

HOA Board Member Orientation

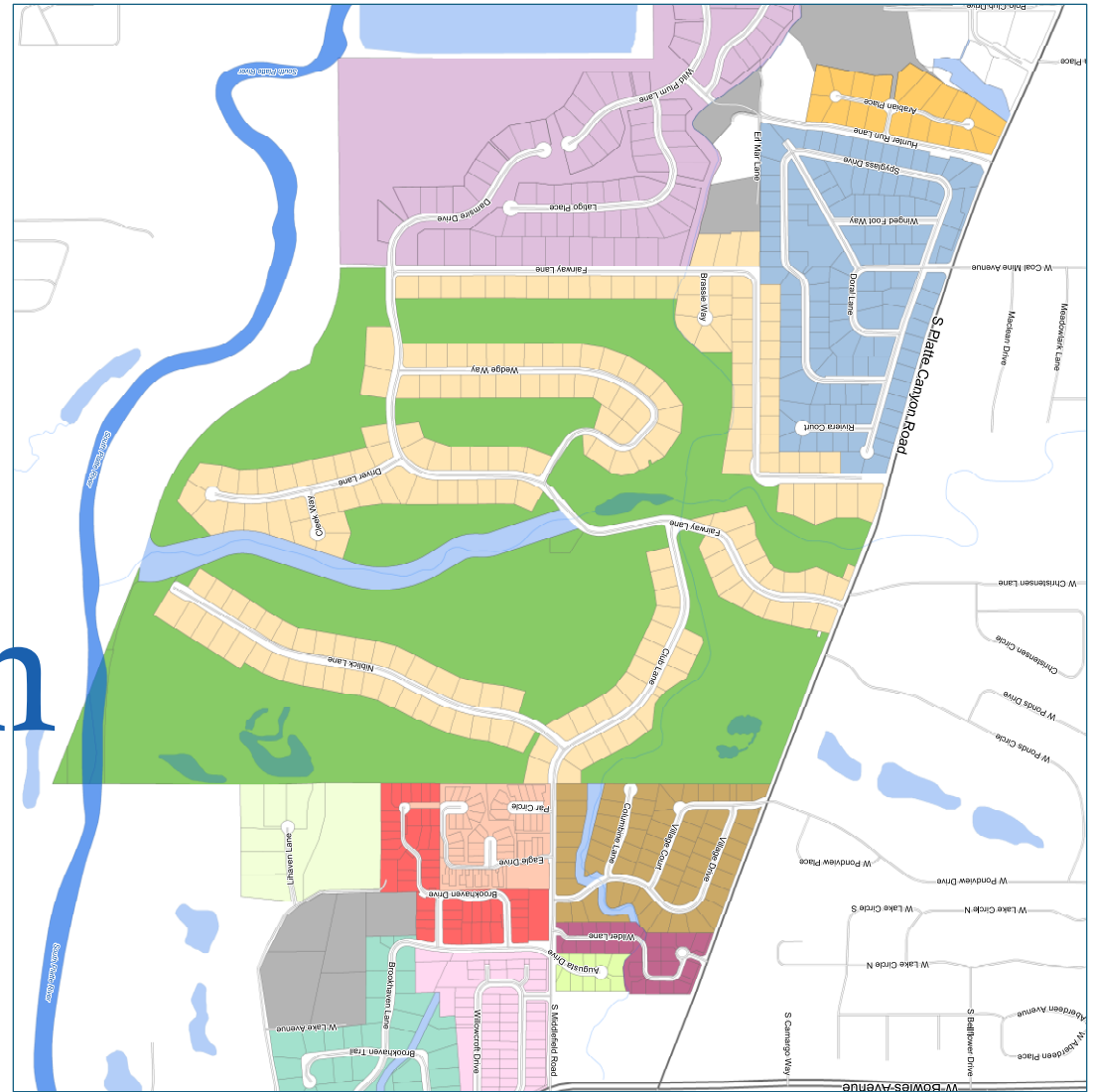


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Town Overview

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. Columbine Valley has roughly 2,000 residents occupying approximately 700 homes.

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.



Elected Officials: The Board of Trustees serves as the legislative body that writes Town rules and policies, formulates and passes the Town's annual budget, and performs other essential duties.

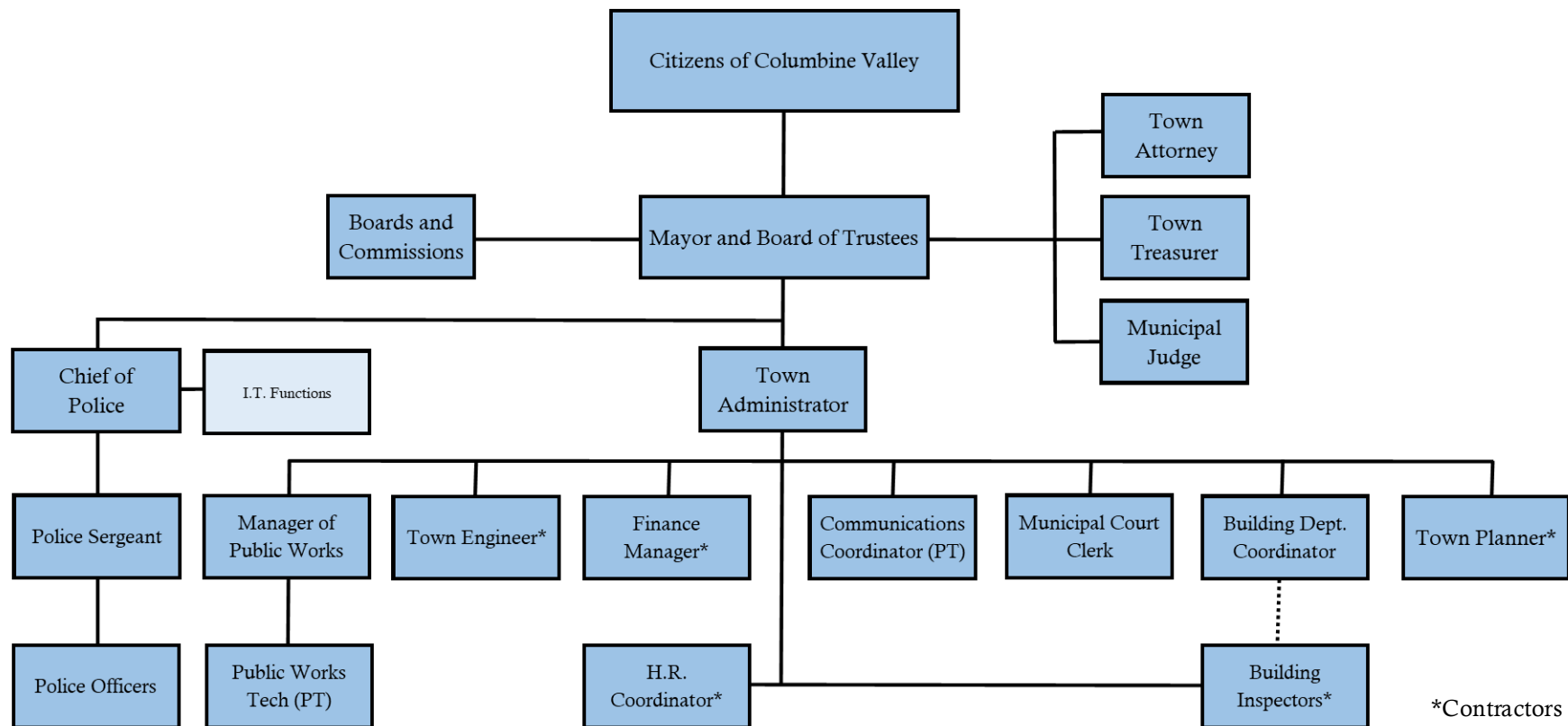
- The Board of Trustees is comprised of a Mayor and six Trustees.
- The Mayor is elected at-large by residents to a term of two years.
- Each Trustee is elected at-large to a four-year term.
- Every two years, three seats are up for election.
- The Trustees meet on the third Tuesday of each month at 6:30 p.m. at Town Hall.

Town Staff: The Board of Trustees hires a Town Administrator and Chief of Police, who hire staff and contractors to manage the Town.

Commissions: The Board of Trustees appoints residents to the Planning Commission and Board of Adjustments to advise on development.

Town Organization Chart

- Columbine Valley uses a Trustee-Administrator form of government.
- The Board of Trustees and Mayor are elected by the public; the Board establishes policies for the Town.
- The Board appoints the Town Administrator, Chief of Police, Town Attorney, Town Treasurer, and Municipal Judge.
- The Town Administrator and Chief of Police administer policies established by the Board.



Town Administrator

The Columbine Valley Town Administrator:

- Is the Chief Administrative Officer of the Town and implements the policies set by the Board of Trustees.
- Supervises [Town Staff](#) and oversees various projects of the Town Government.
- Ensures efficient, quality services are delivered to the community.
- Facilitates the flow of information between Staff and the Board of Trustees.
- Represents the Town's interests with state and regional organizations such as Arapahoe County, CDOT, and Colorado Municipal League.
- Serves as the Town Clerk, including serving as the custodian of all Town legal documents and administering liquor licenses and municipal elections.



- The Chief of Police oversees the Columbine Valley Police Department, serving both the Town of Columbine Valley and the Town of Bow Mar.
- The [Police Department](#) is located in Town Hall.
- Officers respond to calls for service and conduct follow-up investigations.
- Officers are responsible for the enforcement of federal and state laws, as well as municipal ordinances.
- The Police Department oversees the [House Watch](#) program and assists with Code Enforcement.



Municipal Court Administrator

- Serves as the Court Clerk.
- Assists with financial functions and serves as office manager.

Manager of Public Works

- Oversees the facilities, fleet, and infrastructure, including the Town Hall facility, parks, street maintenance, and snow removal.
- Collaborates with the Town's engineers and other contractors and consultants as needed.

Building Department Coordinator

- Responsible for licensing contractors, enforcing codes, and reviewing and approving requests for building permits in Columbine Valley and the Town of Bow Mar.
- Coordinates certified professional building inspectors to approve plans, recommend changes, and approve projects.

Communications Coordinator

- Maintains the Town Directory.
- Communicates directly with residents and HOAs via the Town website, Nextdoor, email, mail, and the quarterly newsletter, the *Columbine Valley Voice*.
- Keeps residents informed about roads, elections, events, trash service, and more.

Planning Commission (P&Z)

- Is appointed by the Board of Trustees and serves as an advisory committee to the Board on land use and planning issues.
- Consists of nine members, including the Mayor and Planning Trustee, serving four-year terms.
- Meets to 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.
- Is responsible for the adoption of and amendments to the Town's Master Plan.
- Meets as needed on the second Tuesday of each month at 6:30 p.m. at Town Hall.

Board of Adjustments

- Is appointed by the Board of Trustees.
- Considers variances and special exceptions to Town ordinances and hears appeals of interpretation of the zoning ordinance by Town Staff.
- Consists of seven members, including the Mayor and Building Trustee, serving three-year terms.
- Meets as needed.

HOA Role in the Community

Columbine Valley is made up of strong neighborhood communities governed by 12 Homeowner Associations (HOAs).

- All residents are required to belong to the association nearest their home.
- The Town does not maintain current documents or provide any services directly to the HOAs.
- The covenants for each association are different.
- Residents should have a copy of their HOA's covenant to see what is allowed.
- Residents are encouraged to contact their association directly with questions.

- Brookhaven Estates
- Burning Tree
- Columbine Valley (Old Town)
- Columbine Villas Townhouse Association
- Country Club Estates
- Country Club Villas
- Polo Meadows
- Villa Avignon
- The Village
- Wilder Lane
- Wild Plum Metro District
- Willowcroft Manor



Role of HOA Board Members

Columbine Valley Town Government, Staff, and HOAs all work together to benefit the community. HOA Board members typically assist with the activities below.

Working with the Town

Inform Town Hall when:

- Board members change
- Architecture Review Committee members change
- Public works issues arise, such as flooding or potholes
- New residents move in, so the Town can provide a directory and welcome packet

Provide representation at meetings on specific topics as requested by the Town.

Report public safety issues and concerns to the Police Department.

Ensuring a Beautiful Community

Maintain and upkeep the common spaces within HOA boundary.

Understand the Town's requirements for licensed contractors, permits, and inspections for building projects.

Help communicate the Town's building requirements to residents.

Understand nuances in your regulations regarding the Town's responsibility vs. the HOA's responsibility in terms of approvals.

Working with the Board of Trustees & Planning Commission

Represent HOA concerns at Board of Trustee meetings (a standing agenda item provides time for public comment at each meeting).

Encourage resident participation at Board of Trustee and Planning Commission meetings.

Respond to land development referrals and issues.

Consider running for a seat on the Board of Trustees or volunteering to serve on a Board or Commission.

Communicating with Members

Help the Town disseminate information through HOA communication networks.

Invite the Town Administrator, Chief of Police, or others to speak on specific topics at HOA meetings as needed.



Thank You for Serving!

Thank you for serving your community as an HOA Board Member!
For more information on the HOAs, click [here](#).



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