

MEMORANDUM

To: All Meadows-Ferndale HOA (MFHOA) Owners and Residents
From: MFHOA Board of Directors
Date: January 18, 2021
Subject: Mailbox Relocation Project Plan

For the past two years, your HOA Board has been working on addressing several issues with our current mailboxes:

- Current mailboxes are not in order of street name or street address. As new homes are completed and occupied, it just becomes worse. Streets and house numbers are intermingled. This makes it very difficult for the USPS deliveries.
- Homeowners who live more than ½ mile from the current mailboxes do not get home delivery of over-sized packages.
- Some of the mailboxes are too high or too low for those with mobility issues.
- Lighting can be inadequate for visibility and/or safety- especially in winter months.

Contrary to popular wisdom, the USPS does NOT have a system to retain inventory of keys, etc. as residents move and new homes are sold.

To address these issues, your Board has done the following:

- Install an additional bank of mailboxes farther down Monument Drive (on the west side of Monument, just before Josie Lane), which will include all homes on Josie, Jenjar, and April Lanes. All those mailboxes will be vacated from the current bank of mailboxes on Upper Monument (i.e., those closer to the community entrance). All homes will now be within ½ mile of the mailboxes so as to ensure home delivery of oversize packages. These new mailboxes are directly under an existing streetlight.
- Additional lighting is being considered for the original bank of mailboxes.
- ALL mailboxes are being totally reorganized by street name and house number- without exception.
- The uppermost and lowermost rows of mailboxes will be vacated and left unused for now, so all mailboxes in use will be more visually and physically "accessible".
- ALL mailboxes are being re-keyed.

As we pass along the new keys, we will ask one resident of the home to provide identification, and sign and date a receipt for the keys. This is just to ensure that all keys are distributed to the correct persons/responsible party in each household.

These are the ONLY keys to your mailbox. The USPS does not keep a copy, nor does either Windermere or the HOA. In the event that you move, or lease your home, it will be your responsibility to pass these keys along to the new homeowner/tenant. If you misplace or lose them, it will be your personal and financial responsibility to have the lock drilled out and replaced. This represents no change from the current requirements.

To accommodate priorities within the USPS system, the transition to providing new keys will occur in two phases. The first phase will involve distributing new keys to the new mailboxes on Lower Monument (just before Josie Lane), reflecting all homes on Josie, Jenjar, and April Lane. However, those mailboxes will not be active/operational until the USPS coordinates re-keying of all the mailboxes on Upper Monument, which will occur in the coming weeks/months, as the USPS schedule permits.

The following is the notional schedule for the final revision and implementation of all mailboxes for "Phase Two", based upon a weekend to be selected by the Postmistress:

THURSDAY, February ... (date TBD)

Last mail delivery at present location. All residents must empty their mailbox by Thursday night. Any mail that is found in the boxes on Friday morning will be taken back to the post office by USPS. NO mailbox keys need to be returned. All mailboxes will be re-keyed, and all homeowners will receive three keys to their new mailbox on Sunday using a process yet to be finalized.

FRIDAY, February ... (date TBD)

NO mail delivery on Friday or Saturday. The Ferndale Post Office will hold all the mail; but residents who wish to retrieve their mail will be able to go to the Post Office and get it if they do not choose to wait until Monday.

Friday morning, the Ferndale Postmistress or her designee will open up ALL the mailboxes. Any mail remaining in the boxes will be taken back to the Ferndale Post Office, for delivery on Monday. While all boxes are open (Friday afternoon, Saturday, and Sunday morning), all mailboxes will be re-organized (via street and street address), re-labeled (inside and out) with new address, and re-keyed.

SUNDAY, February ... (date TBD)

On Sunday, the Postmistress or her designee will come back and lock all the newly-labeled boxes. Sunday afternoon (and evening?) we will have a system for all homeowners to pick up their three new keys. We will have a system to require some form of identification, and a sign-off sheet to indicate who provided the key envelope, and who received it.

MONDAY February ... (date TBD)

Mail delivery as usual- but to the new location of each mailbox and address.

We thank you for your cooperation.

Board of Directors
Meadows-Ferndale HOA