

Belfair/Belfair Oaks Mailbox/Paper Receptacle Specifications

Below is a list of the responsibilities each homeowner is required to perform in order to properly maintain their mailbox/paper-box receptacles. We are addressing this issue since there are several mail/paper-box receptacles in need of some type of maintenance and we wanted to provide everyone with some guidelines as they address any issues with their mail box/paper receptacle or post in order to create consistency and maintain our curb appeal throughout our neighborhood;

NOTE:

You will be notified in writing if your mail box, paper receptacle and/or post need to be maintained. Upon written notification you will have 90 days to complete this maintenance. If you fail to complete the required maintenance in 90 days, the Belfair HOA Board will instruct Halcyon to have this maintenance done and invoice you accordingly.

- Mailbox must be **exactly** the same as all other mailboxes.
- Mail Box, paper receptacle and post to be painted black (cleaned, primed and painted with an outdoor glossy paint).
- Mail box numbers can be ordered from Kathy's Kreations (803-732-2157) for \$4 plus tax for the full set. (A full set is the numbers for each side of the mailbox.) Or from The Metal Works, Inc. (803-808-1888) for \$3.21 per number.
- All mail box numbers are to be placed on both sides of the paper-box receptacle. The numbers must be placed on paper box portion (bottom holder) of the mail box, not on the mail receptacle (numbers need to be centered on each side, front to back, bottom to top).
- Only **numbers** will be placed on the paper-box or mail box. (i.e. no street names, owner names, etc.)
- If your mailbox is damaged and needs to be repaired or replaced it must match exactly with the existing style. (New mailbox posts can be ordered from Metal Works 803-808-1888). The box must be a black metal mailbox.
- You may install seasonal magnetic mailbox covers as appropriate during the year but they must be removed after the season is over.
- Growing vines or climbing flowers around your mailbox post is permitted. These vines/flowers must be maintained and trimmed as required so that they do not grow over the mailbox, paper box, sidewalk and/or into the street.
- After being notified twice, the third notice will include a \$25 fine for non-compliance. If the issue is still not taken care of after subsequent notices fines will continue to double. If the issue is still not corrected the association reserves the right to correct the action at the homeowner's expense.