

# HILLBROOK-OGLETREE VILLAGE HOMEOWNERS ASSOCIATION

P.O. Box 675, Auburn, AL 36831-0675 | Phone: (334) 750-0754 | Email: admin@hovhoa.org | www.hovhoa.org

## Mailbox Standard



The above mailbox is the standard for the Hillbrook, Ogletree, and Twin Home areas of the association.

The mail box must be black in color, must be premium steel metal construction, and must be of the oval shape and type that is pictured above. There are two acceptable sizes for this mailbox, depending on the one currently installed in your neighborhood. The larger one, pictured above, is 11" H x 8 ½" W x 20 ¼"D. A smaller version is 8 ½ "H x 6"W x 20 ¼" D. These dimensions may vary with different brands, but not by more than an inch or two. The lettering font must be "Paris", and the numbers and letters must be 1 to 1 ¼" high and 16 ½ inches long. The lettering must be placed as pictured above. The lettering must include the street number and name and be on both sides of the mailbox. The box pictured is a premium steel box and can be purchased at any home improvement center for approximately \$20.

Mailboxes must be in working order and free of rust. They must be able to stay closed and the flag should be operational and undamaged. Additionally, they must face straight toward the street and must sit level from front to back and side to side

Mailbox post shall be in good repair, and must be metal and black in color. Post should be perpendicular to the ground.

No other inscriptions, paintings, ornaments, decals or artistry shall be allowed on the mail box. (Reflective newspaper delivery stickers are acceptable)

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December 1, 2012

Dear Association Member

As our neighborhoods age, one of the many items that requires maintenance is our individual mailbox. Many of the mailboxes in our neighborhood are rusted, skew, damaged, missing house numbers and/or street names, or are in need of repair or replacement. Poorly maintained mailboxes severely detract from the appearance of our neighborhood, and adversely affect the value of our homes. Our mailbox standard has recently been updated by Board of Directors and is printed on the reverse side.

The Board of Directors requests that you look at your mailbox – if it is rusted, bent, damaged, missing house numbers and/or street names, or otherwise in need of repair, please repair and/or replace it, using this standard as your guideline.

Beginning March 1, 2013, the Board of Directors will begin issuing citations for mailboxes that require repair. So take the next three months to get that repair accomplished

**If you rent this location, please give this to your landlord or their representative.**

Below is a checklist to ensure your mailbox and post are in compliance

- \_\_\_\_\_ Is the mailbox and post made of metal?
- \_\_\_\_\_ Are your mailbox and post painted black? (*If the paint has faded to a dull color or is starting to flake off, your answer should be NO.*)
- \_\_\_\_\_ Does the mailbox have the street name and house number on both sides of the box in font that is similar to the approved “Paris” script?
- \_\_\_\_\_ Are the mailbox and post free of rust?
- \_\_\_\_\_ Does the mailbox stay closed and does the flag work?
- \_\_\_\_\_ Is the post perpendicular to the ground? (i.e. is it straight in all directions?)
- \_\_\_\_\_ Is the mailbox squarely facing the road? Is it level from left to right and back to front?
- \_\_\_\_\_ Is the mailbox securely attached to the post? It should not wobble when opened.
- \_\_\_\_\_ Are the mailbox and post free from other inscriptions, paintings, ornaments, decals or artistry? (Reflective stickers used by newspaper delivery are acceptable)

If your answer to any of the questions above is NO, then your mailbox needs some attention.

Please contact the association if you need help finding a vendor for posts or lettering.