

Proposed ARC Guideline Changes – Mailboxes
April 7, 2024

Recommended Changes – Marked

Except for overall cleanliness, the Masters Homeowner Association is responsible for replacement of mailboxes. Mailboxes may not be changed by individual homeowners.

Mailboxes may deteriorate, get damaged and need to be kept clean:

- **Deterioration – The Homeowner Association will conduct periodic reviews of the state of mailboxes and address any deficiencies.**
- **Damages – ~~Deteriorated or damaged mailboxes.~~ The homeowner should **contact the** ~~be reported to Masters Property Management (Cambridge 239-249-7000)~~ to **get the mailbox** be fixed or replaced. **The homeowner when reporting damages, must provide:**
 - **The nature of the damage along with a picture**
 - **The name of the person/company, including vehicle plate number responsible for the damage, (if not know, mark as unknown)****

The Masters Property Management Company will place the work order for repairs with the appropriate vendor, bill the person or company responsible for the damages and provide confirmation to the resident owner and the Masters ARC Chairperson.

- **Cleanliness – Owners are responsible for the cleanliness of their mailboxes.**