

Sweet Brier Condominium Association
Checklist for Mounting Mailbox on your House

1. _____ Get written note from your doctor, explaining why you cannot go to the curb

2. _____ Get approval from Sweet Brier
 - a. Submit the Sweet Brier request form to NEO Property Services, Inc., explaining where you want to place the new mailbox. The mailbox must be white.
 - b. Include the note from your doctor, explaining why you cannot go to the curb
 - c. Once you receive the approval letter from Sweet Brier, move to checklist item #3

3. _____ Get approval from the Post Office
 - a. Submit the Post office request form to the Madison Post Office
 - b. Include the note from your doctor, explaining why you cannot go to the curb
 - c. Once you receive the approval letter from the Post Office, move to checklist item #4

4. _____ Install the mailbox
 - a. Buy a white mailbox
 - b. Install the mailbox in the location you specified on your request form to Sweet Brier

****ALL CHECKLIST ITEMS MUST BE COMPLETED BEFORE INSTALLING THE MAILBOX
ON YOUR HOME.****

**SWEET BRIER CONDOMINIUM
ARCHITECTURAL & LANDSCAPE MODIFICATION REQUEST**

Get approval first, before work begins

Date _____

Name _____

Address _____

Telephone _____ Email _____

Request for:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Garage Door | <input type="checkbox"/> Windows | <input type="checkbox"/> Propane Tank |
| <input type="checkbox"/> Front door/storm door | <input type="checkbox"/> Gazebo/Awning | <input type="checkbox"/> Tree(s) |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Patio | <input type="checkbox"/> Mulch Bed |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Roof | <input type="checkbox"/> Shrubs |
| <input type="checkbox"/> Front Lights | <input type="checkbox"/> Shutters | <input type="checkbox"/> Other |

Description and Details of Requested Modification:

Drawing of Requested Modification:

Unit Owners are responsible for any installed improvements and betterments. This responsibility transfers to future owners of the Unit.

Please return this form to:
NEO Property Services, Inc
PO Box 187
Perry, Ohio 44081-0187
440-289-5271

e-mail: neopropertyservicesinc@gmail.com

