

Glacier View Meadows Homeowner's Association Manager's Job Description

Glacier View Meadows is a residential subdivision, consisting of approximately 970 lots, varying in acreage size and shape, at elevations ranging above 7,000 feet. Glacier View Meadows is located near the [Arapaho/Roosevelt National Forest](#) along the Front Range of the Colorado Rockies, northwest of [Fort Collins](#), Colorado. Glacier View Meadows is co-owned by private property owners and is "managed" by the two Home Owner Association's Boards: [Road and Recreation Association](#) and the [Water and Sewer Association](#).

General Responsibilities:

The Manager must be able to manage the Glacier View Meadows community affairs and ensure GVM owner compliance with the HOA governing documents as defined by the Covenants. These governing documents include Water & Sewer Rules and Regulations, Road & Recreation Rules & Regulations, and the Architectural Rules and Regulations. Additionally, the manager must ensure compliance with the Colorado Common Interest Ownership Act (Colorado law). Also, the manager must perform the duties and activities associated with the everyday operation and maintenance of the GVM community. These duties and activities include management of:

- water systems and wastewater system compliance,
- heavy equipment operations and road maintenance/utility construction,
- HOA budgets,

- office personnel/employees,
- property owner issues and covenant enforcement,
- board meetings, annual meeting, and community events.

Previous experience in these areas is highly desirable.

Qualifications:

Relevant education/experience in successful HOA community relations, operations management, project management, vendor/contract management, knowledgeable assessment of equipment maintenance issues and road/utility construction, regulatory compliance, budgeting management, and water systems.

Although not a requirement at start, position may require candidate to be able to obtain a State of Colorado Community Association Manager License and a Class D water operator's license in the future, if needed. The same may apply for a Radiation Safety Officer certification.

Skills:

Relevant skills would include:

- Leadership – effectively lead and manage the employee team(s) to be a cohesive, productive unit.
- Problem Solving - address problems as they arise and work toward effective resolutions.
- Community Relations – work and interact with GVM property owners, being open to feedback.
- Communication – communicate effectively with the Board of Directors and HOA members in a courteous, respectful manner. This requires professional writing and verbal communication skills.
- Complaint Resolution – effectively respond to owner conflicts, complaints, and emergencies.
- Handling Compliance Issues – address issues with owners in conflict with the HOA Covenants and Rules & Regulations, and issue penalties to owners who are not in compliance.
- Planning & Organization - Excellent organizational and planning skills, and ability to accomplish various unrelated tasks with ease.
- Budget/Finance Input – recognize and input budget items required for HOA and B.O.D. financial analyses and recommend/propose budget item costs and expenses.

- Board Meetings – Participate in monthly and Annual HOA Board meetings, including preparing meeting agendas and contributing agenda items that need to be addressed by the HOA Board and/or membership.
- Land Maintenance – maintain the open spaces and common-areas in GVM, including techniques leading to proper drainage, maintenance of mountain roads, and training employees in these applications. Familiarity with plumbing and electrical installation and repairs.

Personal Attributes:

- Friendly, courteous demeanor
- Good listener and communicate easily with others
- Balanced temperament with patience, kindness, and respect for others
- Dedicated desire to completing responsibilities and duties
- Goal oriented with pro-active work ethic
- Professionalism appropriate of an HOA Property Manager

Ideal Candidate Abilities:

- Timely completion of tasks, jobs, projects, etc., with attention to details and an intense desire for knowledge and competency.
- Dedication to duties, staff and to the community that makes you stand out. Pride in the community and an advocate for the community while leading a culture of kindness, compassion, and respect.
- Regular interaction with regulatory agencies such as Larimer County Health, Building Department, Weed District, local law enforcement, Division of Wildlife and the Colorado State Dept of Public Health and Environment. Maintain professionalism representing GVM when corresponding with such agencies, as well as potential owners and realtors.
- Management style that successfully blends ‘people management’ and technical responsibilities to be both challenging and fun. Must have a penchant for learning and grasp financial concepts quickly.
- Experience in qualifying, hiring and managing contractors, as well as GVM employees, and maintaining a good working rapport with contractors and employees.
- Well versed in the digital world, and comfortable working with applications such as Microsoft Word, Excel, Zoom and Publisher. Be internet savvy and can

navigate online tools like email autoresponders, material orders and online banking transactions.

- A 'hands-on' manager who seeks to pitch in and assist with the operations team whenever it is required. The position is on call 24/7 for water system and other issues.

Starting Salary:

Please contact the Glacier View Office at 970-493-6812

Send Cover letter & Resume To:

1417 Green Mountain Dr. Livermore, CO 80536

or manager@glacierviewmeadows.com