

**Addition to Design Guidelines: Rules & Regulations: Mailbox/Mailbox Post Design Guidelines
Riverhaven Homeowners Association**

Original Mailboxes



- Mailbox
 - 19 inches long, 6 ¾ inches wide at base
 - 8 ½ inches high
- Base bar on the double post: 7 ¼ inches wide on each side
- Mailbox post: approximately 38 inches tall.

**All replacement mailboxes OR locking mailboxes OR posts OR relocated mailboxes
MUST meet all U. S. Post Office requirements for mail delivery.**

Simple Replacement of Damaged Mailboxes & Posts

- **Mailbox:** Must match original mailbox – black, the same shape, the same size and must have an opening in the front.
- **Post:** Must match the original post as closely as possible – black, of the same or similar design and must stand approximately 38 inches high.

Installation of Locking Mailboxes

- **Single Post:** The new mailbox must be black, open in the front; as similar in shape as possible to the original mailbox and must fit on the original post. If necessary, modifications can be made to the support bar to accommodate the new mailbox.
- **Double Post:** The new mailbox must be black, open in the front; as similar in shape to the original mailbox as possible and, if possible, fit on the original double post.
 - A new mailbox post (black, of the same or similar design and must stand approximately 38 inches high) may be installed with the written permission of both homeowners using the shared post. The permission document must be sent to the management company to be kept on file.
 - No modifications to either the existing double mailbox, the mailbox post or support bar will be made that will interfere with the delivery of mail to the other mailbox.

Relocation of a Double Mailbox Located Between Two Driveways

- The permission of both homeowners must be obtained. The agreement document to move the mailboxes to the side of one of the driveways must be sent to the management company to be kept on file.

Homeowners who wish to deviate from the above guidelines
must file an Architectural Review Form and receive HOA approval.

Approved Date: 11/11/09

Board of Directors:

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