbourview Drive put out by renters who apparently just moved out.
- Met with Bill Hentnik in the 700 block of Harbourview Drive to discuss game plan and schedule for laying drain lines in that particular block.
- Scrubbed toilets, sinks and urinal in park bathrooms and swept out floors.

- Cleaned outside windows on bottom floor underneath deck at clubhouse.
- Raked up washed up debris at boat ramp at marina.
- Put up additional American flags up at front entrance in observance of 911.
- Took check over to Vulcan in Kitty Hawk so rocks could be ordered.
- Loaded up four trailer loads of dirt in the maintenance yard and dropped off corner of Juniper Court and Harbourview Drive for upcoming project on drain lines.
- Cleaned outside windows on top of deck at clubhouse.
- Started digging ditch area 700 block of Harbourview Drive and found the culverts to be clogged. Made a call to the fire department to ascertain from them if they could flush out existing lines underneath driveways and to call them back next Tuesday, 9-16-14.
- Put flags back up at full staff after observing 911 day.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Cut grass at clubhouse, marina and pool area.
- Pulled up weeds in front entrance flower bed.
- Dropped off 20 of the 20' sections of drain lines and placed on right of way at Juniper Court and Harbourview Drive. The #5 rock needed for this project was also dropped off at same corner.