

Appendix A: West Park Mailbox and Post Standard

The West Park covenants require uniformity for mailboxes throughout the development. This is most easily achieved through maintenance of the original developer's standard for the neighborhood, which are broadly defined as follows:

- ParkOaks residents shall maintain the decorative, black metal post and mailbox with brass bands as supplied by the developer.
- All other residents shall maintain a cedar post identified by a trapezoid with the house numbers on the horizontal cross-member as supplied by the developer.

To ensure uniformity and aesthetics throughout the neighborhood, the ARC has further defined the requirements for mailboxes and posts as detailed in this section.

Replacement posts must be constructed per the specifications set forth in this section.

Replacement of any existing mailbox post requires an ARC submittal, as described in Section III (Guidelines), Article A (Types of Changes Which Require Submittal) of this document.

For homeowners that have previously purchased aluminum mailbox posts that were compliant with previous iterations of this Standard, these may remain acceptable with minor changes until such time as a replacement is required. An ARC submittal requesting a formal exception to this Standard should be submitted along with photos of the current mailbox, post and address numbers.

If required, homeowners should contact a member of the Property Management Organization for a current list of vendors that can supply a mailbox, post, and address plaque compliant with this Standard.

A. Replacement of Existing Mailboxes and Posts

West Park mailboxes and posts shall be maintained in good aesthetic and working order per the original designs established by the developer.

Homeowners will be required to obtain a new post, address placard and/or mailbox that is compliant with all requirements set forth in Article B (*Mailbox and Post Specifications*), if any of the following conditions are present:

- Previous maintenance or required repairs to the mailbox leverage additional wood, metal bracing (including repair collars) or non-standard hardware to be installed
- Cedar horizontal cross-members installed on pressure-treated wood posts
- Improper application of the mailbox Standard to the wooden post (e.g. improper design at the top of the post, angled cross-brace below the horizontal member, missing or non-standard numbers, application of colored stains or paint on posts, etc.)
- Posts that have been significantly damaged near the base

- Horizontal cross-members with any part of the address numbers missing or damaged
- Mailboxes that show any signs of rust or with finishes or hardware not supplied by the original manufacturer or developer

B. Mailbox and Post Specifications

Posts shall be mounted in accordance with U.S. Postal regulations requiring the mailbox to be between 42 and 48 inches above the height of the street. Posts should also be mounted such that the front of the installed mailbox is between six and eight inches back from the edge of the curb. While not required, concrete or a polyurethane post-fill (such as Sika Fence Post Mix) will ensure sustained levelling and positioning of the post.

Posts and the horizontal cross-member must be constructed from 4x4 **clear** Western Red cedar with all four sides sanded (S4S) and an appearance grade of #2 or better. **Clear stains or preservatives designed for cedar may be used; however, colored stains, paints, or other preservatives are prohibited.**

The design's horizontal cross-member should be affixed to the main post using two (2) galvanized or stainless-steel lag bolts that are at least six-inches (6") in length. These lag bolts should be pre-drilled through the post and horizontal cross-member. The bolts should be countersunk on the rear face of the post such that the top plane of the bolt head is flush with the rear face of the post. Matching washers should be used on the heads of both lag bolts to prevent pull-through.

The trapezoidal house number address requirement can be met by attaching an engraved polyethylene plaque as specified in Figures A, C, and D. Number plaques shall be permanently affixed on both sides of the mailbox post's horizontal cross-member using appropriate fasteners. Fasteners should be pre-drilled in both the placard and horizontal cross-member and must be used **only** in the two locations designed into the placard.

Appropriate fasteners are as follows:

- four #7 1-5/8" stainless steel trim screws (as supplied with the address placard)
- four #6 or #8 1-1/2" flat head stainless wood screws

Address numbers should be affixed only on the horizontal cross-member using the approved vendor's plaque, and are not permitted to be duplicated anywhere else on the mailbox or post.

The mailbox shall be a standard metal (USPS type T1, T2 or T3) box with a black finish and red flag, as exemplified in Figure A on the following page. The mailbox must be mounted to the horizontal cross-member using the mailbox manufacturer's recommended mounting solution (e.g. a plastic baseplate, hidden metal brackets, etc.) using stainless steel or galvanized screws.

With the exception of the required address placard described above, **nothing** may be attached to the mailbox or post that is not defined within this Standard or supplied by the mailbox manufacturer at the time of installation. This includes (but is not limited to) magnetic mailbox wraps, additional mailboxes (such as those provided for the convenience of newspaper carriers), metal garden flag hangers, additional bracing, repair collars, reflectors, etc.

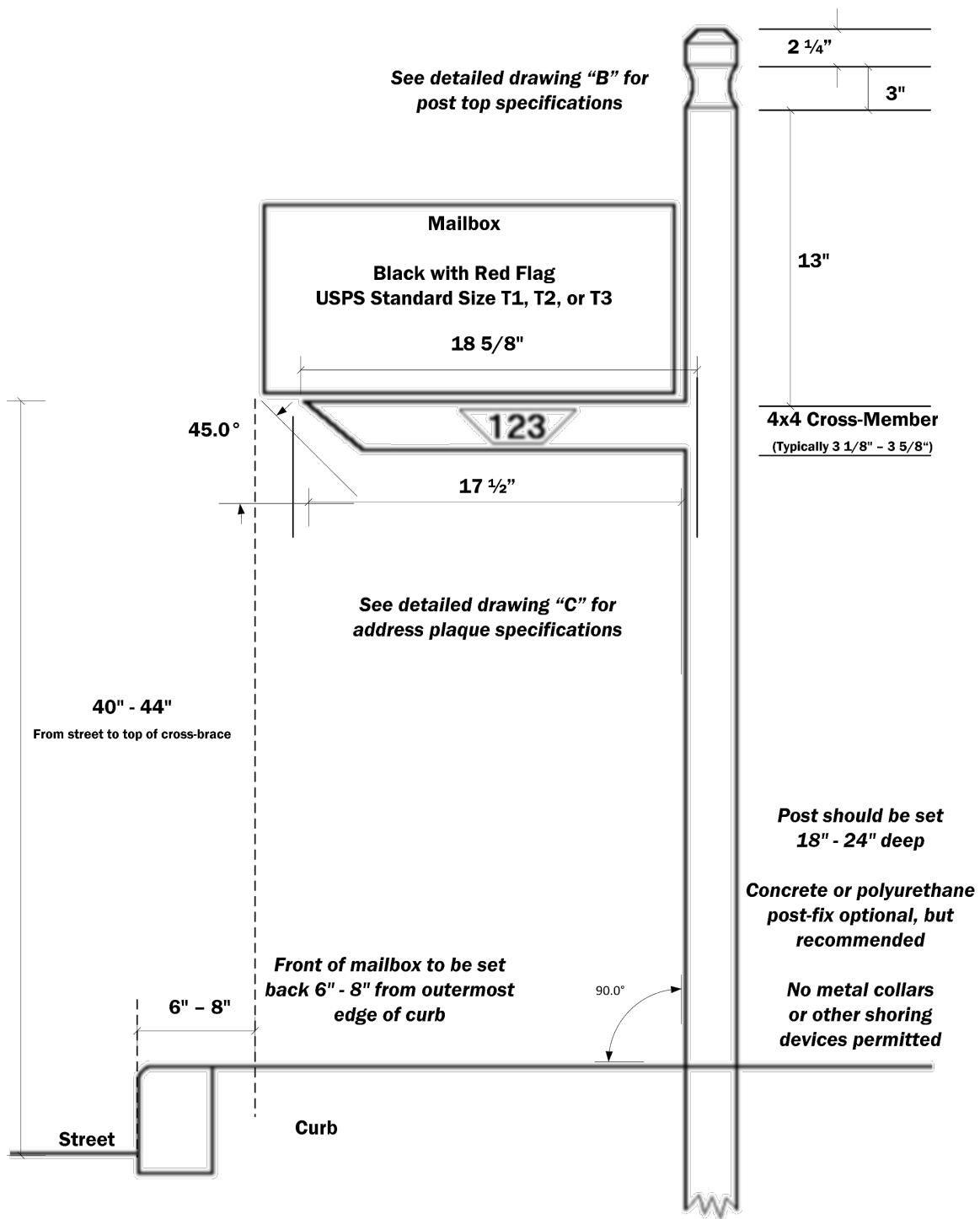


Figure A - West Park Mailbox Standard – Overview

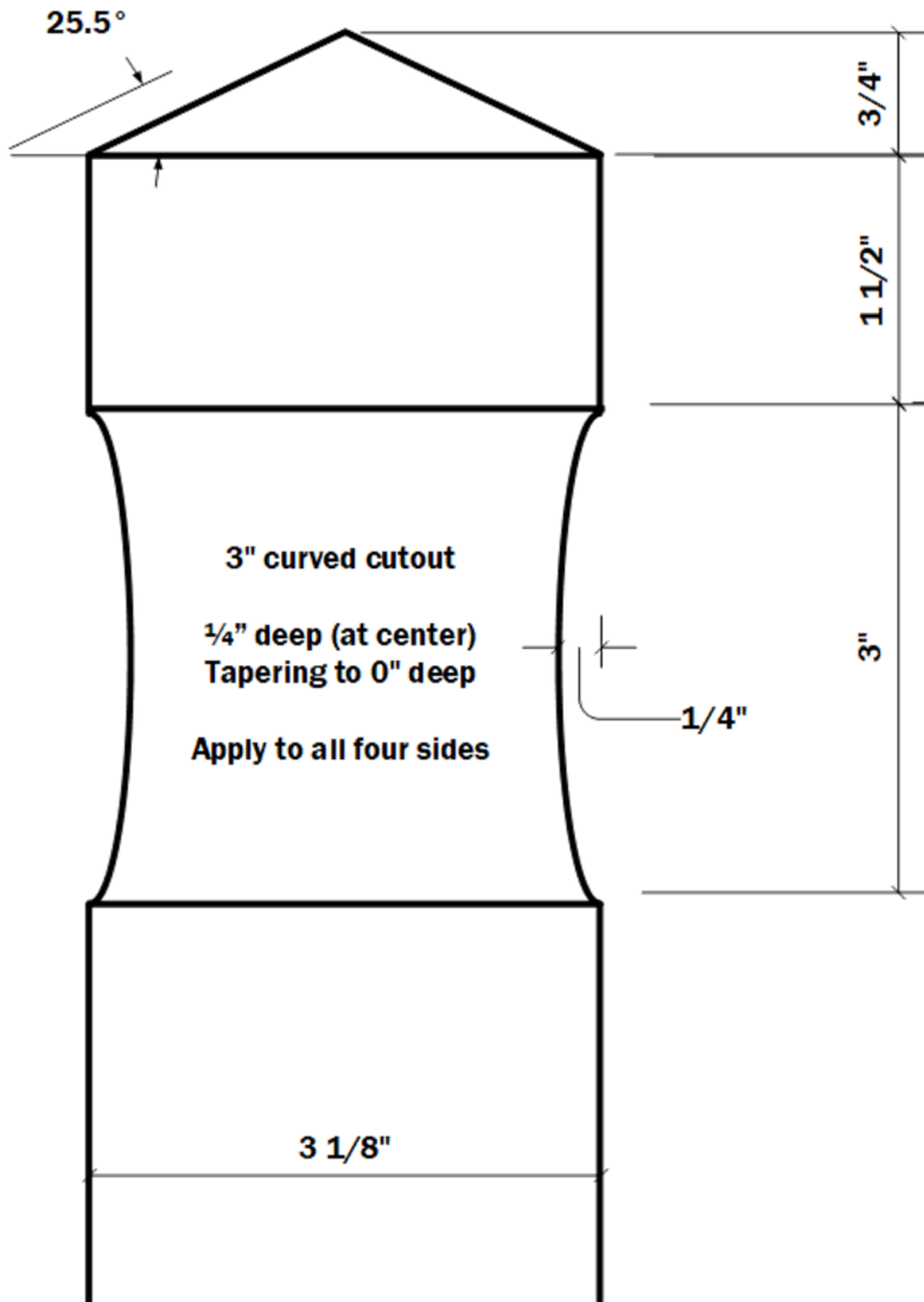


Figure B - West Park Mailbox Standard - Post Top Detail

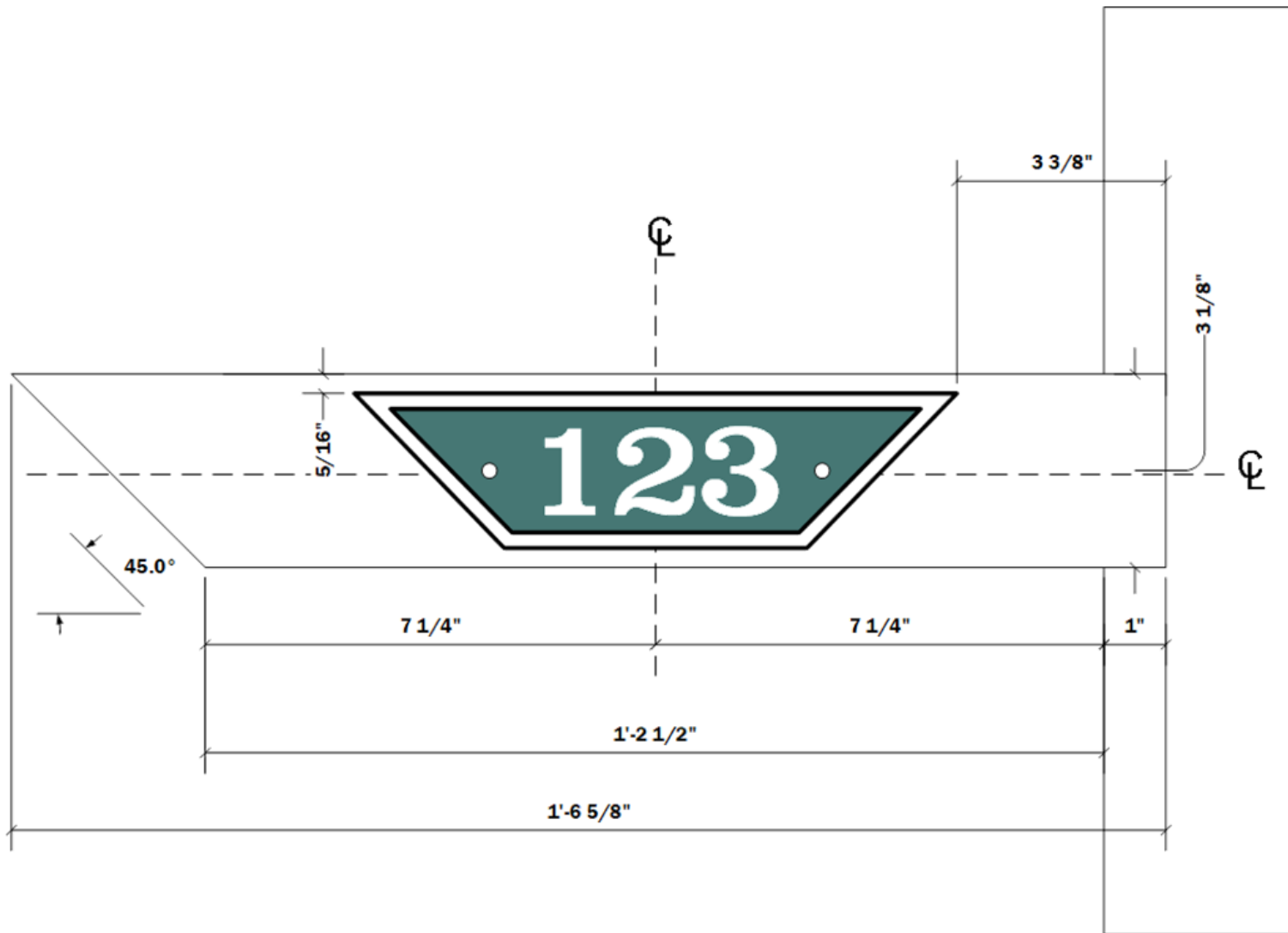
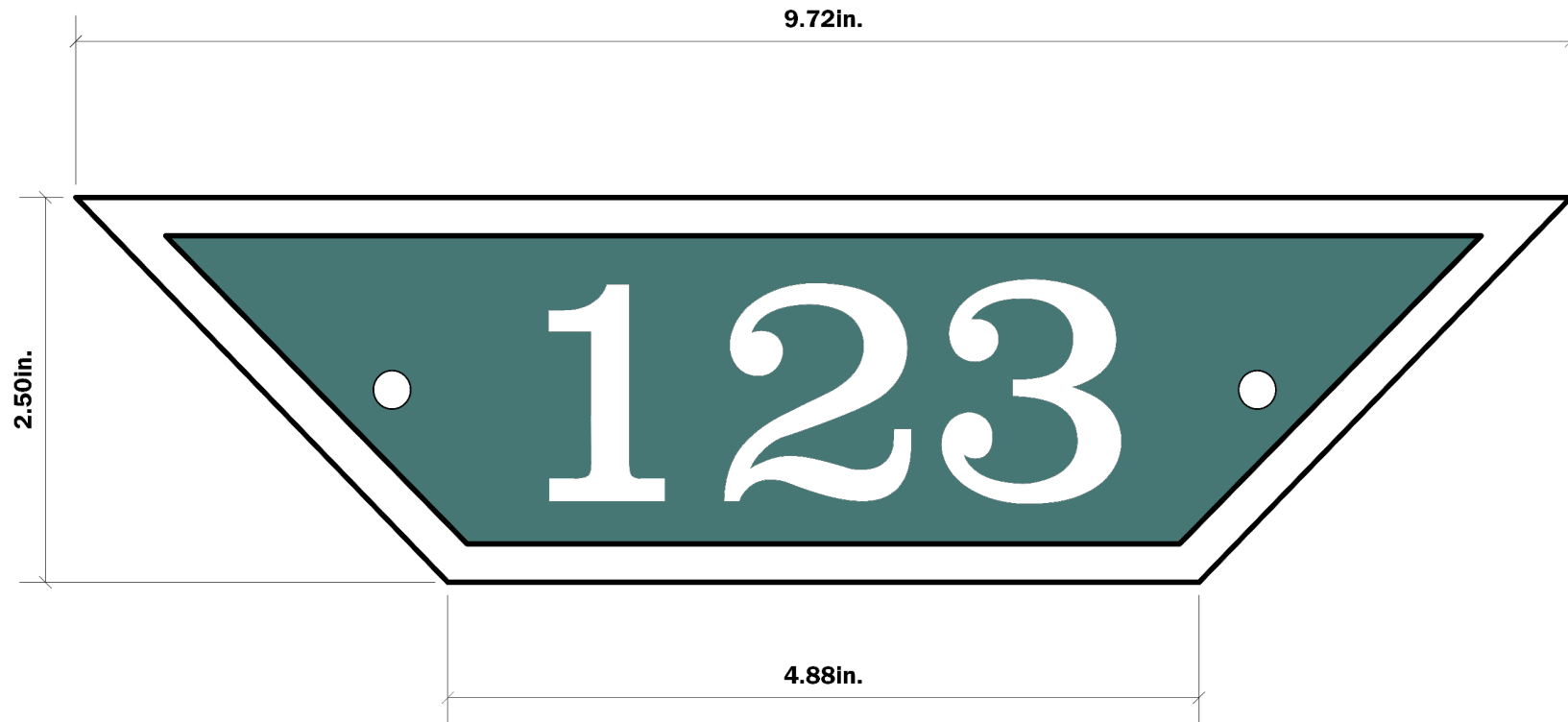


Figure C - West Park Mailbox Standard - Horizontal Cross-Member Detail and Dimensions



- Address plaque to be constructed from ½" thick UV stabilized marine grade polyethelene to the above specified dimensions
- Background color to be similar to Sherwin Williams SW6768 ("Gulfstream") or Elements "#3 Tropical Teal"
- Foreground color to be white
- Borders around the trapezoid to be ¼" bevel in white
- Font to be used for numbering is "Clarendon" at a height of 1.5", centered in both the horizontal and vertical plane
- Screw holes shall be pre-drilled by the manufacturer
- Address plaques are to be installed on **both sides** of the mailbox post's horizontal cross-member, centered evenly in the x and y plane or installed to cover the existing recessed address marker (if applicable) using stainless steel fasteners as specified in Appendix A

Figure D - West Park Mailbox Standard - Address Plaque Detail and Dimensions