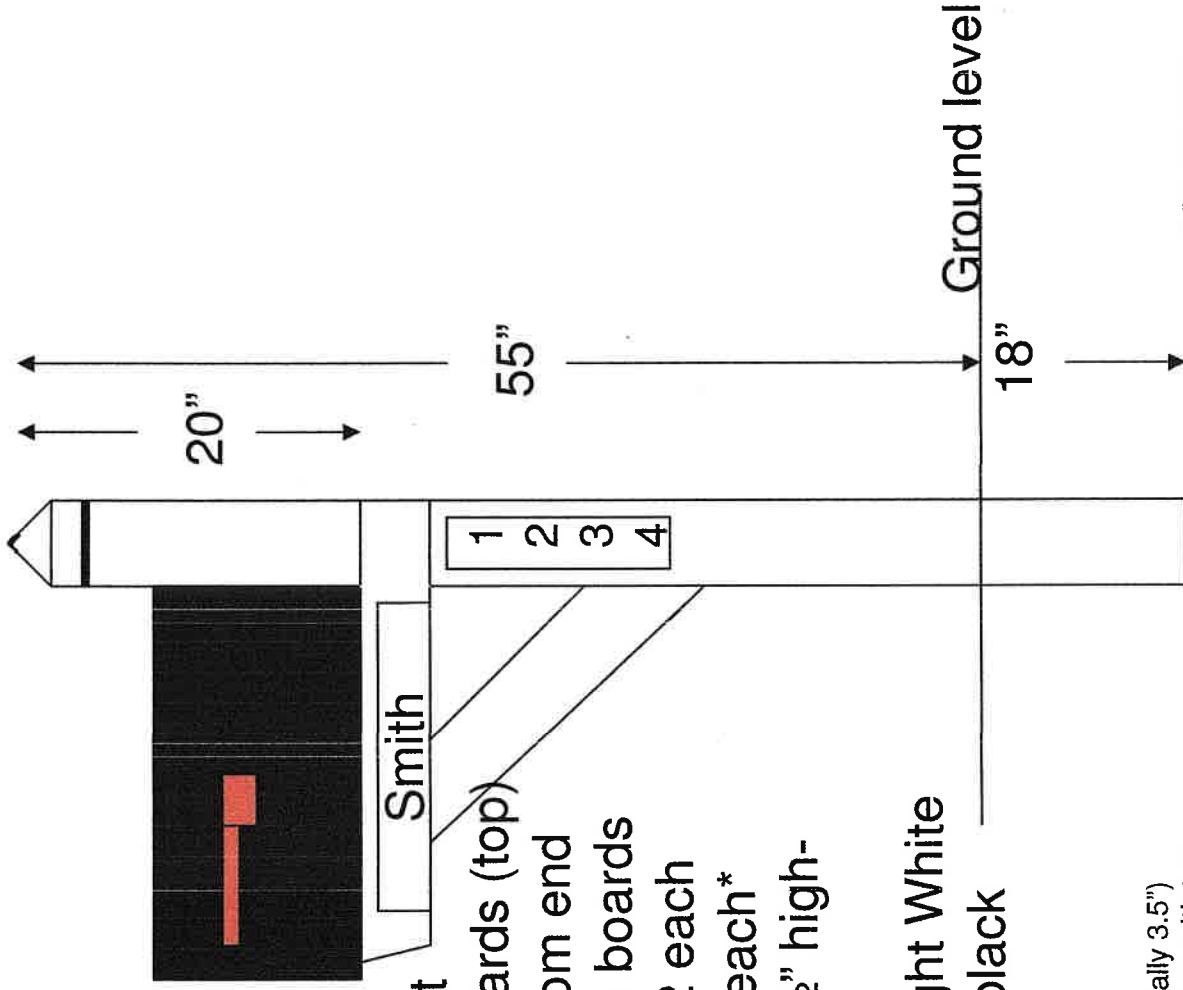


## Forest Lakes Mailbox Design



### Notes:

1. Post 4" x 4", - treated
2. Top of post pyramid style cut
3. 1/4" Notch 3" from peak of post
4. Paper box 1" x 8" x 25" sideboards (top)
5. Paper box tapered 3/4" at bottom end
6. Paper box 1" x 4" top & bottom boards
7. Number Plates 1" x 4" x 14" - 2 each
8. Name Plates 1" x 4" x 20" - 2 each\*
9. Letters & numbers carved 2 1/2" high-painted black and centered
10. All wood primed & painted Bright White
11. Mailbox- Large, (11" x 23 1/2") black metal
12. Install post 24" from curb/road

Note: Board measurements are nominal (e.g. 4" board is actually 3.5")

- Two name plates on each side may be used for mailboxes with two names.

## **Addendum 1 – Uniform Mailbox Regulations**

These “**Uniform Mailbox Regulations**” have been established under the authority of the Declarations of Rights and Restrictions, Article II, paragraph 6, page 4. The regulations apply to all neighborhoods where individual mailbox facilities are provided for each residence. These regulations **do not** apply to neighborhoods where centralized mail facilities are provided. Please contact the association office for questions about mailbox requirements in your neighborhood.

### **Responsibility:**

It is the responsibility of the owner of the residence to ensure that their mailbox and supporting structure described under “Mailbox Design” complies with these regulations and is maintained in a good state of repair and appearance.

### **Violations:**

The mailbox structure and mailbox should be painted periodically to preserve the appearance of our neighborhoods. Rusted mailboxes, missing mailbox doors, incorrect mailbox size, shortened posts, missing newspaper receptacles, peeling paint, incorrect color or lack of paint are all considered violations of the regulations.

Owners of property in violation of these regulations will be notified by mail of the nature of the violation and given a minimum of sixty (60) days to correct the violation or appeal the violation to the association Board of Directors. After this period, violations sustained by the Board of Directors will be assessed a daily fine of \$10.00 per day for non compliance as described in Section 8 of the association grievance procedure up to a maximum of \$300 per occurrence.

### **General Information:**

Examples of approved mailbox facilities may be found at the North Pool Complex. The actual mailboxes at this facility are the Security Locking design, which are not normally utilized for residence applications. Information on the residential mailbox requirement is described below under “Mail Box”. Information on Forest Lakes residents who provide services for mailbox repair or replacement may be found on our web site at <http://www.forestlakes.net/mailboxes.pdf>.

## **Mailbox Design**

### **Color:**

All posts, newspaper receptacle, braces, number plates & name plates shall be primed and painted **white**. The mailbox and the numbers and names on the associated plates (see page 2) will be painted **black**.

### **Post:**

The post shall be 4” x 4” lumber, preferably pressure treated. Some care should be taken to try to obtain a treated post that has dried sufficiently to help prevent splitting and twisting. If a non pressure treated post is utilized, the section below the ground should be treated with a wood preservative, primed, and painted to help prevent termites and wood rot. The post shall extend 55” above the surface of the ground and approximately 18” below the ground to provide proper support. The top of the post will be cut to provide a pyramid style pointed surface with a 1/4” wide groove on all sides of the post starting 3” from the top of the post.

**Newspaper Receptacle:**

A newspaper receptacle is required to be installed on the post to provide a shelf to support the mailbox and provide an orderly device for receipt of newspapers and other non-mailed items. The use of the mailbox for receipt of any items not delivered via the United States Postal Service is prohibited. The newspaper receptacle will be constructed with two (2) side boards and a top and a bottom board as follows: Side Boards will be constructed using 1" x 8" boards. The side boards (2) will be attached to the sides of the post flush with the back of the post, with the top of the boards 20" from the top of the post. The front edge of the sideboards for the open end of the receptacle should be tapered to provide protection from the rain. The 1" x 8" sideboards will be 25" in length tapering to 24 ¼" at the bottom. The upper and lower boards for the newspaper receptacle will be 1" x 4" boards extending from the front of the post to the end of the receptacle.

**Mailbox:**

The required mailbox is an extra large black metal mailbox (11" x 23 ½"). The mailbox should be mounted to the top of the newspaper receptacle with a suitable board for the size of the mailbox.

**Brace:**

A 4" x 4" support brace will be installed diagonally from the front of the post to a point midway under the newspaper receptacle.

**House Number Plate:**

The house number must be displayed on wooden plates mounted vertically on both sides of the post directly below the newspaper receptacle side boards. The house number plates will be constructed of 1" x 4" wood 14" in length. The numbers will be carved or routed into the number plate with 2 ½" numbers displayed vertically.

**Name Plate:**

The association prefers that residents display their last name(s) on wooded plates mounted horizontally and centered on both sides of the newspaper receptacle directly below the mailbox. These plates shall be constructed of 1" x 4" wood 20" in length. Name(s) shall be carved or routed into the plate with 2 ½" letters. The size of the letters and plate may be adjusted to accommodate multiple last names or last names that would not otherwise fit on the plates. The name plates should be mounted to the newspaper receptacle with wood screws to allow for easy removal for maintenance and name changes.

**Privacy:**

The association recognizes the right of residents not to display their name(s) on their mailbox. Residents who do not wish to display their name(s) must either mount blank name plates or ensure that both sides of the newspaper receptacle are in good repair and painted. The use of existing name plates of former residents or persons not residing in the home is prohibited.

Revised 23 October 2008

## Mailbox Services

Forest Lakes resident Dick Billings offers repair, painting, replacement and engraved number and name plate services.

Dick.billings@gmail.com

434.960-4999