



SAFE HANDLING OF DISCARDED HOLIDAY TREES

Information for Owners and Managers of Apartment / Condominium / Townhouse Complexes

During the holiday season, fires can occur easily due to improper management of discarded holiday trees. The City of Fremont Fire Department and Environmental Services Division is committed to protecting the safety of our residents. We are requesting that owners and managers of multi-family residences help in our efforts to have a safe holiday for all. Here are a few guidelines regarding management of holiday trees:

- 🌲 Apartment, Condominium, and Townhouse owners and managers are responsible for the swift and proper removal of discarded holiday trees from the complex. Allied Waste Services (your local waste and recycling collector) is not responsible for clearing the complex or the waste enclosures of discarded trees.
- 🌲 The Fremont Fire Department and Allied Waste Services will be conducting inspections for improper storage and accumulation of holiday trees and other combustible decorations. If trees are not disposed of in a timely manner, the Fremont Fire Department will take citation enforcement action against property owners and/or managers.

DISPOSAL OPTIONS:

The City of Fremont Environmental Services Division has produced a holiday tree flyer that is printed on the back of this letter. The flyer discusses holiday tree disposal options for multi-family residents and is suitable for reprint and distribution to your tenants. **The flyer includes a box to insert your own message about location of collection bins, etc...** As noted on the flyer, residents may make their own disposal arrangements or property owners/managers may provide the following services:

- 🌲 **Rent a Roll-Off Container:** Property owners/managers can rent a roll-off container from Allied Waste Services for a seven-day rental period. For size and cost information, and to reserve your container, call Allied Waste Services at (510) 249-5870. We recommend making your reservation as soon as possible. Trees may not be loaded above the height of the roll-off container.
- 🌲 **Order an Additional Collection:** Arrange with Allied Waste Services to have additional special collection in January. Call (510) 657-3500 to make arrangements.

If you have any questions or comments regarding holiday tree recycling options or your responsibilities for safe and swift disposal of holiday trees, please contact Allied Waste Services at (510) 657-3500, the City of Fremont Environmental Services at (510) 494-4570, or the City of Fremont Fire Prevention Bureau at (510) 494-4280.



HOLIDAY TREE RECYCLING

OPTIONS for MULTI-FAMILY RESIDENTS (APARTMENT, TOWNHOUSE, & CONDOMINIUM COMPLEXES)

NOTE: All decorations, tinsel, nails, and tree stands must be removed from trees prior to pickup or drop off. Trees that contain these items are not recyclable and must be cut up and put in your garbage container. In addition, trees that contain fire retardant or flocking are not recyclable and must be cut up and put in your garbage container.

🌲 **MANAGER-PROVIDED BIN**

For recyclable trees only! - Use special tree bin, *if provided by your complex manager.*

🌲 **ALLIED SERVICE CENTER DROP-OFF**

Dec 27, 2010 - Jan 31, 2011; Mon to Fri; 8am to 5pm

Location: 42600 Boyce Road, Fremont, (510) 657-3500

Fee: No fee for recyclable trees - \$5.00 charge for non-recyclable, decorated trees.

🌲 **BOY SCOUT TROOP PICKUP**

(ONE DAY ONLY; Saturday, January 8, 2011; 8am to 3pm)

To make arrangements with the Boy Scouts, choose one of the following methods:

1. Mail a check or money order and the coupon at the bottom of this flyer (fees on coupon).
The coupon and check must be received no later than **Jan 5, 2011**.
2. Call the City of Fremont Environmental Hotline at (510) 494-4580 by **Jan 5, 2011** for recorded instructions on where to leave your tree and payment.
3. E-mail MLWhittaker@comcast.net no later than **Jan 5, 2011** to arrange tree pickup.

NOTE - Message to Tenants from Property Owner/Manager:

(✂ Cut along perforated line)

BOY SCOUT COUPON

Make check or money order payable to: Boy Scouts of America

Circle amount: \$5.00 recyclable tree (no decorations) or \$10.00 non-recyclable tree (contains decoration)

Name: _____ Phone: _____

Address: _____ Fremont, CA

Nearest Cross Street: _____ Apt No. _____ (if applicable)

Location where tree will be left: _____

Mail coupon to: BSA Holiday Trees, Mike Whittaker
2356 Night Shade Lane, Fremont, CA 94539