

**HILL FARM HOMEOWNERS ASSOCIATION,  
an Arizona non-profit corporation**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
Re: MAILBOX POLICY**

At a meeting of the Board of Directors of Hill Farm Homeowners Association (the Association"), an Arizona non-profit corporation, duly called and held on the 21st day of June 2010, a quorum being present and voting, the following policy was adopted:

1. The Association is responsible for the maintenance and painting of all wooden mailbox supports. The homeowner is responsible for the providing, installing and painting a single rural mailbox, and for providing the house number attached to the mailbox.
2. The Association will approve the installation of a secure mailbox, to replace the standard rural mailbox. *NOTE: Secure mailboxes have two compartments. Mail is delivered into the upper compartment. It falls into the lower compartment, which can only be accessed by the homeowner's key. The boxes will also accept small packages.*
3. The approved secure mailbox and associated installation shall be as specified on page 3.
4. The entire cost of the secure mailbox installation, including the necessary modification to the wooden supports and painting shall be borne by the homeowner(s) who are installing the secure boxes. This shall include the re-installation of any existing rural mailboxes belonging to adjacent homeowners who share a common support.
5. Notwithstanding any general advice given in this policy, compliance with USPS regulations is the responsibility of the homeowner.
6. If the wooden supports require repair (such as wood-rot) the Association will reimburse the homeowners contractor, provided that a cost is agreed before the repair commences.
7. This policy supersedes policy document #08-01.

DATED this 21<sup>st</sup> day of June, 2010.

**HILL FARM HOMEOWNERS ASSOCIATION  
an Arizona non-profit corporation**

By:   
Its: President

ATTEST:  
  
Secretary

**APPROVED SECURE MAILBOX**

Costs and suppliers were correct as of June 21st 2010.

**Box**

The only approved model is the JUNIOR OASIS MAILBOX as manufactured by Architectural Mailboxes. The only approved color is BLACK. The mailbox can be special ordered from Home Depot, or purchased on-line from California Mailboxes, SKU 6200. [www.mailboxesresidential.com](http://www.mailboxesresidential.com)

**Numbers**

The approved house numbers for attaching to the front of the mailboxes are self adhesive, 2 inches high with gold figures on a black background. They are available from hardware and home improvement stores.

**Installation Notes – contractor information**

The local USPS mailbox height requirements are that the lower edge (floor) of the mail delivery door is between 42 and 46 inches above the adjacent road surface (not the curb.) Generally, this will mean that the horizontal rails of the existing support structures will have to be lowered by approximately 6 inches.

- If homeowners who share a common mailbox support ALL decide to install secure mailboxes, it may be necessary to remove the upper part of one of the vertical supports to accommodate the additional width of two (or three) secure mailboxes side-by-side.
- If only one homeowner who shares a common mailbox support decides to install a secure mailbox, the height of the horizontal rails must be adjusted such that any remaining rural mailbox delivery doors are at the lower limit of the USPS height requirements, and the secure boxes are at the upper end.

*NOTE: It is recommended that homeowners not install the red outgoing mail flag, since this signals the existence of outgoing mail to any would-be thief. Secure outgoing mailboxes are located at Palomino Plaza.*

**Contractors**

Homeowners have used the following contractors who are familiar with the requirements. You may use any contractor, but the finished installation must comply with this policy.

W. (Bill) Fosmire (390-5943)

Steve Heard (625 1281)