



HIGHLAND PARK 3 ASSOCIATION, INC.

7075 Campus Drive, Suite 200, Colorado Springs, CO. 80920

(719) 598-3198 / fax 598-2337

Email: info@HP3A.org

August 6, 2020

Mailbox Update

Some owners have had trouble picking up keys at the Post Office, so I picked up all of the remaining HP3 mailbox keys yesterday. The Post Office wants out of the mailbox key business and it is our job from here on out, so ignore what has been in past newsletters and go with this.

When you are ready for mailbox keys you contact me. The Board of Directors implemented the attached mailbox policy effective today. Let us know if you have questions. The Association does not want to be involved with keys and rekeying, and we are not going to make it a profit center like some HOAs have done. Once keys are distributed, it will be up to owners to handle their keys and rekeying of boxes. Arrow Locksmith (719-644-0779) does a lot of these box units for other communities, but you can use the locksmith of your choice for rekeying.

We have three Postal Units numbered from North to South, 802, 803 and 804 (see photo below). The Association has a map showing which unit and box therein is yours.

Sincerely
Highland Park 3 Association, Inc.

By Douglas H. Barber-President



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

KB

08/05/2020

By Kenneth C. Barber-Director

Nancy R. Barber 08/06/2020

By Nancy R. Barber-Director