

## Timbers Edge Mailbox Guidelines

(Revised April, 2022)

To ensure continuity of design, mailbox guidelines have been established by the ARB.

### Standard Mailboxes:

1. The Gaines Keystone series mailbox is the official mailbox.
2. See Single or Double Mailbox section below to determine type of mailbox required on your lot.
3. Homeowner responsible for purchase and installation costs.
4. There is no review fee for Standard Mailbox. However, a completed Landscape and Exterior Modification form must be submitted.



### Signature Keystone Series or Eagle Keystone, or Fleur De Lis Keystone (Black only):

KS-7S or KS-25S (~ \$329)

KS-7A or KS-25A

KS-7F or KS-25F

### Keystone Decorative Post Cuff – Black

KUFF-BLK (~ \$89)

### Deluxe Post Ball – Black

KS-FINIAL-BLK (~ \$49)

### Deluxe Post Curved Arm – Black

CURVE-BLK (~ \$59)

**Address Plaque:**

KSAP-BLK (With silver or bronze lettering only ~ \$59)

**(Please Note: Decorative Post Cuff, Post Ball, Post Curve Arm, and Address Plaque are required)**

**Mailboxes can be purchased from the following locations:**

**Great Escape**

17231 South LaGrange Road, Tinley Park, 60487  
(708) 403-2160

**Palos Ace Hardware**

6465 W. 127th Street, Palos Heights, 60463  
(708) 389-0433

**Gaines Manufacturing**

12200 Kirkham Rd. Poway, CA 92064  
Phone #: (858) 486-7100  
[www.gainesmfg.com](http://www.gainesmfg.com)

- Mailbox style and address plaque lettering must be the same for Double post installation.
  - Homeowner is responsible for installation.

**Brick Mailboxes:**

1. **Brick mailboxes require approval from the ARB.** A completed Landscape and Exterior Modification form along with a sketch of your proposed mailbox is to be submitted for review. The prevailing review fee applies.
2. All brick mailboxes are to be constructed out of the same brick, stone and mortar as the residence it resides in front of.
3. Brick mailboxes must have flat top made out of limestone.
4. Each brick mailbox shall have minimum 12" wide bore of solid concrete a minimum of 42" deep. A minimum 18" deep footing shall encompass the complete width and depth of the mailbox. All foundations shall be re-enforced with steel rebar to prevent separation.
5. No lights, sconces, glass block, decorative pieces or statues allowed.
6. An address placard or address stone must be visible on the front of the mailbox. Reflective tape numbers are not permitted.
7. Nothing shall be placed on or attached to the Mailbox surface (besides the Address Stone). This includes flower pots, planters, stuffed animals, etc.
8. An USPS approved mail receptacle must be used and the box must be placed in accordance with USPS guidelines.
9. Single mailboxes are not to exceed 30" width and 30 "depth. Double mailboxes are not to exceed 40" width by 30" depth.
10. Placement of the box on your property or property across the street (in event of a double mailbox) should be indicated on your submission.
11. Only one style of mailbox is permitted on each lot. One brick, one Mel Northey and/or Gaines is not permitted. (As of April 1, 2016, new installations of the Mel Northey mailboxes are not allowed.)

12. The following Lot #'s are not allowed a brick mailbox: 48, 120, 121, 122, 123, 169, 170.
13. Brick mailboxes that are leaning more than 2" out of plumb must be fixed to original upright position.
14. **Footing:** Each brick mailbox shall have minimum 12" wide bore of solid concrete a minimum of 42" deep. A minimum 18" deep footing shall encompass the complete width and depth of the mailbox. All foundations shall be re-enforced with steel rebar to prevent separation.
15. Mailboxes inserted into a brick structure must be black.

### **Single or Double Mailbox:**

The mail route of the USPS dictates whether you will have a single (mailboxes on both sides of the street) or a double (mailboxes on only one side of the street) mailbox.

#### The following Lot #'s are to have single mailboxes:

Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21, 22, 23, 34, 35, 36, 37, 38, 39, 40, 65, 66, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 112, 113, 114, 115, 116, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168

#### The following Lot #'s are to have double mailboxes:

11, 12, 13, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 41, 42, 43, 44, 45, 46, 47, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 67, 68, 69, 70, 71, 72, 73, 74, 106, 107, 108, 109, 110, 111, 117, 118, 119, 124, 125, 126, 127, 128, 129, 130, 131, 132, 149, 150, 151, 171, 172, 173

#### The following Lot #'s are not allowed a brick mailbox:

48, 120, 121, 122, 123, 169, 170

The above list of lots is a guideline. The ARB will review the placement of the mailbox when you submit your request.

### **Legacy Mailbox (Mel Northey)**

As of April 1, 2016, new installations of the Mel Northey mailboxes are no longer allowed. However, if you need to order replacement parts, they can be purchased at [www.melnorthey.com](http://www.melnorthey.com) or by calling toll free: 1-800-828-0302.

No temporary mailboxes will be allowed and subject to a fine from the Association.



Williamsburg 1023-A



Williamsburg 1023A-2

**Rules for Mel Northey Mailboxes:**

1. No newspaper holders will be allowed.
2. House numbers must be affixed to one side of the mailbox in polished brass supplied by Mel Northey (**As of April 1, 2016, new installations of the Mel Northey mailboxes are not allowed**).
3. **All Mailboxes** should be maintained in “like new” condition so as not to create an eyesore or become a nuisance to neighbors.

**Homeowners are responsible for the purchase, installation, and repair of their mailbox.**