



CROOKED TREE ESTATES HOMEOWNERS' ASSOCIATION

Administrative Resolution Updating Mailbox Standards

WHEREAS Crooked Tree Estates Homeowners' Association ("Association") is an Ohio non-profit corporation formed under Ohio Revised Code Chapter 1702 to administer the property known as Crooked Tree Estates; and

WHEREAS, pursuant to Ohio Revised Code Section 5312.02 and the Declaration of Covenants, Conditions, and Restrictions and Reservation of Crooked Tree Estates Homeowners' Association ("Declaration"), the Association is tasked with maintaining property values through uniform standards; and

WHEREAS Section 6.1.13 of the Declaration (dated May 18, 1995) provides that "Mailboxes shall be uniform as designated by the Developer and/or Administration"; and

WHEREAS, the Board of Trustees ("Board"), with a quorum present at a duly noticed meeting, has determined it necessary to update the Mailbox Standards to ensure consistency and aesthetic harmony.

NOW, THEREFORE, the Board hereby adopts the following Administrative Resolution:

Mailbox Standards

1. Effective Date and Applicability

Effective May 15, 2025, The Crooked Tree Estates mailbox standard is as follows:

- a. Existing Serviceable Mailboxes: Mailboxes in good condition as of May 15, 2025, are deemed compliant. Upon replacement, they must meet the Board-approved design.
- b. Non-Conforming or Damaged Mailboxes: Mailboxes that are damaged, deteriorated, or cannot be deemed in good condition as of May 15, 2025, must be replaced with a Board-approved design at the Board's discretion. The Board may issue a written notice specifying a compliance deadline, not to exceed 2 years, unless an extension is granted under subsection (c).
- c. Hardship Extensions: Homeowners facing undue financial or logistical hardship may submit a written request for an extension to the Board within 30 days of receiving notice of noncompliance. The request shall detail the reasons for delay. The Board shall respond within 30 days, offering a reasonable compliance plan if approved.
- d. Future Damage or Destruction: Any mailbox damaged or destroyed after May 15, 2025, must be replaced with a Board-approved design within 90 days of the damage occurring, unless the Board specifies an alternative timeframe by written notice.

2. Board-Approved Design

The Board shall maintain a specification sheet detailing the approved mailbox design, including size, material, and color. This sheet shall be available to homeowners upon request and distributed with the notice of this resolution. Ordering information and a recommended installer shall be posted on the Association's website within 10 days of adoption.

3. Notice to Homeowners

The Association shall provide written notice of this resolution to all homeowners via mail or electronic means, consistent with ORC 5312.06, at least 30 days prior to the effective date. Homeowners may, at the Board's discretion, submit comments in writing within 15 days of receiving notice.

Board Approved Design (Adopted: April 6th, 2025)

Information for the ordering site and recommended installer will be listed on the website after this administrative resolution has been adopted.

The Williamsburg Cast Aluminum Mailbox System, Black, Style 311K

Brass Numbers
corresponding
to house # only



ID
MAMB311KBLK

OPTIONAL

Add Newsbin
Add Newsbin

undefined

Add Optional Brass Numbers
4 Brass Numbers

REQUIRED

- Model / Style: **Williamsburg 311K** (ID: MAMB311KBLK)
- Optional: News bin
- 100% rust free aluminum.
- Full cast aluminum direct burial mailbox post with premium enamel paint
- Decorative Cast Aluminum mailbox
- Cast Aluminum address plaque
- Brass color house numbers
- This is USPS Postmaster Approved
- Chosen Color: Black
- Mailbox Dimensions - 7-3/4" W x 19" L x 9" H
- Post Dimensions - 74"H x 4.5" W
- See additional page for installation detail.

Adoption

Adopted this 6th day of April, 2025, by a majority vote of the Board of Trustees.

Cristian Suarez

By:
President

Thy Nguyen

By:
Treasurer

Judy Cox

By:
Vice President / Secretary