

Mailboxes, Keys and Lock Replacement

May 30, 2019

Dear Property Owners,

We currently have purchased and installed two Cluster mailbox units, containing 16 boxes and 2 parcel lockers each. The first we purchased in 2013 to replace the individual freestanding mailboxes that had been installed since the subdivision was created. This was done to improve the look of the subdivision entrance as well as allow us to secure our mail. In 2018, we purchased a second unit. We no longer permit the use of freestanding mailboxes.

If you are a current homeowner and decide that your resident status will change from an occasional visitor to a part-time or full-time resident, please contact us if you need a mailbox. The fee is \$50 for the keys.

If you sell your house, please let us know if you transfer your mailbox keys to the new owner. In addition, so that we may keep our records updated, please let us know the name, permanent address, phone number, and email address of the new owner. This will allow us to send the annual fee invoice to the correct owner.

If you lose your mailbox keys you must contact the Murphy Post Office. The Post Office will create a work order to have the lock replaced. When the lock is replaced you will be notified to come into the Murphy Post Office to acquire your 2 new keys for the replacement lock and pay a \$40 service fee to the Post Office. You must show your deed for the house before the Post Office will issue you the keys for the replacement lock as they take security of the mail very seriously.

If you have any questions, please let us know.

Thank you in advance for your cooperation,

David Lamb – President – 770-845-0993

Charlie Macheski – Vice President – 813-610-5555