

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

February 18 to March 15, 2013

Jim Roberts, John Kottas, Paul Deaver

- Picked up more Christmas trees inside harbour.
- Caulked window at shop.
- Painted mounted wood on shop building and painted the letters "Colington Harbour maintenance shop" on mounted wood.
- Changed out bulb on outside light for flags at clubhouse.
- Secured insulation cover for spigot front of clubhouse.
- Sprayed graphite in lock for office door at clubhouse.
- Set up tables and chairs for monthly meeting at clubhouse.
- Took blower to clubhouse and blew off parking lot of leaves.
- Took tractor into harbour and began scrapping side of roadway on Outrigger Drive. Transported three loads of dirt in lift trailer and brought to the maintenance yard.
- Cleaned boat ramp at marina of washed up debris.
- Scrapped both sides of roadway on Broadbay Drive and loaded dirt into lift trailer and unloaded in the maintenance yard.
- Paul cut up brush with bush hog inside the maintenance yard.
- Took down tables and chairs after monthly meeting at clubhouse.
- Took down notices concerning monthly meeting on both marquee and sandwich board signs.
- Sprayed roundup chemicals on side of roadways on Outrigger Drive and Broadbay Drive.
- Took F-250 work truck to tread quarters to have front tire replaced after having run over a pair of scissors which entered sidewall of tire.
- Cut back oleanders again on right of way at Soundview and Colington Drives.
- Cut back low lying limbs on right of way in the 300 block of Harbour Road.
- Removed shelf in clubhouse office in preparation of hanging white board.
- Took down emergency light in downstairs hallway, removed 6 volt battery and placed on charge.
- Hung 4' by 3' white board in clubhouse office.
- Cleaned elements on electric heater in guard house.
- Emptied trash cans inside park and marina.
- Installed newly charged 6 volt battery for emergency light in hallway at clubhouse.
- Dropped off utility trailer at 702 Harbourview Drive to assist resident in cleaning up his yard. A fee will be assessed after determining how much is loaded up.
- Changed out old light fixture and mounted a new one due to the fact the 6 volt battery would not hold a charge.
- Took down flags at clubhouse and guard house due to heavy winds and rain.
- Picked up swing set and counter top on side of road in front of 106 Harbour Road.
- Put flags back up at guard house and clubhouse.

- Took tractor into harbour and scrapped away sand that washed up after heavy rain at Lancer Court and Colington Drive.
- Scrapped both sides of Soundview Drive with tractor and spread dirt in needed low lying areas.
- Scrapped right side of Colington Drive from Lancer Court to Colleton Lane and gave dirt to resident requesting needed dirt on Lancer Court.
- Emptied trash cans at doggie stations and refilled canisters with doggie bags.
- Picked up utility trailer at 702 Harbourview Drive and unloaded items in the maintenance yard such as furniture, appliances and trash and placed in proper areas.
- Sprayed roundup chemicals on both sides of roadway on Soundview Drive and side of Colington Drive from Lancer Court to Colleton Lane.
- Cut grass at front entrance edged around flower beds and blew off roadway debris.
- Picked up large screen projection television from resident at 1515 Harbourview Drive for a \$25.00 disposal fee and brought same to the maintenance yard.
- Emptied trash cans at marina and park.
- Removed concrete top off of shop septic tank, had tank pumped and top placed back on.
- Caulked other window in shop office to keep out moisture.
- Filled large pot hole with heated asphalt road patch in front of 525 Harbourview Drive and barricaded area to keep vehicles off for a couple of days to let set.
- Assembled two office chairs, one for the guard house and the other for the shop office.
- Spoke with resident again at 523 Harbourview Drive concerning junk in her yard and she said she would have it loaded into bin by Wednesday, March 4<sup>th</sup>.
- Took down flags at clubhouse and front entrance due to upcoming storm.
- Removed standing leaves away from drainage area at clubhouse.
- Made new joints inside box for traffic signal at front entrance, soldered wires and secured cover with silicone to keep out moisture.
- Hooked up pump and hoses in advance of upcoming storm to keep water moving at 702 Harbourview Drive.
- Put down sealant on top of newly put down asphalt road patch in front of 525 Harbourview Drive to repel water from upcoming storm.
- Called N.C. Power and reported street light outage at 352 Sandpiper Drive and given work order number 8543760.
- Sharpened scrapping blade on tractor bucket.
- Cut 4x4 posts, painted forest green and mounted stop sign on post for front entrance.
- Filled pot hole with asphalt road patch in front of 428 Kitty Hawk Bay Drive.
- Mounted security light on east side of guard house.
- Filled pot hole with asphalt road patch in the 200 block of Prince Charles Court.
- Put flags back up at clubhouse and front entrance after passing storm.
- Took tractor over to 104 Knight Court and leveled mound of dirt, cut up brush piled on lot and picked up numerous pieces of lumber and brought to the maintenance yard, per Deke.
- Emptied trash cans at marina and school bus stops.

- Picked up pump from 702 Harbourview Drive after being told it was not working. Took it back to the shop and it does work so it was dropped back off and set up due to upcoming rain.
- Filled pot hole with asphalt patch in front of 466 Harbourview Drive.
- Pulled up posts and speed bump signs 100 block Colony Lane and took to shop, painted and cut angle for top of post and placed back in ground closer to the speed bumps. Cut off two feet of speed bumps on each side of road to allow for children to ride bicycles without having to ride over the speed bumps per Deke.
- Mounted paper tray on wall inside clubhouse.
- Secured reflective tape on traffic cones for front entrance.
- Piled up already put out junk in front of 417 Sandpiper Drive and put into orderly pile for large item pickup.
- Filled large pot hole at stop sign on Colington Road with crush and run and spread.
- Scrapped both sides of roadway on Eagle Drive and loaded up two trailer loads of dirt.
- Scrapped both sides of roadway on Lancer Court.
- Scrapped both sides of the 100 and 200 blocks of Sir chandler Drive and loaded up trailer with dirt.
- Put notices on both marquee signs and sandwich board sign about upcoming monthly meeting.
- Put down asphalt road patch and sealer in pot hole across from 105 Sir Chandler Drive.
- Paul cut up brush inside the maintenance yard with bush hog.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Paul serviced Kubota tractor changing oil at 1200 hours.