

**KENMURE ROAD MAINTENANCE COMMITTEE and KENMURE ARCHITECTURAL REVIEW  
COMMITTEE (Operating Committees of)  
KENMURE PROPERTY OWNERS ASSOCIATION**

**Request for Installation of a Replacement Mailbox**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address of Mailbox Location

\_\_\_\_\_  
Phone Number and E-mail

We request KRMC approval for the installation of the following replacement mailbox (Please refer to KPOA Mailbox Standards on the next page):

Box Description (Size and Color): \_\_\_\_\_

Post (Description and Color): \_\_\_\_\_

Location Compliance: \_\_\_\_\_

Post Hole Backfill: \_\_\_\_\_

After completing this form, please drop off at the KPOA office. KRMC or KARC will review the request at its earliest opportunity.

Please call the KRMC Snowman or KARC Landscaping Representative if you have questions and/or need assistance or to request expedited handling. (See the Kenmure Directory for name and phone number)

\_\_\_\_\_  
Owner Signature/Date

\_\_\_\_\_  
KRMC Approval/ Date  
or  
KARC Approval/Date

DISTRIBUTION: Owner; KPOA Mailbox File; KRMC and/or KARC File

## KPOA Mailbox Standards

Approval will be based on “substantial compliance” in meeting the safety intent of this standard.  
Non-conforming mailboxes must be corrected.

<u>Item</u>	<u>Recommendation</u>	<u>Substantial Compliance</u>	<u>Not Permitted</u>
<b>Box</b>	<ul style="list-style-type: none"> <li>• USPS Approved</li> <li>• Small or Medium Size</li> <li>• Metal or Plastic</li> <li>• Color - Black</li> </ul>	<ul style="list-style-type: none"> <li>• USPS Approved</li> <li>• Small or Medium Size</li> <li>• Metal or Plastic</li> <li>• Color - Earth Tone</li> </ul>	<ul style="list-style-type: none"> <li>• Box not USPS Approved</li> <li>• Box larger than 22"x8"x11"</li> <li>• Excessive weight</li> <li>• Bright or pastel colors</li> </ul>
<b>Post</b>	<ul style="list-style-type: none"> <li>• 4"x 4" wood</li> <li>• Optional cross arm</li> <li>• Optional paper slot</li> </ul>	<ul style="list-style-type: none"> <li>• 4"x4" extruded aluminum</li> <li>• Extruded / molded plastic (Color - Black or Earth Tone) anchored by 4"x4" wood post</li> <li>• 2-2 1/2" diameter pipe</li> </ul>	<ul style="list-style-type: none"> <li>• Wood post greater than 4"x4"</li> <li>• Wood cross arm greater than 4"x4"</li> <li>• Pipe post greater than 2-2 1/2"</li> <li>• Stone</li> <li>• Masonry</li> <li>• Concrete, stone or masonry base</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Front edge of mailbox 8" to 12" from edge of road</li> <li>• Bottom of box 41" to 45" above road surface</li> <li>• Locate mailbox on same side of road as direction of the mail carrier route</li> <li>• If a corner lot, install mailbox a minimum of 100 feet from intersection</li> </ul>	<u><i>Must Comply</i></u>	<u><i>Must Comply</i></u>
<b>Post Hole Backfill</b>	<b>Backfill and tamp post hole with soil, no concrete or stone</b>	<u><i>Must Comply</i></u>	<u><i>Must Comply</i></u>

*Revised and Approved by the KPOA Board of Directors – March 19, 2010  
Authority – Declarations, paragraph 3C*