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.

<u>Section 6.23 Mailhoxes.</u> 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.

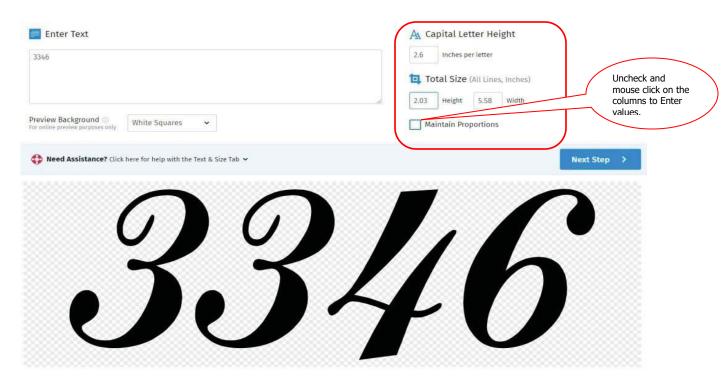
Mailbox numbers shall meet the following specifications:

- 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/

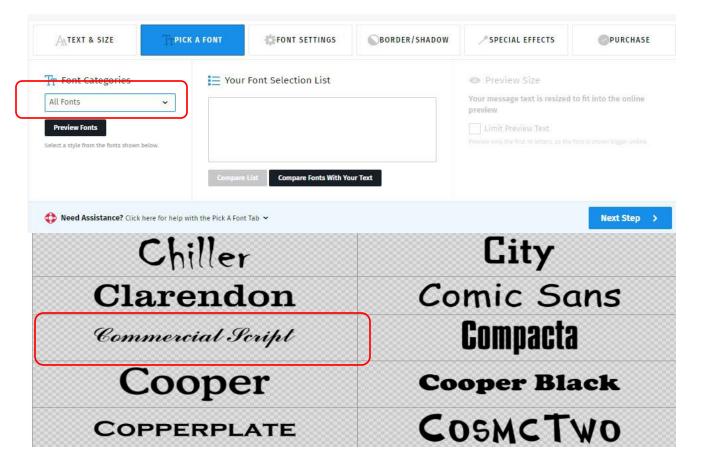
Questions?

Contact Amberleigh Village manager at 765-742-6390

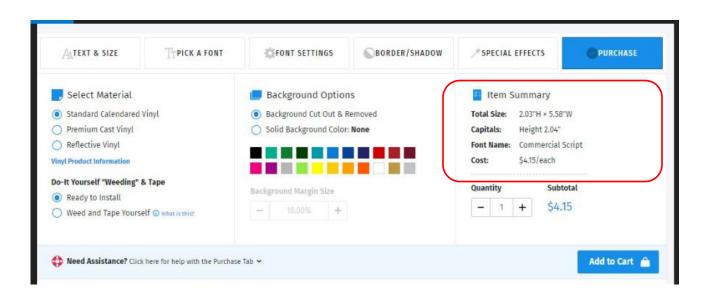


The SIDE mailbox 2-inch size numbers need to be entered as 2.6 inches when you place the online order and the FRONT 1-inch numbers need to be entered as 1.3 inches.

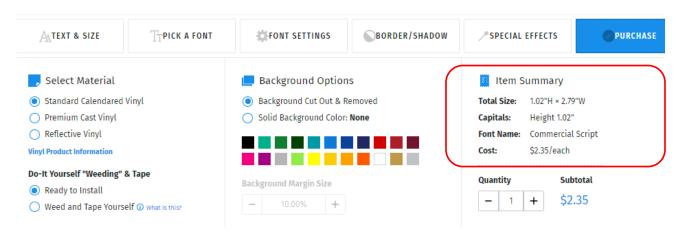
Choose Font as Commercial Scripts



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



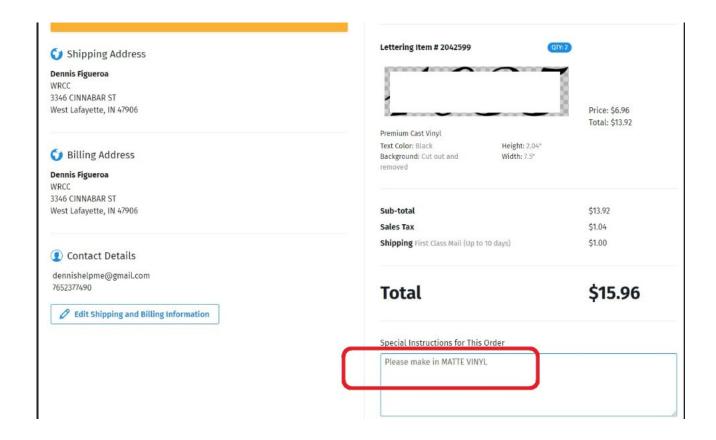
• Front Address numbers shall be 1.0 inch and of equal size (see photos).



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.



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

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