

IMPORTANT MEMORANDUM

To: All Meadows-Ferndale HOA (MFHOA) Owners and Residents
From: MFHOA Board of Directors
Date: March 18, 2021
Subject: MAILBOX RELOCATION PROJECT PLAN UPDATE AND SCHEDULE

This memorandum is intended to provide an update for our plan to reorganize our neighborhood mailboxes. It also provides a roadmap to conclusion of the project and activation of the new mailbox configuration. For background information on the reasons for and benefits of this project, your attention is invited to the following document, which was posted to our website and emailed to all owners/residents on January 18, 2021:

<https://www.meadows-ferndale-hoa.org/wp-content/uploads/210118-Mailbox-Project-Plan-Final.pdf>

The prior (January 18th) memorandum is hereby updated/modified as follows:

- Ignore the prior schedule. A revised schedule is provided below.
- Homeowners living on Jenjar, Josie and April Lanes will receive new keys. Instructions for obtaining the new keys are provided below.
- All other mailboxes at the current location on Monument Drive (between Brian Court and Jessie Court) will be rearranged within the existing cluster of boxes. You will still be able to use your old/current keys in their rearranged location.

The roadmap to activation is as follows:

THURSDAY, March 25

- 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.

FRIDAY, March 26

- NO mail delivery on either Friday or Saturday.
- The Ferndale Post Office will hold all the mail over the weekend and deliver on Monday. Residents who wish to retrieve their mail sooner may go to the Post Office to pick it up.
- Friday morning, the Ferndale Postmistress or her designee will open ALL the mailboxes. Any mail remaining in the boxes will be taken back to the Ferndale Post Office for delivery on Monday.
- On Friday afternoon, Saturday all day, and Sunday morning while all boxes are empty and open they will be re-organized (by street address) and re-labeled (inside and out) with the new address.
- Friday afternoon from 4:30 until 5:30, Kathy Young will be at the lower/southern Monument Drive mailboxes (between Jessie Court and Josie Lane) to pass out mailbox keys to those

living on Jenjar, Josie and April Lanes. Remember: those living elsewhere will continue to use their current keys.

SATURDAY, March 27

- Saturday morning from 10:00 to 11:00, Kathy Young will again be at the lower/southern Monument Drive mailboxes to pass out mailbox keys to those living on Jenjar, Josie and April Lanes.

SUNDAY, March 28

- On Sunday, the Postmistress or her designee will come back and lock all mailboxes at both locations.

MONDAY, March 29

- Mail delivery will resume as usual, but to the new location for each mailbox and address.

If you need assistance with getting your new keys please contact Kathy Young at (541) 517-0943. The final result will be a great improvement for both our neighborhood and the USPS.

We thank you for your understanding and cooperation.

Board of Directors

Meadows-Ferndale HOA