

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

## Mailbox Replacement Project Fact Sheet

Group 7 | March 25, 2019 - March 29, 2019



### Project Description

The mailbox clusters throughout the community are aged and have exceeded their serviceable lifespan to the point where replacement parts are no longer available. The Canyon Lake Property Owners Association's (Canyon Lake POA) Board of Directors approved replacing these aging mailbox clusters with more secure and aesthetically pleasing cluster box units (CBU).

The existing free-standing pedestal-style cluster mailbox units and parcel mailboxes will be replaced with front-loading CBUs that combine both mailboxes and parcel boxes. The new CBUs are made of heavy-duty aluminum with stainless steel hardware, making them more secure than the existing mailboxes. Over the course of a planned timetable, a total of 96 locations will be done throughout the community. For installation, these locations are being split into 10 groups.

### Group 7 Starts March 25

Group 7 of this project will begin on March 25 and is anticipated to be completed by March 29. The following locations are part of Group 7 and will be affected:

- 30418 Early Round Dr.
- 30643 Early Round Dr.
- 22481 Loch Lomond Dr.
- 22111 Loch Lomond Dr.
- 22485 Sparkle Dr.
- 22388 Canyon Lake Dr. S
- 22000 Village Way
- 22461 Canyon Club Dr.
- 22724 Lighthouse Dr.
- 22931 Compass Dr.

**Mail delivery by USPS will cease at these locations on Friday, March 22.** Residents will need to retrieve mail from their existing mailboxes before this date. Mail will be held by USPS Sun City Post Office located at 29700 Haun Road in Menifee (phone number 951.679.7886). Once new CBUs are installed, mail will resume and all "hold mail" will be delivered by the postal carrier to the new mailboxes. Normal mail delivery at these locations will resume on or before Friday, March 29.

### Informed Delivery by USPS

We strongly suggest that residents sign up for the Informed Delivery service offered by USPS. This free service allows you to digitally preview your mail as it arrives. This service will email you grey scale images of the exterior, address side of letter-sized mailpieces as well as track packages. To sign up, simply visit <https://informedelivery.usps.com>.

### Group 7 - Mailbox Keys Available March 25

Starting March 25, Group 7 may pick-up their new mailbox keys at the **Canyon Lake POA's Operations office, located at 29081 Longhorn Drive in Canyon Lake. Please note, the office is only accessible from Vacation Drive adjacent to the North Gate.** Office hours are 7 a.m. to 4 p.m. Monday through Friday.

New mailbox keys will only be provided to the homeowner, valid tenant, or property manager. The individual must provide proper identification (e.g. Canyon Lake POA Card, State Issued ID, Military ID, or Passport) and complete a Mailbox Key Release Agreement. Letters and forms will be mailed to addresses affected.



### FUNDING

Board Review Date: February 6, 2018  
Approved Amount: \$390,182.03, plus a 2.5% contingency  
Fund: Repair & Replacement Fund, 02-670



### CONSTRUCTION TIMELINE

Group 7 Start Date: March 25, 2019  
Group 7 Duration: Approximately 1 Week

Entire Project Estimated Completion  
July 2019

### MORE INFORMATION



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