

Crystal Ridge HOA

Locking Mailbox Procedures

1. The current residents of an existing mailbox stop need to sign and agree to the terms of the Letter of Consent for Customer Conversion (refer to Letter of Consent for Customer Conversion form issued by the Puyallup U.S. Post Office for further instructions). This first step requires 100% agreement and participation by the residents.
2. Purchase **approved** U.S. Postal Service locking mailbox unit. (Please refer to an approved locking mailbox vendor provided by the Puyallup U.S. Postal Service).
3. Obtain approval from the Puyallup U.S. Postal Service as to the mutually agreed upon location for the locking mailbox. Provide master key to the Puyallup U.S. Postal Service who will issue individual box and key assignments.
4. Install the locking mailbox unit. (You must obtain approval from the CRHOA Board of Directors for installation approval and inspection. Installation can be done by Guardian Mailboxes & More LLC. Contact Wayne Whiton, at 253-228-8810. You may also install the boxes yourself.) Other contractors may also be used if available.
5. The Puyallup U.S. Postal Service will issue a letter to the residents of the locking mailbox unit. (Please refer to letter from Roxanne Nelson, Customer Service Supervisor).

Any questions about the locking mailbox process, contact the Board at board@crystalridgehoa.org.

Revised: 2/2/2016