

Job Title: Projects and Compliance Manager (PCM)

Location: Stagecoach, Colorado

Work Type: Hybrid- with remote office work from a personal office and regular onsite inspections throughout Home Owner's Association (HOA).

About SPOA

The Stagecoach Property Owners Association (SPOA) is a Colorado non-profit corporation governed by a nine-member Board of Directors. SPOA oversees community projects, amenities, and property standards to maintain a safe, attractive, and well-managed neighborhood.

Position Summary

SPOA is seeking a detail-oriented and proactive **Projects and Compliance Manager (PCM)** to oversee community projects, monitor construction compliance, and enforce covenant standards. The PCM will manage vendors, budgets, and timelines while serving as a liaison between homeowners, committees, and the Board. This role requires strong organizational skills, diplomacy, and knowledge of HOA governance and regulations.

Reporting and Direction

- The PCM is an employee of SPOA, hired and terminated only by action of the Board.
 - Reports to the President, or the Vice-President in the President's absence.
 - May take direction from Committee Chairpersons or other Officers as necessary; in the event of conflicting instructions, the President's direction prevails.
 - Prepare reports for each Board meeting detailing projects, compliance work, and budgets.
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Key Responsibilities

1. New Projects

- Plan, coordinate, and execute annual projects funded by the Board (e.g., roads, trails, buildings, forestry projects).
- Select, hire, and instruct vendors for project execution.
- Review vendor invoices, verify work completion, and ensure projects remain within budget.

2. Continuing Projects

- Supervise ongoing community projects, such as playgrounds, hiking trails, Nordic trails grooming, and operational projects like slash pile maintenance.
- Hire and oversee vendors for routine maintenance and operational tasks.
- Track project budgets and verify completion of work before approving payments.

3. Construction on Lots

- Receive and review all construction applications submitted by Lot owners, confirm completeness, and forward materials to the Architectural Control Committee (ACC).
- Serve as liaison between the ACC and homeowners for additional information or decisions.
- Confirm, through site inspection and/or written record investigation, that construction complies with approved plans.
- Respond to homeowner inquiries about the approval process.

4. Covenant Complaint Investigation

- Receive and confidentially investigate covenant complaints submitted by Lot owners.
- Confirm, through site inspection and/or written record investigation, whether the actions described in the complaint occurred and prepare reports for the rules committee.
- Act as liaison between SPOA and complainants until the matter is resolved by the rules committee.

Other duties as assigned

Employment Details

- **Work Hours:** Average 40 hours/week; up to 50 hours/week during deadlines or board-directed tasks

- **Paid Time Off:** SPOA values the well-being of its employees and recognizes the importance of work/life balance. To support this, we offer unlimited paid leave designed to empower employees to take time off when needed while maintaining accountability and productivity. Paid Time Off is available after 90 days of employment.
 - **Performance Review:** Annual review conducted by the President
 - **Compensation:** \$65,000 – \$75,000+ commensurate with experience and qualifications
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Qualifications & Skills

Required:

- Bachelor's degree in Business, Project Management, Construction Management, or related field (or equivalent experience)
- Experience managing vendors, contracts, and budgets
- Strong organizational, communication, and conflict-resolution skills
- Ability to work independently while managing multiple projects
- Valid Driver's License and Reliable 4x4 or All Wheel Drive Transportation

Preferred:

- 5+ years of project management experience
 - Ability to read and interpret architectural drawings
 - Experience operating or coordinating heavy machinery
 - Strong written communication skills including extensive knowledge with Microsoft Office Suite, Google Doc.'s and other relevant computer applications
 - Experience in construction oversight, property maintenance, or forestry projects
 - Budgeting and financial oversight
 - Attention to detail and quality assurance
 - Strong interpersonal skills for working with homeowners, committees, and vendors
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How to Apply

Submit your resume and cover letter to genmgr@stage-coach.com

For more information about SPOA, visit: <https://www.stage-coach.com/>