

Architectural Committee Policy: Mailboxes

Last updated August 19th, 2021 by the Architectural Committee

BACKGROUND

The intent of this document is to provide all owners with clear, straightforward information on how the Association is involved and what process should be followed when owners wish to replace or upgrade their existing mailboxes.

APPROVAL PROCESS

Article IX, Section 1 of the Association's CC&Rs specifically require that all owners obtain approval from the Association prior to any modification, change, or alteration to the Residence. This requirement extends to owners who wish to replace or upgrade their mailboxes.

CONSIDERATION FOR APPROVAL

Owners who wish to replace their existing mailbox may do so **without requiring approval from the Association** so long as the proposed installation complies with all of the following guidelines:

- Mailbox and post installation must comply with all USPS requirements
- Mailbox shape and design must be standard and customary, and can be either locking or non-locking (locking mailboxes are encouraged as a criminal deterrent)
- Mailbox color must be a shade of white, grey, black, or brown
- Mailbox must be made of a rust-proof metal
- Mailbox must be attached to a standard sized post made of a rust-proof metal or wood material of a neutral color

The installation of any mailbox that complies with **all** guidelines listed above does not require Association approval.

Any non-standard mailbox (for example, one made of ceramic, tile, or plastic materials), or a proposed installation which deviates from any one of the guidelines above will require approval from the Association prior to installation.

Please contact the General Manager if you are unsure as to whether your mailbox installation requires Association approval. The intent of this language is to only require Association approval for mailboxes which fall outside the definition of normal, customary, or usual. For example, a mailbox which is made to match the materials and colors of a house's roof is not normal and customary and would therefore require approval from the Association.

The Association (including its General Manager) may, at its sole discretion, make a determination as to whether the proposed installation of a mailbox falls outside of the above guidelines and will require approval from the Association.

It is the owner's responsibility to ensure that any mailbox installation fully complies with all USPS guidelines. This policy is in no way a substitute for compliance with all local and federal laws and requirements.

A copy of an Architectural Application can be found on the Association's website at www.walnutcountry.com. Owners can also reach out to the General Manager by phone at 925-687-9961 or by email at businessoffice@walnutcountry.com and request a PDF copy, or obtain a physical copy from the Business Office at 4498 Lawson Court during normal business hours.