

CAPE ROYAL HOME OWNERS ASSOCIATION

POLICY 805: MAILBOX MAINTENANCE

Policy:

It is the policy of the Cape Royal HOA to provide maintenance services on community mailboxes to ensure an aesthetic setting within the Cape Royal community.

Comment:

(1) Architectural Review Board (ARB) is responsible to define the type of mailbox to be installed within the community.

(2) The Cape Royal homeowner is responsible to purchase their mailbox.

(3) The ARB is responsible to arrange installation with the mailbox vendor.

(4) The designated mailbox vendor upon the request of the ARB will install each mailbox according to the U. S. Postal Service specification and, accordingly, invoice for their services Cape Royal HOA. Cape Royal HOA will then through the accounting department invoice the homeowner.

(5) The ARB on a quarterly schedule will review the community mailboxes for compliance to mailbox standards (black with antique green).

(6) When the ARB encounters any community mailbox that will require maintenance due to any cause, the homeowner will be notified or the homeowner will notify the ARB contact person.

a) If the mailbox maintenance service is due to damage from a third party, the homeowner is required to pursue monetary damage from that third party. The homeowner will then notify the ARB who will inform the mailbox vendor to repair the mailbox and to whom the vendor will direct their invoice for services rendered.

b) If the mailbox maintenance service is due to damage from an unknown third party, the homeowner will notify the ARB and the ARB will schedule with the mailbox vendor a time and date to repair the mailbox. The vendor will direct their invoices for services rendered to the Cape Royal HOA.

c) If the mailbox maintenance service is due to natural causes, the homeowner will schedule with the ARB to have the mailbox repaired. The vendor will direct their invoices for services rendered to the Cape Royal HOA.

(7) When a homeowner encounters more than two repairs to their mailbox within a consecutive twelve months the ARB will instruct the mailbox vendor to determine why. If the cause is related to the mailbox incorrectly installed to the U. S. Postal specification, the mailbox will be relocated and the financial cost for such relocation is the obligation of the homeowner. If the installation is the Cape Royal HOA mailbox vendor, the mailbox vendor will then bear the cost.