



8-Jul-16

DIRECTOR

Walter M Korinke	President & Chair
Christopher M Korinke	Director - Treasurer
Jim Cassidy	Director - Secretary
Randy Johnson	Director - V P
Derek Meredith	Director - Asst. VP

Community Events and Communications

WK
WK CK
WK JC
WK
WK JC
WK JC
CK
KM WK
CK DM
WK
WK
CK
WK
WK

- Easter Egg Hunt [Mother's Group]
- Entryway Decorations - Xmas
- July 4th Activities [fireworks & parade]
- Entryway Posting Signs
- PPMD Website - email response
- PPMD Telephone Answering Service
- Mail (Post Office Box #183)
- Meeting Minutes
- Website BLAST e-mails
- PPMD Website Ads
- Sentinel monthly article
- Maintain E-Mail List & Send out mail blasts
- Welcome - see welcome
- Social Media

Community Relations

RJ WK
WK
RJ
RJ
RJ
RJ
WK
WK
WK DM

- D C Commissioners
- D C County Referrals
- D C Dept. of Transportation (see Traffic & Safety)
- D C Planning and Engineering
- Sheriff's Office
- Larkspur Fire
- Larkspur Volunteer Fire Auxillary
- Mother's Group
- Perry Park Water & Sanitation

CK	DM	
CK	DM	
CK	DM	Board
CK	DM	
CK	DM	
CK	DM	
CK	DM	
CK	DM	
CK	DM	
WK		

Finance - Treasurer

Accounting - Kristelle Moore
 Accounts Payable/ Receivable
 Annual Budgets
 Audits
 Bank Accounts
 District Debit Cards
 Fed & State Tax Exemption
 Tax Reporting
 Real Estate, Lottery and other income
 Local Accounts - printing, keys, awards, etc.

RJ	Keith
RJ	Keith
RJ	Keith
RJ	Keith
JC	
WK	
WK	
RJ	Keith

Firewise

Firewise Sub Committee
 Community Wildfire Protection Plan
 Colorado State Forest Service Liaison
 Annual Firewise Day Event and other events
 Grants
 Mitigation Programs
 Slash Program
 U. S. Forest Service Liaison

CK	DM	
CK	DM	
CK	DM	
CK	DM	WK

Information Technology

PPMD Website Maintenance
 Website Domains & Name ownership, etc.
 Records Domain
 Record Archives and Updates

JC	WK
JC	WK
JC	WK
JC	WK
JC	WK
JC	WK
JC	WK
JC	WK
JC	

Legal

Collins, Cockrell & Cole Liaison
 Contracts
 Legal Calendar Requirements
 Ethics
 Inclusions
 Service Plan
 Board Procedures
 ByLaws
 District Seal

RJ	WK
Board	
CK	
RJ	KW

Special Projects

Gateway Lake renovation
 Goals - teams - assignments
 Gilloon Park renovation
 Trail System

WK
WK

Calendar

Monthly Calendar
 Agendas

WK	CK
WK	
WK	

Mailings

Mailings (preparation, and processing)
 New Home sale tracking / mailing list updates
 Welcome Brochures (preparation / distribution)

RJ		
RJ		
RJ	WK	
WK		
CK		
RJ	WK	CK
RJ	WK	CK
WK		
RJ		

Open Space, Roads & Facilities

Douglas County and State Open Space Liasion
 D C Land Conservancy
 D C D O T - Planning, etc.
 Gravel Pit (lease, maintenance)
 Maintenance of Gilloon Park
 Maintenance of Gateway, Big D, Wauconda Park
 Other space maintenance
 Upper Cheyenne - Gate Key Program
 Weed Control

RJ
RJ
CK
RJ

Traffic & Safety

Douglas County Sheriff Dept. Liaison
 Douglas Country Traffic Dept. Liaison
 Traffic and Speed signs
 Power Company - Street lights