

COLINGTON HARBOUR MAINTENANCE DEPARTMENT

Detailed Monthly Activities Report

February 15 – March 14 2014

Jim Roberts, John Kottas and Barren Burch

- Emptied trash cans in park and marina.
- Picked up couple of Christmas trees on 400 block of Harborview Dr.
- Put notice on harbor marquee and modular marquee about board meeting Tuesday.
- Emptied sand out of dump trailer.
- Trimmed a tree impeding the right of way and some overhead limbs at the intersection of Seagull Ct. and Sandpiper Dr.
- Took back to maintenance yard cut limbs from locations listed above.
- Finished picking up brush on Sir Chandler Dr. Also trimmed some vines back to make it nicer looking.
- Used the tractor to take the brush out of the trailer.
- Cut up the brush in the yard with the tractor that was brought in on Saturday.
- Went to Kellogg's to get 4 bags of asphalt patch for 525 Harborview and future projects.
- Picked up brush on Kitty Hawk Bay Ct. and brought back to yard.
- Tagged 230 Soundview Dr. for a washing machine on right of way.
- At 218 Broadbay Drive, moved a for sale sign back to the front of the house. (Caldwell Banker, Heather Sarer, Relator.
- Checked all the bus stops for graffiti and sanded as needed.
- Replaced the garbage can by boat dock in marina. Noticed on morning rounds it was missing and tied it to the post.
- Went to Ace Hardware to get sandpaper, brushes and new loppers.
- Backed both trucks into bay and cleaned out beds and cleaned the cabs out.
- Took asphalt bags and road salt bags to annex shed.
- Took garbage can from Craigy Ct. Bus stop this morning on rounds back to shop to dump and clean. Then took it back to bus stop.
- Removed Board meeting notices from marquees from front entrance and modular section.
- Put in two new floodlights at clubhouse for flags. The others were broken from the snow and kids sledding in to them.
- Checked on a house for Deke at 118 Sunset pumping water into canal. Reported findings to Deke.
- Went to 924 Colington Dr. for Deke to put a stop on lifting a house, no ACC permit was applied for. Talked to Jay Hart the General Contractor of the job and said he forgot about the ACC permit and would talk to Deke.
- Tagged white Camry Toyota sitting in cuddle sac on Prince Charles Ct. NC tag OBX59942.
- Picked up two Christmas trees, one on 430 KHB Ct. and the other on 130 Colleton Ct.

- Painted bench at front entrance bus stop due to graffiti from kids.
- Patched road at 525 Harbourview Dr. starting to come up again.
- Reported to Deke about two of Alex's cars at 219 Huron Ct.
- Reported to Deke about logs sitting by Capt. Arthur Barlow and Sir Walter Raleigh W.
- Installed stop sign at Huron Ct.
- Trimmed back limbs on hill to marina impeding road and brought limbs to the maintenance yard for disposal.
- Picked up brush @122 Sir Walter Raleigh W. and brought to the maintenance yard.
- Put second coat of paint on bench at front entrance bus stop.
- Picked up brush on Colington Rd. and Queen Ct placed on right of way.
- Cut up brush inside the maintenance yard with bush hog.
- Swept out the bays from debris.
- Emptied trash in park after park rental.
- Picked up loose vinyl on side of road in the 1400 block Harbourview Drive and brought to the yard.
- Put flags back up at clubhouse and front entrance.
- Started taking up loose asphalt in front of 339 Soundview Drive.
- Dead headed flowers at front entrance.
- Cut grass at front entrance and edged flower beds.
- Put new light couplers on silver trailer and green trailer.
- Went to Lowes to get more six more bags of asphalt.
- Continued working at 339 Soundview Dr. with roots underneath roadway and patched what has been done so far and still have more to do to finish job.
- Tagged two vehicles in violation on right of way in front of 436 Harbourview Drive.
- Dropped off F-150 shop truck at OBX Motor Works to have transmission checked out.
- Picked up wood and other materials placed on the ground on Saturday due to wood bin full. Received an empty wood bin on Tuesday and loaded items into bin with tractor.
- Cut up brush inside the maintenance yard with bush hog and tractor.
- Brought to the yard five dump trailer loads of dirt from the 700 block of Harbourview Drive.
- Loaded up wood and other materials off the ground inside the maintenance yard into an empty wood bin which was delivered on Tuesday.
- Cut up brush inside the maintenance yard with tractor and bush hog.
- Brought to the maintenance yard five dump trailer loads of dirt removed from the 700 block of Harbourview Drive again.
- Went to Ace to get a new deadbolt lock for clubhouse and got 8 new keys made.
- Changed out dead bolt on the front door at the clubhouse.
- Moved reality signs at 1147 and 1000 Harbourview Drive to proper location in yard.
- Moved dirt in yard to another pile which came from 705 Harbourview Drive.
- Cut back Russian olives on Colington Dr. and Kitty Hawk Bay Dr. right of way.

- Obx Motor sports called said the brown truck is ready for pick up the throttle control valve was replaced and a small leak on the transmission total cost 436.35 George will give us an invoice. Will pick up on Monday.
- Tagged 407 Harborview Dr. for brush on the side of the road.
- Made a second call to Samantha Roberts at 321 Sandpiper to see about getting the debris picked up at her house.
- Replaced door handle at clubhouse on front door.
- Made a back to bookshelf in guardhouse and installed back board.
- Emptied trash cans in park and marina.
- Dropped off 16' utility trailer in front of 106 Clipper Court for resident to load up limbs and brought to the yard where limbs will be cut up and costs will be assessed to resident.
- Put down chemicals in front of steps at clubhouse due to upcoming storm bringing sleet and snow.
- Picked up F-150 work truck from OBX Motorworks after having some work completed.
- Took pictures of damaged stop signs and community watch sign on Colington Road outside the harbour. Contacted Deputy Smith from Dare County and offense report was initiated for documentation purposes and prosecution of those involved if identified. We were able to remove the blue paint on the community watch sign and put back in its place. The two stop signs were replaced with two new signs.
- Mounted clock on wall at guard house.
- Put down crush and run on right of way in front of 514 and 516 Harbourview Drive.
- Picked up utility trailer from 106 Clipper Court and unloaded just two bags of leaves and one bag of branches for elderly resident.
- Took tractor and utility trailer over to 403 Harbourview Drive and loaded up limbs into trailer and resident paid a fee of \$25.00 to the association.
- Cut three 2x6x59" boards and stained same for walkway at clubhouse.
- John continued to work on roadway patch work in front of 339 Soundview Drive.
- Emptied trash cans in marina and park.
- Prepared an updated list on empty lots that have to be cut this season.
- Replaced three 2x6x59" pre-stained boards for walkway at clubhouse.
- Took tractor down to the 100 block of Sir Hart Court and pushed back an old tree choked in vines that fell during strong winds during this past weekend.
- Cut up brush with tractor and bush hog inside maintenance yard.
- Went to Ace Hardware and bought cleaning supplies for guard house which included mop, garbage bags, window and floor cleaner. Also purchased basketball net for basketball court and no trespassing signs for area on hill by Clipper Court.
- Posted tag on door of 370 Sir Chandler Drive in reference to renters having moved out and items placed on right of way.
- Painted trash can lid for trash can at clubhouse.
- Put keep out tape around pilings in park for safety reasons.
- Cut bamboo back on right of way in the 100 block of Sir Hart Court.

- Took utility trailer over to 546 Harbourview Drive and loaded up bags of leaves and branches for owner and she will send a check to the association for our services.
- Filled up three 55 gallon trash bags of pine cones lying on the ground at front entrance and flower bed by front entrance wall.
- Changed out worn out basketball net with new one at basketball court.
- Put down crush and run at corner of Soundview Drive and Colington Drive.
- Got zero turn and John Deere ready for mowing season, sharpened blades, greased and checked oil on both mowers.
- Painted trash can lid from the boat ramp.
- Sharpened blades on the bush hog.
- Cut grass at front entrance.
- Dropped off utility trailer at 305 Soundview Drive for resident to unload straw being they have no way to transport straw. Resident will pay fee to the association.