

MAILBOX GUIDELINES – INITIATED APRIL 2015

OVERVIEW

Mailboxes systems and components were purchased from the manufacturer (referred to as AOD):

Addresses of Distinction

2115 Hills Ave NW

Atlanta, GA 20138

Phone: (770) 436-6198 or (800) 436-1647

Fax: (404) 393-9614

P.O. Box 250587

Atlanta, GA 30325

www.addressesofdistinction.com

TO OBTAIN A NEW MAILBOX OR SPARE PARTS

Please contact the PPPOA Chairperson to obtain a new mailbox or any replacement spare parts, or email: pppoa@yaho.com

HISTORY & GUIDELINE

The PPPOA made an initial volume purchase of mailbox systems from AOD on 12/14/12. Mailboxes were then installed throughout the Pointes by AOD installers. During the initial volume purchase, several additional units were purchased and placed into storage, reserved for future installation on specific lots. The initial cost of each mailbox unit was \$273.73., plus an additional charge of \$35 for each unit that was installed by AOD, making the total purchase price \$308.73, per installed unit. The additional units that were purchased and placed into storage for designated lots did not incur the \$35 install fee.

In order to manage the storage and issue of mailbox systems and parts, the PPPOA designated a 'Mailbox Coordinator'. The Coordinator maintains a current list of mailboxes and parts that are held in storage. To negotiate the most competitive pricing, and to have mailboxes and parts readily available for Owners, it was determined that the PPPOA would make bulk purchases of mailboxes and parts, on an as-needed basis. It is expected that the actual cost to purchase mailboxes and parts will increase over time, therefore, mailboxes and parts will be priced accordingly at the time of issue. The PPPOA does not mark up the price for this equipment.

As stated above, some of the mailbox units held in storage are reserved for specific lots, as per the volume purchase on 12/14/12. Once a home is built on a lot, the Coordinator will issue a reserved mailbox from storage to the Property Owner. Owners with a reserved mailbox, designated for their lot, will be issued one mailbox at no charge, one time only. Owners that incur a cost for the installation of their reserved mailbox, by a qualified installer, may submit a paid receipt to the PPPOA for reimbursement, up to a total of \$35.

Also stated above, the PPPOA purchased additional mailbox units to be kept in storage and available for issue to owner's who did not opt to reserve a mailbox. Owners that build a home on a lot that did not participate in the 12/14/12 volume purchase and, therefore, do not have a reserved mailbox in storage, will receive one mailbox at no charge, one time only,

and will receive credit up to \$308.73, toward the issue and installation of their mailbox. If the actual purchase price of the mailbox being issued is more than \$308.73, then these Owners will be responsible to pay the PPPOA the difference, prior to obtaining the mailbox. All Owners are responsible for the following:

- 1) The mailbox system must be installed according to USPS regulations, defined in this document.
- 2) Upon installation, the mailbox system must be inspected by the PPPOA, and found to be in compliance with the Mailbox Standard.

The PPPOA will allow only one credit up to a total of \$308.73, toward the issue and installation of one initial mailbox per lot. Reserved mailboxes are designated for specific lots, not the Owner, and are not transferable. Multiple lots that are legally combined are considered to then be one lot and, therefore, entitled to only one mailbox. If the combination of lots involves more than one reserved mailbox, then the additional reserved mailbox(s) shall be placed into open inventory. After the initial issue of a mailbox unit, any replacement of a mailbox or parts, for any reason, becomes the financial responsibility of the property Owner.

COMPLIANCE

In an effort to maintain uniformity and the same level of quality throughout the neighborhood, the PPPOA requires that mailbox systems, parts and components be obtained only through the Mailbox Coordinator.

The reflective gold numbering, supplied by AOD, meets all required standards by Newberry County Fire, EMS and Law Enforcement agencies. Therefore, the blue numbering signs as purchased from the fire station should not be used. Replacement gold numbers can be obtained from the Mailbox Coordinator.

All mailboxes, newspaper boxes and posts are to be black in color (RAL Paint Code 9005). They should be maintained as needed, with operable doors and unbroken hardware and paint touched up as needed. Damage to any portion of a mailbox unit should be repaired and the necessary parts replaced, in order to maintain compliance. The suggested method of touching up paint in small spots is a black acrylic painter's pen. For larger sections, you may contact the Mailbox Coordinator to obtain some touch-up paint. Rust-Oleum Satin Black spray paint is recommended for overall painting.

DECORATIONS AND PLANTINGS

Newspaper delivery "dots" may be applied to the paper box, but no other signs, stickers, flags or decorations of any nature are to be permanently attached to the mailbox or post.

Owners shall limit mailbox decorations to those that are holiday specific. Mailbox decorations are subject to the same guidelines as stated in our covenants under Regulation 1, 1.19 Temporary Yard Decorations. Any decorations that could mar, scratch or cause damage

to the mailbox in any way, should not be used. No seasonal wraps or long-term decorations may be used.

The planting of flowers/shrubbery around the box is allowed, but should be maintained. The height of these plantings should be limited to approximately the height of the decorative fluted base.

INSTALLATION

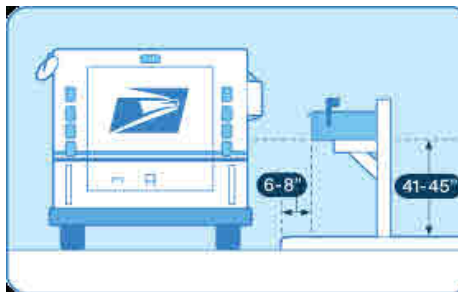
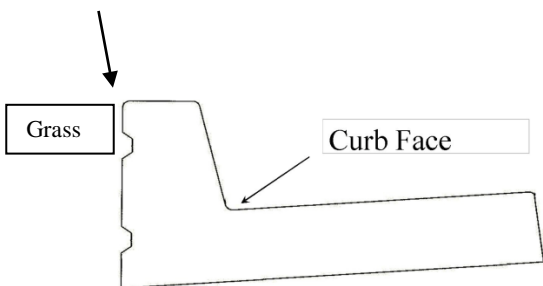
Mailbox systems must conform to the size and style of the Pointes of Plantation Pointe mailbox pictured.

All mailbox systems must be installed to meet current UPS regulations. The approach to the mailbox must be clear of obstructions to allow safe access for delivery. Stakes, stones, metal rods, etc in the vicinity of the mailbox are illegal.

The normal standard for placement of the bottom of the box is at a height of 41-45" above the road surface and 6" to 8" from the curb face to the bottom of the mailbox door.



For reference only:



Note: To maintain uniformity and to determine the placement of the mailbox; during installation, a plumb bob should be hung from the front edge or hinge of the mailbox door, to the top of the curb where it meets the grass. This is the position where the mailbox should be installed.

Note: The back of the curb is estimated to be about 7" from the curb face, and street level is estimated to be about 2" below the top of the curb.

The mailbox door hinge should be about 43" above the street level, and in line with the area where the grass meets the curb. Sometimes these measurements need to be adjusted (particularly on the curve in the cul-de-sacs) to allow for easier access, as per our mailman's suggestion.

Setting the post

When digging a hole for the post, the diameter of the hole should be about 3X the diameter of the post, and a depth of about 1/3 of the post height, but not more than 2 feet. (The post should not be buried more than 2 feet deep so that it can give way in the event of an accident.) Pour about 6 inches of gravel into the hole. Make sure the post remains level and

still meets height and distance requirements. Pour dry concrete, an 80# bag is sufficient, into the hole, stopping 3 inches from the top. Pour water into the hole and mix according to the manufacturer's direction. Let it set for 30 minutes. Fill the rest of the hole with soil and tamp it down. **DO NOT DISTURB** the mailbox system for 24 hours so the cement has time to cure.

Should you have any questions about the installation or location of your new mailbox, please contact the Mailbox Coordinator.

