

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

## Detailed Monthly Activities Report

October 20 – November 14 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.
- Cut bush back in front of window at guard house.
- Put notices on both marquee signs about upcoming monthly meeting.
- Painted last fire hydrant road marking in front of 106 Rhodums Drive.
- Met with contractor on Rhodums Drive to get a price on digging trench for drain lines.
- Picked up six bags of leaves in front of 207 Sir Richard East.
- Boarded up entrance of trailer due to vandals entering at 104 Swan Court.
- Researched prices for drainage lines, couplings and caps for upcoming project.
- Set up tables and chairs for upcoming monthly meeting.
- Took tractor and bush hog over to 1609 Harbourview Drive and cut high grass in back yard. We previously cut the front yard last week. This house has been vacant all summer and the grass was never cut and the owner will be sent a bill for our efforts.
- Went to Ace hardware and bought fertilizer, rye grass seed and lime for front entrance.
- Spread rye grass seed at front entrance.
- John opened the maintenance yard for three hours for residents.
- Emptied three trash cans in park.
- Took down tables and chairs at clubhouse after monthly meeting.
- Trimmed back bushes again that is in line with camera that is directed towards the fire boat at marina.
- Spread fertilizer and lime at front entrance.
- Dropped off utility trailer for resident to use and load limbs at 106 Roanoke Drive.
- John took D.R. Brush mower to Grandy to have the transmission checked out.
- Took down notices on both marquee signs about recent monthly meeting.
- Picked up utility trailer that was dropped off at 106 Roanoke Drive and brought to the maintenance yard and unloaded limbs.
- Changed out sprinkler head in zone 5 at front entrance.
- Went to Ace hardware and bought one more bag of lime and spread at front entrance.
- Went back to Grandy and picked up the D.R. Brush mower.
- Trimmed bushes again that are in line with camera that watches the fire boat at marina.
- Cleaned boat ramp of washed up debris.
- Picked up bags of loose trash on deck at 113 Seagull Court which is vacant.

- Changed out control valve in zone one at front entrance due to low water pressure in other zones on sprinkler system. Tested all six zones and pressure back up to normal.
- Opened up park bathrooms and swept out floors and filled canisters with paper goods.
- Took tractor over to Sir Hart Court and cut right of way.
- Blew off parking lot at clubhouse.
- Opened up maintenance yard for residents for their use to drop off items. This will be the last Tuesday open for residents until next year.
- Took tractor over to 423 Harbourview Drive and picked up 6x6 basketball post and goal which was placed on right of way after large item pickup came. Loaded onto trailer and hauled to the maintenance yard.
- Took tractor to park and picked up washed up table and secured back in the ground.
- John worked the yard for residents for three hours. This is the last Tuesday the yard will be open for residents until next year.
- Used the tractor and bush hog to cut up brush inside the maintenance yard.
- Jim painted arrows on parking area at front entrance bus stop.
- Took tractor and utility trailer over to 104 King Edward Court and loaded cut up bushes into trailer. Owner will send a check of \$75.00 to the association.
- Painted arrows and lines on lanes entering the front entrance of harbour.
- Painted one side of school crosswalk on Harbourview Drive at the main intersection.
- Took flags down at clubhouse and front entrance due to upcoming storm.
- Cut grass at front entrance and Roanoke Drive bus stop.
- Cleaned boat ramp of washed up debris at marina.
- Blew off parking lot and walkway at clubhouse.
- Put flags back up at clubhouse and front entrance after passing storm.
- Went to Kelloggs and had keys made for tennis court again.
- Dropped off utility trailer for resident who has no means to drop off items at the maintenance yard and she will send payment to the association.
- Put down four bales of hay and four pumpkins at front entrance wall to enhance colors for fall season upon us.
- Went to Carquest and purchased oil and oil filter for F-250 shop truck.
- Changed oil in F-250 shop truck and worked on freeing oil filter.
- Cleaned out control valve in zone three at front entrance.
- Tested all six zones at front entrance and all founds to be in order. Irrigation system will continue to run a little longer until rye grass seed takes hold.
- Picked up utility trailer from 117 Harbourview Drive and unloaded items in the maintenance yard. Resident sent a payment to the association.
- Adjusted water pressure on toilet in guard house for better flushing.
- Changed out sprinkler head in zone five.
- Changed oil and filter in F-150 brown shop truck.
- Cut up brush in maintenance yard with tractor and bush hog.

- Greased all grease fittings on Kubota tractor.
- Met with Paula at 104 Mallard Court regarding renter placing items on right of way. Renter says she will remove her things and the owner says he will remove the other stuff. Resident was being evicted from the property.
- Took off cover of gas heater in guard house, vacuumed out and ignited flames for heater for upcoming winter.
- Turned off water for boat slips, shower and park bathrooms. Drained lines and poured anti-freeze in toilets, urinals and sinks. Locked up windows and secured doors for the winter.
- Continue painting school crosswalks at front entrance.
- Painted arrows on lane leaving harbour at front entrance.
- Put down crush and run at corner of Colington Drive and Kitty Hawk Bay Drive.
- Picked up pile of brush on right of way in front of 1225 Harbourview Drive and brought to the yard.
- Replaced burnt up microwave with new one at guard house.
- Put up flags at front entrance and modular section in honor of Veteran's Day.
- Put notices on both marquee signs about informing residents to update their vehicle information by December 22.
- Made up a new sign for the maintenance yard indicating fees amount for residents dropping off items.
- Cleaned diaphragm in control valve in zone six at front entrance.
- Put down asphalt road patch in the 100 block Dare Court.
- Put down asphalt road patch in the 100 block of Prince Charles Court.
- Took down flags at front entrance and modular section after observance of Veterans Day.
- Cut back overhead limbs hanging onto right of way in front of 102 Brigand Court.
- Cut back overhead limbs hanging onto right of way in the 100 block of Kitty Hawk Bay Court.
- Bought new hose for vehicle counter and secured back on street in front of guard house.
- Burnt four boxes of papers from clubhouse that dated back to the 80's per Paula.
- Filled pot hole with asphalt road patch in front of 521 Harbourview Drive.