

COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

June 11 – July 13 2012

Jim Roberts, John Kottas, Paul Deaver

- Emptied trash cans in park and marina.
- Cut grass and weedeated front entrance and cut back larine plants.
- Cut grass at bus stop on Roanoke Drive and Harbourview Drive.
- Changed out broken sprinkler head in zone 5 at front entrance.
- Mounted two paper towel dispensers in park bathrooms.
- Put half inch straps on water line for boat slips at marina.
- Put up 50 foot of sand fence bottom of hill on Clipper Court and posted no trespassing signs. Stood back up old fence on top of hill and put up new section of fence on path leading uphill from clubhouse parking lot and posted no trespassing signs on fence.
- Picked up part of large tree dumped on empty lot corner of Rhodums and Harbourview and loaded into trailer and unloaded in the maintenance yard.
- Pulled up snaps in front entrance flower bed, tilled soil, spread fertilizer and put down mulch.
- Put up additional 100 foot of sand fence at bottom of hill on Clipper Court and posted new no trespassing signs on fence.
- Put up two more six foot sections of sand fence on path near hill on Clipper Court.
- Continue cutting empty lots inside harbour with tractor and bush hog.
- Assisted volunteer's with planting Vinca's at front entrance flower bed.
- Sharpened blades on bush hog.
- Took tractor and trailer over to 106 Rhodums Drive and loaded up tree limbs for resident who later sent a check to the association for our costs.
- Put up two sections of silk fence along side of hill on Clipper Court where erosion had been occurring.
- Took tractor to park and moved sand between pool and park bathrooms. Cleaned up construction debris around park bathrooms and removed sand off of walkway entering park.
- Put up shelf in storage room on pool side of park bathrooms.
- Cut out wood and placed along fence near steps on pool side of park bathrooms to keep sand from blowing into pool area.
- Took tractor and trailer to boat ramp and picked up floating deck that washed up at boat ramp and loaded into trailer and disposed of in the maintenance yard.
- Cleaned out floor drains in park bathrooms.
- Cut lots with tractor and bush hog on Colington Drive side of harbour.
- Mounted two more toilet paper dispensers inside park bathrooms and installed window screens.
- Mounted and connected box and 20 amp switch to hot water heater at park bathrooms.

- Replaced old shower with new shower at park and cleaned off standing platform.
- Met with board members and Henry from Edenton Tractor to test zero turn mowers on lots inside the harbour.
- Cut high grass again at 118 Lee Court and costs will be assessed to owner of property.
- Picked up trash in front of and around 312 Colington Drive.
- Made new tail gate brackets for utility trailer to haul zero turn mower.
- Put notices on marquee signs about fees being set for dropping off items in the maintenance yard effective July 1.
- Took both tractor and zero turn mower and cut lots inside the harbour.
- Cut grass at front entrance, Roanoke Drive bus stop, clubhouse, marina and around pool area.
- Cleaned out park bathrooms, emptied trashcans in park, marina and pool area.
- Took both tractor and bush hog and zero turn mower and completed cutting all lots and right of ways on Harbourview Drive side of harbour as well as some lots on Colington Drive side.
- Took tractor down to 115 Clipper Court and loaded up trailer with storm debris washed up in back of lot and unloaded in the maintenance yard.
- Cut right of ways inside the modular section.
- Cut drainage ditch 800 blocks of Harbourview Drive.
- Cut up brush inside the maintenance yard with tractor and bush hog.
- Made new sign for maintenance yard indicating new fee for residents unloading items inside the maintenance yard effective July 1, 2012.
- Worked on walkway and other projects inside park.
- Changed out GFI receptacle at park pavilion.
- Continue cutting lots on Colington Drive side of harbour with tractor and bush hog.
- Cut grass front entrance, clubhouse, marina and pool area.
- Changed out broken sprinkler head in zone 4 at front entrance.
- Emptied trash cans inside park and marina.
- Put down caulking on vinyl baseboard in park bathrooms.
- Put down a couple support blocks for ABS septic line and covered septic tank in park.
- Took tractor to park and covered exposed septic line with sand at park bathrooms.
- Put door stops on bathroom doors in park bathrooms.
- Used zero turn mower to cut right of ways inside modular section.
- Took both tractor and zero turn mower into harbour and cut empty lots.
- Jim came in for two hours on the 4th of July to clean park bathrooms, empty trash cans in park, marina and pool and made rounds of the harbour.
- Took down flags at front entrance and modular section.
- Put new pressure switch on irrigation pump at clubhouse.
- Emptied all trash cans inside park, marina and pool area after 4th of July celebrations.
- Took tractor over to Rhodums Drive and picked up stump, loaded into trailer and unloaded into wood bin in the maintenance yard.
- Connected chain and cinder blocks to buoy's for swim area in park beach.

- Mounted cones and painted letters keep off on cones and secured on groins to alert people to stay off groins for safety reasons.
- Cut grass at front entrance, clubhouse, marina, pool area and bus stop on Roanoke Drive.
- Paul cut up brush inside the maintenance yard with bush hog.
- Attached rope and floats for swim area in park.
- Cleaned park bathrooms and filled canisters with paper products.
- Emptied all trash cans in park, marina and pool area.
- Pulled up weeds inside front entrance flower bed.
- Cut back bamboo on right of way across from 109 Sir Hart Court.
- Cut back tree and bush exiting parking lot at basketball court to enhance vision entering Colington Drive.
- Mounted door closure on front door at clubhouse.
- Took down Capt. Arthur Barlowe street sign and painted new background and letters and secured back on post.
- Took off lift gate on utility trailer and built ramp to load zero turn mower and other equipment.
- Mounted bulletin board that Marion built onto post at park pavilion.
- Cut grass at front entrance, clubhouse, marina and pool area.
- Moved sand from underneath pavilion and park walkway.
- Put up community watch sign back on post 400 block Harbourview Drive.
- Changed out sprinkler head broken by truck running onto island.