

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

## Detailed Monthly Activities Report

April 14 – May 16 2014

Jim Roberts, John Kottas, Paul Deaver and Barren Burch

- Emptied trash cans in park and marina.
- Brought pool cover from marina to maintenance yard.
- Continue to move sand in park with tractor.
- Tightened coupling sleeve on septic line at park bathrooms.
- Swept out park bathrooms and loaded up paper canisters for upcoming season.
- Changed out float valves in two toilets in park bathrooms.
- Set up tables for monthly meeting at clubhouse.
- Put notices on marquee signs about upcoming monthly meeting.
- Burned papers in burn barrel for Deke.
- Took down tables and chairs after monthly meeting.
- Took notices down about monthly meeting and large item pickup on marquee signs.
- Continue moving sand in park with tractor.
- Using tractor, moved pallets of sand for pool personnel.
- Picked up loose trash between Mann Court and Colington Road.
- Mounted stop sign on 4x4 post on Mybet Court and at Sir Richard East.
- Picked up trailer for resident who borrowed same for wood removal. Resident will pay association a cost for use of trailer and removal of wood.
- Cut down two dead trees on right of way across from 261 Outrigger Drive, loaded up cut up wood into utility trailer and disposed of in the maintenance yard.
- Cut back Leyland cypress tree on right of way at corner of Lancer Court and Colington Drive.
- Using tractor disposed of tree stump someone placed on right of way near wooded area on Mann Court.
- Dropped off utility trailer at marina for annual canal cleanup.
- Continue moving sand in park with tractor.
- Cut grass at clubhouse, marina, pool area, tennis court, front entrance and Roanoke Drive bus stop.
- Park bathrooms are now opened for the season-4-25-14.
- Emptied trash at park and marina.
- Picked up utility trailer from the marina after canal cleanup and brought to the maintenance yard and unloaded debris into bin.
- Took off notices on marquee signs about canal cleanup.
- Filled in drain ditch with dirt in the 700 block of Harbourview Drive.
- Pulled out nail from front tire of tractor and sealed tire.

- Cleaned up maintenance yard of loose materials on the ground due to previous full wood bin.
- Emptied water out of heater in guard house.
- Unable to cut lots inside harbour for the last five days due to constant rain.
- Went to Ace and bought cleaning supplies for guard house.
- Hand shoveled sand around trees in park.
- Performed monthly check on emergency lights in clubhouse.
- Took tractor to park and moved more sand.
- Hand shoveled more sand around old oak tree in park.
- Replaced broken toilet paper canister in men's bathroom in park.
- Cut grass at clubhouse, marina and pool area.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Put flags back up at front entrance and clubhouse.
- Emptied trash cans inside park, marina and pool area.
- Tightened up water line to toilet in men's bathroom in park.
- Took tractor and utility trailer over to 216 Outrigger Drive and loaded up trailer with limbs. Resident is to send check to association for removal.
- Sprayed ant killer around camera and bar code reader at front entrance.
- Moved sand inside park area with tractor.
- Spread weed and feed on grass at front entrance.
- Purchased two 8' sections of chain and D rings for buoy's in swim area in park.
- Took shop truck up to Tread Quarters and had rear tire fixed due to slow leak.
- Weedeated drainage ditch 700 block of Harbourview Drive.
- Weedeated grass inside maintenance yard.
- Sprayed bug spray around guard house.
- Blew off parking area at clubhouse.
- Sprayed roundup on curb around Roanoke Drive bus stop.
- Turned on irrigation system at front entrance running all six zones and changing out one sprinkler head.
- Continue moving sand with tractor in park.
- Cut grass at clubhouse, marina and pool area.
- Cut grass at front entrance and weedeated around needed areas.
- Cut high grass inside the maintenance yard with bush hog.
- Replaced bolt which holds deck wheel on zero turn mower.
- Emptied trash cans inside park.
- Swept out floors in park bathrooms and filled canisters with paper products.
- Took tractor into park and continued to move sand.
- Scrapped overgrown grass on curb around Roanoke Drive bus stop.
- Took tractor and bush hog to Rhodum's Drive and cut high grass with bush hog.
- Went to NAPA and purchased new hose and battery for vehicle counter for front entrance.
- Fixed slow leak on front tire on zero turn mower.

- Painted grille guard on tractor Kubota orange.
- Cut grass in front of, beside and behind basketball court.
- Posted parking violation notice on boat and trailer in the 100 block of Jester Court.
- Took screen door off of frame going outside downstairs at clubhouse and replaced old screen with new screen.
- Made a food run for volunteers working on ballots at clubhouse.
- Went into sound in park and secured bouys and rope floats for swim area.
- Continue to move sand in park with tractor.
- Changed out float in men's bathroom on pool side of park bathroom.
- Cut grass at clubhouse, marina and pool area.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Mounted air hose on pavement for vehicle counter at front entrance.
- Continue to move sand in park with tractor.