



To: All Members
Date: **September 10, 2024**
Subject: Mailbox Upgrade – Interruption in mail delivery service

Dear Valued Members,

Stonelake Master Association will be upgrading the mailboxes in the community. To do so, there will be an interruption in your mail service. Dean Mailing Equipment has been awarded the project and will be onsite to do the restoration and installation on **September 27, 2024 – October 10, 2024**.

Important information and dates to note:

- Please pick up all your mail on a regular basis all this week to avoid any mail going back to the station
- Mail service will be interrupted beginning on **September 27, 2024 – October 10, 2024**.
- Should you need to pick up urgent mail during this interruption period, you will need to go directly to the Elk Grove Annex, located at 8215 Longleaf Drive.
- Any mail not picked up from your old box and any new mail pending delivery during the interruption in service period will be delivered when regular service resumes on **October 10, 2024**.
- To keep an eye on incoming mail, sign up for Informed Delivery via the USPS <https://www.usps.com/manage/informed-delivery.htm>. Informed delivery offers the following features:
 - Get Daily Digest emails that preview your mail and packages scheduled to arrive soon.
 - See images of your incoming letter-sized mail (grayscale, address side only).¹
 - Track and manage your packages in one convenient place.

New keys will be distributed beginning **October 11, 2024**, at the Community Clubhouse located at **3000 Riparian Dr. Elk Grove, CA 95757**. Photo ID will be required to pick up your mail key.

There should be no change in your box number of the cluster mailbox.

If you have tenants in your unit, please be sure to share this information with them.

We apologize for the inconvenience this will cause you and thank you in advance for your patience and cooperation during this period.

Should you have any additional questions, please feel free to reach out to Management.

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