

**Meadows of Seven Points
Home Owners Association**

Policies and Guidelines

Subject	Effective Date	Approved by	Amended Date
Mailboxes and Residential Numbers	July 28, 2015	Meadows Of Seven Points Home Owners Association Board of Directors	

Purpose

To establish a consistent and uniform policy and guideline for the maintenance of mailboxes and residential numbers

Scope

This policy and guideline shall pertain to all current and future residents of the Meadows of Seven Points

Authority

- Declaration of Covenants, Conditions, and Restrictions
 - Article IX, Section 2
 - (m) Lot Maintenance
 - page 11

- Meadows of Seven Points Homeowners Association
<http://www.meadowsofsevenpoints.com/>

General Information

Because mailboxes take a beating from the weather, the United States Postal Service (USPS) recommends an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address

USPS Recommended Maintenance

<https://www.usps.com/manage/mailboxes.htm>

- Tighten loose hinges on the door
- Take care of rusty or loose parts
- Replace missing or faded residential numbers
- Keep the path to your mailbox clear

Mailbox

- Standard black mailbox with Post Master General's Seal of Approval
<https://www.usps.com/manage/mailboxes.htm>
- As of July, 2015, a standard mailbox at Lowe's cost \$17.97
- The mailbox should be free of numbers or letters
- Seasonal or holiday wraps may be used



Address Plate

- The address plate should be black to match the mailbox
- Residential numbers should be displayed on both sides of the address plate at all times
- Residential numbers should be 3" as required by Metro Davidson County Codes <http://www.nashville.gov/Codes-Administration/Property-Standards/Code-Enforcement/Codes-Violation-Types-Quick-List.aspx>
- Numbers should be white reflective
- The font/style of the numbers should be Goudy
- Replacement resource:
 - Sign Station 526B Donelson Pk
 - Cost is \$20.00 as of July, 2015 and includes:
 - Numbers only, on both sides of the address plate



Post

- Custom black post as installed by the builder
- Replacement resource:
 - Bennie Wilson Ornamental Iron
615-758-7176
 - Cost is \$191.19 as of July, 2015 and includes:
 - Post
 - Mailbox
 - Address Plate
 - Installation fee is \$75.00



Landscaping

- Plantings around mailbox and post should be confined to the grass median and should not encroach onto the sidewalk, driveway, curb, or street
- Plantings should not prohibit routine upkeep of the mailbox and post, such as repair, painting, and display of the numbers
- Plantings should not obstruct the visibility of the numbers on the address plate

Additional Information

MAKE YOUR HOUSE EASY TO FIND IN AN EMERGENCY



- All Emergency First Responders must be able to locate your residential number during daylight, at night, and in all types of weather conditions
- Residential numbers are often the only way that Emergency First Responders can identify their intended destinations
- When Fire, EMS, or Police can't find your house it wastes valuable response and arrival time
- Check the visibility of your number by walking or driving by your house in both directions to confirm that your number is visible

References

- United States Post Office Mailbox Guidelines
<https://www.usps.com/manage/mailboxes.htm>
- Metropolitan Government of Nashville-Davidson County
Department of Codes and Building Safety
<http://www.nashville.gov/Codes-Administration/Property-Standards/Code-Enforcement/Codes-Violation-Types-Quick-List.aspx>