



## **Welcome!**

The Saddler Ridge Metropolitan District congratulates you on the purchase of your new home and welcomes you to the community! To assist in making you feel at home please review the following information. Understanding the District will enhance your ownership experience. It is also important to review and become familiar with the District's governing documents. These documents and other important information can be obtained by visiting our website at [www.saddlerridgemetrodistrict.com](http://www.saddlerridgemetrodistrict.com).

The Saddler Ridge Metropolitan District has stewardship over the common assets and has also been given the responsibility to administer the business affairs of the community. The monies you pay provide for the following operations aspects:

- Landscape maintenance and utilities for common areas
- Snow removal of all internal and perimeter roadways
- Sewer & wastewater treatment, maintenance and utilities
- Liability insurance for common assets, property insurance on the common amenities, Board of Directors insurance, and fidelity insurance per the Covenants
- Engagement of professional management, legal and accounting services
- Funding of a reserve account for maintenance, repair, and replacement of common assets
- Enforcement of Covenants

## **Monthly District Fee**

The monthly District fee of \$150 which consists of a \$64 sewer service fee and an \$86 operations & maintenance fee is due on the 1st of each month. Late fees, Letter fees, interest, penalties, and other cost of collections may apply if your account becomes delinquent. The resolutions imposing the fees and outlining the collection process are available on the District's website.

## **Billing & Payments**

American Conservation & Billing Solutions, Inc (AmCoBi) provides the billing, payment processing and collection services to the residents of Saddler Ridge. Once you receive your AmCoBi account number, which will be provided to you on your first billing invoice, please visit [pay.amcobi.com](http://pay.amcobi.com) to make your payments and/or register for an account. You have several payment options which include online payments, pay by phone, email or text, automatic/recurring, pay ahead by making several payments at once and pay by check. If you choose the pay ahead option, please do not pay more than one year in advance. Everyone is encouraged to enroll in electronic billing (e-bill) to receive your billing invoices via email AND enroll in electronic payment (e-pay) methods as this will aid in keeping District fees minimal. AmCoBi client care team can be reached at: (877) 410-0167 x 2 or by email at: [ClientCare@AmCoBi.com](mailto:ClientCare@AmCoBi.com) if you have questions or need assistance.

## **District Board Meetings**

District Board meetings are open to everyone and, for 2023, will occur on the first Tuesday of March, June, September and November at 6:00 p.m. You are welcome to join via teleconference and that information along with the meeting agenda is posted on the District's website approximately 7 days prior to each meeting.

## **Landscaping**

The District is responsible for maintaining all common areas. The homeowner must install full yard landscaping within one (1) year of closing, and thereafter maintain their property. Landscaping plans, applicable fees along with the application must be submitted to [saddlerridge@ccgcolorado.com](mailto:saddlerridge@ccgcolorado.com) for review and approval. Guideline/covenant documentation can be found at [www.saddlerridgemetrodistrict.com](http://www.saddlerridgemetrodistrict.com).

There are community gardens located within the park and are available to all residents. You may reserve a space and request water access by contacting [saddlerridge@ccgcolorado.com](mailto:saddlerridge@ccgcolorado.com).

## **Please allow us to remind you of a few guidelines and rules:**

- **Modifications.** All exterior modifications or changes to the home or property must be submitted to the Architectural Review Committee through our office prior to commencement.
- **Pets.** Please pick up after your pets promptly. Dogs and other household pets should always be leashed when on the common areas.
- **Parking.** Vehicles shall be parked only in the garages and or in appropriate spaces or areas which may be designated by the Association from time to time, except that any vehicle may be otherwise parked as a temporary expedient for loading, delivery, or emergency.
- **Vehicle Storage.** Boats, trailers, campers, etc. must not be parked in Bridle Hill except for expedient unloading and loading, or when stored within an enclosed garage. Inoperable vehicles must be stored out of sight. Vehicles which are not moved for more than one week are also considered inoperable.
- **Trash Cans.** Trash cans should be kept out of sight on all days other than trash day.
- **Visible Stored Materials.** Equipment, objects, trash, and other items (cardboard boxes, coolers, folding chairs, etc.) should be stored out of sight when not in use.
- **BBQ Grills.** Must abide by Severance Fire Code.

## **Snow Removal**

Snow removal on common area property is provided by the District. However, homeowners are responsible for clearing their sidewalks, driveways and driveway aprons.

## **Mailbox Key**

Keys and mailbox information can be picked up at the U.S. Post Office at 301 S Howes St Fl 1, Fort Collins, CO 80521. Be sure to take a copy of your Deed with you as proof of residency.

## **Utilities**

Poudre Valley REA, Republic Services, Xcel Energy, North Weld County Water and Century Link currently provide services to the District.

## **Wastewater & E-One Pump**

Located within your property is a Saddler Ridge owned environment one grinder pump (aka E-one pump) that is attached to the District's wastewater sewer system. Ambient H2O Inc. is the District's E-one pump supplier who also provides inspections, maintenance and repairs to those pumps. It is important that you, as the user, understand the E-one pump, its instructions and your responsibilities. Those have been included as an attachment to this letter. Please contact Ambient H2O Inc. or Centennial Consulting Group if you have any questions.

## **Management Company Contact Information**

Centennial Consulting Group professionally manages The Saddler Ridge Metropolitan District. For questions or concerns regarding landscaping, architectural application, covenant enforcement, etc. Please contact Alex Carlson and team at 970-484-0101 ext. 949, or by email at [saddlerridge@ccgcolorado.com](mailto:saddlerridge@ccgcolorado.com).

You are always welcome to contact any Board Member as well and their contact information can be found on the District website.

Sincerely,

Board of Directors, Saddler Ridge Metropolitan District

### Contact Information:

District Manager: Alex Carlson, Centennial Consulting Group, LLC

### Mailing Address:

Saddler Ridge Metropolitan District  
2619 Canton Court, Suite A  
Fort Collins, CO 80525

### Phone Numbers:

Office 970-484-0101 x 949  
Emergency after-hours 970-829-2710  
E-Fax 970-300-4682

E-Mail: [saddlerridge@ccgcolorado.com](mailto:saddlerridge@ccgcolorado.com)

Website / Documents: [www.saddlerridgemetrodistrict.com](http://www.saddlerridgemetrodistrict.com)



**SADDLER RIDGE**  
METROPOLITAN DISTRICT

In order to ensure that we have your correct contact information, please take a moment to fill out this questionnaire and return it to our office via mail, email, or fax in the footer of this letter.

Your contact information will never be used for advertising purposes or given to others without your permission.

Thank you very much for your assistance, and please contact us with any questions!

Sincerely,

Saddler Ridge Metro District



**CONTACT INFORMATION FORM**

**Property Address:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Mailing Address** (if different from property address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Tenant(s)**, if applicable: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

Important information will always be sent via mail. In addition, **I would like to be added to the Saddler Ridge email list** to receive other correspondences, such as newsletters and neighborhood updates:

Yes       No

I give permission for my information to be shared with my fellow owner members.

Yes       No

I give permission for my title company to share my settlement statement with CCG if needed.

Yes       No

# User Instructions for the Environment One Grinder Pump

Congratulations on your Environment One grinder pump investment. With proper care and by following a few guidelines, your grinder pump will give you years of dependable service.

## General Information

In order to provide you with suitable wastewater disposal, your home is served by a low pressure sewer system. The key element in this system is an Environment One grinder pump. The tank collects all solid materials and effluent from the house. The solid materials are then ground to a small size suitable for pumping as a slurry with the effluent water. The grinder pump generates sufficient pressure to pump this slurry from your home to the wastewater treatment receiving line and/or disposal plant.

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions: 1) this device may not cause harmful interference; and 2) this device must accept any interference received, including interference that may cause undesired operation. Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

## Care and Use of your Grinder Pump

The Environment One grinder pump is capable of accepting and pumping a wide range of materials. Regulatory agencies advise that the following items should not be introduced into any sewer, either directly or through a kitchen waste disposal unit:

Glass	Seafood shells	Diapers, socks, rags or cloth	Goldfish stone
Metal	Plastic objects (toys, utensils, etc.)	Kitty Litter	Sanitary napkins or tampons

In addition, you must **never** introduce into any sewer:

Explosives	Strong Chemicals	Lubricating oil and/or grease	Flammable material	Gasoline
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## Landscaping

The tank passively vents through a gap between the lid and the tank. When landscaping your property, it is important that the vent and lid not be covered by landscape materials (rock, mulch, dirt). This would cause a build up of gases and deterioration of the controls and electronics in the pump itself. It is also important that the pump is not located in a "low point" in your landscaping where water could drain into or collect around the pump. Both scenarios can cause your pump to work improperly as well as drastically shorten its life.

In addition, when adding plantings/vegetation into your landscaping plans, be mindful of not only its proximity to the pump but also its size and full growth potential. Plantings/vegetation may be damaged or asked to be removed if they are preventing or hindering access to the pump for inspections, repairs and maintenance. A clear path for access to the pump lid should be maintained at all times.

If you would like to hide the pump from visibility, E-one offers several decorative rock covers that would go over the top of your pump. This would be your expense if you chose to do this. You may purchase from Ambiente H2O Inc. or there are other types of decorative rocks on the market through other vendors. It is important that the rock include a vent to ensure proper air circulation when the lid is covered. The link to the E-One website where you can find vendor information as well as view options is: <https://eone.com/sewer-systems/products/extreme-series-accessories/eone-rock>

## Periods of Disuse

If your home or building will be left unoccupied for two weeks or more, perform the following procedure:

**Caution: Do not disconnect power to the unit**

**Purge the System.** Run clean water into the unit until the pump activates. Immediately turn off the water and allow the grinder pump to run until it shuts off automatically. It is sometimes hard to tell when it has been activated so the easiest way to do this is fill a bathtub, empty and repeat.

## Power Failure

Your grinder pump cannot dispose of wastewater without electrical power. If electrical power service is interrupted, keep water usage to a minimum.

## Pump Failure Alarm

Your Environment One grinder pump has been manufactured to produce an alarm signal (120 volt) in the event of a high- water level in the basin. The installer must see that the alarm signal provided is connected to an audible and/or visual alarm in such a manner as to provide adequate warning to the user that service is required. During the interim prior to the arrival of an authorized service technician, water usage must be limited to the reserve capacity of the tank.

For service, please call your local distributor:

**Ambiente H<sub>2</sub>O Inc.**  
**Wastewater & Water Treatment Specialists**  
**PH 303-433-0364**  
**[www.ambienteh2o.com](http://www.ambienteh2o.com)**

## User Terms and Conditions

User of the E-one pump must contact Ambient or their designated responder whenever there is an Alarm Condition (The panel has both Horn and Red Light to indicate alarm). Contact Information: 303-433-0364 (During Off Hours Leave Message, if requested). Once the alarm is acknowledged, reported and the User has received instruction, Ambient will coordinate the action plan for restoring the station to full functionality. In the interim, the Household will be strongly encouraged to avoid nonessential water use such as Laundry, Dishwashing, Showers & Baths. Essential use of the toilet is recommended! Additional Costs incurred for repair of the pump core that are the result of the User not reporting or otherwise ignoring an alarm condition are the sole responsibility of the User.

Requests for service are to be directly reported to and handled by Ambient or their designated agent. Third party pump/panel repairs not specifically approved by Ambient will not be reimbursed and the User will be liable for damages.

Damage to the pump and panel caused by; Natural Disasters, Flood, Fire, Acts of War, Vandalism, Sabotage, Negligence (such as ignoring the alarm), Excavation, Landscaping and any other so called "acts of god" are not included in the District's Contract with Ambient. User may be liable for damages.

User will be liable for replacement of Pumps and Panels that are unrepairable as a result of misuse, unapproved use or repair, vandalism, accidental damage, improper installation or storage.

Ambient makes no claims or assurances against property damage beyond the pump core and alarm panel. This Includes damage directly attributable to a non-functioning pump/panel system. Ambient encourages Homeowner/Renter Insurance Policies be maintained by the User.

User must follow the landscaping instructions within this document to ensure proper pump ventilation requirements. If a riser must be purchased and installed due to the User not following the landscaping instructions for proper venting, the costs incurred will be the sole responsibility of the User.

