



Town of

Columbine Valley

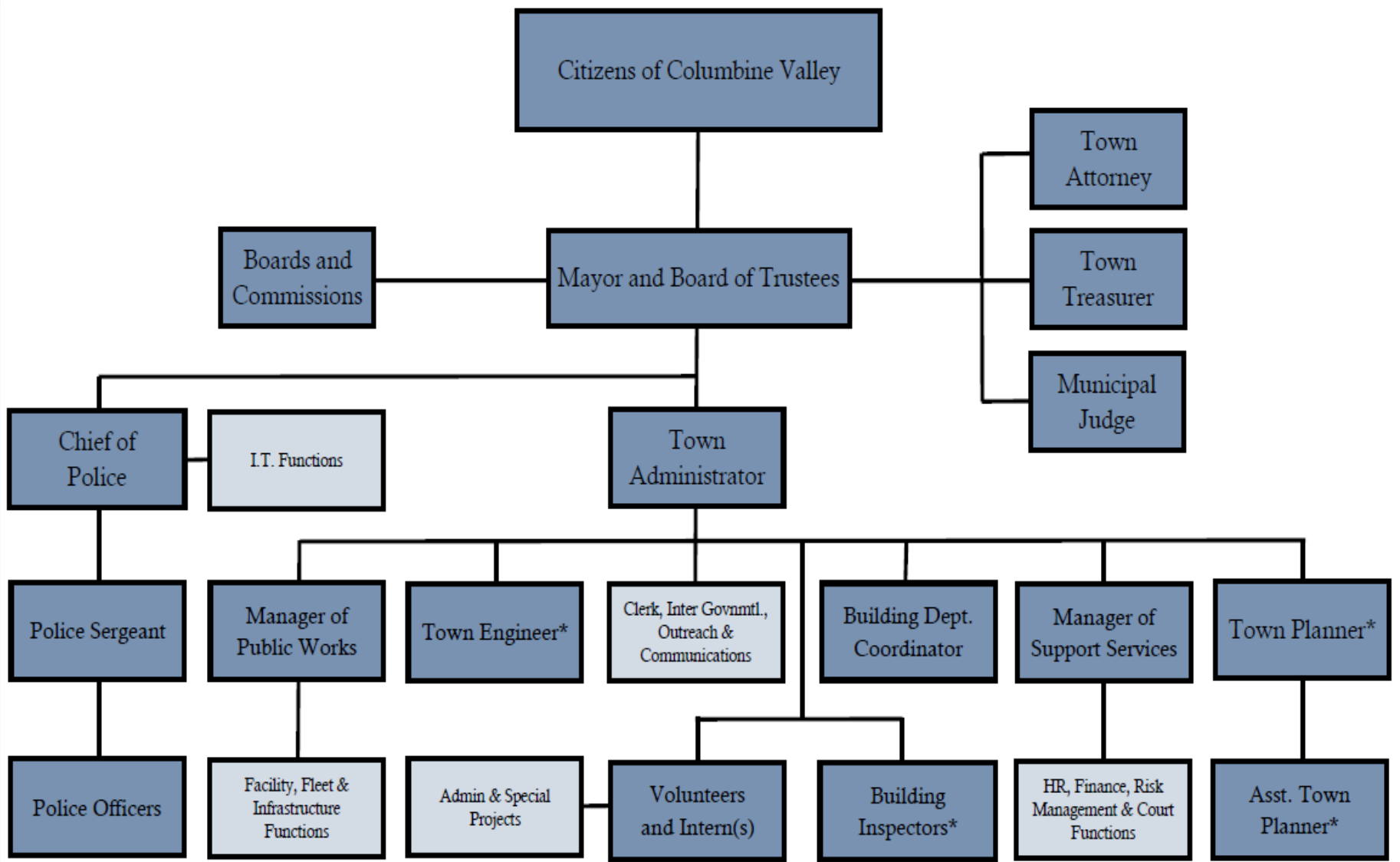
Colorado

Town Orientation Guide for HOA Board Members

Updated May 2018

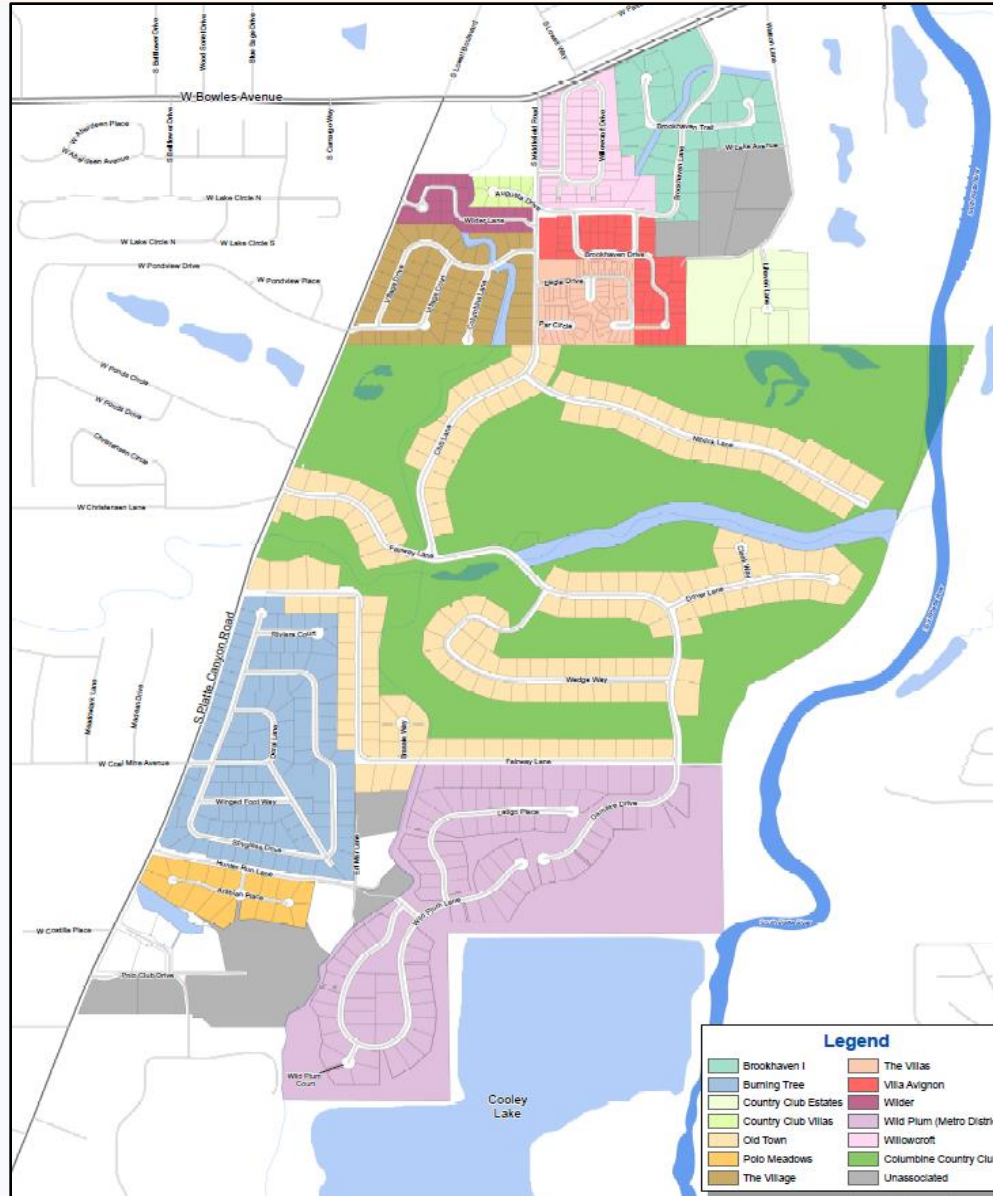
- Columbine Valley has roughly 1,500 residents occupying approximately 580 homes.
- The Town of Columbine Valley was formally incorporated in 1959. As a statutory town, Columbine Valley derives its legislative and administrative powers exclusively from the Constitution and state laws of Colorado.
- The Town operates under the Trustee-Administrator style of government, meaning that while the Board of Trustees is responsible for establishing policies for the Town to abide by, the Administrator and Town Staff are responsible for implementing said policies.

Overview of the Town (con't)



*denotes contractor(s)

Map of HOAs



Town Elected Officials

- The Board of Trustees is comprised of a mayor and six Trustees. Each Trustee is elected at-large to a four-year term and every two years, three seats are up for election. The Mayor is elected at-large by residents to a term of two years.
- The Board of Trustees is responsible for making legislative decisions, formulating and passing the Town's annual budget, exercising quasi-judicial decision-making authority, and other essential duties.
- The Trustees meet on the third Tuesday each month at 6:30pm at Town Hall.



Planning & Zoning Commission

- The Planning and Zoning (P & Z) Commission serves as an advisory committee to the Board of Trustees and is comprised of nine members (including the Mayor and Planning Trustee) serving four-year terms.
- P & Z Commission Meetings review and make recommendations to the Board of Trustees on rezoning cases, preliminary subdivision plans, zoning ordinance amendments, and the Land Use Manual and related planning documents. The Commission adopts and amends the Town's Master Plan. The Commission meets as needed on the second Tuesday each month at 6:30pm at Town Hall.



Board of Adjustments

- The Board of Trustees appoint the members of the Board of Adjustments. The Board of Adjustments consists of nine members (including the Mayor and Planning Trustee), each serving three-year terms.
- The Board of Adjustments considers variances and special exceptions to Town ordinances and hears appeals of interpretation of the zoning ordinance by Town staff. This Board only meets as necessary and notice of meetings is posted at the Town Hall at least 24 hours in advance of meetings.



Administrator

- The Town Administrator is the Chief Administrative Officer of Columbine Valley. The Administrator implements policies set forth by the Board of Trustees, oversees various projects undertaken by the Town, ensures quality services are delivered to community members, and facilitates the knowledge exchange between Town Staff and the Board of Trustees. In Columbine Valley, the Town Administrator also serves as the Town Clerk whose responsibilities include maintaining legal documents and administering Town elections.

Chief of Police

- The Chief of Police oversees the Town's Police Department which responds to calls for service, conducts follow-up investigations, and is responsible for the enforcement of federal and state laws as well as municipal ordinances. The Police Department also polices the Town of Bow Mar.



Manager of Support Services

- The Manager of Support Services oversees the Town's human resources, accounting, risk management functions, as well as the Municipal Court, which processes The Town of Columbine Valley's (as well as the Town of Bow Mar's) misdemeanor and traffic offenses.

Manager of Public Works

- The Manager of Public Works oversees the Town's facilities, fleet, and infrastructure, which includes Town Hall, Town parks, and streets. The Manager of Public Works is also responsible for snow removal and providing other safety enhancements for residents of the Town.

Building Department Coordinator

- The Building Department Coordinator processes building permits, contractor licenses, and verifies proof of insurance for all new construction (remodels and repairs), commercial and residential.

As a member of your HOA Board, there are several things you can do to partner with the Town. By working together, all the residents of Columbine Valley will benefit.

- Help the Town disseminate information through HOA communication networks.
- Inform Town Hall of changes to the HOA Board, including changes in offices and Architecture Review Committee contacts.
- Provide representation at meetings on specific topics as requested by the Town.
- Represent HOA concerns at Board of Trustee meetings.
- Encourage citizen participation at Board of Trustee and Planning & Zoning Commission meetings.
- If desired, invite Town Administrator, Chief of Police, or others to speak on specific topics at HOA meetings.

HOA Roles (con't)

- Inform the Town of public works-related issues as they arise. This may include street flooding, potholes, or other issues on public spaces.
- Maintain and upkeep the common spaces within HOA boundary.
- Notify the Town when new residents move into Columbine Valley so they can receive a Town directory, welcome packet, and other important information.
- Report public safety issues and concerns to the Police Department.
- Respond to land development referrals and issues.
- Understand the building permit process and help communicate the need for proper documentation and licenses to residents.
- Approve construction projects as needed. Projects that require HOA approval include window replacements and other changes to the outside appearance of homes.

THANK YOU FOR SUPPORTING YOUR HOA!

Town of Columbine Valley
2 Middlefield Rd.
Columbine Valley, CO 80123
(303) 795-1434 (main)
(303) 795-4711 (PD; non-emergency)

Town Hall hours:
M-F 8:00am-4:00pm

Town of Columbine Valley Website:
<http://www.columbinevalley.org/>