Welcome to Trailside Patio Homes HOA
We are happy to have you as part of the community and are sure you will enjoy living here. Trailside Patio Homes HOA is a part of the Cundall Farms Metropolitan District and the District is responsible for many aspects of the community’s governance. Stillwater Community Management (SCM) is the management company that oversees the day to day operations of the Metro District and Trailside Patio Homes HOA. We work for you and are here to assist you and answer any questions regarding the HOA or community you may have. Your community manager is Bri Yonkers, please feel free to call at (303) 872-9224 ext. 104 or email bri.yonkers@scmcolorado.com.

If there is a community issue that needs immediate response like a water leak in the common areas, please call the after-hours emergency line at (303) 872-9224 ext. 1. You will reach our business office during the day.

Your HOA is responsible for providing the following services:
- HOA Management and Homeowner Single Point of Contact for HOA Issues
- HOA Accounting Management and Budget Preparation
- Conduct HOA Meetings
- Homeowner Landscape Maintenance per Board Maintenance Exhibit
- Homeowner Lot Snow Removal per Attached Board Maintenance Exhibit
- Audit/Taxes for the HOA
- HOA Area Covenant Enforcement
- HOA Communications, Newsletters and Website Administration

The HOA takes care of certain patio home lot maintenance as described in the HOA maintenance policy. SCM manages both the HOA and the Metro District.

Trailside Patio Homes is on the internet!
Visit your community website by going to www.scmcolorado.com and under the “Your Community” tab, select “Trailside Patio Homes”. This is where HOA information and documents are stored for easy access by homeowners. There are a variety of resources available to you like the governing documents, rules and regulations, financial reports, meeting minutes, newsletters, your community calendar and useful forms like the design review request. Please use the navigation bar on the right to select the information you require. If there is information you need that is not on the community website, please contact your community manager to request these documents.
The HOA has monthly assessment. This assessment is subject to change during annual HOA Budget review. There is also a monthly Cundall Farms Metropolitan District operations fee. Information on paying the District fee can be found in the District welcome package that is attached. We apologize in advance but the District and HOA are two distinct entities and two separate payments must be made in accordance with the payment instructions of each entity. Monthly assessments may be paid as follows:

ACH (Automatic Cash Handling): This is a free service offered by your Association. The assessment is withdrawn from your bank account on the first business day of each month. There is a form included in this packet if you are interested in signing up for ACH.

Online payments: Visit www.scmcolorado.com, in the top right corner select “Online Dues Payment.” This is a way to pay your assessments through Mutual of Omaha Bank’s online payment portal. This tool gives you different payment options and allows you to do a quick, one-time payment or by creating an online profile, you can set up automatic payments on a schedule you choose. You will need your customer number from your payment coupons to make an online payment but the bank does charge a fee to process credit card payments.

Coupon payments: You will receive a coupon book in the mail to pay your monthly assessment. Please be sure to include the coupon and account number on all of your checks. Make checks payable to Trailside Patio Homes HOA.

HOA assessments payments must be sent to:
Trailside Patio Homes HOA
P.O. Box 29141
Phoenix, AZ 85038-9141

We are here to help!
There are many ways to contact Stillwater Community Management and your community manager:

Community Manager:
Bri Yonkers (303) 872-9224 ext. 107
Email: bri.yonkers@scmcolorado.com

Accounts Receivable:
Loc Nguyen (303) 872-9224 ext. 105
Email: Loc.Nguyen@scmcolorado.com

Mail to Address (Do not send HOA payments to this address):
Trailside Patio Homes HOA
c/o Stillwater Community Management
5690 Webster Street
Arvada, CO 80002

Trash removal and recycling is provided by the City of Thornton and is billed to the homeowner on your monthly water bill. Information on starting trash service can be found in your Cundall Farms Metro District Welcome Package attached.

Once you start service, the City will send you an informational package on these and other services.

Snow removal within the HOA
The HOA removes snow on the patio home lots including the driveway, sidewalk and walk to the front door when there is 2” or more accumulation. The HOA has a maintenance policy that further describes snow removal and other HOA maintenance. This policy can be found on the HOA website under “Documents.” The streets in Trailside are City streets and the responsibility for snow removal in the streets is the City’s. The HOA will wait until the snow has stopped to begin removal but there may be a small lag between the end of the storm and when removal contractors get on site. We endeavor to provide high quality service and if we miss anything, please contact SCM to get the area cleared.

External home changes
Included in this packet is a Design Review Request (DRR) form. Any changes or additions (like new landscape installation) made to the exterior of your home or landscaping need to be approved in writing using this form prior to starting the project. The ARR can be found on-line at the community website (www.scmcolorado.com select “Your Community”, “Trailside Patio” then “Documents”).

The single point of contact for any issues regarding the HOA is Stillwater Community Management (SCM). If you need anything HOA, Board or community related, please contact SCM.

Thank you and we look forward to working with you to make Trailside the best community it can be!
Registered Association Mailing Address

In order to comply with your HOA’s governing documents and Colorado Law, owner must provide an address of record to receive required HOA notices like meetings, budgets and information effecting your home. The default is the property address but you may identify a mailing address different from the property address below. This information will be used for HOA business only. From time to time, the HOA would like to use email to keep owners informed about the HOA. This will reduce cost to you and the HOA. This information will only be used for HOA related business.

Trailside Patio Homes HOA

Property Address

Name(s) or Buyer(s) – please include all names appearing on title and middle initial.

Will the unit be occupied by the Owners _________________ or rented? _______________

Mailing address owner wished to receive official HOA correspondence, IF DIFFERENT FROM PROPERTY ADDRESS.

Email of owner/owners

Home phone # Work phone # Cell #

You can mail, fax, or email the completed form at any time. Thank you for your assistance, enjoy your new home and we look forward to working with you!

Carrie Evans
Stillwater Community Management
5690 Webster St
Arvada, CO 80002
Ph. (303) 872-9224 ext. 103
Fx. (303) 309-0468
Carrie.Evans@scmcolorado.com
"Automatic Cash Handling"

This is the Electronic Funds Transfer authorization form. Also called "ACH" for "Automatic Cash Handling" or "Automatic Clearing House" this option sets up an automatic withdrawal of funds based on monthly, quarterly, semiannual and annual cycles for your HOA dues account.

I hereby authorize a representative from Stillwater Community Management (SCM) to initiate a direct withdrawal from my checking account to pay homeowner assessments and any other balance due. The withdrawal will become effective on the 1st day of each monthly billing period or the 1st day of the first month for quarterly, semiannual or annual billing periods.

The amount of withdrawal will be the balance owing on the account. You will receive written notification of the initial start of the direct withdrawal once the agreement has been set up. The direct withdrawal will continue until SCM receives written notice of cancellation.

Name: ____________________________________________

Email Address: _______________________________________

☐ Check to indicate you wish communication on your account via Email.

Authorized Signature: ____________________________ Date: ____________

Property Address: _______________________________________

Association Name: _______________________________________

Please attach a voided check to this form. Must be a voided check, account number or deposit slip is not acceptable. MAIL form to SCM at the above address. An original form and voided check is legally required to initiate ACH.

THIS IS AN OPTIONAL PROGRAM
Terms and Conditions

1 General Terms
1.1 By signing an ACH request, you have authorized SCM to arrange for funds to be directly withdrawn from your account.
1.2 SCM will arrange for your financial institution to debit your account. Total amount due on your HOA account will be withdrawn. Total amount includes HOA dues plus any additional fees on your HOA account. Your account will be debited on the 1st of each month unless this is not a business day, then the automatic withdrawal will be made on the next business day. If you are uncertain as to when a withdraw payment will be processed, you should contact your financial institution for assistance.

2 Changes by SCM
2.1 SCM may vary any details of this agreement or the ACH request from time to time. We will give you notice in writing of any such change at least fourteen (14) days before the change takes effect.

3 Changes by you
3.1 You may request to stop or defer a payment or alter, suspend or cancel ACH. Cancellation must be in writing and received by SCM at least 10 days prior to ACH due date.

4 Your Obligations
4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow an automatic withdrawal to be made in accordance with the agreement.
4.2 If there are insufficient clear funds in your account to meet automatic withdrawal:
(a) you may be charged a fee and/or interest by your financial institution,
(b) you may also incur fees or charges imposed or incurred by us, and
(c) you must arrange for the automatic withdrawal payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the automatic withdrawal.
4.3 You should check your account statement to verify that the amounts debited from your account are correct.

5 Dispute
5.1 If you believe that there has been an error in debiting your account, you should notify us immediately and provide any documentation about SCM requests.
5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will adjust your account (including interest and charges) accordingly by directly crediting your account or sending you a refund check at our discretion. We will also notify you of the adjustment either orally or in writing.

6 Accounts
6.1 You should check with your financial institution whether ACH is available from your account as ACH is not available on all accounts offered by financial institutions.

7 Confidentiality
7.1 We will only disclose information that we have about you:
(a) to the extent specifically required by law; or
(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8 Definitions
account means the account held at your financial institution from which we are authorized to arrange for funds to be debited.
agreement means Automatic Cash Handling Service Agreement between you and SCM.
business day means a day other than a Saturday or a Sunday or a bank holiday.
Debit payment means a particular transaction where a debit is made.
direct debit request means the Automatic Cash Handling Service Agreement between SCM and you.
us or we means Stillwater Community Management and its successors and assigns.
you means the person who signs the Automatic Cash Handling Service Agreement request.
your financial institution means the financial institution where you hold the account that you have authorized us to debit.
Instructions to Homeowner:
ARRs ARE VALID FOR ONE (1) YEAR FROM THE DATE OF APPROVAL. Please fill out form and email, fax or mail to Stillwater Community Management, Attn: ARC. The Design Guidelines are found at www.scmcolorado.com, select “Your Community” then “Trailside (Cundall Farms Metro District)” then “Documents” in the sidebar menu. Email at Arc@scmcolorado.com if you have questions.

Submittal Date: Owner Name: 
Phone: Email: 
Address of Proposed Improvement:
Block: Lot: 
Builders Model and Elevation:
Is this a Corner Lot? YES or NO 
Plot Plan Included? YES or NO - - PLOT PLAN IS REQUIRED FOR ALL MAJOR ARRs

ARRs must include the home model number (or name) and elevation type. This information can be obtained from the builder’s sales office. A plot plan should be included in your closing documents, or you can get a plot plan from the builder’s sales office or from the City of Thornton.

- Landscape Installation 
- Landscape Improvement 
- Out Building 
- Grade Changes 
- Berm, Retaining Wall 
- Home Addition/Expansion 
- Concrete and Hardscape 
- Play Structure 
- Fencing, Patio, Deck, Pergola

ACTION TAKEN BY ARCHITECTURAL REVIEW COMMITTEE: (ARC to complete)

- Approved as Submitted – The application and accompanying documentation is approved as submitted.
- Approved as Modified – The application and accompanying documentation is approved with the following clarifications.
- Not Approved – The application and accompanying documentation is not approved. Homeowner may resubmit with additional information and/or changes made.

Comments:

Signature of Approver: Date:

Rev 1 - 03/30/2015
Please include any descriptive documentation to completely describe your project. Design review is for community covenant and architectural design guidelines only. It is the responsibility of the homeowner to comply with local laws and permitting requirements. Project must be completed as approved, including any stipulations and clarifications by the committee attached to the approved request.

**Description of Improvements:**

Attach additional documentation as needed. See following page for additional information.

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**ARR Page 2**

Drawing: Attached drawings if appropriate

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Rev 1 - 03/30/2015
Architectural Review Request (ARR)
Trailside

Log date: __________________________
Date Critical: ______________________

SUBMIT TO:
Email: ARC@scmcolorado.com
Fax: (303) 309-0468
Post: Stillwater Community Management
Attn: ARC
5690 Webster Street
Arvada, CO 80002

Additional Information

Stillwater Community Management receives all faxes digitally so an email or fax works equally well. The advantage to you is a digital submission by fax or email will likely make review of your submission faster. To expedite the review process, completely define your proposed project. Consider providing the following information as appropriate:

1. Drawings or illustrations showing design of proposed improvement.
2. Scale drawing or architectural plans showing dimensions and location of improvement(s).
3. Promotional brochures or images for major products used.
4. Type of material to be used.
5. Color(s).
6. Grading plan if changes in grade or other conditions affecting drainage are anticipated, i.e. retaining walls or patios.
7. Legal site plot plan with location of improvement drawn to scale. A plot plan is included in your closing documents. You can obtain a plot plan on your community website under links. Select your city.
8. Landscaping plan

The architectural review process can be confusing, please give us a call at (303) 872-9224 ext. 102, or send an email if you need any additional information.

Notice of Completion:

Owner has one (1) year from the date of approval of the ARR to complete work AND notify ARC of completion. Once Notice of Completion is given, the ARC and any impacted owner has 60 days to review the project for conformance with the ARR, make comments or appeal approval of the ARR or the completed project. Basic notice format:

Dear ARC. This is notice of completion for the submitted project at the address as follows:

Homeowner Name: _______________________________
Street Address: __________________________________
Unit or Building: _________________________________

Basic subject of ARR: ____________________________________________

Date of ARR original approval: ____________________.

Notice is submitted this _____ Day of ______, 20___ of final work completion.

Submitted by: _____________________________________________
**Landfill Days at Tower Road Landfill in Commerce City**

Electronic Recycle Drop
Sat., April 16
Sat., May 14   Sat., August 13
Sat., April 9

Special Christmas Wrap Collection
December 26 through December 30
October 17 through November 11

Trash and recycling pick-up will be
Available in English and Spanish/available en inglés y español.
For more information please call 720-777-6200 or email environmnetinfo@cityofthornton.net.

### 2016 Recycling Collection Calendar

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**Key:**
- F: Friday
- T: Tuesday
- S: Sunday
- W: Wednesday
- M: Monday
- L: Lunch
- B: Breakfast
- C: Coffee
- D: Dinner
- N: Night

*Holiday Schedule:*
- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

*Contact Information:*
- Phone: 720-777-6200
- Email: environmnetinfo@cityofthornton.net
For your records you may note your container numbers here:

- Black ________________________
- Black ________________________
- Green ________________________
- Green ________________________

Containers are given a serial number, which is located on the front of the container and assigned to your home address.

Customer Reminders

- Containers must be put out by 7 a.m. on collection day to ensure collection and removed by 8 p.m. Please do not put out before 8 p.m. the day prior to collection.
- Containers must be stored at the side of your home or behind a fence when not at the curb for collection.
- If your trash is picked up in an alley, please be sure to return containers to your yard after collection.
- Containers must be placed with lid opening facing the street.
- Please place containers two feet apart from each other.
- Containers must not be overfilled (Lid open no more than a 45-degree angle).
- Do not place containers under or near basketball hoops.

2016 Schedule of Events

Christmas Tree Curbside Pick-Up — City trash/recycle customers may place their natural Christmas trees at the curb for collection on their regular trash collection day January 4 through January 15. Please do not wrap trees in plastic. Remove all ornaments and lights.

Christmas Tree Drop-Off – On Saturday, January 9, from 10 a.m. to 2 p.m. only. Thornton residents may bring their natural Christmas trees to the Infrastructure Maintenance Center for recycling. Proof of residency is required.

IMC Tree Branch/Limb Drop-Off – On specified Saturdays (10 a.m. to 2 p.m.), Thornton residents may bring their tree branches and limbs to the Infrastructure Maintenance Center (IMC) located at 12450 Washington Street. Mulch from the branches and limbs may be made available during these Saturdays while supplies last. Restrictions and limitations apply. Proof of residency is required.

Electronic Recycle Drop-Offs – On specified dates Thornton residents may bring their televisions, computer monitors, DVD players, and other electronics in for recycling. A small recycling fee may apply. These events are for electronics only. One event will be held at Thornton’s IMC and one at the Adams County Regional Park located at 9755 Henderson Road, Brighton, CO 80601. NEW - Look for upcoming details near event date for online pre-registration information.

Paint Recycle Drop-Offs – On specified dates Thornton residents may bring their leftover paint. These events are for paints and stains only. One event will be held at Thornton’s IMC and one at the Adams County Regional Park.

Landfill Days – On specified dates, Thornton residents may take non-hazardous debris to the Tower Road Landfill (7 a.m. to 2 p.m.) and the gate fee is waived. No trailer loads. All loads must be covered. Trailer and commercial loads are subject to applicable fees. Proof of residency is required and limitations apply. Freon charged units (refrigerators, A/C units, and freezers) and electronics such as televisions and computer monitors will not be accepted. Mattresses are subject to an additional fee. Tower Road Landfill is located at 88th Avenue and Tower Road in Commerce City.

Household Chemical Roundups – Thornton, in cooperation with Adams County and other local jurisdictions, will conduct a drop off program for safe disposal of unwanted household hazardous chemicals. Restrictions and limitations apply. Proof of residency is required. Dates and locations to be determined.

Fall Leaf Collection – City trash/recycle customers may place their bagged leaves at the curb for collection on their regular trash collection day. Please use the black trash containers first. Bags filled with trash or debris will not be collected. Use the black trash containers for all household trash. This is a four week program that is subject to restrictions.

Christmas Wrap Collection – During the week following Christmas, City trash/recycle customers may place their flattened holiday boxes and bagged wrapping paper at the curb for collection on their regular trash collection day. Please use black trash containers first or consider placing eligible items with other recyclables in the green recycle containers for collection on regular recycle collection day. Boxes and bags filled with trash or debris placed outside the black containers will not be collected. Use the black trash containers for all household trash.

For further information, please call 720-977-6200 or email environmentalsvcs@cityofthornton.net. Available in English and Spanish/Disponible en inglés y español.
One Container Recycling
Green container collects it all!
No sorting! Recycling made easy!
Collected twice per month!
Available in English and Spanish/
Disponible en inglés y español.

Trash and Recycle Collection Service
Guidelines
Available in English and Spanish/
Disponible en inglés y español.

Our Mission
To provide our customers with a convenient, economical, and dependable trash/recycle collection service while protecting public health and the environment.

The information in this brochure will help us to better serve you, while keeping costs as low as possible.

Let us know how we're doing so we can continue to provide the quality of service you deserve!
Position containers correctly.

- Remove containers from the curb no later than 8 p.m. the evening before your scheduled collection.
- Do not put your containers out before 8 p.m.
- Have your trash and recycling containers out by 7 a.m. on your designated collection day.
- Automated collection trucks are equipped with a robotic arm that provides service to the black trash containers and green recycle containers; they require ample room to collect containers safely and efficiently.
- Place the containers at least two feet apart and efficiently.
- Place the containers with the arrows or lid opening facing the street (handle facing the curb).
- Do not block the sidewalk.
- Do not place anything on top of the container.
- Do not overfill the containers.
- Do not put out empty containers.
- Please wash your containers out periodically with a garden hose.
- Please do not put paper or cardboard in plastic containers, as they are the property of the City.
- Customers may drop-off used cooking oil, household chemicals, and yard trimmings, such as grass or leaves, are placed in plastic containers, as well as automobile batteries from 8 a.m.– 5 p.m. on normal business days at the City's Washington Street Landfill or at the Thornton Maintenance Center, located at 12450 Washington Street. Most area auto parts stores will accept these items as well, or you can bring them to the Household Chemical Roundups for proper disposal.
- Click & Haul, available to you for a fee, is how you can get rid of items in bulk. For major home remodeling or construction, dead pet removal.
- Liquid waste
- Furniture
- Paint
- Batteries
- Furniture, appliances, carpet, auto parts, etc.
- Dead animals
- Hazardous waste or materials such as: solvents, oil, gas, or oil-based paint
- Hot ashes, coals, or other flammable
- Christmas Wrap Collection
- Christmas Tree Collection
- Yard trimmings, such as grass or leaves
- Branch/Limb Drop-off
- Electronic Drop-off
- Paint Recycle Drop-off
- Landfill Days
- Household Chemical Roundups
- Click & Haul
- For more information on these special programs, contact a local, private roll-off service company. They are the property of the City.
- The following should not be placed on the curb:
  - Any type of waste
  - Refuse not intended for your container
  - Large items not intended for curbside collection
  - Put your containers out by 7 a.m.
  - Do not mix recyclables with the trash.
  - White goods or appliance service
  - Petroleum or oil
  - Hazardous materials
  - Electronics
  - Grass clippings
  - Yard trimmings
  - Tree branches
  - Metal, aluminum or copper
  - Hot ashes, coals, or other flammable
  - Do not put cardboard in plastic containers
  - Thrift Shop items
  - Christmas wrap

Additional trash containers are available for a fee. Please do not put paper or cardboard in plastic containers, as they are the property of the City.

Customers may drop off used cooking oil, batteries from 8 a.m.–5 p.m. on normal business days at the City's Washington Street Landfill or at the Thornton Maintenance Center, located at 12450 Washington Street. Most area auto parts stores will accept these items as well, or you can bring them to the Household Chemical Roundups for proper disposal.
Listed below are the eligible items that can be placed in this GREEN Recycle Container:

- Beverage cartons
- Office paper and Junk mail
- Steel cans and empty aerosol cans
- Aluminum cans, aluminum foil and pie tins
- Plastic containers numbers 1-7
- Glass bottles
- Newspapers and inserts
- Paperboard (cereal boxes, paper towel rolls, etc.)
- Beverages cartons
- Brown paper bags
- Phone books
- Magazines and catalogs
- Magazines and catalogs
- Flattened cardboard

Guidelines:

All materials may be mixed together
All containers should be rinsed and free of any debris or residue
No containers larger than 2½ gallons in size
Remove and discard lids that screw on

Thornton’s One Container Recycling

Stick to the list!

Did you know...
The following items could cause serious issues, such as recycle center equipment failure and have the potential to contaminate an entire truckload of recyclables?

- NO shredded paper
- NO trash/garbage
- NO grocery or plastic bags
- NO plastic film
- NO food
- NO liquids
- NO yard waste (grass clippings, weeds, branches)
- NO styrofoam
- NO electrical cords
- NO kitchen/household items (plates, dishes, pots and pans, drinking glasses)
- NO electronics (cell phones, appliances, batteries)
- NO textiles (clothing, carpeting, fabric)
- NO auto parts (brake pads, alternators, starters)
- NO construction debris (bricks, drywall, shingles, wood, wire, plate glass)
- NO DVDs, CDs, cassettes
- NO medical waste (syringes, IV/oxygen hoses, gloves)
- NO hot/cold drink cups
- NO paper towels
- NO tissues
- NO food-soiled cardboard
- NO biodegradable plastics
- NO paint cans

City of Thornton Infrastructure Department

For more information on recycling, visit www.cityofthornton.net/TrashRecycling, or call 720-977-6200.

Available in English and Spanish. Disponible en inglés y español.

NO SHREDDED PAPER!

NO PLASTIC BAGS!
Recycling Drop-off Locations

Drop-off bins are located in the parking lot areas at these locations. Locations are subject to change without notice.

- Thornton Municipal Service Center - 88th Avenue and Colorado Boulevard
- North Star Park - south side of 88th Avenue, a quarter mile east of Huron Street
- Margaret W. Carpenter Recreation Center - 110th Place and Colorado Boulevard
- Fire Station #4 - 128th Avenue just west of Lafayette Street
- Fire Station #5 - 140th Avenue and Colorado Boulevard

Items accepted for recycling at these drop-off locations include everything listed on the front page.

Acceptable plastic containers include:
- Narrow necked containers #1 and #2; caps removed
- Any container stamped #3-#7 (except those listed under unacceptable plastics below)
- Wide mouth containers stamped #1-#7 (such as butter/margarine/cottage cheese tubs) with snap on lids
- Yogurt containers stamped #1-#7 with snap on lids
- Clear clamshells such as sandwich or cookie containers from the deli or bakery, stamped #1-#7
- Pails stamped #1-#7; snap on lids are ok
- Flower and garden pots stamped #1-#7
- Nalgene bottles #7

Unacceptable plastic/items:
- No frozen food microwave trays
- No food trays or party platters even if stamped with #1-#7
- No automotive chemical containers including motor oil and antifreeze bottles
- No pesticide containers
- No styrofoam of any kind
- No other forms of plastic of any kind, such as toys
- No trash

Plastic Bags can be recycled, just not as part of the mix in your recycling container. Instead, drop them off at specially marked plastic bag recycle bins in the front of your favorite grocery store or supermarket.

Shredded paper causes difficulties during the sorting process at the recycle facilities. Don’t place it in your green container, instead, tear semi-confidential documents by hand, then throw them into your recycle container.

Scrap metal does not go in your green container. These items cause excessive damage to the recycling equipment.

Paint is accepted at the Household Chemical Roundups scheduled on May 2, 2015, at Water World and September 19, 2015, at Thornton’s IMC. Effective July 1, 2015, more information will be available regarding the proper disposal of paint due to a new state law.

Ceramics, china, dishes, mirrors and light bulbs do not go in the container! They have different melting points and chemical compositions that ruin new glass bottles. The entire load could be rejected!

Paper board boxes that were designed for freezer foods, such as frozen pizza and entrees, have a plastic polymer sprayed on them to protect against freezer burn and do not go in your recycling container. That coating prevents the box from breaking up in the recycling process.

Contact us at 720-977-6200 or visit www.cityofthornton.net/TrashRecycling for more information on recycling or if you have questions about specific items not listed here.

Available in English and Spanish/Disponible en inglés y español.
Welcome to Trailside at Cundall Farms

We are happy to have you as part of the community and are sure you will enjoy living here. Trailside is a part of the Cundall Farms Metropolitan District and the District is responsible for many aspects of the community’s governance. Stillwater Community Management (SCM) is the management company that oversees the day to day operations of the Metro District and community of Trailside. We work for you and are here to assist you and answer any questions regarding the District or community you may have. Your community manager is Bri Yonkers, please feel free to call at (303) 872-9224 ext. 107 or email bri.yonkers@scmcolorado.com.

If there is a community issue that needs immediate response like a water leak in the common areas, please call the after-hour’s emergency line at (303) 872-9224 ext. 1. You will reach our business office during the day.

Your Metro District is responsible for providing the following services:

- Property Management
- Homeowner Issues and Concerns
- District Accounting and Budget Preparation
- Common Area Insurance
- Audit/Taxes
- Common Area Lighting
- Common Area Fencing
- Common Area Landscape and Grounds Maintenance
- Common Area Snow Removal
- Common Area Irrigation Water and Sewer

There is also a Homeowners Association that takes care of the homeowner lots for the patio homes within Trailside. SCM manages both the HOA and the District. If you live in the patio homes, you will receive an additional welcome package with information about the Patio Homes HOA.

Trailside is on the internet!

Visit your community website by going to www.scmcolorado.com and under the “Your Community” tab, select “Trailside (Cundall Farms Metro District)”. This is where District information and documents are stored for easy access by homeowners. There are a variety of resources available to you like the District governing documents, rules and regulations, financial reports, meeting minutes, newsletters, your community calendar and useful forms like the design review request. Please use the navigation bar on the right to select the information you require. If there is information you need that is not on the community website, please contact your community manager to request these documents.

After Hours District Emergency
Please call if there is a district issue that needs immediate response. This is a 24 hour emergency line. (303) 872-9224 ext. 1

Website
www.scmcolorado.com
Select “your community” then “Trail Side.”

Your Community Manager:
Bri Yonkers
Stillwater Community Management
(303) 872-9224 Ext. 107
Bri.Yonkers@scmcolorado.com

Stillwater Community Management
5690 Webster Street
Suite 100
Arvada, CO 80002
p(303) 872-9224
f (303) 309-0468
The District has a monthly operations fee of $47. This fee is subject to change during annual District Budget review. The monthly operations fee may be paid as follows:

District operations fee payments must be sent to:
Cundall Farms Metropolitan District
c/o Stillwater Community Management
5690 Webster Street
Arvada, CO 80002

We are here to help!
There are many ways to contact Stillwater Community Management and your community manager:

Community Manager:
Bri Yonkers (303) 872-9224 ext. 107
Email: Bri.Yonkers@scmcolorado.com

Accounts Receivable:
Loc Nguyen 303) 872-9224 ext. 105
Email: Loc.Nguyen@scmcolorado.com

Mail to Address (Do not send HOA payments to this address):
Cundall Farms Metro District
c/o Stillwater Community Management
5690 Webster Street, Suite 100
Arvada, CO 80002

Trash removal and recycling is provided by the City of Thornton and is billed to the homeowner on your monthly water bill. To begin trash service please contact Sandee Timmons at 720-977-6200 with the City of Thornton. Trash pick-up day is Friday and recycling is every other even week. There is a calendar on the District website (www.scmcolorado.com) that shows trash and recycling days.

Once you start service, the City will send you an informational package on these and other services.

Snow removal within the District is handled by the District in common areas like the park and sidewalks at the community entrances when there is 2” or more on the sidewalk. A snow removal map can be found under documents on the community website. The streets in Trailside are City streets and the responsibility for snow removal in the streets is the City’s. The District will wait until the snow has stopped to begin removal but there may be a small lag between the end of the storm and when removal contractors get on site. We endeavor to provide high quality service and if we miss anything, please contact SCM to get the area cleared.

External home changes
On the website you can find an Architectural Review Request (ARR) form. Any changes or additions (like new landscape installation) made to the exterior of your home or landscaping needs to be approved in writing using this form prior to starting the project. The ARR can be found on-line at the community website: www.scmcolorado.com select “Your Community”, “Trailside (Cundall Farms Metro District)” then “Governing Documents”.

District Board
Trailside resides in and is governed by the Cundall Farms Metropolitan District and all homes are a member of the District. There is not an HOA that covers all of Cundall Farms, only the patio homes. The metropolitan district is a local government defined as a Special District by the State of Colorado that sits below the state government which in turn sits below the federal government. Unlike an HOA, the District must submit several filings to the State annually such as financial reports and election results. Elections are run once yearly in May for all special districts and those elections must comply with state election laws. The management of Cundall Farms, because it is a Special District, needs to have an attorney to handle many of the State required filings and reports and an accountant to collect and certify tax receipts and produce financial reports.

Additional information on Special Districts can be found on the State of Colorado, Department of Local Affairs website (http://www.colorado.gov/cs/Satellite/DOLA-Main/ CBON/1251594652456) The State of Colorado, Department of Local Affairs governs Special Districts and there is a wealth of information about Special Districts at this link.

The single point of contact for any issues regarding the District is Stillwater Community Management (SCM). If you need anything District, Board or community related, please contact SCM.

Thank you and we look forward to working with you to make Trailside the best community it can be!

Bri Yonkers
Community Manager
Stillwater Community Management
Registered Metro District Mailing Address

In order to comply with your district’s governing documents and Colorado Law, owner must provide an address of record to receive required district notices like meetings, budgets and information effecting your home. The default is the property address but you may identify a mailing address different from the property address below. This information will be used for district business only. From time to time, the district would like to use email to keep owners informed about the district. This will reduce cost to you and the district. This information will only be used for district related business.

Cundall Farms Metro District

Property Address

Name(s) or Buyer(s) – please include all names appearing on title and middle initial.

Will the unit be occupied by the Owners ______________ or rented? ______________

Mailing address owner wished to receive official DISTRICT correspondence, IF DIFFERENT FROM PROPERTY ADDRESS.

Email of owner/owners

Home phone # Work phone # Cell #

You can mail, fax, or email the completed form at any time. Thank you for your assistance, enjoy your new home and we look forward to working with you!

Carrie Evans
Stillwater Community Management
5690 Webster St
Arvada, CO 80002
Ph. (303) 872-9224 ext. 103
Fx. (303) 309-0468
Carrie.Evans@scmcolorado.com