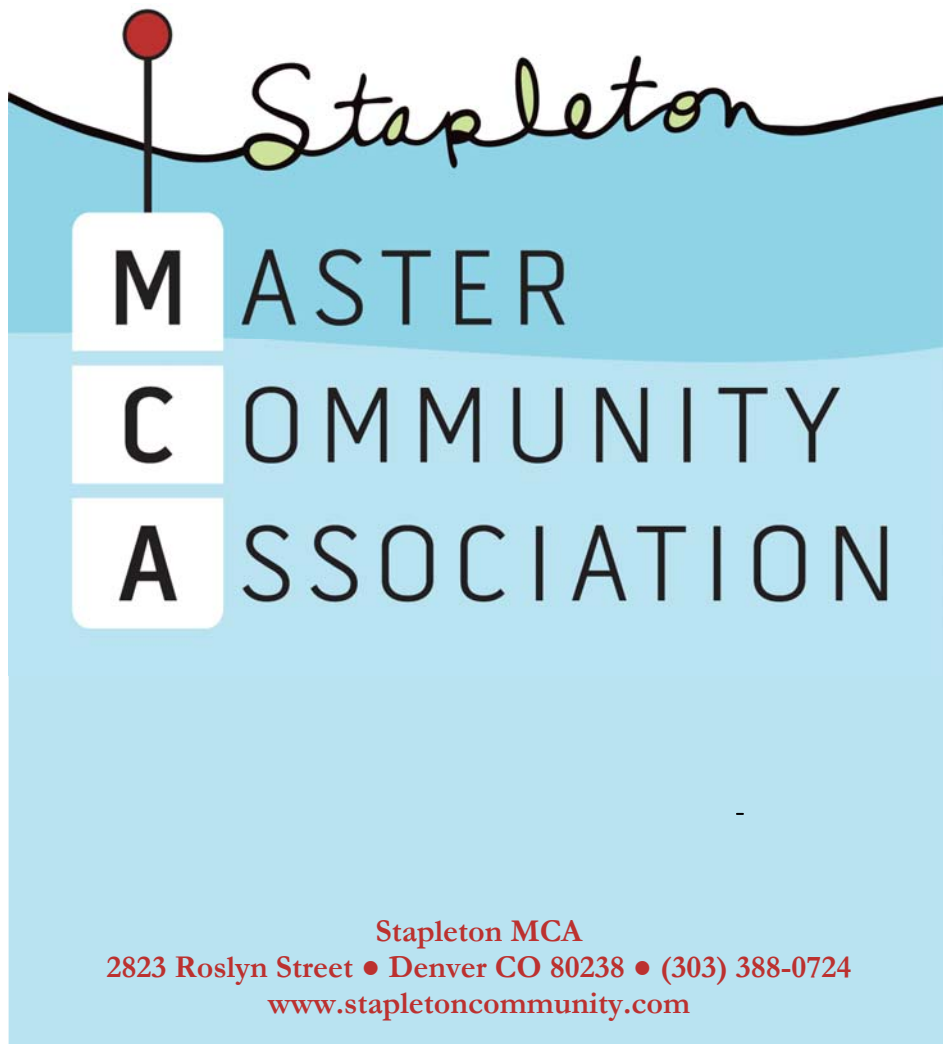


STAPLETON COMMUNITY GUIDE



Stapleton MCA
2823 Roslyn Street • Denver CO 80238 • (303) 388-0724
www.stapletoncommunity.com

Stapleton MCA Contact Information

OFFICE LOCATION AND HOURS

2823 Roslyn Street, Denver, CO 80238

Telephone: 303-388-0724

Fax: 303-388-1673

Hours: 9 a.m. - 4 p.m., Monday - Friday

STAFF

Executive Director: Keven Burnett

Office Manager: Jenifer Graham

Aquatics Director: Paula Deorio

Program and Events Director: Diane Deeter

Facilities Manager: Alec Hill

EMAIL INQUIRIES AND QUESTIONS

info@stapletoncommunity.com

events@stapletoncommunity.com

pools@stapletoncommunity.com

COMMUNITY INFORMATION

www.stapletoncommunity.com

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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 non-profit community development organization whose mission it 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. All 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 seven delegate districts. A copy of the delegate district map can be found on our website by clicking on "Maps." Members of each district elect a delegate annually to act as the primary advisory committee to the Stapleton MCA Board of Directors. The 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.

The Stapleton MCA welcomes all forms of comments and suggestions from the residents on how we may better serve the community. We look forward to hearing from you and seeing you around Stapleton.

Sincerely,



Keven A. Burnett
Executive Director

Residents of Stapleton can easily find the latest community news and information via our website, www.stapletoncommunity.com. It's your online, one-stop source for what's happening across the Stapleton community. There are also many additional resources for residents online including links to city of Denver services and other local organizations near and around Stapleton.

Residents can access and download all of the MCA's governance documents via the website, including policies, budgets and financials, meeting minutes, and lists of board members and community delegates. We make this information available as a way for you to better understand the direction of the community and to be transparent with all residents.

One important feature on the website is the online account set up. Starting an account is easy and allows you to sign-up for your resident membership identification cards, register and pay for programming, and reserve community facilities. Once you have an account, you are also automatically included in our database to receive email alerts from the community. The MCA website can securely process credit card payments for online transactions such as resident membership card renewals, program registrations, and facility rentals.

From the website homepage, residents will find a link to *Front Porch*, a monthly publication with features and stories highlighting people and news from in and around Stapleton. The *Front Porch* is published independently but posts Stapleton MCA community events and information each month on page two.

The Stapleton MCA community website is the easiest way to engage with Stapleton. Whether you're looking for pool schedules, board meeting minutes, the calendar of events, or the forms to renew your resident membership card or reserve a community facility, always start at www.stapletoncommunity.com.



Resident Membership Cards

All Stapleton residents are eligible to receive a resident membership card. These cards allow access to all Stapleton community pools and can be presented at select Stapleton merchants to receive various discounts.

The cards are issued by the Stapleton MCA office to all residents. Cards are good for one year, and once you have a card, residents can renew online or through the MCA office on an annual basis. Residents must be in good standing and current with association dues.



There are two ways to receive your resident membership card:

For first time card requests, residents can visit our website at www.stapletoncommunity.com to establish an online account. Once approved, (verification of ownership in good standing) you will receive an email notification to proceed with the set up of your household information. Once your household information is complete, you can visit the Stapleton MCA office or any of the community pools (during the summer months) to purchase your resident membership card. Cost per card is \$10. When you visit the MCA office or the pools, we'll take your photo and you'll receive your card. Residents need to bring copies of birth certificates to verify all children and dependents in the household.

Residents can also visit the MCA office to complete the process for resident membership cards versus completing the process online. Coming into the office in person works best for new residents who have closed on properties within the past 60 days, all renters, and residents who are unable to complete the process online. Residents who have closed within 60 days and renters should be prepared to come into the MCA office during regular business hours with the documents noted on page 7 of this guide.

Stapleton residents may be issued a maximum of two adult cards per household. It's important to remember that all residents will be required to renew their resident membership cards annually through www.stapletoncommunity.com or at the MCA office. Renewal cards are \$5 per card

** Please note that if you are renting a property in Stapleton, you must visit the MCA office in person to receive your card.*

Resident Membership Cards

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What do I need to bring for proof of residency?

1. Current photo ID (Driver's License) with a current Stapleton address **OR** current photo ID with closing documents or lease agreement
2. A utility, phone or credit card statement with your name and current Stapleton address.
3. Residents must provide a copy of a valid birth certificate or adoption documentation to receive a membership card for all children and dependents.

Fees associated with a resident membership card:

- New resident cards are \$10 each.
- Renewal cards are \$5 each.
- Replacement and expired cards are \$10 each.

To renew your resident membership card:

- Log on to www.stapletoncommunity.com, click on "Access My Account" under Member Tools and follow the prompts.

Temporary Residents: Temporary residents may be eligible to receive a Temporary Resident Membership Card if they meet the temporary residency requirements. Temporary 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, foreign exchange students, contracted au pairs, older adults living full-time with home owner, and grandchildren living full-time with grandparents.

To apply for a temporary resident membership card:

1. Complete the Temporary Resident Request Form online at our website.
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.

Aquatics

The Stapleton MCA operates and maintains three 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. The facility schedules are intended to balance the community's demand for programming while providing uninterrupted open swim from 10 a.m. to dusk. Each pool is open to the public and fully staffed with certified lifeguards. To ensure the quality and safety of our aquatic facilities and programs, the MCA is very selective in hiring and training its aquatic staff each season.

The pools have bathrooms, showers, and changing facilities and are equipped with barbecues and picnic facilities.

Aviator Pool is located at 8054 E. 29th Avenue. Aviator Pool is our main programming pool with adult and youth programs running from 6a.m. to 12 p.m. most days. Aviator maximizes its ability to offer a variety of programming such as swim team, adult fitness, swimming lessons, scuba, and springboard diving. Due to the amount of aquatics programming at Aviator, open swim typically does not begin until noon.

Puddle Jumper Pool is located at 2401 Xenia Street. We consider PJ Pool the community's "children's" pool, designed specifically for our littlest swimmers in mind. With many play features, it's the perfect pool for toddlers to preschoolers. PJ is always the first pool to open for "open swim" each day and it's operating schedule is very consistent with hours from 10 a.m. to 7 p.m. daily. PJ's amenities include play structures separate from the pool, and in the water there's loads of fun from bubble jets to fountains to splash pads. The PJ pool offers plenty of shallow water swimming and is the only Stapleton pool offering a zero depth walk-in entry.

F-15 Pool is located at 2831 Hanover Street. F-15 Pool offers a combination of open swim and aquatics programs. There are some limited play and water interactivity features for younger swimmers. In addition, there are always two 25-meter lap lanes available for exercise and training. F-15's schedule is also very predictable, with operating hours from 11 a.m. to 7 p.m. daily. We offer the full suite of aquatics lessons at F-15, and the pool is framed by an open lawn area and a large playground.

Pool Admission: Stapleton's three community pools are open to the public and available on a first come, first serve basis. 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 access the pools using their resident membership card in lieu of the daily admission fee. Infants younger than 12

Aquatics

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months, accompanied by a resident with a current membership card, are free. (For information and details on resident membership cards, please refer to pages 6 - 7 of this guide.)

All non-Stapleton residents must pay the daily admission fee to enter the pools. We accept cash, debit, and credit cards at the pools. Daily entrance fees vary for visitors ages 18 and older and ages 12 months to 17 years, as well as seniors ages 65 and older. Entrance fees are non-refundable and pools do not issue rain checks in the event of inclement weather.

Resident Guest Passes: Stapleton residents may purchase guest passes for the pools, which provide a discounted entry fee. However, residents must be present at the pool with their guest. We offer two types of seasonal guest passes—a five-visit pass and an unlimited guest pass. Please note there is a limit of four unlimited guest passes per household. Guest passes expire at the end of each season.

Aquatics Programming

The Stapleton MCA offers a variety of swim lessons to accommodate all ages and abilities of swimmers. Lessons are available at both our Aviator and F-15 Pools. The teaching method (American Red Cross standards) Stapleton uses allows swimmers' experience to be rewarding, with all students progressing through the sessions at their own pace. Programs include:

- Adult water fitness and swim conditioning
- Private swim lessons (all ages)
- Group swim lessons (American Red Cross standards)
- Stingrays swim team (Denver Parks & Recreation Swim League)



Note: Not all programming is offered at every pool. Please visit our website at www.stapletoncommunity.com for current programming information, class descriptions, and schedules.

Program Registration: Information and registration for Stapleton's aquatics programs are available online at www.stapletoncommunity.com. Registration for summer programs opens March 1. Please remember that you need to have an established online account with the community's website to access the registration process. For information on our website, please see page 5 of this guide.



The "Green"



Aviator Pool



F-15 Pool



Puddle Jumper Pool

Community Events

The Stapleton MCA hosts many events that create vibrancy and a sense of community for our residents. The majority of Stapleton's community events are centered around Founders Green (The Green) in the 29th Avenue Town Center. In addition to serving as our flagship venue for events, the Town Center is home to many restaurants, shops and other services. For a full list of retailers located in the Town Center as well as throughout Stapleton, you can visit our website at www.stapletoncommunity.com.

The MCA events calendar kicks into high gear late May through September. The summer boasts something for everyone from outdoor movies and live concerts at The Green to shopping and sampling at our outdoor markets. There's also plenty of family-focused events and activities throughout the year to keep everyone entertained.

Movies and Live Concerts

The MCA hosts a movie and live concert series every summer at The Green. Grab your blankets, coolers, picnic, and your friends and neighbors. If you don't bring your own picnic basket, not to worry. Feel free to "take out" your picnic just before the show at one of the many 29th Avenue



Town Center restaurants and eateries.

We say forget the indoor theatre and move the movie outside. Every other Friday from June through August the big screen truly comes to the big screen—our 40-foot version is Colorado's largest inflatable movie screen so there's no problem seeing it while kicking back on the grassy knoll. Movies are free and begin at dusk. The summer movie schedule includes genres for everyone from family and adventure to comedy and musicals.

Stapleton also creates its own outdoor amphitheatre experience when we host some of Denver's most well-known bands on the stage at The Green. Every other Saturday night during the summer means a new band, including acts such as Hazel Miller and Chris Daniels and many more. Dance 'til you drop or just sit back and relax. Either way, it's a great way for the whole family to enjoy music under the stars and it's all free. Shows generally begin around 6 p.m.

Community Events

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Outdoor Theatre

New in 2010, the Stapleton MCA is partnering with the Aurora Fox Theatre to bring a truly unique outdoor theatre production to Stapleton residents. This is a great opportunity to see a live play outdoors and one that is specifically produced and designed for The Green. This event is sure to be a wonderful opportunity for thespian lovers of all ages.



Markets

Both attendees and vendors alike report that Stapleton's markets rival some of the best local markets in Denver. The Green, which hosts both the Sweet William Market and the Farmers Market, creates a unique shopping experience. 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, antiques, and original art, there's shopping galore for that one-of-a-kind item or plenty to admire for those that are just browsing. 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 the local growers and provide our community with options for healthy eating.

Other Annual Events

The year yields many opportunities to gather together as a community for fun-filled events and activities suited for residents of all ages. The Stapleton MCA hosts the annual egg scramble, a 4th of July pancake breakfast and parade, a "Dog Daze of Summer" event for our four-legged friends at Stapleton's F-15 pool, and a pumpkin patch that coincides with the final Farmers Market of the season. Our "Winter Welcome," the Friday before Thanksgiving, brings smiles and wows when we light the Town Center for the holiday season.

Event News and Information

The best way to stay connected with the latest news and information on all of Stapleton's events is to log on to our website, www.stapletoncommunity.com. Also, ensure you've set up your online account so you'll receive email alerts directly from the MCA regarding news on upcoming community events.

Facilities Rental

The Stapleton MCA owns and manages several facilities that are available for use by Stapleton residents. Facilities should be reserved through the MCA office and costs vary depending on the facility, expected attendance, and length of time reserved. A special event permit is required to host a private event in one of the Stapleton MCA's managed facilities. In addition, all City and County of Denver ordinances must be followed. Each facility has specific amenities which are described below. More information on each facility including fees and reservation process is available on the website at www.stapletoncommunity.com.

Community Room

The Stapleton MCA's community room is perfect for small meetings and can be set up for conference or classroom style setting. The room size is about 900 square feet and, depending on set up, can accommodate up to 50 people.

Amenities: projector, internet access, copier, tables, chairs, drinking water dispenser and restrooms.



Pools

Each of Stapleton's three pools is a great option for private events in the summer. The pools are available to residents for after-hours rental (for pool hours, see page 9 of this guide). The MCA staffs private events at the pools with certified lifeguards for safe swimming. Pools can accommodate up to 200 people.

Amenities: pool manager and trained staff, barbeques, fire pits, restrooms, and outside catering is allowed.

During pool hours you can still have a party, and we see many birthday celebrations organized at our pools during operations. If you have always wanted a fun outdoor summer birthday party, then our Birthday Blowout Package is for you! The Birthday Blowout Package includes your own personal party host, reserved deck space, set up for your party, and swimming for up to 20 guests (including adults). Birthday parties may be scheduled at any one of Stapleton's three swimming pools. Additional fees may apply for extra guests.

Pocket Parks

Stapleton boasts 18 unique "pocket" parks dotted throughout the community. These parks are available to rent for private functions. A special event permit is required for any events more than 25 people or involve any of the following:

- Camping overnight
- Selling good or services

- Serving alcohol
- Installing any canopy, tent, inflatables, sports equipment or using stakes which penetrate the ground more than 12 inches
- Exclusive use of any park facility

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 or electrical access.

Founders Green (The Green)

Located between Roslyn and Syracuse Streets on 29th Avenue, The Green is the MCA's largest park facility and is available for rental on a first-come, first-serve basis on days and evenings when not used by the MCA for community events.

Amenities: The Green comes with access to portable restrooms (during summer months only), stage, trash removal following events, and electrical access adequate for DJs, bands and movies. Outside catering is allowed. The facility is adaptable to many types of event set ups and can be tailored to residents' event needs.

Reservations

The Stapleton MCA facilities may be reserved online 90 days in advance. Remember, you need to have an online account established to reserve facilities. If you would like to reserve a facility more than 90 days in advance, please phone the MCA office directly. All fees must be paid in full two weeks prior to the event. Please note that the pools and The Green require a refundable security deposit at the time of reservation.

Permits will be issued to applicants in the following order of priority:

1. Residential members of the MCA
2. Commercial members of the MCA
3. General public

Residents thinking of hosting a private function at a Stapleton MCA managed park or facility can find more information, specifics and availability for each facility at www.stapletoncommunity.com. Please click on "MCA Park and Community Room Reservations" under the Member Tools section. Once in the reservations area, you can view all facilities by type and look at calendars to check availability prior to making a reservation. Facilities are already rented for times shown on the calendar.

Design Review

To make the Stapleton community reflect the diverse character of Denver, there are few restrictions or rules. The primary requirement of the Community Declaration is that the owners 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. *(Please refer to Article 7 of the Community Declaration for more detailed information.)*

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:

- 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 approvals prior to beginning any improvements to the property. To apply for Design Review, a form can be found online at www.stapletoncommunity.com. Completed forms should be emailed along with electronic renderings of the project to kburnett@stapletoncommunity.com. Please allow a minimum of 30 days to receive approval and or comments on any major renovation.

Assessment Information

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The MCA contracts with MSI, Inc. to collect and account for monthly assessments. All assessments are forwarded from MSI, Inc. to the MCA office on the 10th of each month. 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 refer to the MCA website and click on "Policies."

Within 60-90 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 and return it with a voided check from the account that you wish to use to: Stapleton MCA, C/O MSI inc 390 Interlocken Crescent Suite 500, Broomfield, CO 80021.
3. Set up bill pay through your online banking using the information located on your individual coupon.

Check payments for monthly assessments should be mailed to:

**Master Community Association
(with your account number)**

**US Bank
PO Box 54136
Los Angeles, CA 90054**

No matter which method you choose, please request access to your online assessment account by logging on to www.stapletoncommunity.com and clicking on "Access Assessment Account" under Member Tools. This is an easy way to manage your account and ensure proper payments are posted each month. You may also pay online through this MSI secure portal page.

Important Contacts

EMERGENCY NUMBERS

Emergency Response	Denver Police	911
District 2 Dispatch	Denver Police Dept	720-913-2000
Fire Dispatch	Denver Fire Dept	720-913-2400

CITY AND COUNTY OF DENVER (www.denvergov.org)

Neighborhood Inspection		311
Animal Control		311
Noise Control		311
Abandoned Cars		311
Street Maintenance		311
District 11 Councilman	Michael Hancock	303-331-3872

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

UTILITY SERVICE PROVIDERS

Xcel Energy	Electrical Service	800-895-4999
Denver Water	Water Service	303-628-6000
Comcast	Cable Service	303-603-5563
Qwest	Phone Service	303-257-0866
Waste Management	Trash Service	720-865-6900
Denver Recycles	Recycling Service	720-865-6805

ASSESSMENTS (www.msihoa.com)

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

Nearby Denver Recreation Centers

Facility Name	Address	Phone
Central Park Rec Center (2011)	Martin Luther King Blvd.	TBA
Hiawatha Davis	3334 Holly St.	303-331-4037
Martin Luther King Jr.	3880 Newport St.	303-331-4034
Montclair Recreation Center	729 Ulster Way	303-364-8607



Nearby Denver Libraries

Facility Name	Address	Phone
Future Stapleton Library	29th Ave. Town Center	TBA
Central Library	10 W. Fourteenth Ave. Pkwy.	720-865-1111
Martin Luther King, Jr.	9898 E. Colfax	303-739-1940
Park Hill Branch Library	4705 Montview Blvd. @ Dexter St.	720-865-0250
Schlessman Family Branch Library (Lowry)	100 Poplar Street (1st & Quebec)	720-865-0000

