



Request for Proposal (RFP)

Professional Management Services

**Bull Domingo Ranch Property Owners Association
P.O. Box 248
Westcliffe, CO 81252**

Date: April 10th, 2026

I. Introduction

The Bull Domingo Ranch Property Owner's Association (BDRPOA) is soliciting proposals from qualified professional management companies to provide comprehensive association management services.

Bull Domingo Ranch is a mountain ranching community located in Westcliffe, Colorado, encompassing more than 14,000 acres with over 50 miles of private dirt roads. The community consists of 376 lots, each thirty-five acres or larger, and is approximately 50% built out.

The Association's Board of Directors is composed of at least three and no more than ten members, each serving a two-year term, with no more than half the seats expiring in any given year. The 2025–2026 Board currently has six seats filled.

The fiscal year for the Association runs from August 1 through July 31. The current budget for BDRPOA reflects approximately \$155k in revenue and \$155k in expenses with 80% of the funds being dedicated to road maintenance. There is limited infrastructure within Bull Domingo Ranch and BDRPOA holds about \$126K in a reserve fund.

The Association seeks a professional management company experienced in providing administrative, financial, and operational management services to homeowner or property owner associations of similar size and complexity.

II. Scope of Services

The selected management company will be responsible for the following functions:

1. Accounts Receivable (AR)

- Maintain updated roster of property owner accounts.
- Respond to owner calls and emails regarding account status within two business days.
- Process received payments and post to appropriate accounts.
- Maintain report-ready files for Board review.
- Implement Board's collections policy and act as liaison with Association attorney.
- Provide lockbox banking, secure payments, and coupon-based payment options.
- Offer multiple payment methods: check, major credit cards, e-check, and phone payments.
- Ensure 24/7 assistance for assessment payments.
- Provide owners with online access to account balance and payment history in real time.

2. Accounts Payable (AP)

- Review, process, and pay invoices.
- Provide for Board review and approval through an online portal.
- Maintain real-time operating account and AP portal for Board access.

3. Financial Reporting

- Prepare monthly financial reports in accordance with GAAP and Association governing documents; deliver to the Board by the end of the succeeding month.
- Coordinate with the Association's auditor to ensure timely tax return filing.
- Facilitate annual year-end audit.

4. Reserve Analysis

- Coordinate with a Reserve Engineer as requested by the Board.

5. Procurement

- Research and maintain a database of qualified, licensed, and insured contractors.
- Prepare RFPs and seek competitive bids at the Board's request.

6. Budget Preparation

- Prepare a draft budget spreadsheet by April 15 annually.
- Make professional recommendations for assessment rate adjustments.
- Assist the Budget Committee with preparation and presentation of a pro forma budget.

- Ensure budgets and ballots are prepared and distributed in accordance with CCIOA and Association governing documents.

7. Administrative, Clerical, and Owner Communication

- Maintain accurate membership roster and Association records electronically, with daily backups.
- Ensure document access in compliance with Colorado Common Interest Ownership Act (CCIOA).
- Update governing documents as required by statute.
- Prepare and distribute Board-approved newsletters.
- Serve as liaison between title companies and BDRPOA when seeking POA information necessary for real estate closings including following up for new owner contact information
- Distribute welcome letters to new members of the community
- Serve as primary vendor liaison.
- Provide an after-hours emergency contact for Board members.

8. Customer Service

- Serve as liaison between the Board and membership during regular business hours (Mon–Thu 8:30 a.m.–4:30 p.m.).
- Provide a designated management contact for property owner inquiries.
- Respond to all owner communications within two business days.

9. Board Meeting Facilitation

- Assist with Board and Association meetings, including agenda preparation, quorum verification, and supporting documentation delivery.
- Facilitate virtual meetings, provide technological support, and ensure compliance with open meetings laws.

10. Communications Portal

- Provide comprehensive communications, document storage, and payment portal.

11. Covenant Enforcement

- As outlined by the Governing Documents, provide access to; and review filed grievance forms, coordinate with Board to determine validity, communicate with relevant property owners, and coordinate with Association’s attorney when necessary.

12. Transition/Set-Up

- Manage a complete transition from any prior management company, including setup of electronic files, databases, data entry, and record verification.

III. Proposal Requirements

Proposals should include the following information:

1. Company Profile:
Overview of firm, including organizational structure, number of employees, and primary office location.
2. Experience and Qualifications:
Description of experience with similar property or homeowners' associations, particularly those in rural or large-acreage communities.
3. The technology systems used by the company
4. Proposed Management Approach:
Outline of how the firm will fulfill each area of the scope of services.
5. Fee Proposal:
 - o Monthly management fee
 - o Fees for additional services or items not included in the base rate
 - o Initial transition/set-up fee, if applicable
 - o Any optional services with separate pricing
6. References:
At least three client references from associations of similar size and complexity.
7. Proof of Insurance and Licensing:
Evidence of appropriate licensing, bonding, and insurance.

IV. Selection Process

Proposals will be evaluated based on qualifications, experience, completeness, and cost. The BDRPOA Board may interview selected respondents prior to making a final decision.

V. Submission Instructions

All proposals must be submitted electronically in PDF format to:

Bull Domingo Ranch Property Owners' Association

Attn: Board of Directors

Email: bdrpoa@yahoo.com with a copy to karen.bulldomingo@gmail.com

Subject: *Proposal for Professional Management Services*

Submission Deadline: May 1st, 2026

Questions: Questions regarding this RFP may be submitted in writing to karen.bulldomingo@gmail.com no later than April 24th, 2026

VI. Anticipated Timeline

Milestone	Date
RFP Issued	April 10 th , 2026
Questions Due	April 24 th 2026
Proposals Due	May 1 st , 2026
Interviews (if applicable)	May 4 th – May 8 th , 2026
Selection & Notification	June 2 nd , 2026
Agreement Start Date	August 1 st , 2026

VII. General Terms

The Association reserves the right to:

- Reject any or all proposals.
- Negotiate contract terms with selected firms.
- Request additional information or clarification.
- Award the contract based on the best overall value to the Association.

Issued by:
Bull Domingo Ranch Property Owners' Association
Westcliffe, Colorado