

24 April 2015

Mailbox Cluster Maintenance Responsibility Approach

On 4 February, 2015, the HPFMD Board agreed to take on maintenance/repair responsibilities for the community mailbox clusters (3 or more individual boxes) located within the Metro District. The following guidelines cover clusters within the mailbox unit. The HPFMD is not responsible for individual mailboxes mounted on polls in front of homeowners' property.

Guidelines:

HPFMD has agreed to be responsible for the repair or replacement of mailbox cluster housings/base stands/concrete pads that are damaged or have weathered/aged beyond their useful life subject to the following:

- 1) Homeowners shall remain responsible for individual mailbox access, to include working with the U.S. Postal Service for any individual mailbox repairs or key issues.
- 2) While HPFMD has assumed many maintenance/repair responsibilities for mailbox clusters, HPFMD is not responsible for any lost or damaged mail, which is a situation to be resolved by homeowner and U.S. Postal Service (USPS).
- 3) HPFMD will coordinate with the U.S. Post Office only for repairs/keying issues related to the community mail parcel boxes and incoming and out-going mail boxes. HPFMD will not be responsible for damage caused by individual homeowners.
- 4) Older mailbox clusters can be painted as needed by the HOA. HPFMD pre-approval is required to include color and which mailbox cluster(s) are to be painted. Selected color(s) must equal or be close to the new mailbox cluster box sandstone colors
- 4) Generally, no informational postings are allowed on the mailbox clusters. In special circumstances HPFMD may approve informational postings but only with prior approval by the District. Such postings must be presented to the Board at least 14 days prior to regularly scheduled District meeting. Postings not approved can be removed at the discretion of any HPFMD board member. If any damage caused by the posting occurs to the mailbox cluster, including cosmetic residue from tape or other adhesive materials, the posting originator will be charged a fee to return the mailbox cluster to its original condition.