

Highland Meadows Homeowners Association Mailbox Key Policy

The Highland Meadows Homeowners Association supplies mailboxes for its owners. The mailboxes correspond to the address of the lot, so that mail can be addressed to the physical location of the owner's property.

One person who is a full-time resident in Summit County will be in charge of the mailbox keys, the "Mailbox Key Coordinator". That person is entitled to take vacation or be away from their residence for short periods of time up to one month without assigning a temporary replacement.

Only persons listed as owners or their assigned representatives may request mailbox key(s).

For each lot, a \$10 mailbox key fee is collected for the initial mailbox key request. A check for \$10 should be made out to "Highland Meadows HOA" and sent to the mailing address on the Highland Meadows HOA's web site. After the check is received, the Mailbox Key Coordinator will arrange a time and place for the requestor to receive 2 mailbox keys. The Mailbox Key Coordinator will also provide the requestor with the box number that corresponds to the mailing address.

After the initial 2 mailbox keys for a lot have been distributed, additional keys may be requested. The Mailbox Key Coordinator will charge a deposit, equivalent to the cost of having a locksmith replace the key or lock and key. A check should be made out to "Highland Meadows HOA" in the amount requested and delivered to the Mailbox Key Coordinator. The Mailbox Key Coordinator will then provide the master key for the requested address/box. The requestor will use the master key to have duplicate key(s) made. If the requestor prefers, blank keys can be purchased for \$10 each. For blank key(s), a check must be made out to "Highland Meadows HOA" and sent to the mailing address on the HOA's web site. Only after the check is received may the Mailbox Key Coordinator issue blank keys.

A master key must be returned to the Mailbox Key Coordinator within 14 days, or the deposit will be placed into the HOA's bank account, and may be used to hire a locksmith to replace the master key and/or mailbox lock and key, at the discretion of the Mailbox Key Coordinator.

Mailbox keys must be given to new property owner(s) at the time of closing when a property title is transferred.

If the Highland Meadows HOA accepts alternate forms of payment at the time the mailbox keys are needed, those forms of payment may be substituted for the word "check" in this document, and paid to accounts or payees named at the direction of the Mailbox Key Coordinator.