

# Security Mailbox reimbursement program for Burland Residents

## Guidelines:

- A community member volunteers to upgrade their neighborhood to security mailboxes
- The community member contacts neighbors to gauge interest
- The Bailey Postmaster approves type of Security boxes (they have list of approved)
- The Bailey Postmaster approves location of new boxes
- No neighbor can lose their mailbox if they do not want to participate
- The community member organizes concrete costs (not covered)
- The community member herds cats, collects funds, orders boxes & plans install
- After install, community member submits security box invoice to HOA
- After approval, HOA reimburses community member ½ cost of security boxes
- The board then gives community member kudos for improving Burland

## Notes:

- The HOA is not in charge of mailboxes and covenants do not address mailboxes
- The postmaster is the only one who can approve security mailbox type and location
- If they will not approve type of boxes & location, the reimbursement program goes away
- Gene Durst, Jean Wagner and Debbie Kappel improved their section of Burland using this program. You can add your name to this list and improve Burland too.

## Attachments:

Checklists created by volunteer homeowners Gene Durst, Jean Wagner and Debbie Kappel. They were the first two groups, path finders you might say, to use this program.

## **"CBU PROJECT" aka Locked Mailboxes**

### **Detailed Outline / Checklist put together by volunteer homeowner Gene Durst**

- General overview/survey of area for location of concrete pad
- Create data base of all existing mail box addresses    On a Rack or posts?
- Contact all box holders, set up meeting on-site? to get input.
- Locate private property lines/road easement locations. Parkco will survey if needed.
- Call for utility locate. (Min 20 ft all around proposed slab location)
- Contact Postmaster, your postal carrier & Burland HOA indicating intention for CBU(s) installation.
- Refine box holder data base to identify participants & contact info.
- Determine type and number of CBU's required. Create a "best estimate" budget.
- Get "written commitment" from all participating box holders.
- Budgeted total cost / divided by number of actual participants
- Get payment from ALL participants
- Place order for CBU's - must be USPS approved!!!!    Freight Charges?
- Pad must be 8" of gravel, 8" of concrete w/rebar.
- Prepare site and install concrete pad & mounting bolts.
- Install CBU pedestals & boxes.
- Coordinate removal of existing boxes with participants, Postmaster, ParkCo & others as required

#### Some Contact Info:

Bailey Post Office 303-838-2084

ParkCo "Roads" 719-836-4277

Utility Locator 811

Page Specialty Co 303-770-2842 "Florence CBU - Factory Rep"

#### Some Notes:

There are several CBU manufacturers (internet), choose wisely.

Florence is a "sole source manufacturer" provider to USPS. (Recommended!)

Follow the USPS Spec's for the pad!!! (Hilti type anchors are OK)

We made the pad 4' x 6' , a little larger for access/convenience, mud and snow removal.

For the pad it took "42" - 80 lb bags of concrete & about a yard of gravel for 2 - 13 box CBU's w/one parcel box each.

# **How to get started changing your mailbox stand to Locked Mailboxes**

Basic notes by volunteer homeowner Debbie Kappel

1. Survey existing people at mailbox stand to find how much interest.
2. Contact Bailey Postmistress/Postmaster, which will supply pertinent information on construction of mailbox slab.
3. Purchase mailbox, size depending on interest. Mailbox comes with pedestal, template, and most bolts.
4. Have mailbox delivered to address closest to the site.