



# Stapleton Community Guide

MCA

STAPLETON



# Stapleton MCA Contact Information

## OFFICE LOCATION AND HOURS

MCA Administration Office  
7350 E.29th Ave, Suite 300  
Denver, CO 80238

Telephone: 303-388-0724  
Fax: 303-388-1673

Office Hours: 9:00am-4:00pm, Monday-Friday (October-March)  
9:00am-5:00pm, Monday-Friday (April-September)

The Cube  
8371 Northfield Blvd  
Denver, CO 80238  
Telephone: 303-388-0724  
Office Hours: Visit [stapletoncommunity.com](http://stapletoncommunity.com)

## STAFF

Executive Director: Keven Burnett  
Community Director: Diane Deeter  
Aquatics Director: Paula Deorio  
Admin/HR Director: Jenifer Graham  
Cube Manager: Rachael Vincent-Newell  
Membership Manager: Gretchen Wittkowski  
Communications Manager: Jennifer Olsen  
Events Coordinator: Madison Haverty  
Events Coordinator: Todd Harmon  
Front Desk/Marketing Coordinator: Kharyl Grajczyk

## EMAIL INQUIRIES AND QUESTIONS

[info@stapletoncommunity.com](mailto:info@stapletoncommunity.com)  
[events@stapletoncommunity.com](mailto:events@stapletoncommunity.com)  
[pools@stapletoncommunity.com](mailto:pools@stapletoncommunity.com)  
[delegates@stapletoncommunity.com](mailto:delegates@stapletoncommunity.com)  
[board@stapletoncommunity.com](mailto:board@stapletoncommunity.com)

## COMMUNITY INFORMATION

[www.stapletoncommunity.com](http://www.stapletoncommunity.com)  
[www.facebook.com/StapletonMCA](https://www.facebook.com/StapletonMCA)  
[www.instagram.com/stapleton\\_mca](https://www.instagram.com/stapleton_mca)

# Table of Contents

LETTER FROM THE EXECUTIVE DIRECTOR	pg. 4
COMMUNITY WEBSITE	pg. 5
RESIDENT MEMBERSHIP CARDS	pg. 6
AQUATICS	pg. 8
COMMUNITY EVENTS	pg. 10
DESIGN REVIEW	pg. 12
ASSESSMENT INFORMATION	pg. 13
MAP OF STAPLETON	pg. 14
COMMUNITY MAINTENANCE	pg. 18
PARK & FACILITY RESERVATIONS	pg. 21
ALLEY MAINTENANCE POLICY	pg. 24
SNOW REMOVAL PROCEDURE	pg. 26
IMPORTANT CONTACTS	pg. 28
NEARBY RECREATION CENTERS AND LIBRARIES	pg.29

# MCA

STAPLETON™

# Letter from the Executive Director

Dear residents,

Welcome to the Stapleton community! We are happy you have chosen to live in Stapleton. We believe that you will enjoy the unique quality of life here. This guide is intended to provide you with essential information regarding the Stapleton Master Community Association (MCA).

The Stapleton MCA is a 501(c) 4 nonprofit community development organization whose mission is to create and sustain a sense of community within Stapleton through comprehensive parks and recreation management, ongoing community event and cultural programming, and the long-term operation and sustainment of community facilities and assets. The Stapleton MCA is responsible for all property owned by the Park Creek Metropolitan District which includes community pools, town greens, neighborhood parks, pedestrian paths, and parkways.

The Stapleton MCA is funded through monthly assessments levied to each property owner within the boundaries of the Stapleton planned unit development (PUD). The assessment authority granted through Colorado state statute is outlined in the Association's Declaration, which you were provided when you purchased your property. The MCA annual budget must be ratified each year by the elected community delegates. A copy of the approved annual budget can be found online under "financials". All residential and commercial property owners within the Stapleton PUD are members of the Stapleton MCA and are subject to this monthly assessment.

The Stapleton MCA is organized into nine delegate districts. A copy of the delegate district map can be found on our website. Members of each district elect a delegate annually to act as the primary advisory committee to the Stapleton MCA Executive Board of Directors. The executive board is the governing body which transacts the business of the Stapleton MCA. All MCA governance documents as well as our budgets, financials and meeting information are posted online and can be downloaded at [www.stapletoncommunity.com](http://www.stapletoncommunity.com). To contact the board or your delegate please go to page 2 for email addresses.

The Stapleton MCA welcomes all forms of comments and suggestions from our residents and businesses on how we may better serve the community. Please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com) to "contact us" or "report a complaint". We look forward to hearing from you and seeing you around Stapleton.

Sincerely,



Keven A. Burnett  
Executive Director

# Community Website

The Stapleton MCA community website, [www.stapletoncommunity.com](http://www.stapletoncommunity.com), is an online, one-stop shop for community news and upcoming events. This resource can also be used to access resident ActiveNet accounts to make reservations, register for programs and events, and to renew Resident Membership Cards. There are many additional resources for residents online, including links to the City of Denver services, a Stapleton sub-association contact list, and other local organizations near and around Stapleton.

Residents can access and download the MCA's governance documents via the website. Stapleton MCA policies, budgets and financials, meeting minutes, and lists of board members and community delegates are all available to the public. This information is available as a resource for residents to better understand the direction of the community.

Residents can also access their ActiveNet accounts online at [stapletoncommunity.com](http://stapletoncommunity.com). Residents with an ActiveNet account will be automatically included in the Stapleton MCA database to receive email alerts from the community. To opt out of email blasts, please email [info@stapletoncommunity.com](mailto:info@stapletoncommunity.com) or call 303-388-0724. The MCA website can securely process credit card payments for online transactions.

Residents will also find a link on the website to the *Front Porch*, a monthly publication that features stories highlighting people and news from the Stapleton area. The *Front Porch* is published independently, but publicizes Stapleton MCA community events and information each month on page two.

The Stapleton MCA community website is a great way to engage with Stapleton. Whether you're looking for pool schedule updates, board meeting minutes, the calendar of events, or to renew your Resident Membership Card, always start at [www.stapletoncommunity.com](http://www.stapletoncommunity.com).

Other useful items that can be found on the community website:

- Access assessment accounts
- Documents needed for real estate transactions
- Report complaints
- Contact us
- City of Denver useful links



# Aquatics

The Stapleton MCA operates and maintains six outdoor recreational pool facilities that are designed to meet all of the community's needs. Generally, the pools open Memorial Day weekend and close for the season on Labor Day. Because each facility offers its own unique amenities, each pool incorporates a unique schedule and menu of programs suitable for its design. Each pool is open to the public and fully staffed with certified lifeguards. Pool programming schedules can be found online at [www.stapletoncommunity.com](http://www.stapletoncommunity.com).

### **Aviator Pool - 8054 E. 28th Avenue - 720.941.3414**

Aviator Pool offers both adult and youth programming throughout the week. This pool has designated lap lanes and a diving board.

### **Puddle Jumper Pool - 2401 Xenia Street - 303.393.0018**

PJ Pool was designed specifically for our young swimmers. This pool offers a variety of fountains and kid-friendly structures - it's the perfect pool for toddlers and preschoolers.

### **F15 Pool - 2831 Hanover Street - 303.355.5078**

F15 Pool also offers a combination of open swim and aquatics programming. There are some play and water features available for swimmers. In addition, there are always two 25m lap lanes available for exercise and training.

### **Jet Stream Pool - 3574 Alton Street - 303.296.0884**

Jet Stream is located north of Central Park. This pool also offers a variety of programming. Amenities include designated lap lanes and a diving board.

### **Runway 35 Pool - 8863 E 47th Ave. - 303.371.6137**

R35 Pool is located north of I-70 in Conservatory Green. This modern style pool offers a diving board and 8 lap lanes. This pool will be used primarily for the Stapleton Swim Teams and adult programming.

### **Maverick Pool - 8822 Beekman St. -303.373.4120**

Maverick is a family-friendly leisure pool that features 4 lap lanes and a variety of splash and water features.

## **Pool Admission**

Each pool has a mandatory daily capacity ranging from 200 to 400 people at the pool at any given time. All Stapleton residents ages 12 months and older can access the pools using their **Resident Membership Card in lieu of the daily entrance fee.**



All nonresidents must pay the daily entrance fee to enter the pools. Cash and credit cards are accepted at each facility. There is a standard daily entrance fee for all ages. Entrance fees are posted in the Aquatics Guide and on the entry signs at each pool facility. Entrance fees are non-refundable and pools do not issue rain checks in the event of inclement weather.

**Resident Punch Guest Passes:** Punch Guest Passes expire at the end of each season and can only be purchased by Stapleton Residents. Please visit our website at [www.stapletoncommunity.com](http://www.stapletoncommunity.com) for punch guest pass options and prices. **Residents must be present with their guests at the time of entry.**

**Unlimited Guest Passes:** Stapleton residents may purchase pre-paid guest passes at a discounted rate. Residents may purchase up to 4 unlimited guest passes (2 per adult) each season. **Residents must be present with their guests at the time of entry.** To purchase a guest pass, please visit the MCA office or during open swim at any of the six pools (beginning Memorial Day).

## **AQUATICS PROGRAMMING**

The Stapleton MCA offers a variety of swim programming to accommodate all ages and abilities of swimmers. Programs are available at all six Stapleton pools. Stapleton follows the American Red Cross standards teaching method. Programs include: adult swim conditioning (Masters and Tri-Training), private swim lessons (all ages), group swim lessons (ages 6 months-12 years), Junior Lifeguard Program, Dive Team and the Stapleton Stingrays swim team. Class descriptions and prices can be found online at [www.stapletoncommunity.com](http://www.stapletoncommunity.com) and in the annual Aquatics Guide, which is released in March.

**Adult Swim Conditioning Programming** includes the Masters Swim and Tri-Training at. Whether you're a novice swimmer or an expert, Stapleton's Adult Swim Conditioning Program will adapt to your needs and provide a unique swimming experience. Masters Swim will include workouts with a competitive feel. Tri-Training will focus on improving technique and building endurance.

**The Stapleton Stingrays swim teams** participate in two leagues, the Stapleton Swim League (at Jet Stream and Aviator Pool) and the Metro League (at Runway 35 Pool). Registration begins in March for residents. For more information about the swim teams, please visit our website at [www.stapletoncommunity.com](http://www.stapletoncommunity.com).

# Resident Membership Cards (RMC)

Stapleton residents in good standing are eligible to receive a Resident Membership Card. This card allows access to all Stapleton community outdoor pools, discounted and early event registration, and can be presented at select Stapleton merchants to receive various discounts. For online registration support, please email [signup@stapletoncommunity.com](mailto:signup@stapletoncommunity.com) or call 303-388-0724.

The cards are issued by the MCA office to Stapleton residents. Cards are valid for one year and can be renewed annually online at [www.stapletoncommunity.com](http://www.stapletoncommunity.com) (**before the expiration date**). Residents must be in good standing and current with association dues to obtain an RMC. Households are permitted a maximum of 2 adult membership cards plus dependent passes (children under the age of 19).

## New Owner/Renter-First Time Card Requests

1. Create an online account, visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com) and click 'My Active Net' at the top of the page. You will be redirected to the Stapleton Active Net site, click 'create account.' **Account approvals/denials can take up to 48 business hours.**
2. What do I need to bring for proof of residency? **See page 7.**
3. Once the online account is complete, the initial cards can be issued at the MCA office (7350 West 29th Ave, Suite 300) or (8371 Northfield Blvd) or can be purchased at the outdoor facilities during open swims (June-September). Membership cards are not issued on holidays.
4. Each person in the household (including dependents 12 months and older) will need to be present as photos are taken and physical cards are printed.
5. The annual fee for each Resident Membership card is \$20, payable when the card is produced. The MCA accepts Cash, Check, Visa, Master Card and American Express.
6. **Once the Resident Membership Card is produced**, resident cards may be stored electronically on your mobile device through any 'app' designed for general 'Membership Cards.' You must be able to display the card number.

## Fees associated with a Resident Membership Card:

- Annual Membership Fee: \$20
- Replacement Cards: \$5
- Online Renewal (**prior to expiration date**): \$10 plus processing fee

## WHAT DO I NEED TO BRING FOR PROOF OF RESIDENCY?

1. **Owners** must bring a current photo ID (Driver's License) with a current Stapleton address **OR** current photo ID with closing documents.
2. **Renters** must bring a valid lease agreement **AND** utility, phone, or credit card statement with your name and current Stapleton address.
3. **Dependents** must provide a copy of a valid birth certificate or adoption documentation to receive a membership card.

## To renew your Resident Membership Card:

- Please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com), click on "**My Account**". The link will direct you to the ActiveNet site. Click on "Access My Account". Log in to your account and follow the prompts to renew your membership.

## ADDITIONAL ADULTS:

Additional Adults may be eligible to receive an Additional Adult Resident Membership Card if they meet the additional adult requirements. Additional adult residents must reside in Stapleton. Requests for this status will be considered for situations such as: **DEPENDENT COLLEGE STUDENTS LIVING AT HOME FOR THE SUMMER (19 AND OLDER), roommates, foreign exchange students, contracted au pairs, older adults living full-time with home owner and grandchildren living full-time with GRANDPARENTS.** Additional Adult Resident Cards are only valid for one summer season. **Additional adult residents must re-apply for additional adult residency status each year.**

## To apply for an additional Adult Resident Card:

1. Complete the Additional Adult Resident Request Form, which can be obtained in the MCA office.
2. **Provide proof** of student status, valid au pair contract, current credit card statement, bank statement, or cell phone statement with both the applicant's name and current Stapleton address.
3. Turn in all required paperwork to the MCA office.

# Community Events

The Stapleton MCA produces a wide array of community events and programs to create a vibrancy and a sense of community for our residents and businesses. A majority of Stapleton's community events are centered around Founders Green at the 29th Avenue Town Center, Conservatory Green at 49th Place & Valencia and The Cube located in the shops at Conservatory Green.

The Stapleton MCA event calendar kicks into high gear late May through early September. The summer boasts something for everyone from outdoor movies and live concerts to shopping and sampling at our outdoor markets.

## EVENT NEWS AND INFORMATION

Please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com) to access event details and updates. Tickets can be purchased for select events on our website. Also, ensure you've created an online account so you will receive email alerts directly from the MCA regarding news on upcoming community events.

## OUTDOOR MOVIES-FREE EVENT

Every other Friday from June through August, the big screen truly comes to Founders Green - our 40-foot version is Colorado's largest inflatable movie screen. Movies are free and begin at dusk. The summer movie schedule includes genres for everyone from family and adventure to comedy and musicals.

## OUTDOOR CONCERTS-FREE EVENT

Stapleton has also created an outdoor amphitheater experience. Concerts are held every other Saturday night at Founders Green during the summer and our Moja Blu concert series is held every Thursday at Conservatory Green. All concerts are free to the public.

## THEATRE ON THE GREEN @ FOUNDERS GREEN-FREE EVENT

Join us for the Outdoor Theatre Series in Stapleton! This theatre series offers a variety of genres for all ages. The MCA partners with multiple production companies throughout the summer to provide a one-of-a-kind outdoor theater experience on Founders Green (29th Ave & Roslyn Street). All theatre productions are free to attend and open to the public.

## SUMMER MARKETS-FREE EVENT

Both attendees and vendors alike report that Stapleton's markets rival some of the best local markets in Denver. Founders Green, which hosts both the Sweet William Market and the Farmers' Market, creates a unique shopping experience. As well as Conservatory Green which hosts evening farmers markets. The Sweet William Market is an open-air vintage, antique and art market that occurs on the last Saturday of every month from May through September. From crafts and household items to clothing and original art, there's shopping galore for that one-of-a-kind item.

For more information or to become a Sweet William vendor, please visit [www.sweetwilliammarket.com](http://www.sweetwilliammarket.com). The Farmers Market is held every Sunday from mid-June through mid-October. You will find Colorado-grown fruits and vegetables, tasty baked goods, specialty meats, gourmet food items and much more! This is a great way to support local growers and provide the community with options for healthy eating. For more information or to become a vendor, please visit [www.coloradofreshmarkets.com](http://www.coloradofreshmarkets.com).

## STAPLETON ROCKS...A CONCERT FOR A CAUSE-FREE EVENT

Stapleton Rocks is a benefit concert featuring local bands that perform throughout the day on Founders Green. Outdoor games and kid-friendly activities are available and all proceeds benefit the selected event nonprofit organization. A concession stand is also available throughout the event and proceeds also benefit the select nonprofit.

## WINTER WELCOME @ 29TH AVENUE TOWN CENTER-FREE

The Winter Welcome is held on the Friday before Thanksgiving. This festive event features our annual tree-lighting ceremony on 29th Avenue, along with other family-friendly activities. Activities include S'more roasting, rock climbing wall, carolers and dancing trees, roasted almonds and more! Proceeds from this event will benefit a select event nonprofit organization.

## STAPLETON BEER FESTIVAL @ FOUNDERS GREEN-TICKETED

This beer festival tops the charts as one of the most popular events of the season. The MCA hosts this annual festival in late summer, featuring local craft brewers and food trucks. Last year over 15 breweries and 8 food trucks made their way to Founders Green to showcase their brews and flavorful foods. Is beer not for you? Come and enjoy the live music and experience two free concerts that will take place at The Green during the Beer Festival. Beer, soda, and water will also be available for sale.

## WINE TASTINGS-TICKETED EVENT

The MCA hosts a variety of wine tastings throughout the spring, summer and fall. Friday Flights begin in June and will be held outside at the West Crescent. This event features select wines and cheeses in a casual, festive environment. Friday Flights are held once a month from June-September.

## OTHER ANNUAL EVENTS

- Egg Scramble on The Green (Free Event)
- 4th of July Pancake Breakfast and Parade (Free Event)
- Stapleton Kids Triathlon- (Entry Fee Required)
- Dog Daze at the F15 Pool- (Entry Fee Required)
- Stapleton Pumpkin Patch- (Free Event)



## Facility & Park Reservations

The Stapleton MCA manages several parks and facilities in the community. Park and facility reservations are required for private events and exclusive use. Reservations can be made online through your ActiveNet account at [www.stapletoncommunity.com](http://www.stapletoncommunity.com) or by completing the reservation form. Facility rental costs vary depending on the facility, expected attendance, and length of reservation time. Park reservation costs vary on the size of the park and the expected attendance. In addition, all City and County of Denver ordinances must be followed. Each park and facility has specific amenities which are described below. For more information on park and facility reservations, please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com), call 303-388-0724 or email [signup@stapletoncommunity.com](mailto:signup@stapletoncommunity.com).

### THE CUBE

The Cube is the newest MCA managed community facility designed with the intention of elevating the cultural programming to a new level. The Cube is located at 8371 Northfield Blvd. This is a 6,000 square foot space that includes a 3,000 square foot event venue with a 40' x 12' semi-permanent stage and a 1500 square foot lobby area, catering facilities and restrooms. It is the perfect venue for an intimate concert, dance performance, theatre or even a sit down dinner for 160. The space seats 225 with the stage in place and almost 300 with the stage removed.

The Cube is the short name for the Community Cultural Center. The MCA will have a satellite office at this location which will provide front desk services. You will see the logo complete with the tag line-The Cube...Live, Learn, Create.

### MCA COMMUNITY ROOM

The Stapleton MCA Community Room is 1500 square feet and can accommodate up to 125 people. The community room is diverse and can be utilized for meetings, trainings, Holiday parties or lectures. The room can be arranged conference, auditorium or classroom style. A refundable damage/cleaning deposit will be included in the fee for reserving the space.

### MCA BOARD ROOM

The Stapleton MCA Board Room is perfect for small lectures and meetings. The room can accommodate up to 20 people. The room can be arranged in a conference or classroom-style setting.

## Facility & Park Reservations

### OUTDOOR POOLS

Each of Stapleton's outdoor pools are great locations for celebrations and private events in the summer. The pools are available to residents for after-hour reservations. The MCA will staff private events at the pools with certified lifeguards. Pools can accommodate up to 200 people. Amenities: pool manager and trained lifeguards, charcoal barbecues, reservable DJ, restrooms, and the option for outside catering. Outside DJs are not permitted. Reservations are available from the 1st weekend of June through the 1st weekend of August. A refundable deposit will be collected and payment is due in full at the time of the reservation.

We also offer party options during our open-swim pool hours. Party Pads are great locations for all types of get-togethers. Plan your next birthday party, graduation party, anniversary celebration, promotion party, bridal shower, or BBQ at any of our six pool facilities. Party Pad rentals include lifeguards, premium shade space, and facility access for up to 20 guests. If expecting more than 20 guests, an additional fee will be applied for each non-resident guest over the 20 person limit. This fee is due at the end of the reservation. 2.5 hour rental blocks are available for reservations at each facility. To reserve a Party Pad, please access your ActiveNet account at [www.stapletoncommunity.com](http://www.stapletoncommunity.com). Payment is due in full at the time of the reservation.

### POCKET PARKS & SPORT FIELDS

The Stapleton MCA manages a variety of parks in the Stapleton community. Park permits are available every day until 10:00pm (permits are REQUIRED for exclusive use of the parks and for groups larger than 20 people). Park permits assure that your space is reserved for the date and time requested. Permits also guarantee that sprinklers and other maintenance items will not be used during your permitted time at the park. The MCA does not manage City of Denver Parks.

**Amenities:** each pocket park has different amenities; some include hardscapes and pergolas, while others have barbecues and play structures. Parks do not have restroom facilities, water and electrical access. Payment is due in full at the time of the reservation. Please access your ActiveNet account at [www.stapletoncommunity.com](http://www.stapletoncommunity.com) to make a reservation and acquire permits.

### THE FOUNTAINS

The Stapleton MCA manages three fountains that are found throughout Stapleton. The fountains are located at the Conservatory Green Plaza, the Buffalo Wallow and the 29th Avenue Town Center. These fountains are not designed for swimming or as a water play area, and are not maintained as such.

# Facility & Park Reservations

## CITY OF DENVER PARKS IN STAPLETON

- Central Park
- East/West Greenway
- Fred Thomas Park & Westerly Creek
- Uplands Park
- Prairie Basin Park
- Prairie Meadow Park
- Cottonwood Gallery Park
- Sandhill Prairie Park
- Willow Basin Park

## THE GREENS

### FOUNDERS GREEN

Located between Roslyn and Syracuse Streets on 29th Avenue, Founders Green is also referred to as the south green. Founders Green is the MCA's largest park facility and is available for corporate reservations on a first-come, first-serve basis on days and evenings not used by the MCA for community events. This space can hold up to 1500 people and catering is allowed inside the park area. Please email [info@stapletoncommunity.com](mailto:info@stapletoncommunity.com) to book your summer party on Founders Green.

### CONSERVATORY GREEN

Located at 49th place between Valentia Court and Valentia Street, Conservatory Green is also known as the North Green. Conservatory Green is available for corporate reservations on a first-come, first-serve basis on days and evenings not used by the MCA for community events. This space can hold up to 1500 people. Please email [info@stapletoncommunity.com](mailto:info@stapletoncommunity.com) to book Conservatory Green.

**Amenities:** The Greens come with access to restrooms (during summer months only), stage, trash removal following events, and electrical access adequate for DJs, bands and movies. Outside catering is allowed. The Greens are adaptable to many types of event set-ups and can be tailored to most event needs.

# MCA Responsibilities

## PARKS AND ROW LANDSCAPING

MCA maintains all landscaping located within Stapleton's community parks and right of way.

## TOWN CENTERS AND COMMUNITY PLAZAS

MCA maintains the Amphitheaters, Plazas, Water Features and Fire Plots located within Stapleton's Town Centers.

## DOMESTIC WATER SERVICE

MCA manages special domestic water systems located adjacent to the Mews in Filing 32 and the Green Links in Filing 36.

## SNOW REMOVAL

MCA maintains snow removal operations on sidewalks adjacent to Stapleton community parks and throughout the ROW medians located on 29th Ave, Central Park Blvd, MLK Blvd, 32nd Ave, 35th Ave in addition to all temporary asphalt paths that are currently adjacent to undeveloped parcels.

For snow removal policy please see page 26.

## STORM WATER SYSTEM

MCA manages the storm water structures that exist within Stapleton including; East West Greenway, Westerly Creek, Filings 18, Northfield and USPS ponds. MCA provides Mosquito Control programs throughout these facilities.

## COMMUNITY ALLEYS

The MCA manages all residential alleys throughout Stapleton—Personal Property (including vehicles) may not be left or parked in alleyways for extended time. Anything left in any alley is subject to removal by the MCA at the owners expense. For more on alleys please see page 24.

## MCA USE OF LANDSCAPING FERTILIZERS AND HERBICIDES

Our position on the use of fertilizer and herbicides landscaping treatments is to use as little as possible in order to sustain a healthy outdoor environment. It is our policy to never broadcast spray chemicals in our parks. When we do use chemicals, it is always done as spot/limited treatments to address specific issues in a specific area.



# Community Maintenance

The Stapleton MCA performs many maintenance duties throughout the community. Other entities also have maintenance obligations including the City and County of Denver, Denver Parks and Rec, Denver Public Works, City of Aurora, City of Commerce City, and Aurora Parks and Rec, as well as individual Property Owners and HOA's. Please reference the North and South maps, which outline the MCA's specific areas of responsibilities.

## GOOD NEIGHBORS, GREAT CITY

City of Denver codes ensure the safety, prosperity and welfare of city of Denver residents and promote more livable neighborhoods. Through public outreach and code enforcement, the City's neighborhood inspectors help keep communities clean and vibrant.

Report property concerns by dialing 311 or visiting [denvergov.org/311](http://denvergov.org/311).

## PROPERTY OWNERS AND HOA RESPONSIBILITIES

Individual property owners and HOA's are all subject to the Master CCR's which prescribe individual maintenance obligations of private property.

Section 7.6 of the Stapleton CCR's states: **Landscaping Requirement of Owners/Restrictions and Maintenance Covenants.** All portions of a Unit not improved with a residence, building, driveway, walkways, patios or decks (referred to as the unimproved area or landscaped areas of a Unit shall be landscaped by the Owner thereof or a builder other than the Declarant. Any portions of the Unit that are not landscaped by the Builder, must be fully landscaped by the Unit Owner, no later than one (1) year after the first occupancy of any portion of the Unit. The landscaping of each Unit, having once been installed, shall be maintained by the Owner, or the applicable owner association (in the case of multifamily parcels), in a neat, attractive, sightly and well-kept condition, which shall include lawns mowed, hedges, shrubs, and trees pruned and trimmed, adequate watering, replacement of dead, diseased or unsightly materials, and removal of weeds and debris.

Failure to maintain landscaping to the "community standard" can result in violation fines and penalties assessed to the property. Non responsiveness to fines and penalties can result in future legal action by the Association.

Owners are also responsible for alley snow removal as well as walkway snow removal. For more information on snow removal please see page 26.

# Community Maintenance

## TRASH AND RECYCLING

The City of Denver manages removal of trash and recycling services in Stapleton. The Stapleton MCA falls under the discretion of all City and Denver policies with the trash and recycling program.

## CART SERVICE

1. Set the black trash cart out by 7 AM on your collection day.
2. Place the trash cart at least 2 feet from obstructions such as garage overhangs, cars, fences, poles, overflow trash, large items or other collection containers that may prevent the automated truck from emptying it.
3. Prevent litter by bagging all trash and keeping the trash cart lid closed whenever possible.
4. Do not put construction debris, sod, dirt or branches in the trash cart.
5. Store the black trash cart on your property, out of public view, in between collection days.
6. If your trash day and street sweeping day occasionally coincide, visit [denvergov.org](http://denvergov.org) for instructions.



## EXTRA TRASH SERVICE

1. During your scheduled Extra Trash service collection week, your extra trash must be set out by 7 AM on your normal trash collection day.
2. Extra trash is any material left outside of your City-issued black trash cart. Only trash inside the black trash cart is collected weekly.
3. Extra trash should not be stored at the curb on non-collection days. Store your trash on your property, out of public view, until your scheduled collection day.
4. A maximum of 10 bags and 5 large items will be collected from each home per extra trash collection (every 4 weeks).
5. Use your black trash cart to full capacity. Heavy items should be placed in the bottom and the lid may be open to a 45-degree angle. The lid must not exceed 45 degrees and trash must not be placed on top of the cart lid.

# Alley Maintenance Policy

## INTRODUCTION

This policy statement is designed to outline the specific role that the Stapleton MCA will play in the repair of concrete alleys located within the community. The Stapleton MCA is the entity responsible for the major repair or replacement of all public owned alleys located within Stapleton. All alleys are under "Construction Warranty" for the first two years after substantial completion. Upon acceptance, each alley managed by the Stapleton MCA will be placed into the annual alley inspection program. It is important to note that most if not all concrete alley surfaces will crack and show signs of wear during the course of its usable lifespan (20+ years).

## FREQUENCY OF INSPECTION

Inspection of the alleys, under the maintenance of the Stapleton MCA, will be done every 12 months. This inspection process will occur each spring to allow for all of the freeze-thaw action to finish from the previous winter. From this inspection, a comprehensive list of all necessary repairs will be generated. The list will include location of failure, type of failure, size of failure, etc. From this list, the work will be delegated to the Stapleton MCA crews for repair based upon the priority levels described below.

## PRIORITY OF REPAIRS

The priority list of alley maintenance and repairs:

Priority Level 1 – Replacing concrete panels that have crumbled the full depth of the concrete

Priority Level 2 – Replacing heaved concrete panels greater than 2" that create a safety hazard (impacting "flow lines")

Priority Level 3 – Replacing sunken concrete panels where excessive standing water accumulates (impacting "flow lines")

## GENERAL MAINTENANCE

Routine maintenance of alley surfaces is the responsibility of the adjacent property owner or sub-association. Routine maintenance is defined as sweeping dirt, sand or standing water as well as **normal snow removal** (see snow removal information on page 26). Personal property (including vehicles) may not be left or parked in alleyways for an extended time. All alleys must remain free of any items that would impede any other property owner or Denver city vehicle from free access through that alley. Any item left in any alley is subject to removal by the Stapleton MCA at the owners' expense.

## ALLEY VIOLATIONS

- Personal property (including vehicles) may not be left or parked in alleyways.
- Vehicles must be parked inside garage or carport of the residence. Driveway Aprons (unless specifically identified as a parking apron) can be used for loading and unloading only. Vehicles should not be parked or stored in these areas. It can impact adjacent property owners from accessing their property.
- Unregistered vehicle may never be left in an alley and must be parked inside a garage.
- All alleys must remain free of any items that would impede any other property owner or Denver city vehicle from free access through that alley.
- Any item left in an alley is subject to removal by the MCA at the owners' expense.

**Permanent Installations within the Alley easement is prohibited unless approved by the MCA. This includes but is not limited to:**

- Sports Apparatuses
- Raised Garden Beds
- Trash Enclosures

**Impeding an alley shall constitute a violation of the MCA rules and will result in a violation notice and fine consistent with the Stapleton MCA covenant enforcement policy.**

## REPORTING A PROBLEM

Residents may report existing alley problems to the MCA by emailing [alleys@stapletoncommunity.com](mailto:alleys@stapletoncommunity.com) or by contacting the MCA by phone at 303-388-0724.



# Snow Removal

## STAPLETON SNOW REMOVAL

There are several entities who take on snow removal responsibilities on a regular basis from the City and County of Denver down to individual property owners. The system works when everyone does their part.

## MAJOR ROADWAYS AND ARTERIALS

Major roadways and arterials are the responsibility of Denver's department of Public Works. Snow removal on these designated roadways begins prior to every snow event and continues throughout its completion. Roads are placed in different priority levels and are addressed as equipment becomes available. For a complete diagram of these identified roads, please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com).

## NEIGHBORHOOD STREETS

Neighborhood streets are not addressed on a regular basis by the city unless a "major snow event" of one foot or more occurs. The city's policy for major snow events can be found at [www.stapletoncommunity.com](http://www.stapletoncommunity.com).

## NEIGHBORHOOD SIDEWALKS

Neighborhood sidewalks are the responsibility of the adjacent property owner or sub-association. When the sidewalk is located adjacent to a community park or parkway the Stapleton MCA will remove snow. When the sidewalk is located adjacent to a regional park (East West Greenway, Westerly Creek) Denver Parks and Recreation will be responsible for snow removal.

## NEIGHBORHOOD ALLEY SURFACES

Neighborhood alley surfaces are to be routinely maintained by the adjacent property owner or sub-association. Residents and sub-associations are not permitted to shovel or plow snow in such a manner that it impacts the access of the alley by any vehicle. Snow should always be shoveled, plowed and stored onto the landscaping areas located within each alley easement. **Residents or sub-associations found to have caused access issues due to improper snow storage can be issued a violation notice and corresponding fine for the cost to cure if the MCA is required to remedy the situation. Please respect all residents need to access their property via the rear alleys by never shoveling snow onto any alley surface.**

## DURING MAJOR SNOW EVENTS

During snow events, as now defined by Denver City & County, the Stapleton MCA will initiate its snow removal plan for the alleys based upon actual accumulation along with the city's plan for neighborhood streets.

During minor snow events (6+)" - The MCA will make a pass through each alley to clean up the center drive lane the night following the storm. Although it is not the intent to impact anyone's access in and out of their garages, residents should be prepared to remove any "wind-rows" that can be created during these plowing operations.

During major snow event (12+)" - the snow removal plan will include the continuous use of heavy and light equipment, light equipment to remove snow from alley drive lanes, intersections and major pedestrian paths. Alley work will be limited to the removal of enough snow from the alleys so residents can drive through. The drive lanes will not be scraped down to pavement, to eliminate the need to truck snow off site. This allows us to expedite the process ensuring that we can get to everyone's alley within the shortest period possible.

These alley procedures do not negate individual property owners from participating in the snow removal during these types of storms. Vehicles should never be parked overnight in any alley during snow events. Residents due to age, disability or health who require additional assistance accessing their property because of excess snow should contact the MCA office at 303-388-0724 for additional assistance.

Denver's residential and MCA's Alley plow program was initially developed as an emergency response program following the blizzards of 2006-07. The plows have been deployed about a dozen times since then to help residents get out of their homes, neighborhoods and onto the main streets after major storms.

Under the new criteria, the city along with the MCA expects to deploy the residential plows in a timelier fashion and stay ahead of the deeper snow accumulations that come with moderate to severe snow events.



## Assessment Information

All property owners are responsible for ensuring that assessments are current. Assessments are due by the 1st of each month in which it is levied. All assessments which are not received by the 10th are considered delinquent and will trigger a notification letter sent to the property. Accounts with delinquent assessments are subject to late fees and interest. Accounts more than 90 days past due are subject to lien by the MCA. Any account which is sent to collection is subject to additional legal fees that cannot be waived. For a complete description of the MCA collection policy, please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com).

Within 90 days of closing on your home, you will receive a coupon book with your individual account number and property address. Please review the information for accuracy. It is the responsibility of the property owner to make sure all assessments are current.

There are several ways you can pay your assessment:

1. Return each coupon in the windowed envelope with a check for the assessment due.
2. Complete the ACH form located online at [www.stapletoncommunity.com](http://www.stapletoncommunity.com) and return it with a voided check from the account that you wish to use to: Stapleton MCA, C/O MSI Inc 11002 Benton Street, Westminster, CO 80020-3200.
3. Set up bill pay through your online banking using the information located on your individual coupon. Confirm the lock box address each time you receive a new coupon book. Remember, the property owner is responsible for ensuring that assessments are received.
4. Pay online through the MSI secure portal page.

Check payments for monthly assessments should be mailed to:

**Master Community Association**  
**With your account number and/or Property Address**  
**MSI • PO Box 173307 • Denver, CO 80217**

To access your assessment account online, please visit [www.stapletoncommunity.com](http://www.stapletoncommunity.com). Click on "Access Assessment Account".

## Design Review

To make the Stapleton community reflect the diverse character of Denver, there are a few restrictions and rules. The primary requirement of the Community Declaration is that owners must maintain their property in a clean, wholesome condition and landscaping must be installed within one year of occupancy. City and County of Denver ordinances must always be followed. For the most part, the Association will rely on the "best judgment" of owners to conduct themselves in a manner that will be sensitive to neighbors.

**Stapleton Design Review Committee (SDRC) is limited to residential units and is only for material changes to the exterior of a home.**

Approval by SDRC is required for:

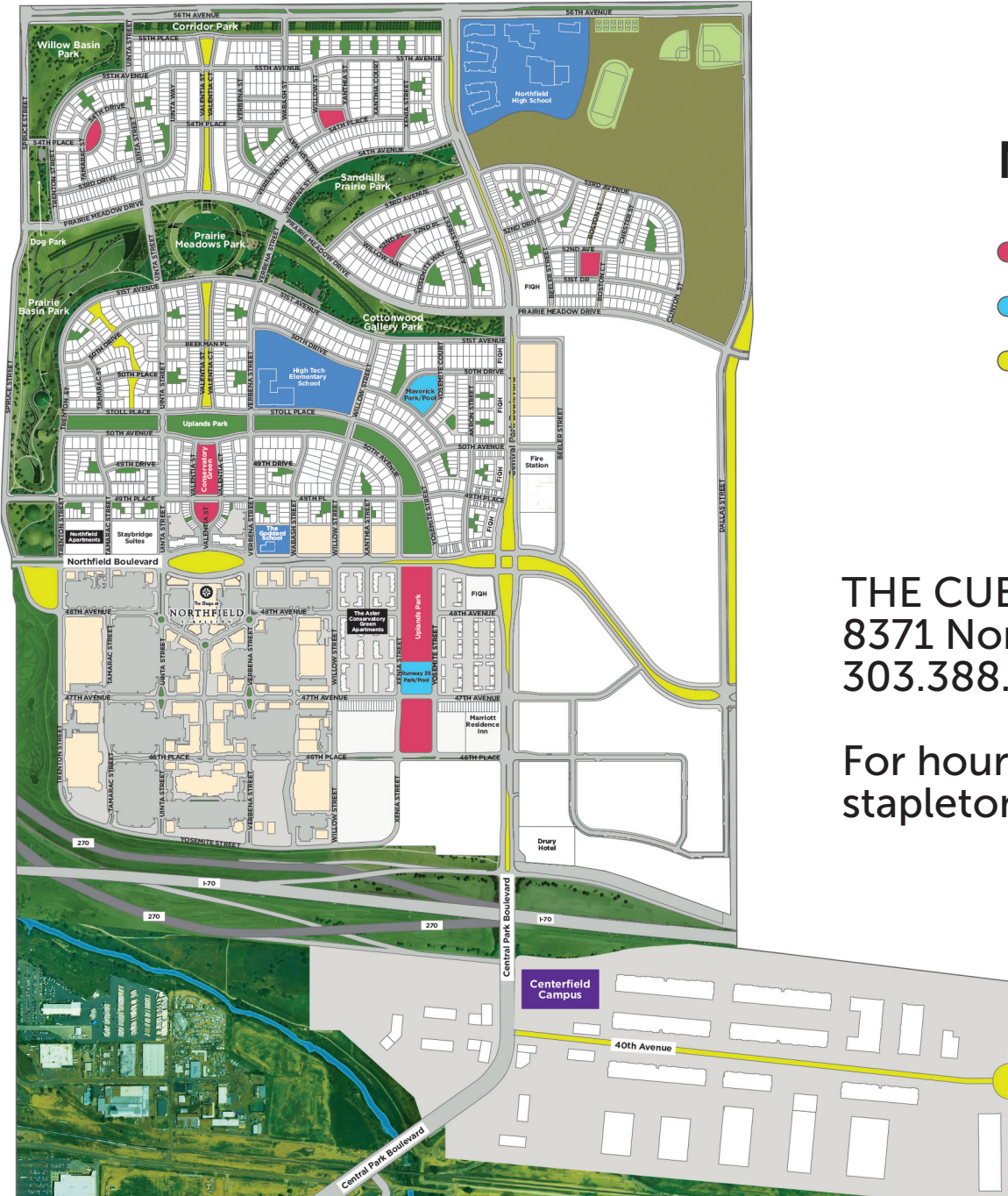
- Improvements involving an addition or deletion of square footage to a home
- Addition of an exterior deck or balcony at the primary entry or above the first floor of the home
- Substantial change to the architectural style and character of the home
- Adding an accessory or additional structure on the lot
- Substantial change to the roof plane or lines of the home

Approval by SDRC is **not** required for improvements involving:

- Solar panels
- Changes in exterior color
- Fencing or walls
- Landscaping additions or changes
- Sheds or storage structures
- Changes to the front door
- Addition of a deck or patio at ground level and is not at the primary entry to the home

The homeowner is responsible for obtaining all necessary City of Denver permits prior to beginning any improvements to the property. To apply for a Design Review, please complete the form online at [www.stapletoncommunity.com](http://www.stapletoncommunity.com). Completed forms must be emailed along with electronic renderings of the project to [sdrc@stapletoncommunity.com](mailto:sdrc@stapletoncommunity.com). Please allow a minimum of 30 days to receive approval and or comments on any major renovation.



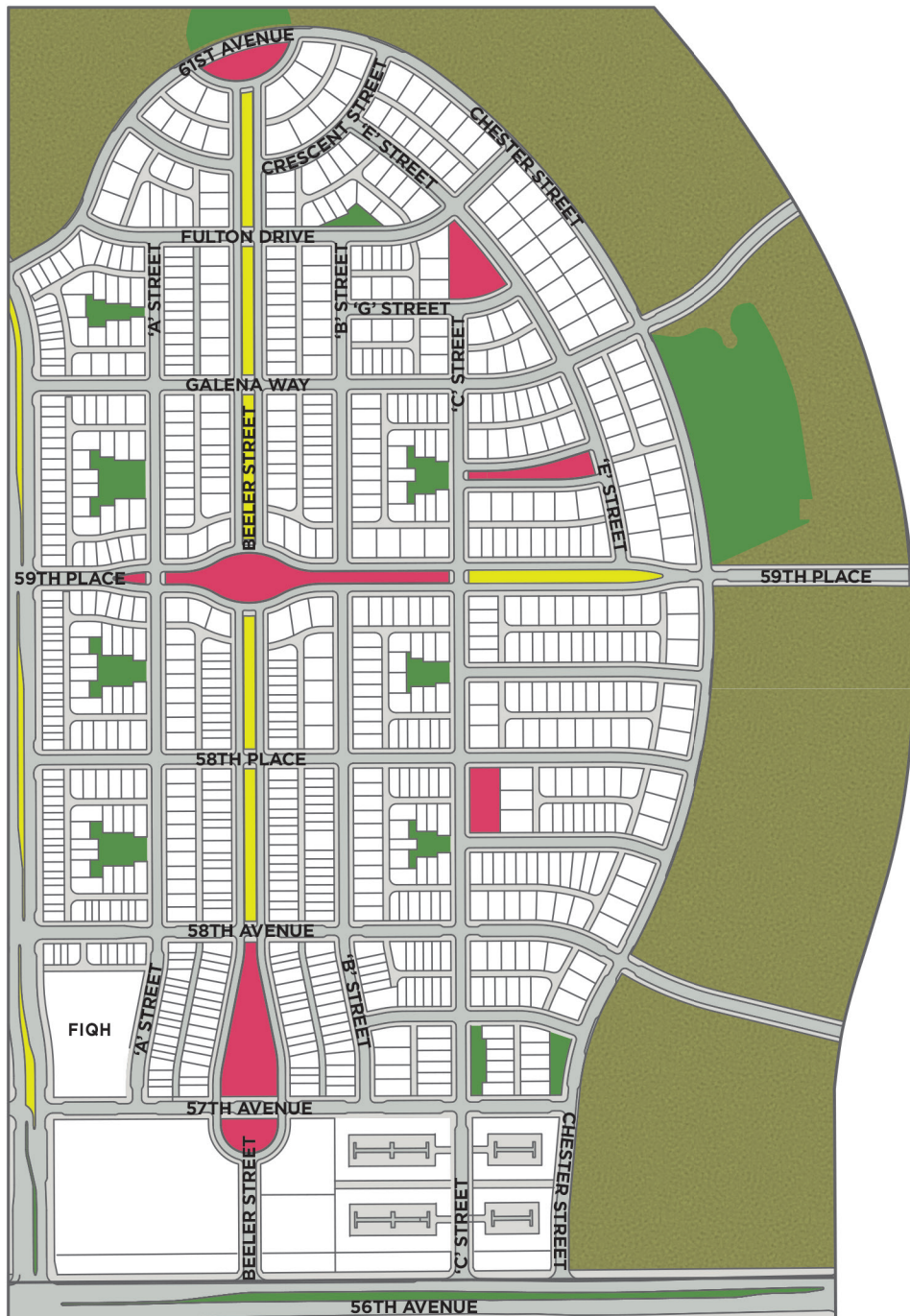


# NORTH

- MCA PERMITTED PARKS
- MCA MANAGED POOLS
- MCA MANAGED GROUNDS

**THE CUBE**  
8371 Northfield Blvd  
303.388.0724

For hours please visit  
[stapletoncommunity.com](http://stapletoncommunity.com).



# BEELER PARK

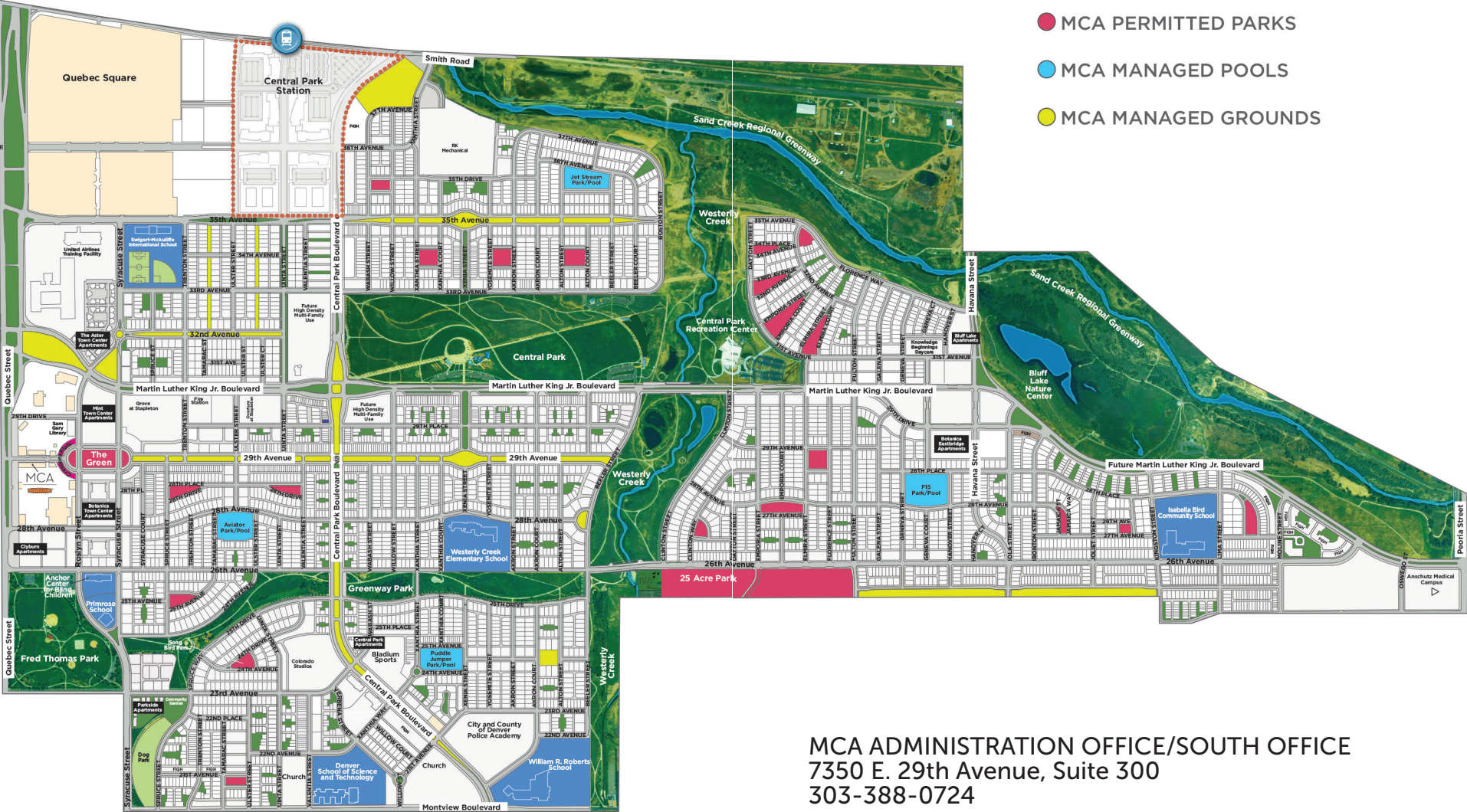
- MCA PERMITTED PARKS
- MCA MANAGED POOLS
- MCA MANAGED GROUNDS

THE CUBE  
8371 Northfield Blvd  
303.388.0724

For hours please visit  
[stapletoncommunity.com](http://stapletoncommunity.com).



# SOUTH



MCA ADMINISTRATION OFFICE/SOUTH OFFICE  
7350 E. 29th Avenue, Suite 300  
303-388-0724

For office hours please visit [stapletoncommunity.com](http://stapletoncommunity.com).

## Important Contacts-Denver

### EMERGENCY NUMBERS

Emergency Response	Denver Police	911
District 5 Dispatch (non-emergency)	Denver Police Dept	720-913-1400
Fire Dispatch	Denver Fire Dept	720-913-2400

### CITY AND COUNTY OF DENVER (WWW.DENVERGOV.ORG)

District 8 Councilman	Chris Herndon	303-331-3872
-----------------------	---------------	--------------

### 311

Neighborhood Inspection  
 Animal Control  
 Noise Control  
 Abandoned Cars  
 Street Maintenance  
 Solid Waste Management  
 Denver Recycles

### DENVER PUBLIC SCHOOLS (WWW.DPSK12.ORG)

Public Schools	DPS—Administration	303-377-0898
Westerly Creek School	DPS (ECE—5th)	303-322-5877
William Roberts School	DPS (ECE—8th)	720-424-2640
Odyssey School	DPS (Charter)	303-316-3944
Denver School of Science & Technology	DPS (Charter)	303-320-5570
Denver School of the Arts	DPS (Charter)	720-424-1700
Swigert International School	DPS (ECE-5th)	720-424-4800
High Tech Elementary	DPS (ECE-5th)	720-424-2105
Denver Discovery School	DPS (6th-8th)	720-424-4840
Northfield High School	DPS (9th-12th)	720-423-8000
McAuliffe International	DPS (6th-8th)	720-424-1540

### UTILITY SERVICE PROVIDERS

Xcel Energy	Electrical Service	800-895-4999
Denver Water	Water Service	303-628-6000
Comcast	Cable Service	303-603-5563
Century Link	Phone Service	303-832-3239
Denver Trash & Recycling	Trash & Recycling	311

### ASSESSMENTS (WWW.MSIHOA.COM)

MSI-Stapleton MCA, Account Tech	Stacey Wills	720-974-4163
MSI, Inc.	Main Number	303-420-4433

## Important Contacts-Aurora

### EMERGENCY NUMBERS

Emergency Response	Aurora Police	911
Aurora Police (non-emergency)	Aurora Police Dept	303-627-3100
Fire Dispatch	Aurora Fire Dept	303-326-8999

### CITY OF AURORA

#### 303-739-7000

Neighborhood Inspection  
 Animal Control  
 Noise Control  
 Abandoned Cars  
 Street Maintenance

### AURORA PUBLIC SCHOOLS (WWW.AURORAK12.ORG)

Public Schools	APS—Administration	303-344-8060
----------------	--------------------	--------------

### UTILITY SERVICE PROVIDERS

Xcel Energy	Electrical Service	800-895-4999
Aurora Water	Water Service	303-739-7370
Comcast	Cable Service	303-603-5563
Century Link	Phone Service	303-832-3239
Aurora Trash & Recycling	Trash & Recycling	303-739-7000

### ASSESSMENTS (WWW.MSIHOA.COM)

MSI-Stapleton MCA, Account Tech	Stacey Wills	720-974-4163
MSI, Inc.	Main Number	303-420-4433





MCA



7350 E. 29th Ave, Suite 300  
Denver, CO 80238  
303-388-0724  
[www.stapletoncommunity.com](http://www.stapletoncommunity.com)