

PDS POA CRITICAL FUNCTIONS THAT NEED VOLUNTEERS.

(Note: In order to ensure the Directors and Officers liability insurance of the PDS POA also covers the volunteers, we must have them approved by the BOD in a regular meeting.)

Strategic Planning Working Group.

New effort to have several Owners dedicate their focus to conduct surveys and interviews of Owners for the specific purpose of long term improvements to include proposing changes in the CC&Rs, By-Laws, PDS POA Rules and other key management and policy documents.

Property Owners Data Base Management. One person needed to back up the President.

Ownership in the PDS changes thru sales at the rate of about 20 sales per year. These changes must be incorporated into the data base to ensure new Owners can be contacted by mail, phone, or email. Not all Owners live in their PDS POA properties. In addition, the CCRs require that Owners who rent their properties must provide the names and contact information for all renters. This is not just to keep Owners and Renters advised on events and activities but also for emergency contact of all residents in a timely manner. This is a lesson learned from the Monument Fire.

Administrative Assistant to the PDS POA President and Vice President. One or two persons needed.

The administrative files of the PDS POA are both important to effectively run the day-to-day activities that fall on its Officers and Committees and for historical purposes. An major initial effort is required to basically clean up/organize the PDS POA files into a more workable structure but also to physically change and re-label file folders. The years have taken a toll on the files themselves and must be repaired and some consolidated. Thereafter, routine maintenance of the files will be required.

Newsletter Staff Required. Several persons to work as Editor, Copy Layout, Reporters, and Graphics.

Building a cohesive team of Owners willing to carry the workload of collecting and preparing articles, as well as interviewing/reaching out to the Owners at large for newsworthy items. The group will be guided by one Director of the PDS POA.

Community Activities and Out Reach Working Group.

Several people needed to reach out to the community to assist the BOD to organize activities and services to improve the overall quality of life in the PDS POA. Anything from recreation improvements, area improvements, social activities, hobby groups, etc.

