**COLINGTON HARBOUR MAINTENANCE DEPARTMENT**

Detailed Monthly Activities Report
June 6 – July 12, 2013
Jim Roberts, John Kottas, Paul Deaver and Barren Burch

* Emptied trash cans in park, marina and pool area.
* Cut grass at front entrance, weedeated around needed areas and blew off roadway.
* Cut grass at clubhouse, marina and pool area.
* Took down flags at clubhouse and front entrance due to upcoming storm.
* Put notices on marquee signs about upcoming annual meeting.
* Took down Dough Court street sign and painted new letters on sign.
* Set up tables and chairs for annual meeting at clubhouse.
* Took down tables and chairs on Saturday after annual meeting.
* Storm pushed buoys onto shore after last Friday’s storm and they were taken back out into the sound on Saturday.
* Went in on Sunday to change out GFI receptacle at pavilion in park.
* Emptied all trash cans in park, marina and pool area.
* Took down notices on both marquee signs about recent annual meeting.
* Took tractor into harbour and utility trailer and loaded up brush in front of 109 Colony Lane and resident was assessed $30.00.
* Changed out sprinkler head in zone 5 after tractor trailer ran over sprinkler head.
* Took tractor and utility trailer over to 307 Harbour Road and loaded up limbs and brought to the maintenance yard and owner was assessed $75.00.
* Paul cut up brush inside the maintenance yard with bush hog.
* Barry resumes cutting empty lots on Harbourview Drive side of harbour.
* Went to Lowe’s and purchased low voltage lights and wire for rocket slide.
* Started drilling holes for speed bumps in asphalt however hammer drill died and had to go and get another hammer drill to finish the job.
* Trimmed limbs on right of way at 414 Colington Drive.
* Set up trap at pool area to capture a raccoon that frequents the area.
* Finished securing speed bumps onto asphalt at front entrance.
* Paul cut up brush with bush hog inside the maintenance yard again.
* Mounted transformer on side of park bathrooms with photo cell for lights on rocket slide.
* Cut grass at front entrance, weedeated area and blew off roadway debris.
* Cut grass at clubhouse, marina and pool area.
* Posted parking violation on boat trailer in front of 122 Prince Charles Court.
* Emptied trash cans inside park, marina, pool area and doggie stations.
* Placed a trash can enclosure at pool area to contain trash cans.
* Removed damaged bench near cooking area at clubhouse. Damage was too severe to repair. Removed plague from damaged bench and secured on another bench at clubhouse.
* Trimmed bushes of vines that were overtaking bush.
* Cut larger opening in mailbox for passes at guard house and tightened door.
* Took pictures of trees that were cut down on empty lot and left trees on ground.
* Cleared stopped up toilet at park bathroom on pool side.
* Dug trench from rocket slide to park bathrooms to run conduit for wiring for lights on rocket slide. Pulled low voltage wire through conduit and buried conduit. Mounted light on top level floor of rocket slide and made connections to light and transformer. Set photocell on for light to come on dusk to dawn.
* Took down from upstairs clubhouse thirty chairs for upcoming dinner.
* Paul changed oil and filters for scheduled changing on Kubota tractor.
* Painted recently attached bars on rocket slide.
* Used new hardware to secure buoy in swimming area in park.
* Emptied trash cans in park after recent park rental.
* Put new ropes on all three flag poles at clubhouse.
* Put latch on mailbox for passes at guard house.
* Picked up pump and hoses at 702 Harbourview Drive.
* Cut back hedges behind flag poles at clubhouse and cleaned up debris.
* Cut back pampas grass and other weeds at clubhouse.
* Put new hardware on new ropes for flags at clubhouse.
* Weedeated drainage ditch 800 block of Harbourview Drive.
* Cut grass at front entrance, weedeated and blew off street debris.
* Moved for sale sign to proper location on lot at 356 Soundview Drive.
* Cut grass at clubhouse, marina and pool area.
* Cleaned feces off wall in ladies bathroom at park on sound side.
* Cut Roanoke Drive bus stop and weedeated area.
* Picked up truck load of limbs and chair in front of 103 Craigy Court and brought to the maintenance yard. Unknown of its origin.
* Weedeated in front of and behind basketball court.
* Emptied trash cans in park, marina and pool area.
* Took tractor and utility trailer over to 307 Harbour Road and loaded up limbs onto trailer and brought to the maintenance yard where it was unloaded. Resident paid $75.00 for this service.
* Picked up trailer load of trash placed on side of toad in front of 407 Harbour Road and brought to the maintenance yard.
* Secured horizontal bar at bottom of rocket slide in park for safety reasons.
* Took tractor and utility trailer over to 245 Outrigger Drive and loaded up limbs and unloaded in the maintenance yard. Resident paid $100.00 for this service.
* Painted front steps entering guard house.
* Painted curb by bus stop at front entrance.
* Paul cut up brush inside maintenance yard with bush hog and tractor.
* Painted crosswalk on Harbourview Drive side at front entrance.
* Tagged boat/trailer at 123 Sir Hart Court due to parking violations.
* Changed two sprinkler heads at clubhouse.
* Took tractor and utility trailer over to 435 Colington Drive and loaded up limbs and unloaded in the maintenance yard. Owner pain $50.00 for this service.
* Emptied trash cans again inside park.
* Fixed leak on boy’s toilet in park on sound side.
* Picked up truck load of cardboard and paper placed at the recycle center.
* Painted half of crosswalk on Colington Drive at front entrance.
* Unloaded diving board from delivery truck and placed inside pool area.
* Moved sand off of walkway inside park.
* Cut grass at clubhouse, marina and pool area.
* Cut grass at front entrance, weedeated and blew off roadway debris.
* Repaired handle on outside shower at park.
* Painted other side of crosswalk on Colington Drive at front entrance.
* Cut high grass at 99 Lee Court where house is vacant.
* Emptied trash cans inside park, marina and pool area.
* Cleaned floors inside park bathrooms as well as toilets and sinks on beach side.
* Mounted shelves in storage room at park bathrooms beach side for supplies.
* Loaded up cardboard and paper dropped off at recycle center and unloaded in the maintenance yard.
* Paul fixed flat tire on front left side of Kubota tractor and we put tire back on tractor.
* Cut out caps for bulkhead in park.
* Tightened bolts on swing set in park.
* Changed out receptacle in upstairs clubhouse.
* Emptied trash cans again in park and pool area.
* Put up flags for celebration of 4th of July at front entrance and modular section.
* Put notices on marquee signs about trash pickup on the 4th of July and maintenance yard being closed.
* Cut grass at front entrance, weedeated and blew off roadway debris.
* Cut grass at clubhouse, marina and pool area.
* Mounted caps on bulkhead in park.
* Went into sound and moved buoy back in its original place after kids had managed to move it.
* Emptied all trash cans in park, marina and pool area after 4th of July festivities.
* Took tractor into park and picked up cinder blocks at beach area and disposed of at the maintenance yard.
* Cut back right of way with tractor and bush hog at Va. Dare Court and Harbourview Drive.
* Filled in for security until relief came due to sudden illness with Roy.
* Picked up couch at corner of Rhodum’s and Prince Charles Court and brought to the maintenance yard.
* Sprayed roundup alongside fence at pool.
* Changed out halogen bulb for lights on flags at clubhouse.
* Took notices off of both marquee signs about trash pickup schedule during recent holiday.
* Changed photocell for lights at front entrance.
* Weedeated drainage ditch 700 and 800 blocks of Harbourview Drive.
* Changed out light fixture for flags at clubhouse.
* Emptied all trash cans in park, marina and pool area after 4th of July weekend.
* Swept out bathrooms and filled canisters in park bathrooms.
* Took dump trailer to recycle center and loaded two trailer loads of bottles, cardboard, paper and plastics and unloaded in the maintenance yard spending one hour doing so because of overflow after 4th of July weekend.
* Took down flags at front entrance and modular section after 4th of July weekend.
* Picked up large Cobia that was put on empty lot by someone between 116 and 118 Sir Chandler Drive. The fish was brought to the maintenance yard where we dug a hole with the tractor and buried same because of odor.
* Set trap for raccoon hanging out in the park.
* Closed down park and pool bathrooms due to sewage backup. Opened top of septic tank and found it to be full. Yount’s Septic Service was called and they will pump tank Tuesday morning, 7-9-13.
* Removed complete top of septic tank in park to examine tank and have it pumped.
* Hosed down park bathroom floors and cleaned with bleach due to sewer backup the previous day. Park bathrooms are now in full operation.
* Spent thirty minutes cleaning recycle center after Dare County emptied cans. They refuse to pick up cans or bottles that are on the floor or around trash cans.
* Sprayed both sides of road on Elizabeth Court with roundup.
* Cut grass inside the modular section.
* Paul cut up brush inside the maintenance yard with tractor and bush hog.
* Picked up abandoned hot tub cover at 217 Roanoke Drive and disposed of in the maintenance yard.
* Caulked vinyl molding in park bathrooms on pool and park side.
* Emptied trash cans inside park and pool area.
* Captured raccoon in park inside trash can and let loose in the maintenance yard.
* Weedeated in front of and behind basketball court.
* Removed sand off of walkway and underneath pavilion in park.
* Sprayed roundup alongside wall by pool and on walkway where grass was encroaching.
* Sprayed roundup on curb at Roanoke Drive bus stop.
* Sprayed roundup around basketball court fence outside and needed areas inside court area.
* Went by and tagged boat trailer impeding trash truck from picking up cans at 122 Prince Charles Court and posted note on front door.
* Cut grass at front entrance, weedeated and blew off street debris.
* Cut grass at clubhouse, marina and pool area.
* Cut yard under foreclosure again at 99 Lee Court.
* Cut yard that is listed for sale and grass is high at 1102 Harbourview Drive.
* Cut yard at 523 Harbourview Drive where tenants were kicked out and yard is extremely high.