

# Willow Creek Mailbox Policy

A portion of your ARB Review fee covers the cost and installation of the mailbox and paper box which will be custom made and installed at your new residence. The Committee of Signs and Mailboxes want to make sure that your new mailbox is installed when you move into your new residence.

The committee faces two time constraints. One, if the box is installed too early in the construction process it can be damaged. Two, the company which custom builds and installs the mailbox requires a 6 week lead time.

In order to meet the above time restrictions and allow for the timely installation, it is suggested the homeowner, or builder, give written notice to the Chairman of the Signs and Mailbox Committee of either of the following events:

- (1) The date of (6) six weeks prior to occupancy or**
- (2) two weeks prior to the installation of the driveway.**

You must determine which event is best suited to your construction process. The owner or builder is responsible for any damage to the mailbox if caused by early installation.

**If the owner or builder does not notify the committee, the owner will be responsible for the installation of a temporary box until the installation of the custom box can be arranged.**

## **Person to Contact:**

Ken Stoppelbein, Chairman, Signs & Mail Box Committee  
Email: [kwstopp@bellsouth.net](mailto:kwstopp@bellsouth.net)  
Phone: 864-989-1457

## **Information to be supplied by owner or builder:**

- (1) Date to start the order process**
- (2) The lot and street number for installation**

## **Willow Creek Mail Box Maintenance Policy**

The Willow Creek Home Owners Association maintains the responsibility for maintenance and upkeep of the wooden parts of the mailbox structure i.e. (post, paper box, and logo) and all street signs. The maintenance or replacement of the metal box is the responsibility of the home owner. The Committee of Signs and Mail Boxes is responsible for making an annual review of mailboxes and street signs and contracting for their maintenance. If your mailbox becomes damaged or in need of maintenance, contact the Chairman of the Signs and Mailbox Committee.