

Heron's Glen Homeowners Association, Inc.

Community Wide Standards for Mailboxes and Mailbox Posts

Maintenance Standards and Specifications

Homeowners are responsible for the upkeep, maintenance and replacement of Mailboxes and Posts. Homeowners shall maintain their Mailboxes & Posts so as to be functional, clean and painted in accordance with the Community Wide Standards. Where Mailbox Posts are shared this will require cooperation between neighbors. Solana Unit Owners refer to Solana Community Mailboxes as described in this standard.

At no time may any item be attached, placed on, or hung from the Mailboxes or Posts. Exceptions: Clear plastic rain gauges mounted on the backside of the mailbox post protruding by no more than one inch above the post; For Sale Signs may attached to the post brackets as described in the Home Sale Policy.

Mailbox Post replacement requires ARC Committee Approval.

Executive and Patio homes and Preserve Villas:

- 1. Approved mailbox and post:** See Exhibit #1.
- 2. Mailbox and Post (original):** This mailbox and post is no longer approved for replacement. See Exhibit #2
 - a) Mailbox and Posts originally installed to the specifications in Exhibit #2 are permitted as long as they are maintained according to the Mailbox and Post Standards in Exhibit #2. If the Mailbox Post must be replaced or cannot be maintained according to the Mailbox and Post Standards and Specifications, the replacement shall be the Approved Mailbox and Post in accordance with Exhibit #1.
 - b) Mailbox to be: Rural, rolled aluminum with an aluminum flag and color must be white. Replacement is permitted provided the mailbox and post is maintained according to Exhibit #2.

Plastic Mailboxes are no longer approved. Existing plastic mailboxes must be maintained according to the maintenance standard. Replacement mailboxes must be a rural mailbox that is rolled aluminum with an aluminum flag, and the color must be white.

- c) Existing Wood Mailbox Post- See Exhibit #2 for maintenance and standards.
 - **Replacement of the existing wood post is not permitted.** Replacement if necessary must be the Approved Mailbox and Post shown in Exhibit #1. ARC Approval is required.

Estate Homes (Sanctuary & Majestic Isles): Approved combination post light and mailbox: See Exhibit #3

Solana Community Mailboxes:

The Herons Glen HOA is responsible for the maintenance and replacement of the Community Cluster Mailboxes that serve Solana Unit Owners. Unit assignment and mailbox keys are not the responsibility of the Herons Glen HOA. At no time may any item, advertisement or display be attached to the mailboxes.

Installation of Mailboxes and Posts:

Height and setback of mailbox posts: In all cases mailboxes and posts shall be installed in accordance with United States Postal Service Standards for height and setbacks. Post height shall be consistent with the neighborhood. Protection of the mailbox post base is a homeowner responsibility. Plants, mulch, stones or pavers may be installed around the base of the mailbox post. Lawn mowing company is not responsible for scratches, dents or chips to posts.

Adopted at the November 12, 2008 HOA Board Meeting
Amended at the September 12, 2012 HOA Board Meeting
Amended at the December 9, 2015 HOA Board Meeting
Amended at the April 12, 2017 HOA Board Meeting

Heron's Glen Homeowners Association, Inc.

Community Wide Standards for Mailboxes and Mailbox Posts

Estates, Patio Homes and Preserve Villas

Exhibit #1



Heron's Glen Approved Mailbox and Post

Paint Color: Gloss White- Powder Coated

3 inch fluted aluminum post, with a double S-scroll bracket, decorative cast aluminum base and round ball finial on top of post.

Mailbox to be a rolled aluminum mailbox with an aluminum flag.

All components are to be powder coated and bolted together with stainless steel hardware, painted to match white powder coating.

Mailbox and post must be installed in accordance with United States Postal Service Standards for height and setbacks.

Homeowner is responsible to obtain written consent of neighbor that shares mailbox post, and to submit an ARC Application for approval.

Homeowner is responsible to contact an approved vendor to order and arrange installation.

Homeowner is responsible for payment to approved vendor and cost sharing arrangements with neighbor.

Warranty is between the homeowner and vendor.

The mailbox & post must be kept clean and functional with no missing parts

Protection of the mailbox post base is a homeowner responsibility. Plants, mulch, stones or pavers may be installed at the base of the mailbox post. Lawn mowing company is not responsible for scratches, dents or chips to posts.

See Exhibit #3 for Sanctuary & Majestic Isles

Contact the HOA Office for ARC Approved Mailbox Vendors

Heron's Glen Homeowners Association, Inc.

Community Wide Standards for Mailboxes and Mailbox Posts **Executive, Patio homes and Preserve Villas**

Exhibit #2 **Original Mailboxes and Posts**

Maintenance Standard for original mailboxes and posts:

Homeowners may keep the original mailbox and post as long as it is maintained according to the Mailbox and Post Standards. If the mailbox and post are not maintained according to the standards, the homeowner is required to upgrade to the Heron's Glen Approved Mailbox and Post as shown in Exhibit #1.



Mailbox and Post Standards and Specifications

Mailbox: Rural, rolled aluminum with an aluminum flag and color must be white. Address numbering on the mailbox is not permitted.

Existing plastic mailboxes must be maintained according to the maintenance standard. Replacement mailboxes must be a rural mailbox that is rolled aluminum with an aluminum flag, and the color must be white.

All components are to be stainless steel hardware, painted white to match the mailbox.

The mailbox must be kept clean and functional with no missing parts.

Mailbox Post: The post shall have 2" x 6" cross supports, have a 1" x 6" mailbox base. Post must be painted white using semi-gloss paint. All screws to be stainless steel and painted white to match the post. Post cutout notch may be painted the original Peacock Plume #252B-6 or painted white.

The post and supports must not have rotten wood; the post must be straight; the braces and supports must be level, and all components are to be kept clean, painted and well maintained.

Mailbox must be attached to the support base and the height from the bottom of the mailbox to the ground must be within the height requirements of the United States Postal Service Standards for height. Height of the mailbox post shall be consistent with the neighborhood and in compliance with the United States Postal Standards.

Minor repair of the mailbox post is permitted. Replacement of wooden mailbox post is not permitted. If post replacement becomes necessary the mailbox and post must be replaced with the Approved Mailbox and Post as shown in Exhibit #1. Protection of the mailbox post base is a homeowner responsibility. Plants, mulch, stones or pavers may be installed at the base of the mailbox post. The lawn mowing company is not responsible for scratches, dents or chips to posts.

Heron's Glen Homeowners Association, Inc.

Community Wide Standards for Mailboxes and Mailbox Posts

Exhibit #3 Sanctuary & Majestic Isles



Heron's Glen Approved Mailbox, Post and Light Combination

Paint Color: Verde Green- powder coated.

3 inch fluted aluminum post with a single S-scroll bracket, decorative cast aluminum base and light fixture on top of post.

The mailbox to be a cast aluminum mailbox with cast aluminum flag.

Address numbering with exterior grade vinyl. Style, font and size of the numbers must shall be consistent with the neighborhood.

All components are powder coated and bolted together with stainless steel hardware, painted to match the powder coating.

Mailbox and post must be installed in accordance with United States Postal Service Standards for height and setbacks.

The mailbox, post and light fixture must be kept clean and functional with no missing parts.

Homeowner is responsible to contact an approved vendor to order and arrange installation.

Warranty is between the homeowner and vendor.

Protection of the mailbox post base is a homeowner responsibility. Plants, mulch, stones or pavers may be installed at the base of the mailbox post. The lawn mowing company is not responsible for scratches, dents or chips to posts.

Contact the HOA Office for ARC Approved Mailbox Vendors.