

Structure policy

WHCCA Mailbox Structure Policy and Procedure

Background:

In order to maintain a consistent style of mailbox structures in the neighborhood and that they be maintained in good repair, the association may assist neighbors with the costs of maintaining mailbox structures to the extent that the reimbursement fits within the WHCCA annual budget for that year. Additionally, from an esthetics perspective, the goal is for all mailboxes to be the same in a structure, preferably locking.

Policy:

Mailbox structures and their maintenance and upkeep are the homeowners' responsibility.

At the WHCCA Board's discretion, the Board may authorize reimbursement of up to \$75.00 per current dues paying WHCCA member/household (at the time of approval) on a one-time basis towards the costs of repairing or replacing a mailbox structure in need of repair, or replacement. The board will consider all requests on a "first come, first served" basis.

In any given year, the Board will not allocate more than 15% of the WHCCA cash assets (as of the prior December 31) to the repair of mailbox structures. The Board may decline reimbursement if the budgetary needs of the WHCCA do not support additional reimbursements at the time the request is made.

Guidelines for the structures.

- One or two pressure treated 4x6 posts.
- Peaked roof with cedar shingles.
- Preferably locking single or cluster mailboxes
- Wood painted/stained gray
- Be in compliance with USPS requirements as to location, height, etc. of the mailboxes

Procedure:

A member seeking reimbursement for mailbox structure maintenance should contact the WHCCA Treasurer (Treasurer@WHCCA.org) and provide the following information:

- Location of the structure
- Description of the repairs or maintenance needed
- Names and addresses for the mailboxes in the structure
- An estimate of the repair or maintenance costs
- A photo of the existing structure

The Board will consider the request at the next scheduled meeting and vote to approve/deny the request. The Treasurer will communicate the decision to the structure representative.

If approved, the mailbox structure representative will complete or have the structure maintenance work completed. Upon completion, the mailbox structure representative will complete the WHCCA Reimbursement Form and submit copies of receipts for expenses incurred, a photo of the restored structure and a list of the mailbox owners and addresses to the current WHCCA Treasurer, who will issue a reimbursement check in accordance with the amount previously authorized. The Treasurer may elect to issue a single check to the structure representative for distribution to the participating members.

Approved by the WHCCA Board on March 11, 2024