



Woodscape North Homeowners Association II, Inc.

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% Edgewater Management Group

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Woodscape North HOA II Policy Statement for Maintenance/Replacement of Mailboxes and Support Posts

Policy Statement:

In the interest of maintaining a similar and symmetrical appearance throughout the community, as well as adhering to US Postal Service (USPS) regulations, it is the policy of the Woodscape North Homeowners Association II, Inc. that any/all residential mailboxes and support posts conform to those originally installed by the Michaels Group when the community was developed. All mailboxes and support posts as originally installed comply with USPS requirements, and homeowners should continue to use and maintain them unless they become damaged, unsightly, or unsalvageable.

Basis for Policy Statement:

Article VI, Maintenance, Replacement and Repair (Section 6.03 (d)) of the Declaration of Protective Covenants, Conditions, and Restrictions (hereafter referred to as the Declaration) states that "The Owner of a Home will be responsible to use and maintain their mailboxes provided by the Sponsor for their mail and newspaper delivery." *(USPS regulations prohibit the use of mailboxes for delivery of any other materials than postage paid mail. Therefore, placement of a newspaper in the mailbox is unacceptable, and newspaper delivery at the site of the mailbox should be confined to a delivery box specifically for that purpose mounted on the support post directly beneath the mailbox.)*

While this restriction requires residents to use and maintain the original mailboxes (and/or posts) installed by the Michaels Group, it makes no provision regarding their replacement as the original installations age and become unsightly, irreparable, or unusable. Since all mailboxes and posts were identical as originally installed, it would appear the intent of this restriction was to create and maintain a symmetrical appearance at the roadside to enhance the architectural aesthetic of the community as well as to standardize and control functionality to meet USPS requirements.

Article VII, Architectural Control of the Declaration addresses control of the exterior appearance of all HOA property (including individual homes/lots) through requiring that any alterations to the appearance of improvements on a home or lot receive prior HOA approval.

Conditions for Maintenance/Replacement:

MAINTENANCE

Maintenance of mailboxes and/or mounting posts such as cleaning/painting/sealing to refresh their appearance does not require prior HOA approval. However, the following standards should be adhered to:

1. Mailboxes may be painted to regain a new appearance providing the surfaces are prepared properly, the paint to be used is appropriate for adherence, and the work is done in a good workman-like manner.
2. The mailbox must be painted black and the flag must be painted red to maintain the same appearance as the original.
3. The original support posts are pressure treated wood and should require minimal maintenance to keep them viable. Their appearance may be refreshed through application of a clear wood sealant after cleaning so as not to differ markedly from those posts which have not been treated. Use of tinted sealant, stain, or paint on the posts is not permitted.
4. Any maintenance work should be completed expeditiously once it is started. If the support post is shared, any work must minimize inconvenience to the other homeowner and must not interfere with access to their mailbox and/or mail delivery.

REPLACEMENT

Replacement of mailboxes and/or mounting posts is considered an exterior alteration and requires prior HOA approval through the Exterior Change Request process. All requests for mailbox/support post replacement will be evaluated based on the following standards:

1. Replacement mailboxes must be USPS approved and be standard in size and similar in appearance to the original.
2. Acceptable materials for replacement mailboxes are metal or vinyl.
3. Black is the sole acceptable color for mailboxes; flags should be red.
4. Homeowners are to use existing support posts when replacing the mailbox unless the posts are damaged and unsustainable.
5. Since original posts comply with USPS regulations, any replacement post should be installed in the same manner as the original. It must be replaced with 4x4 pressure treated lumber and meet Postal Service height requirements of 41" to 45" from the road surface to the bottom of the mailbox.
6. The number of mailboxes mounted on a replacement post must remain the same as on the original post *per USPS regulations*. If there are two mailboxes on the original support post, two mailboxes must be mounted on the replacement post.
7. Any work required for replacement of mailboxes/support posts should be completed expeditiously once it is started. If the support post is shared, any work must minimize inconvenience to the other homeowner and must not interfere with access to their mailbox and/or mail delivery.

PLEASE NOTE:

Mailboxes and/or support posts which have been replaced prior to issuance of this policy—and without first obtaining HOA approval through the Exterior Change process—will be considered appropriate and in compliance with community rules **ONLY** if the above standards for replacement mailboxes/support posts have been adhered to and satisfied.