

## WestWinds ECC Guideline: MailBoxes/Posts and Address Numbers

Adopted August 18, 2010

The WestWinds Design and Development Guidelines dated January 1, 1996, established the rules and regulations concerning construction and/or improvement activities for the WestWinds community. Exhibit C of the Guidelines sets forth the standard mailbox, post design, and mailbox numbers that are to be used community-wide, as follows:

### Mailboxes

All mailboxes are to be cedar wrapped and installed on double posts. (Exception: The only exception to this is some properties within the community have a single post. In these cases, only single posts are permitted.) Mailboxes may be left natural or stained a "natural cedar" shade only.

As of the date of this Guideline, the cedar wrapped mailboxes are available at TruValue Hardware Store (T.R. Saylor & Company), 17 Main Street, Walkersville, MD. Call (301) 834-6500 for store hours and availability. Mailboxes may also be ordered on-line at AceHardware.com

### Address Numbers:

No less than 2" and no more than 4" **brass** numbers (not plastic or other composite material) are required. Note that the 2" numbers may be hard to find locally, and may be purchased on-line at mailboxnet.com. Any font may be used. Brass numbers are to be installed on the diagonal brace components so as to be read from "top to bottom". The space above the top number should be equal to the space below the bottom number.

### Mailbox Post Installation (see diagram on page 2)

Post to be constructed with 4" x 4" clear red cedar or pressure treated wood. Wood may be left natural or stained a "natural cedar" shade only.

Post to be installed on the property line between the lots. Post hole must be approximately 2 feet deep, far enough away from the back of the curb so that the front of the post is 9 ¼" from the back of the curb (this will insure the mailbox lid will end up in a position directly above the back of the curb and thus open over the gutter, as required by the postal regulations.

Gravel should be placed in the bottom of the hole and one 50 lb. bag of concrete mix for each post installed. Postal regulations require the vertical distance from the top of the horizontal member of the post assembly (or bottom of mailbox itself) to be approximately 36" from the gutter.

Fasten the mailbox to the horizontal member of the post assembly so that the outside edge of the mailbox would end up at the beginning of the 45 degree angle cut and not at the end of the post assembly. Fasten the mailbox to the brackets with ¾" x 10" self-tapping woodscrews from the inside, being careful not to penetrate the entire width of the cedar exterior. Use the pre-drilled holes in the bracket closest to both ends and use four (4) screws per bracket.

### Maintenance

Maintenance of mailboxes, address numbers, and posts are mandatory and are the responsibility of each homeowner to repair and/or replace them when they are in disrepair.

- ① VERTICAL COMPONENT IS  $58\frac{3}{4}$ " LONG
- ② HORIZONTAL COMPONENT IS  $23\frac{1}{4}$ " LONG WITH A NOTCH CUT INTO IT  $\frac{7}{8}$ " DEEP AND BOTH ENDS CUT ON A  $45^\circ$  BEVEL  $\frac{5}{8}$ " FROM THE ENDS.
- ③ DIAGONAL BRACES ARE 22" (LONGSIDE) AND  $12\frac{3}{4}$ " (SHORT SIDE) ATTACHED AS SHOWN.

