

THE HEADLANDS OWNERS ASSOCIATION

Mailbox Regulations

Adopted by the Board of Directors on 04/21/2020

Mail Boxes: Homeowners may choose either a locking or a non-locking mailbox. *All mailboxes on the same post must be the same style at the same time. Post location and number of mailboxes per post to remain the same.* Maintenance and replacement of all mailboxes are the homeowner's responsibility.

Non-Locking Mailbox: Mel Northey Williamsburg 1023
Dimensions: 10" H x 19" D x 7½" W Interior Dimension: 7 ½" H x 5 ½" W

Non-Locking Post: Mel Northey Williamsburg post 1023A for a single mailbox or a 1023B for a dual mailbox post.

The Williamsburg mailbox and post must be painted or powder-coated to match Benjamin Moore's Deep Bronze #62.

3" Williamsburg Cast Brass mailbox numbers are to be attached to the side of the mailbox to identify your address.

A locking insert may be purchased and mounted inside this mailbox for homeowners wishing to keep this style mailbox.



Locking Mailbox: Architectural Mailboxes 6300RZ Oasis 360 Locking Parcel Mailbox with 2-Access Doors, X-Large, Rubbed Bronze – **ONLY**.
Dimensions: 11.3 "W x 11.5" H x 20" D.

Locking Mailbox Post: Architectural Mailboxes Basic Post with **Decorative Cover in Graphite Bronze Color** – **ONLY**. Dimensions: 12" x 7.7" x 53".

Duo Spreader Plate: If dual mailboxes are being replaced, an Architectural Mailboxes Duo Spreader Plate (part no. 5112B) in graphite bronze needs to be purchased and installed.

3" Williamsburg Brass mailbox numbers are to be attached to the side of the mailbox to identify your address.



Installing the Post and Mailbox:

All mailboxes and posts must be installed per United States Postal Service regulations.

Posts must be mounted in same location as previous mailbox post. If post relocation is necessary for access, they may be considered on a case-by-case basis.

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When removing old posts and installing new posts, care must be taken to the association landscaping and irrigation so it is not damaged. *If damage occurs, you may be held responsible for repair costs.*

Position your mailbox post 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.

Place your mailbox post 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.

Dig a hole about 2' deep, insert post into hole and surround with ready mix cement. Let concrete set for 24-hours. Attach mailbox to the top mount bracket(s) as directed.

Attach your house number on the mailbox.
