

# **Amberleigh Village**

## **Mailbox Standard**

Version 1.1  
November 11, 2021

## **PURPOSE AND POLICY**

The intent of this Standard is to inform residents of restrictions set out by the Amberleigh Village Architectural Committee. The purpose of this Standard is to aid in the enjoyment of your property and maintain the natural beauty of the development. The Architectural Committee has been delegated approval authority by the Board of Directors according to Article VI, Section 6.2 Architectural Control, of the Amberleigh Village Covenants. It is part of the charter of the Architectural Committee to maintain consistency while remaining flexible and open-minded to changes in our community and our lifestyles. The Committee is made up of at least three members appointed by the Board of Directors. The Architectural Committee will meet as required to process current architectural requests. The committee also attends to other relevant business, such as writing or revising this document and considering requests to modify architectural restrictions outlined in the Covenants.

Section 6.23 Mailboxes. Builders shall install matching Declarant or Association approved and Post Office approved curb side rural mailboxes during original construction of all Units. Each Owner shall maintain and replace his or her mailbox with the same type, unless a change in design and color is approved by the Declarant or the Association.

## **RESPONSIBILITIES**

These are the responsibilities of all parties as they relate to the Architectural Standards and Guidelines.

## **BOARD OF DIRECTORS**

The Board of Directors is responsible for the final interpretation of the Covenants and Restrictions for Amberleigh Village including the enforcement of violations of the Architectural Controls.

## **ARCHITECTURAL COMMITTEE**

The Architectural Committee is responsible for reviewing requests, making any necessary inspections, and providing recommendations to the Homeowners on any specific items that need modification to satisfy the requirements for approval. It is also the responsibility of the Architectural Committee to keep this document updated on a periodic basis. Interpretation of the Architectural Covenants and approval or disapproval are handled by the Architectural Committee.

## **HOMEOWNERS**

Each Homeowner is responsible for their mailbox. Each homeowner is also responsible for adherence to the Architectural Standards in order to maintain a neat, clean appearance within Amberleigh Village. Report any problems or violations to the Chairperson of the Architectural Committee.

## **PROPERTY MANAGEMENT ORGANIZATION**

Amberleigh Village employs Main Street Management, LLC for management services. Jenniger Cassady provides professional and technical assistance to the Board of Directors and the Architectural Committee related to the administration of the Architectural Control provision of the Covenants. However, the architectural approval process is managed and administered by the volunteer members of the Architectural Committee and the Board of Directors.

## **MAILBOX and ADDRESS NUMBERS**

Mailbox and post shall always be uniform as specified by the Architectural Committee and kept in good repair. Post shall be upright and secured in the ground and the mailbox secured to the post. The mailbox door shall remain on the box and be in working condition. No further inscription, painting, ornaments, hanging baskets, plants or artistry shall be allowed, except holiday decorations which shall be removed promptly after the holiday. Posts and other mailbox parts can be purchased at Menards/HomeDepot. If assistance is needed to repair or paint the mailbox, contact the property manager at the number listed on the Amberleigh Village website.

### **Mailbox numbers shall meet the following specifications:**

- Address numbers shall be black on white lettering.
- Side Address numbers shall be 2.0 inches and of equal size (see photos).
- Front Address numbers shall be 1.0 inch and of equal size (see photos).
- Font for the letter is **Commercial Scripts** (see photos).
- Address numbers should be placed on the front door and on one side visible to mail carrier (see photos).
- Side address numbers shall be positioned 8.0 inches measured from front of mailbox and 5.75 inches measured from bottom (see photos).
- Address numbers shall be ordered in a MAT finish.
- Mailbox post shall be white PVC plastic.
- Mailboxes shall be painted **Rustoleum Glossy White**.
- Mailbox flags shall be painted with **Rustoleum Ultra Cover Apple Red**.

**Order address numbers from:**      <https://doityourselflettering.com/>

**Questions?**

**Contact Amberleigh Village manager at 765-742-6390**

Enter Text

3346

Preview Background

White Squares

Capital Letter Height

2.6 Inches per letter

Total Size (All Lines, Inches)

2.03 Height 5.58 Width

☐ Maintain Proportions

Need Assistance? Click here for help with the Text & Size Tab

Next Step >

The SIDE mailbox 2-inch size numbers need to be entered as 2.6 inches when you place the online order and the FRONT 1-inch numbers need to be entered as 1.3 inches.

Choose Font as **Commercial Scripts**

TEXT & SIZE

PICK A FONT

FONT SETTINGS

BORDER / SHADOW

SPECIAL EFFECTS

PURCHASE

Font Categories

All Fonts

Preview Fonts

Select a style from the fonts shown below.

Your Font Selection List

Compare List

Compare Fonts With Your Text

Preview Size

Your message text is resized to fit into the online preview

☐ Limit Preview Text
 

Preview only the first 10 letters, so the font is shown bigger online.

Need Assistance? Click here for help with the Pick A Font Tab

Next Step >

Chiller	City
Clarendon	Comic Sans
Commercial Script	Compacta
Cooper	Cooper Black
COPPERPLATE	COSMCTWO

- **Side Address numbers shall be 2.0 inches and of equal size (see photos).**

TEXT & SIZE

PICK A FONT

FONT SETTINGS

BORDER/SHADOW

SPECIAL EFFECTS

PURCHASE

Select Material

☒ Standard Calendared Vinyl
 ☐ Premium Cast Vinyl
 ☐ Reflective Vinyl

Vinyl Product Information

Do-It Yourself "Weeding" & Tape

☒ Ready to Install
 ☐ Weed and Tape Yourself [What is this?](#)

Background Options

☒ Background Cut Out & Removed
 ☐ Solid Background Color: **None**

Background Margin Size

-

10.00%

+

Item Summary

Total Size:

2.03"H × 5.58"W

Capitals:

Height 2.04"

Font Name:

Commercial Script

Cost:

\$4.15/each

Quantity

Subtotal

-

1

+

\$4.15

Need Assistance? Click here for help with the Purchase Tab

Add to Cart

- **Front Address numbers shall be 1.0 inch and of equal size (see photos).**

TEXT & SIZE

PICK A FONT

FONT SETTINGS

BORDER/SHADOW

SPECIAL EFFECTS

PURCHASE

Select Material

☒ Standard Calendared Vinyl
 ☐ Premium Cast Vinyl
 ☐ Reflective Vinyl

Vinyl Product Information

Do-It Yourself "Weeding" & Tape

☒ Ready to Install
 ☐ Weed and Tape Yourself [What is this?](#)

Background Options

☒ Background Cut Out & Removed
 ☐ Solid Background Color: **None**

Background Margin Size

-

10.00%

+

Item Summary

Total Size:

1.02"H × 2.79"W

Capitals:

Height 1.02"

Font Name:

Commercial Script

Cost:

\$2.35/each

Quantity

Subtotal

-

1


+

\$2.35


The below screenshot shows where you need to enter

**Please make in MATTE VINYL**


The web page shows up after you enter the credit card information and you go to the "review" page just before you submit the order.

 Shipping Address


Dennis Figueroa  
WRCC  
3346 CINNABAR ST  
West Lafayette, IN 47906

 Billing Address


Dennis Figueroa  
WRCC  
3346 CINNABAR ST  
West Lafayette, IN 47906

 Contact Details

dennishelpme@gmail.com  
7652377490

 Edit Shipping and Billing Information

Lettering Item # 2042599 QTY: 2



Price: \$6.96  
Total: \$13.92

Premium Cast Vinyl  
Text Color: Black  
Background: Cut out and removed  
Height: 2.04"  
Width: 7.5"

Sub-total	\$13.92
Sales Tax	\$1.04
Shipping First Class Mail (Up to 10 days)	\$1.00

Total	\$15.96
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Special Instructions for This Order  

Please make in MATTE VINYL



Mailbox is available at Menards/HomeDepot Size is **Medium** and should match photos below.



## QUESTIONS?

Contact:

**Amberleigh Village Manager**

**133 N 4th St, Ste 300  
Lafayette, IN, 47901  
765-742-6390**

### **Mail Box Replacement Services offered by**

Mailbox Innovations LLC

Tyler Schluttenhoefer

765-418-5061

Email: [mboxinnovations@gmail.com](mailto:mboxinnovations@gmail.com)

Per Board request here is the rate agreed by Tyler Schluttenhoefer for other items please contact the vendor:

- Small White T1 Mailbox - \$40/each (includes mounting board) + tax
- Black Vinyl Address #s - \$10/each (HOA will need to decide if they want them on front or sides or both) + tax
- Double Post Vinyl Cross Piece - \$40 ( would be need to turn a single post into a double post) + tax
- Miscellaneous Parts if Needed:

Otto's Streetscapes

<https://www.ostreetscape.com>

Raychel Gates

317-534-4226

Email: [rgates@ostreetscape.com](mailto:rgates@ostreetscape.com)