

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

## Detailed Monthly Activities Report

January 14 to February 15, 2013

Jim Roberts, John Kottas, Paul Deaver

- Took F-250 work truck to Outer banks Motorsports garage to have work done on front end.
- Emptied trash cans inside park and marina.
- Cleaned out gutters back side of maintenance shop and cut out a sheet of metal to cover small hole in roof and covered with roof patch.
- Set up tables and chairs for monthly meeting and posted notice on marquee signs.
- Purchased remaining light fixture for tennis court, mounted and connected.
- Picked up another trailer load of Christmas trees and brought to the maintenance yard.
- Took down tables and chairs at clubhouse.
- Took down notices regarding no monthly meeting on marquee signs and sandwich board sign.
- Moved chairs from kitchen area to dining room area.
- Took out old tables in guard house and replaced with a newer and better table.
- Took down flags at clubhouse and guard house due to possible upcoming snow storm.
- Cleaned mat at front door of clubhouse and hauled away bags of trash left over from services held the day before at clubhouse.
- Put up corner round molding in maintenance shop bathroom.
- Put notices on both marquee signs and sandwich board sign about schedule change for trash pickup.
- Mounted scrapping blade on bucket of Kubota tractor.
- Cleaned out lines in shop furnace and lit pilot light and turned on heat.
- As of this date, 1-18-13, all Christmas trees inside and outside of the harbour have been collected.
- Emptied trash cans inside park and marina.
- Changed out doggie bags at doggie station on Kitty Hawk Bay Drive.
- Shipped back lift jack received from Edenton Tractor due to the fact it could only be used for the zero turn mower and not out other mowers.
- Purchased lift jack from Home Depot that can be used on all our mowers at the shop and assembled.
- Picked up probably the last trailer load of Christmas trees and dropped off at Jeannette's Pier.
- Dressed up and secured camera wires in shop office and mounted surge protector.
- Purchased battery for D.R. brush mower and installed, greased machine and changed oil.
- Helped resident move trampoline out of street 100 block of Qourk Court.
- Changed out bad receptacle with new one in shop area.
- Cleaned gas heater in guard house and relit.

- Continue to pick up more Christmas trees inside and outside of harbour.
- Emptied trash cans inside park and marina.
- Changed oil and filter in zero turn mower, and sharpened blades.
- Started scrapping roads inside modular section, finishing both sides of Sandpiper Drive, Seagull Court, East Swan Court and Mallard Court.
- Leveled edges of roadway inside modular section with rake and sprayed edges of roads with roundup.
- Loaded up five trailer loads of dirt inside the modular section and dropped off in the maintenance yard.
- Took off old running board on F-250 shop truck.
- Scrapped both sides of roadway in the 800 and 900 block of Colington Drive and raked edges level.
- Scrapped both sides of roadway on Clipper Court and raked edges level.
- Cleaned graffiti off of crime watch sign and bus stop inside modular section.
- Took tractor into harbour and scrapped both sides of roadway on Capt. Arthur Barlowe, Sir Walter Raleigh East, John White Court, and John Cabot Court, 700 blocks of Colington Drive, Kitty Hawk Bay Court, Brigand Court, Tyrell Court and Huron Court. Dirt was loaded into trailer and three loads were dumped inside the maintenance yard.
- Sprayed sides of roads listed above with roundup.
- Cut grass, weedeated and blew off roadway debris at front entrance.
- Adjusted pump on front door at clubhouse.
- Attached support brace for maintenance yard sign at entrance to the yard.
- Moved for sale sign 100 block Colington Drive and placed in proper location.
- Took brackets off of an old wheel barrel brought to the yard and mounted on shop wheel barrel.
- Took front panel off of driver's door on shop truck and fixed latch and replaced panel.
- Took tractor to the marina and scrapped washed up debris on boat ramp.
- Put flags back up at clubhouse and front entrance after several days of strong winds.
- Took tractor into harbour and scrapped one side of roadway on Kitty Hawk Bay Drive, Harbour Road and both sides of Colleton Lane and Colony Lane. Loaded up three trailer loads of dirt and brought to the maintenance yard.
- Paul cut up brush inside the maintenance yard with tractor and bush hog.
- Picked up large limbs on side of road at Colington and Sunset Drive and brought to the maintenance yard.
- Finished scrapping both sides of roadways on Kitty Hawk Bay Drive, Lake Court and both sides of Harbour Road.
- Sprayed with roundup roads listed above that were previously scrapped.
- Separated paper from cardboard inside recycle center due to Dare County will not pick up if not separated. Cut out two trash can lids for paper products and added another trash can inside recycle center for paper products. Painted signs inside recycle center indicating paper products on the left side and cardboard on the right side.

- Took tractor into park and picked up four bucket loads of scrap wood left over from deck project at pool and loaded into lift trailer.
- Loaded up debris in park including limbs, wood, etc. And put in lift trailer and brought to the maintenance yard.
- Replaced old rusted power clips on chemical pump and replaced with new clips.
- Took off old rusted running board on passenger side of F-250 truck and mounted new running board.
- Took down flags at clubhouse and guard house due to strong winds.
- Put up chain link fence temporarily on railing entering pool to keep anyone from entering area.
- Emptied trash cans inside park area and marina.
- Unloaded scrap wood left over from deck at pool area and loaded into wood bin.
- Took another trailer load of Christmas trees to Jeannette's Pier.
- Moved dirt in maintenance yard that came from road scrapping and leveled in low lying areas inside maintenance yard.
- Put flags back up at clubhouse and guard house after passing storm.
- Took tractor to park and moved sand between park bathrooms and pool.
- Shoveled sand off of walkway in park.
- Scrapped both sides of Sunset Drive, Galleon Court and the 100 to the 600 block of Colington Drive. Loaded up lift trailer with dirt and unloaded in the maintenance yard.
- Replaced broken 4x4 posts for stop sign and Elizabeth Court street sign.
- Painted five ceiling vents for clubhouse.
- Mounted newly painted vents on ceiling at clubhouse.
- Went to turf and garden and picked up three containers of roundup quick pro for sides of roadways.
- Loaded up plastic flooring and other stuff into trailer from downstairs clubhouse and brought to the maintenance yard.
- Took tractor into park and moved sand over to bulkhead near channel entering marina.
- Moved sand by rocket slide and put sand underneath swing sets.
- Sprayed chemicals on both sides of Sunset Drive, Galleon Court and the 100 through the 600 block of Colington Drive.

