

**Point Mackenzie Community Council
Cluster Box Units (CBU) Agreement
Terms and Conditions**

Point Mackenzie Community Council (PMCC) does not deliver or forward mail and therefore is not responsible for undelivered, incorrectly delivered, delayed, lost or stolen mail. PMCC is not affiliated with the Post Office, we only provide the Cluster Box Unit (CBU) as a benefit to the community. The mail is delivered by a Highway Contract Carrier for *route 35* (PT Mackenzie area). *If you need to speak to your carrier please contact the Wasilla Postal Annex, on the Palmer-Wasilla Highway in Wasilla.*

To Own a Mailbox- You must be a resident and owner/tenant of property either, home or business, in the Point Mackenzie community. Box holders must maintain a current and verifiable Point Mackenzie address. CBU's are located currently at the east end (Lewis Loop area) of Point Mackenzie Road. Only one box will be issued per physical address, and you agree to have your mail delivered to the CBU issued to you exclusively. Please do not place your name anywhere on the exterior of the box, as this could be a security risk.

Sign Up - If you are a full-time resident of Point Mackenzie and head of the household, you may request a box in the CBU at a cost of \$200.00 per box (standard letter size). Please contact the PMCC via email at: PointMackenzieCC@outlook.com for a CBU Agreement Form or download a copy from the Point MackenzieCC website in the Important Documents section - <http://pointmackenziecc.com>

Once you have paid the one-time mailbox fee and received your box, go to the Main Post Office in Wasilla and register your box to your physical address. Mail will then begin being delivered to your box.

Moved- If you move from your primary residence at Point Mackenzie it is your responsibility, as the box owner, to have your mail forwarded (contact the Wasilla Post Office). If the Post Office or Postal Carrier notifies the PMCC that a CBU has been vacant for more than one month, the PMCC or its designee will attempt to contact the CBU owner. If no contact can be made **or** the owner/occupant has moved the box will be returned to the PMCC for redistribution (after a 10 day period).

Responsibilities- Each Box Holder is the owner of their own box and as such will be responsible for lost keys, door or lock damage, and regular maintenance of your box including ice and snow removal. As a small community with little funding all box holders must do their part to keep the area around the boxes clean and in order.

Damage and Reporting- If damage occurs to your mailbox, please contact the PMCC to organize the repair or replacement of a new part or unit. As the box owner you will be responsible for the cost of the repairs to your box. PMCC reserves the right to evict any box owners who does not pay their portion of the repairs.

If a complete unit must be replaced the cost will be divided by the box holders and once collected and replaced the keys will be reissued (the same box position cannot be guaranteed). If you move, please notify the Council of any new owners so we may have them sign a new agreement and welcome them into the community. Please remember to place a mail forward with the post office.

If you notice a parcel locker has been damaged, please notify the Community Council. Making sure that the door to the parcel locker is closed and locked will minimize the possibility of damage to the door springs.

Lost Keys- In the event of lost keys- please contact the Community Council to have the lock replaced at your cost.

Homeowner: _____

Head of household: _____

CBU number: _____

Key# _____

Signature: _____

Date: _____

Issuing Pt. Mackenzie Community Council Member: _____

Other CBU Occupants: _____