

## GREENBRIER MAILBOX AND POST GUIDELINES

The Greenbrier Property Owners' Association has the responsibility to continue the uniform Mailbox and Post policy for all property under its administration. The following Guidelines ensure that uniformity:

- Newly installed mailboxes and posts should comply with dimensions and specifications as set out by the USPS. Refer to the attached drawing on page 2. Previously installed mailboxes and posts are grandfathered.
- Mailbox posts and associated paper slots are to be made as per attached drawings and shall be 6" x 6" wood (not vinyl or metal) and may be stained an appropriate color.
- Contact any Board member for current makers and pricing; or homeowners may make the posts and paper-boxes themselves. Installation of new units and disposal of the old units is the responsibility of the property owner. The manufacturer of the new unit can arrange for this for a fee to be discussed.
- The mailbox itself is supplied by the owner and must comply with USPS rural delivery specifications. Boxes may be painted a uniform color to match the trim of the house.
- House numbers must be 3 or 4 inches high. In the interests of public safety, it is recommended to move towards numbers of a reflective material; however, black numbers are grandfathered.
- GPOA membership emblem should be fixed to the post above the crosspiece on the side with the mailbox flag. The following tips can help with adherence of the emblem:
  - Take a dry rag and rub the area well to remove all dust and debris before mounting the decal directly to the wood, *or*
  - Purchase a single blank wall plate, the kind you would mount on an electric outlet that you no longer use. You can find them at Lowe's in Aisle 6 for under \$3.00. Mount that to the mailbox post and then affix the sticker to that, *or*
  - A piece of aluminum flashing cut to size and mounted with the decal affixed.
- In the interests of public safety, it is recommended that residents do not place names on mailboxes or posts.
- An optional, second paper slot is available which accommodates two papers. Construction is the same as the standard mandatory slot but is placed below the first box – refer to drawing.

Please Note: All utility services in Greenbrier are underground and behind the curb. To avoid disruption of electrical, telephone or cable TV services, State Law REQUIRES that you call 811 (Call Before You Dig). Representative of the utility company will respond to the 811 inquiry and locate the underground cables on your property. We urge you to comply with this State Law to prevent any disruption of service or injury to yourself or others.

This Mailbox and Post Policy was approved on June 19, 2019 and supersedes all previous Mailbox and Post policies and guidelines.

# Mailbox Dimensions as of June 19, 2019

