

HIGHLAND PARK 3 ASSOCIATION, INC.  
MAILBOX POLICY AND PROCEDURE

Effective Date: August 6, 2020

In compliance with Colorado law, the Board of Directors hereby adopts the following mailbox policies and procedures:

1. HISTORY: On August 5, 2020, the US Postal Service informed the Association that it would no longer manage mailbox keys for the neighborhood box unit in the community, and they delivered the keys to the Association.

2. PROCEDURE FOR OBTAINING A KEY:

2.1. Initially: As each owner acquires a lot and requests keys, the Association will deliver the all of the keys to that owner for that owner's box. The Association will maintain no keys after such delivery for the security of the owners' mailboxes, and for the protection of the Association.

2.2. Subsequently: It will be the responsibility of each owner to convey their keys to subsequent purchasers of their lot. If keys are lost, or if a subsequent buyer wants to have their box rekeyed, it will be that owner's/buyer's responsibility to have the box rekeyed, or to have the lock drilled and replaced. The Association will have no responsibility, but may be able to inform subsequent buyers which box is theirs.

3. DAMAGE: Should any owner damage the mailbox unit, that owner will be responsible to have it repaired or replaced.

4. AMENDMENT: This policy may be amended from time to time by the Board of Directors.

IN WITNESS WHEREOF, the undersigned certifies that this Policy was established by the undersigned as the initial Board of Directors of the Highland Park 3 Association, Inc.

HIGHLAND PARK 3 ASSOCIATION, INC.

*Douglas Barber* 08/05/2020

By Douglas H. Barber-Director



08/05/2020

By Kenneth C. Barber-Director

*Nancy R. Barber* 08/06/2020

By Nancy R. Barber-Director