

Sand Creek Farms Mailbox Guidelines and Maintenance Requirements
Board Approved 2014

In accordance with the Declarations of Restrictions of Sand Creek Farms Homeowners Association, the Board of Directors ("Board") on 2014, approved the mailbox standards listed below in order to preserve and enhance property values of the neighborhood, and to promote the welfare of the members of the Association. These standards were adopted to clarify the Covenant restrictions of Section 4.13, which grants the Sand Creek Farms Architectural Control Committee (the "Committee") the authority to approve the "type, color and manufacture of any mailbox before it is installed." These mailbox standards, as directed by the Board to the Committee, are to be implemented and enforced by the Association as follows:

1. **Standard Mailbox Guidelines:** For any new mailbox installation or replacement within Sand Creek Farms neighborhood made after May 1, 2014 ("Effective Date"), the following standards are required:
 - a. Mailbox Type: USPS standard T3 (approximately 22-1/2" x 8" x 11-1/2") metal mailbox.
 - b. Post: Minimum 4" x 4" cedar or other treated wood.
 - c. Color: Mailbox, post, newspaper box, and any final treatments must be tan.
 - d. Lettering: White lettering in "Richard Murray" font typeface, 2 1/2 inches in height for the street and 3 inches in height for the numbers.
 - 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. **Architectural Control Application Required For Non-Standard Box Installations:** Exceptions to the mailbox, post, color, composition or lettering guidelines will require the pre-approval of the Committee. The desire of the Board and Committee is to have mailbox consistency to enhance the appearance and property values of the neighborhoods, so non-Standard Mailboxes may not be approved by the Committee if the Committee 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. **Prohibited Mailbox Designs:** The following mailboxes and components are not permitted to be installed in the Sand Creek Farms neighborhood and will not be approved by the Committee:
 - 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 approved by the Committee. 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 T3 boxes.
5. **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,
 - 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 1/2" 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
6. **Inspections:** As allowed by the Covenants and as part of the routine inspection process, the Association may send notices to homeowners directing them to repair or replace their existing mailbox or post.
7. **Mailbox Vendor(s):** The mailbox vendor(s) offering Board pre-approved mailboxes and repair services will be _____. **Pre-approved mailboxes do not require Committee approval.** The Board reserves the right to update this list of mailbox vendor(s) from time to time.