



APPENDIX B

BENT CREEK HOMEOWNERS ASSOCIATION

Mailbox Policy

Adopted by the Board of Directors August 2019

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Mailbox Policy

In order to help preserve the appearance, respectability and value of the financial investment of the homes in our neighborhood, the Bent Creek Homeowners' Association (the "Association") has developed a set of minimum standards regarding mailbox maintenance. The intent of the policy is to provide a uniform and consistent measurement for when the Association may be required to address inadequate maintenance or upkeep of mailboxes within the Bent Creek community.

Each Owner is responsible for the normal upkeep of the Lot's mailbox. Failure to correct any issues after written notification is considered to be a breach of the Declaration of Covenants, Conditions and Restrictions ("CC&Rs") (Article VIII Section 6). If an Owner fails to maintain the mailbox and fails to cure the defect after notice from the Association, then the Association may engage a contractor to do any required maintenance and may separately assess such maintenance as a charge and lien against the Lot.

The full CC&Rs of the Bent Creek community can be found on our website: <http://www.bentcreekhao.org> under the Info section.

Definitions and Guidelines

TBD

Conditions that are considered in need of maintenance:

If the mailbox or supporting post are in need of replacement due to a deteriorating or damaged condition, now or in the future, the support and box must meet the requirements noted herein. The following is a minimum list of issues that are considered deterioration or damaged:

- Mailbox post is leaning
- Mailbox and/or Mailbox post has been knocked down
- Mailbox and/or Mailbox post is not harmonious with neighborhood
- Mailbox is missing
- Mailbox is rusted
- Mailbox is damaged (door missing, dented, etc.)
- Mailbox is not black
- Mailbox paint is faded
- Mailbox post and/or mailbox has mold/mildew
 - If the support structure and mailbox are in good condition, they do not need to be replaced, just cleaned.

Identification of Violations

At the direction of the Association's Board of Directors, a periodic inspection of the community will be performed in order to identify deficiencies in mailbox maintenance. Lot owners with identified maintenance problems will be notified of the problem in writing. The Association shall request corrective action to be accomplished within a stipulated time frame depending upon the severity of the violation.

Procedures and Charges for Violations

The Association shall, after notice is given to the Lot owner involved and such action has not been taken by the Lot owner, repaint or replace the mailbox support post, mailbox, or add or replace house numbers thereon. The cost to address noncompliance will be at least \$ _____. However, all costs incurred by the Association shall be charged to the Lot.