

# COLINGTON HARBOUR MAINTENANCE DEPARTMENT

## Detailed Monthly Activities Report

March 17 – April 11 2014

Jim Roberts, John Kottas and Barren Burch

- Emptied trash cans in park and marina.
- Dropped off lift trailer for resident to use at 306 Soundview Drive to load up pine needles in their yard.
- Painted trim around front door at clubhouse.
- Changed out several ceiling tiles in office at clubhouse.
- Picked up lift trailer from 306 Soundview Drive and unloaded needles in the maintenance yard and resident provided payment for use of the trailer to the association.
- Put up tables and chairs for monthly meeting at clubhouse.
- Changed out trash bag and filled canister with new doggie bags at Kitty Hawk Bay Drive doggie station.
- Took doors off of copy room and office in clubhouse, brought doors to shop and painted both.
- Changed out more ceiling tiles in office area in clubhouse.
- Went to Ace hardware and bought reflectors for newly dug out swells in the 700 block of Harbourview Drive.
- Took down tables and chairs after monthly meeting at clubhouse.
- Removed notices on marquee signs about recent monthly meeting.
- Reinstalled office door at clubhouse after having painted same.
- Took door from Deke's office and brought to shop to paint.
- Cut up brush inside the maintenance yard with bush hog and tractor.
- Cleaned up yard with tractor loading up items into new wood bin.
- Reinstalled office door to Deke's office after having painted door.
- Picked up Christmas tree on corner of John Cabot Court.
- Cleaned inside and bed area on F-250 shop truck.
- Cut branches extending onto right away across from tennis court on Colington Drive.
- Picked up loose trash alongside tree area in the 600 block of Colington Drive.
- Moved LSI Bulk heading sign near steps of house at 322 Soundview Drive since bulkhead repair had been completed.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Picked up Colleton Road street sign lying on the ground and placed back in its proper location.
- Put up flags at clubhouse and front entrance.
- Went to Ace and bought shop supplies, fertilizer and weed and feed for front entrance and clubhouse.

- Using the tractor, pieced up loose items placed on the ground during the weekend due to bin being full and placed items into new wood bin.
- Emptied trash cans in marina and doggie stations.
- Trimmed hedges at front of clubhouse.
- Cleaned boat ramp of washed up debris at marina.
- Pulled up weeds in front entrance flower beds.
- Went to Lowe's and picked up four bags of mulch for flower bed at front entrance.
- Policed up the harbour of loose trash.
- Cut back more of the Russian olives on Colington Drive and Kitty Hawk Bay Drive.
- Put back into ground Princess Court street sign which was lying on the ground.
- Took tractor into park and began moving sand and placing in needed areas.
- Pulled up weeds from flower bed in front of clubhouse.
- Took animal waste sign off of broken 4x4 post and put sign on new post and put back in its location in the 1900 block of Harbourview Drive.
- Adjusted lock on bathroom door at park bathroom.
- Replaced 1x4 slat boards on park bathroom that were kicked in by vandals.
- Turned on water for pool pumps.
- Cut up brush in maintenance yard with bush hog.
- Put one inch clamps on conduit at tennis court to keep conduit from hanging.
- Cut grass at front entrance, weedeated and blew off roadway debris.
- Went to NAPA to get battery cable lug for John Deer.
- Took tractor into park and continued moving sand.
- Cleaned boat ramp of washed up debris at marina.
- Took tractor into park and for five hours continued to move sand. John had to hand shovel sand around areas where the tractor could not get to.
- Put down netting alongside recently dug out swell in the 700 block of Harbourview Drive to maintain soil and grass seed.
- Spread grass seed on netting alongside roadway in the 700 block of Harbourview Drive.
- Sprayed roundup alongside fence surrounding pool area and sprayed around clubhouse.
- Picked up pickup truck load of stuff placed in front of an empty lot on the right of way next to 401 Kitty Hawk Bay Drive and brought to the maintenance yard.
- Moved reality signs at 507, 805, 807, 1180, and 2004 (ABC seamless) Harbourview Drive.
- Picked up trash in the marina from trash can fallen over.
- Used tractor and put loose items in the wood bin not put in over the weekend.
- Swept out the bays and straightened up the maintenance yard.
- Cut up brush in yard with the bush hog.
- Put out violations to covenants at various locations and turned the violation sheets over to Deke.
- Barry started cutting empty lots, (4-9-14) inside the harbour starting at the end of Harbourview Drive.
- Changed out cable connector on John Deere mower.

- Cut grass at front entrance, weedeated and blew off grass clippings on roadway.
- Made up a mixture of vanilla extract and water and sprayed exterior of guard house to kill small flying bugs and nats.
- Took tractor to park and moved sand.
- Cleaned off the pavilion patio and moved tables around for upcoming event.
- Sprayed the clubhouse front entrance for bugs and nats.
- Dropped off large pallet at pool for pool cover.
- Cut grass at clubhouse, marina and around pool area.
- Assisted Deke in removing disposable items from the clubhouse.
- Put out signs in needed areas for large item pickup scheduled for next week as well as posting notices on marquee signs.