

Mailbox Cluster Maintenance Responsibility Policy

On 4 February 2015, the HPFMD Board agreed to take on many of the maintenance/repair responsibilities for the community mailbox clusters (3 or more individual boxes) located within the Metro District areas of responsibility.

The following guidelines will be implemented for mail box clusters with 3 or more individual mailbox units. The HPFMD is not responsible for individual mailboxes mounted on polls in front of homeowner's property. Landscaping around the mailbox clusters is addressed separate from the policy

The District's responsibilities are limited to the following:

Maintenance, repair and/or replacement of Cluster Mailbox Stations to include mailbox cluster / base and concrete pad (if applicable) that are damaged or have weathered / aged beyond their useful life.

Coordination with the US Post Office for any repair/re-keying requirements to the community outgoing mail box, incoming parcel/oversized mail boxes, or the USPS main mail access door.

HOA or Homeowner responsibilities:

Responsibility of initial issuance/transfer of mailbox keys associated with the purchase of a home in the District to include new or resale home. Homeowners must go to the Parker USPS to implement the key acquisition process.

Responsibility for lost, stolen or damaged mailbox keys: Homeowners are to contact the US Post Office directly to coordinate the re-issuance of keys and any and all costs associated with the re-issuance of keys.

Responsibility for damaged homeowner mailbox access doors.

Responsibility for any lost or damaged mail. Any communication by homeowners regarding lost, late or damaged mail is to be directed to the US Post Office.

Responsibility for single or double private mailboxes located on private homeowner property also located within the District.

Older Mail box clusters can be painted every 2 years by the HOA, if pre-approval is obtained from the board. The need for painting, along with the color and type of paint to be used will be defined by the District at time of the application, and must be consistent colors used for the new mailbox clusters being installed.

Prohibited Activities:

To maintain the appearance of the USPS Mailbox Stations located within the community, no community or individual postings or advertisements are to be affixed to any surface of the mailbox cluster. Any postings noted may be removed at the discretion of the HPFMD Board, with costs to return the mailbox cluster to original condition paid for by the posting owner.