

Signal Hill Neighborhood Association

<https://www.oursignalhill.com/>
signalhill@googlegroups.com [Board email]

Last Updated: July 4, 2024

Updates to this notice will ONLY be posted on our website.

NOTICE: New Cluster Boxes & Locations - Starting July 22!

At long last, new mail cluster boxes are coming! Our vendor will start the installation process beginning July 22nd. **The process may take place over several weeks, with non-consecutive days as outlined below.** Once completely installed, each homeowner will need to go to the **Jessup Post Office** [<https://tools.usps.com/locations/details/1368427>] to sign for their mailbox keys.

Your complete cooperation is necessary to ensure a smooth transition and to minimize delay in receiving mail. *Beginning 7/22, please **do not park in front of any of the 8 addresses** shown on page 2.*

The installation should take *approximately 4-7 days of work* by **Top Notch Mailboxes** (our vendor), but the days are not necessarily consecutive, so the whole *process could take place over several weeks.*

The end result will be beautiful new, modern, state of the art, highly secure cluster boxes which the community can enjoy for many years to come.

If you weren't aware of the cluster box change, **Background** information about the Signal Hill Board's work on this project are on page 2 of this notice.

Details

- Day 1: Vendor starts demolishing in Josephs Coat Court. Put the old CBUs (Cluster Box Units) on temporary pads, demolish the old pads, clean up the site. If we plan to reuse the location, the vendor will frame out the pad location and pour concrete; otherwise, the vendor will fill the voided area with dirt. Seeding will be the responsibility of homeowners.
- Day 2: Continue demolishing pads and repeat process from Day 1.
- Day 3: Start installing new CBUs on new pads in coordination with USPS labeling the inside of the mailboxes and installing the Arrow Locks (Master Locks). USPS will take the keys for whichever initial CBUs are completed on Day 3 to the Post Office.
- Day 4: Continue installation in coordination with USPS. Once done the crew will load up all the old CBUs and temporary pads to be disposed of. At this point it should only be new CBUs and Pads.
- Mail Delivery: should not be interrupted during installation; the Post Office should continue to deliver to the old CBUs until they are removed on Day 4 (or possibly Day 3).
- Keys: Once Top Notch's work is completed, **each household must go to the Jessup Post Office** [2851 Jessup Rd, Jessup, Md 20794] *to pick up their keys. You will need to show proof of residency and sign for the key.* Each household will be given 3 keys; if you want more, you

Signal Hill Neighborhood Association

<https://www.oursignalhill.com/>
signalhill@googlegroups.com [Board email]

can purchase manufacturer blanks from Top Notch for \$2.50 each and take them to a key smith with one of your previously issued 2024 keys.

- After installation, Top Notch will be available if there are any issues discovered with installation or warranty issues with a CBU.
- Watch this [2-minute YouTube video](#) to see the new security features and to learn how to access the spacious parcel boxes. https://youtu.be/ZwN7meLFo_s?feature=shared
- If you have any questions, email the Board: signalhill@googlegroups.com

Background

As previously communicated, for the past several months, the HOA Board researched how to replace our rusty, dilapidated 34-year-old cluster boxes (at *no additional cost* to homeowners). We've been working with the Jessup post office, a local mailbox vendor (Top Notch Mailbox Co.), and relevant county departments since there are various regulations that must be followed.

USPS originally wanted all cluster boxes placed adjacent to the pre-school primarily for the convenience of the mail carrier to only make one stop in our development. This posed a significant safety concern; the highway dept was against it because of the congestion near the entrance with school buses and day care traffic. It would have also meant everyone would need to walk much further to collect mail. We couldn't convince USPS to allow us to replace all boxes at their existing spots.

Fortunately, the USPS Growth Manager for Maryland has **agreed to reduce the delivery locations from 8 to 4 -- with 2 located on Good Harvest and 2 on Twelve Sons**. So, to do that we will re-use 4 existing locations and expand them (pads either 6' x 3.5' or 5' x 3.5'). Top Notch will remove the other 4 location mailboxes and replace pads with dirt; seeding is homeowner responsibility.

4 New Larger Cluster Boxes, Same Location	Cluster Boxes to be Removed
8907 Good Harvest	8963 Good Harvest
8951 Good Harvest	8935 Good Harvest
8925 Twelve Sons	8903 Joseph's Coat
8941 Twelve Sons	8953 Twelve Sons

Please do not park in front of any of the 8 houses in the above table during the transition.
Caution tape will be used to warn homeowners about wet concrete.

Updates will ONLY be posted on our website, <https://www.oursignalhill.com> !

Signal Hill Board: Jamie Love, Noah Freeman, Erin Carrick, Kym Ferguson, Ken Sall