



COLORADO

Department of Regulatory Agencies

Division of Real Estate

HOA Registration – Getting a Lay of the Land

Thank you for joining us, the presentation will begin
shortly.

HOA Registration – Getting a Lay of the Land

The purpose of this presentation is to provide tips to board members and Community Association Managers who are registering HOAs or making changes to HOA accounts



COLORADO

Department of Regulatory Agencies

Division of Real Estate

Disclaimer:

The information provided during this presentation is for educational purposes only and is not meant to provide, nor should it be construed as legal advice.

Any legal questions should be directed to a qualified Colorado attorney.



COLORADO

Department of Regulatory Agencies

Division of Real Estate



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate



HOA Information
&
Resource Center

Presented By:

Amanda Lopez, HOA Information Support Specialist
Nick Altmann, HOA Information Officer

1560 Broadway, Ste. 925, Denver, Colorado 80202

The HOA Information & Resource Center

- House Bill 10-1278 created the HOA Information & Resource Center
- Became effective January 1, 2011
- Intended to be a resource for Homeowners, Board Members, and Community Association Managers
- HOA Information Officer is appointed by the Director of the Division of Real Estate
- Specifically intended to assist homeowners and board members to understand their rights and responsibilities under CCIOA
- Contains “Sunset” language which requires re-authorization every 5 years
- Next Sunset review scheduled for 2025



COLORADO
**Department of
Regulatory Agencies**
Division of Real Estate

The Colorado Common Interest Ownership Act

- Colorado adopted the Colorado Common Interest Ownership Act (“CCIOA”) and the law became effective July 1, 1992
- Intention is to create a clear, comprehensive, and uniform framework for the creation and operation of common interest communities
- Colorado sets many standards and provides homeowners with several statutory rights they did not have prior to 1992, but they must be asserted and enforced by the individual homeowner.
- ***CCIOA does not contain any provision for regulatory oversight by the Division of Real Estate***



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

HOA Registration

- Pursuant to § 38-33.3-401, every unit owners' association shall register annually.
- Information the Division collects:
 - Name of the Association, as shown in the Colorado Secretary of State's records
 - Name of the association's management company, managing agent, or designated agent, which may be the association's registered agent, as shown in the Colorado secretary of state's records, or any other agent that the executive board has delegated for purposes of registration under this section
 - The physical address of the HOA
 - A valid address; email address, if any; website, if any; and telephone number for the association or its management company, managing agent, or designated agent
 - The number of units in the association
- If an association does not register, the right to impose or enforce a lien for assessments under § 38-33.3-316 or to pursue an action or employ an enforcement mechanism otherwise available to it under § 38-33.3-123 is suspended until the association is validly registered pursuant to this section.



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

Creating A New Designated Agent Account

Visit: <https://apps.colorado.gov/dre/licensing/Default.aspx>

Access Your Account

User ID

Password

[Log In](#)

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

Welcome

Welcome to eLicense
The Colorado [Division of Real Estate's](#)
Online Services

[Click Here to View eLicense User Guides](#)

Only licensed or registered individuals and companies need to create an online account. For public choices down.

PLEASE NOTE: browser support is limited to Chrome, Firefox, Internet Explorer and Microsoft Edge. Other browsers may severely limit site functionality.



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

Designated Agent Account Basics

- The Designated Agent is an individual or company that the board of an association delegates to be responsible for the registration and subsequent renewal of an association's registration with the Division.
- There are no prerequisites for registering as a Designated Agent.
- There is no fee associated with the registration for a Designated Agent account.
- This account will provide you with a Designated Agent credential number (DA.0000XXXXX) which you will need in the next steps-registering the HOA Account.
- If you currently hold a different license type with DRE, you do not need to create an account



COLORADO


**Department of
Regulatory Agencies**

Division of Real Estate

Creating A New HOA Account

Visit: <https://apps.colorado.gov/dre/licensing/Default.aspx>

Login Register

 **COLORADO**
Department of
Regulatory Agencies
Division of Real Estate

HOME MY ACCOUNT ONLINE SELF SERVICE

Access Your Account

User ID

Password

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

Welcome

Welcome to eLicense
The Colorado [Division of Real Estate's](#)
Online Services

[Click Here to View eLicense User Guides](#)

Only licensed or registered individuals and companies need to create an online account. For public choices down.

PLEASE NOTE: browser support is limited to Chrome, Firefox, Internet Explorer and Microsoft Edge. Other browsers may severely limit site functionality.



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

HOA Account Registration Fees

- Any association with revenues greater than \$5,000.00 per year is required to pay the registration fee.
- As of October 1, 2022, the registration fee is \$30.00 per year.
- Any association with revenues of \$5,000.00 or less per year is **exempt** from paying the registration fee, therefore the fee is waived. This also applies to HOA renewals



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

HOA Account Registration Requirements

When completing an Initial HOA Registration, you will need to have the following:

- Name, Contact Information and credential number for the HOA's Designated Agent (“DA”)
- Certificate of Good Standing from the [Colorado Secretary of State](#) (“CSOS”)
- CSOS ID number
- Physical location and number of units for the HOA
- Relevant CCIOA Information
- Total Revenue for the HOA
- HOA Declaration Information



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

Where Do I Get This Information?

- Name, Contact Information and credential number for the HOA's Designated Agent (“DA”)-*Colorado eLicense: <https://apps.colorado.gov/dre/licensing/Default.aspx>*
- Certificate of Good Standing and Entity ID Number from the [Colorado Secretary of State](https://www.coloradosos.gov/biz/BusinessEntityCriteriaExt.do) (“CSOS”)-*<https://www.coloradosos.gov/biz/BusinessEntityCriteriaExt.do>*
- Physical location and number of units for the HOA-*This is the address or cross streets of an intersection near the association. It is NOT the address of the Community Association Management company.*
- Relevant CCIOA Information-*Association’s governing documents*
- Total Revenue for the HOA-*Association’s Annual Budget*
- HOA Declaration Information-*Book and Page number showing the recording of the Declaration with the Clerk & Recorder’s Office in the county or counties where the property is located.*



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

ORN's and ORN Request Form

“Help Me...Help You”

–Jerry Maguire



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

REQUEST FORM FOR COMMON INTEREST COMMUNITY ORN (ONLINE REGISTRATION NUMBER)

RETURN IN PDF FORMAT TO:
amanda.lopez@state.co.us

Pursuant to Title 38, Article 33.3, Part 4, C.R.S. common interest communities (also known as home owner or property owner associations) in Colorado must register with the Division of Real Estate and renew on a yearly basis. For more detailed information on registration, please see section 38-33.3-401 of the Colorado Common Interest Ownership Act.

Please note – the HOA Registration number **MUST** be formatted as “HOA1234”. Meaning, it must start with “HOA”, followed by the registration numbers, without any spaces or leading zeros. If you do not list the HOA Registration Number in this exact format, your request will be denied and you will be asked to correct and resubmit.

If you do not have the HOA Registration, you may [download a list of active and expired HOAs here](#). If you do not have the CO Secretary of State ID number, [you may search for it here](#).

Name of Requestor

Email

Phone Number

Reason for the Request


HOA Registration Number	Colorado Secretary Of State ID Number	Association Name




COLORADO
Department of
Regulatory Agencies

Accessing the HOA Account with the ORN

Login Register

 **COLORADO**
Department of
Regulatory Agencies
Division of Real Estate

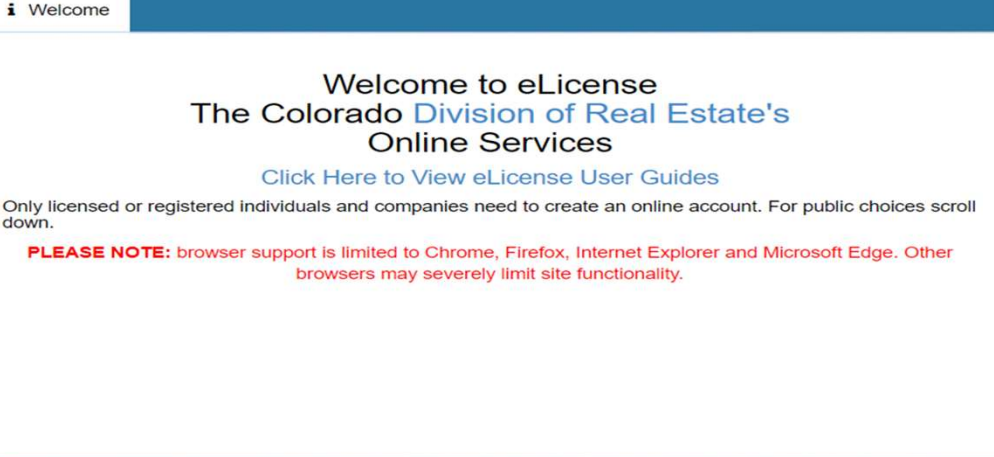
HOME MY ACCOUNT ONLINE SERVICES ▾

 Access Your Account

User ID

Password

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)





Lookup a Licensee



File A Complaint



Generate Licensee Roster



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

[Login](#) [Register](#)



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

[HOME](#) [MY ACCOUNT](#) [ONLINE SERVICES ▼](#)

Account Matching

Fields marked with an asterisk * are required.

Step 2. Answer Security Questions

We will try to find your account by asking you the questions below:

Items with * are required.

***Business/Project Name (5 characters)**
(NO Mortgage Companies or Individual Proprietorships)

***Online Registration Number (ORN)**
(You MUST Contact Division for Number)

[Finish](#)

[Cancel](#)



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

[Login](#) [Register](#)



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

[HOME](#)

[MY ACCOUNT](#)

[ONLINE SERVICES](#) ▼

Registration

Account Information

* denotes required fields

*User ID

*Email

*Password

*Confirm Password

Secret Questions

*Secret Question 1

*Secret Question 2

*Secret Question 3

[Create Account](#)



COLORADO
Department of
Regulatory Agencies

ORN PRO TIPS

- Type in the HOA name exactly how it is registered with DORA
- The email address you enter is the email address we will use to email renewal reminders for the HOA
- Anytime there is a new DA, these steps must be completed



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

New Registration System in 2023

- New eLicense system will be introduced for use by Designated Agent and HOA account registrants.
- Estimated implementation May-June, 2023.
- Enhanced notifications and communication abilities regarding renewal notices.
- Do Not Worry! The HOA Center will update you through the HOA Today listserv. (Details on registering for the HOA Today listserv on the next slide.
- Additional Training: Live and On-Demand Training will be available as the Division approaches the transition.



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

How Can You Stay Informed?

- Sign-up for the HOA Today Listserv.
- Here is how:
 - Visit the HOA Center's website: <https://dre.colorado.gov/hoa-center>
 - Scroll down to the bottom of the page and complete the sign-up for HOA Today on the lower right-hand side of the screen.

Sign up for HOA Today

The HOA Center is dedicated to providing Colorado consumers important information and resources through timely email blasts, informational publications, live webcast forums and monthly news updates. Please use the signup box below to receive HOA updates directly in your inbox.

Email Address



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

Need More Resources?

*The HOA Center has a detailed Registration Assistance/
Frequently Asked Questions
Webpage*



Visit us here:

<https://dre.colorado.gov/hoa-registration-services>



COLORADO
Department of
Regulatory Agencies
Division of Real Estate

Questions?





COLORADO

Department of Regulatory Agencies

Division of Real Estate

HOA Information & Resource Center

Check Out HOA Resources For Yourself At:

- Web: <https://dre.colorado.gov/hoa-center>
- Send Inquiries Via E-mail To: dora_dre_hoainquiries@state.co.us