



CROSS REF
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Highlands Property Owners Association

Mailbox Guidelines and Maintenance Requirements

In accordance with the Declaration of Covenants, Conditions, and Restrictions of The Highlands Property Owners Association ("Association"), dated April 2014 ("the Declarations"), the Association's Board of Directors ("Board") has introduced the mailbox standards listed below in order to preserve and enhance property values of the neighborhoods, and to promote the welfare of the Owners within the Association's boundaries. These standards were adopted by the Owners to update and clarify the restrictions regarding the size, location, height, composition and location of any mailbox before it is installed or replaced. The attached mailbox design has been adopted, and continues to be recommended by the Board. Any Owner which installs or replaces a mailbox using the attached mailbox design will be entitled to a credit in the amount established by the Board for all Owners which can be used toward the Association's next annual assessment. While no credits will be allowed for Owners wishing to install, repair, or replace their mailbox using a different design, the following mailbox guidelines have been adopted to allow for flexibility and homeowner choice. These mailbox standards are to be implemented and enforced by the Association as follows:

1. Standard Mailbox Guidelines: For any new mailbox installation, repair, or replacement within the Association boundaries made after May 1, 2016 ("Effective Date"), the following standards are required:

- a. Mailbox Type: USPS standard T2 or T3 metal mailbox.
- b. Post: Minimum 6" x 6" cedar or other treated wood, or a brick post.
- c. Color: Post, mailbox, and any finial treatments must be consistent with, compliment house's exterior.
- d. Lettering: lettering in Zaps font typeface, 2 ½ inches in height with the number and street.
- e. USPS Compliant: The height, location, setback and other specifications not outlined herein must meet the Residential Mailbox Standards as outlined by the USPS.

2. Application Required For Non-Standard Box Installations: Exceptions to the mailbox, post, color, composition or lettering guidelines will require the pre-approval of the Association. The desire of the Association is to have mailbox consistency to enhance the appearance and property values of the neighborhood, so non-Standard Mailboxes may not be approved by the Association if the Association determines the design to be contrary to the architectural design standards of the neighborhoods or that of other Standard Mailboxes.

3. Temporary Decorations: Other than seasonal or temporary holiday décor, no other stenciling, advertisements, or signage may be placed on the Standard Mailbox or its pole per the USPS Residential Mailbox Standards.

4. Multiple Mailboxes: Unless absolutely necessary and mandated by the USPS, use of dual or multiple cluster box units to save money and reduce mailbox clutter is discouraged.

5/25/17

5. Prohibited Mailbox Designs: The following mailboxes and components are not permitted to be installed in the Association boundaries and will not be approved by the Association:

- a. Non-standardized specialty box designs, for example but not limited to heavy metal security boxes, football helmet, barn, fish, or fiberglass with flowers or other printing or logos on it – note that these designs have never been present within the Association boundaries and/or approved by the Association. Specialty poles using, for example, but not limited to, bikes, tires, fire plugs, telephone poles, steel beams, planters, barrels, or other pole designs that generally function as something else.
- b. Rubber or plastic posts.
- c. No non-metal boxes, for example but not limited to wood, plastic, rubber, vinyl, copper, or fiberglass boxes.
- d. Mailboxes smaller than the recommended T2 boxes.

6. Required Mailbox Maintenance: At all times a mailbox must be in good working order and appearance, and meet the following specifications:

- a. Mailbox appropriately painted, not dented, rusting or peeling. Appropriately painted means painted black or the original color,
- b. Mailbox door and flags operational, not bent or off hinges, and in good repair,
- c. Address lettering legible and in good repair,
- d. Post must be straight and not leaning more than 10 degrees in any direction,
- e. Post cannot be cracked (defined as a crack being more than ½" wide), bent or broken,
- f. Attached newspaper boxes must be straight, not bent, and painted without identifying another company, with only one newspaper box allowed for each mailbox,
- g. A mailbox must be appropriately secured to the pole without using tape, rope, cords, or other temporary supports, and
- h. Masonry mailboxes may not be spalling, cracked or have mortar, brick, or stone deterioration.

7. Inspections: As allowed by the Declarations and as part of the routine inspection process, the Association may send notices to Owners directing them to repair or replace their existing mailbox or post.


8. Mailbox Vendor(s): The mailbox vendor(s) offering the Association's pre-approved mailbox design will be identified on the Association website and available from the Board upon request. Use of pre-approved mailbox designs from the vendor(s) selected by the Board do not require Association approval. The Association reserves the right to update this list of mailbox vendor(s) from time to time and to require an Owner wishing to receive a credit toward the Association's next annual assessment to submit

documentation proving the approved vendor and/or mailbox design was used. Current vendors include <http://estesmailbox.com/> and <http://ostreetscape.com/>

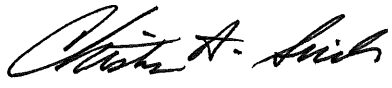
IN WITNESS WHEREOF, each Officer of the Association has executed these Mailbox Guidelines and Maintenance Requirements effective the day and year first above written.

ASSOCIATION OFFICERS:

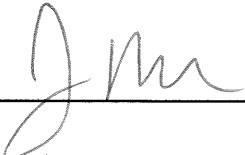
Kaye York, President



Steve Schuld, Secretary



Chris Snider, Vice President

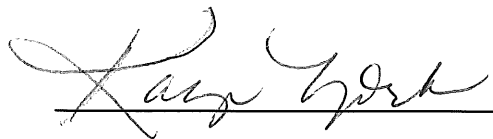


Jon Becker, Treasurer

documentation proving the approved vendor and/or mailbox design was used. Current vendors include <http://estesmailbox.com/> and <http://ostreetscape.com/>

IN WITNESS WHEREOF, each Officer of the Association has executed these Mailbox Guidelines and Maintenance Requirements effective the day and year first above written.

ASSOCIATION OFFICERS:

A handwritten signature in cursive script, appearing to read "Kaye York", written over a horizontal line.

Kaye York, President

Steve Schuld, Secretary

Chris Snider, Vice President


Jon Becker, Treasurer

STATE OF INDIANA

SS:

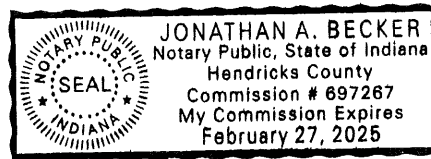
COUNTY OF HENDRICKS

Before me, a Notary Public in and for said County and State, personally appeared Kaye York; Steve Schuld; and Chris Snider, who acknowledged the execution of the foregoing Requirements, and who, having been duly sworn, stated any representations therein contained are true. Witness my hand and Notarial Seal this 18th day of June 18, 2017



Notary Public #

My commission expires: 2/27/25
County of residence: Hendricks

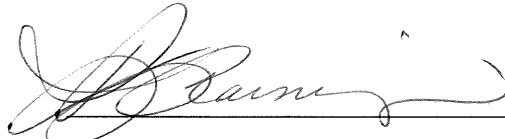


STATE OF INDIANA

SS:

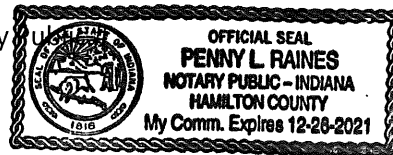
COUNTY OF HENDRICKS

Before me, a Notary Public in and for said County and State, personally appeared Jon Becker, 2016-2017 Treasurer, who acknowledged the execution of the foregoing Requirements, and who, having been duly sworn, stated any representations therein contained are true. Witness my hand and Notarial Seal this 29th day of November, 2017



Notary Public #

My commission expires: 12/26/2021
County of residence: Hamilton



This instrument was prepared by Jon Becker, 2016-2017 Treasurer. I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Jon Becker, 2016-2017 Treasurer

Return to: Jon Becker, PO Box 537, Plainfield, IN 46168