

SILVER SHEKEL OWNERS ASSOCIATION
CLUSTER MAILBOX POLICY
Adopted by the Board of Directors on January 27, 2023

1. The cluster mailboxes located at 880 Fairview Blvd. are the property of Silver Shekel Owners Association (SSOA) and are provided for the benefit of Silver Shekel property owners.
2. The US Post Office (USPS) provides mail delivery to the cluster boxes and SSOA has no liability for mail delivery or loss of mail.
3. Change-of-Address: It is the property owner's responsibility to notify USPS of their new address.
4. Usage Fee:
 - a. The box Usage Fee is \$150 and is a non-refundable charge allowing the property owner to have exclusive use of the box as long as they own their property in Silver Shekel.
 - b. The Usage Fee does not imply or confer ownership of the box to the property owner; it is applied to the cost of the boxes, their installation and maintenance.
5. Transfer:
 - a. When a property owner with a cluster mailbox sells their Silver Shekel property, SSOA shall be notified and box keys shall be promptly returned to SSOA. Usage fees that have been paid by that owner to SSOA are non-refundable.
 - b. SSOA shall notify the new property owner of the availability of this cluster mailbox.
 - c. Should the new property owner wish to use this mailbox, the new owner shall pay SSOA a non-refundable fee of \$150 which will allow exclusive use of the box as long as they own their property in Silver Shekel.
 - d. If, within one year from the date of notification of the availability of the mailbox, the new owner declines or does not respond positively, the mailbox shall revert to SSOA. With the approval of USPS postmaster, SSOA may reassign it to another address as needed.
6. Keys:
 - a. Included in the Usage Fee are two keys. SSOA retains a third key so that lost keys can readily be made from new USPS blanks.
 - b. Lost keys can be replaced by contacting SSOA. The cost is \$25.00.
7. Damage: In the event of damage to one or more of the mailbox pods by vehicle accident or other incident, SSOA will make it's best efforts to repair or replace the damaged units as quickly as possible, but SSOA is not responsible for any losses or damages a property owner may incur as a result of the accident/incident.