

MAILBOXES SPECIFICATIONS, PAINT FORMULA, SOURCES

The following information is taken from the Plat Covenants & Restrictions.

This document discusses:

- Specifications for Standard and Locking Mailboxes
- Mailbox Post Paint Formula
- Mailbox Post Example
- Otto's Streetscape Source
- Ordering mailbox numbers from Otto's
- Ordering mailbox numbers online

All mailboxes and replacement mailboxes must be uniform with the standard size in the community and must conform to the standards shown below, set forth by the Architectural Review Committee.

Two types of mailboxes are approved: (1) Standard T2, and (2) Locking Mailbox T3, both described below. The placement of mailboxes must follow the guidelines of the U.S. Postal Service.

Homeowners are responsible for the maintenance and replacement of damaged, rusted, or worn mailboxes and posts. Disregard of these rules will be considered a violation of the Covenants and homeowner will be contacted to rectify the violation.

SPECIFICATIONS:

a. **Standard T2 Mailbox Requirements:**

- (1) size and installation requirements are set by the U.S. Postal Service; standard size of curbside mailboxes in Meadowlark Lakes and Villas must be a T2: 20.25" L x 8.5" W x 10.7" H.
- (2) the Box itself must be black.
- (3) mailbox numbers must be Vinyl, color Sand (off-white), 2 ¾" to 3" in size, and the font must be Caxton. The numbers are available from Otto's Streetscape and also online. See the **How To Order Mailbox Numbers** section at the end of this document for information on how to order from either.
- (4) mailbox posts must be wood, 4" x 4" in size and the design must match the others in Meadowlark. The vertical arm must be positioned 6-8 inches from the curb, and the post must be 39" to 45" high, measured from the lawn to the bottom of the installed mailbox.
- (5) there may be slight variances upon installation, so that the new installation meets the same height and positioning as existing mailboxes in Meadowlark.
- (6) paint color to use on the post originally was Sage Brush by Sherwin Williams which they no longer make. (See 31. Paint Formula.) The formula can be taken to any paint store to mix the correct color.

- (7) oversized mailboxes are not allowed and must be replaced with the standard size.
- (8) replacement posts must match the original design of the post.
- (9) decorative mailbox covers are not allowed as they can block the house numbers.

b. Locking T3 Mailbox Requirements:

- (1) a locking mailbox must be the same shape as the T2 mailbox so as to be harmonious with the existing mailboxes in Meadowlark. It cannot be square.
- (2) a locking mailbox can be purchased from any hardware store such as Menards, Home Depot, Lowe's, Ace and also on Amazon.
- (3) size is the only exception from the Standard mailbox, as it is a T3.
- (4) the Box itself must be black.
- (5) mailbox numbers must be Vinyl, color Sand (off-white), 2 ¾" to 3" in size, and the font must be Caxton. The numbers are available from Otto's Streetscape and also online. See the Documents Page on the Meadowlark web site www.meadowlarkhoa.com for information on how to order from either.
- (6) paint color to use on the post originally was Sage Brush by Sherwin Williams which they no longer make. The formula shown in c. Mailbox Post Paint Formula below can be taken to any paint store to mix the correct color.
- (7) all box and post installation requirements that apply to the T2 also apply to the T3 locking mailbox.

Locking Mailbox Example



MAILBOX POST PAINT FORMULA

Base: DEEP

Exterior Woodscapes Latex Flat Or Exterior Latex Flat
One Gallon

(We recommend the Exterior Latex Flat as the Woodscapes is a stain and more expensive.)

Blend-a-Color Formula

Colorant-----OZ.	32	64	128
W1 White	- 16	- 1	
B1 Black	- 47	1 -	
R2 Maroon	- 8	- 1	
Y3 Deep Gold	- 55	1 -	

MAILBOX POST STYLE EXAMPLE

This is the style of post required in Meadowlark. If you replace your mailbox post, the style must exactly match your original post and the paint used must be the above formula.



OTTO'S STREETSCAPE SOURCE

Meadowlark works with Otto's Streetscape Solutions for all our mailbox needs. Otto's gives us HOA-discounted pricing for our residents for mailbox repair or replacement. The last few years they have also given us a [Week of Special Pricing](#) during the summer months. In 2024 it is **July 1st through the 5th**. Otto's will discount even further for orders placed by the end of that week.

If your mailbox is in violation or needs repairs or replacement, take advantage of this special pricing. Even if you miss out on the special, Otto's still gives us discounted pricing for our neighborhood throughout the year.

Pricing Information

Meadowlark

Exclusive Provider Pricing


Contract Dates Valid
January 2024 - December 31, 2025

Product Description	Standard Pricing	Exclusive Provider Pricing	Savings
Mailbox - Produce a Medium T2 Standard mailbox painted Factory Black with Sand vinyl graphics on both sides (numbers only) in medium Caxton font.	Pick up \$ 74.90 Install \$ 114.90	Pick up \$ 67.41 Install \$ 97.41	Pick up \$ 7.49 Install \$ 17.49
Post- Produce a Blunt 4x4 Cedar Post with Standard Support painted Sagebrush	Pick up \$ 187.25 Install \$ 312.25	Pick up \$ 168.53 Install \$ 283.53	Pick up \$ 18.72 Install \$ 28.72
Entire Unit- (as listed above)	Pick up \$ 262.15 Install \$ 387.15	Pick up \$ 235.94 Install \$ 350.94	Pick up \$ 26.21 Install \$ 36.21
Post Maintenance - Caulk all large cracks and apply one coat of approved paint color	Install* \$ 80.00	Install* \$ 60.00	Install* \$ 20.00

*Install fee is waived if completed at same time as mailbox and/or post.

All orders are custom and payment is required at time of order.
Otto's accepts: Visa, MasterCard, Checks, & Cash

Otto's Streetscape Solutions
2449 East Main Street
Greenwood, Indiana 46143



www.ostreetscape.com
(317) 886-4400 877-55-POSTS
info@ostreetscape.com

Contact Information

 <i>Mail Boxes Street Signs Light Poles</i> 2449 E. Main St. Greenwood, IN 46143	Raychel Gates Sales
	Direct Line: 317-534-4226 Direct Fax: 317-534-4226 Email: rgates@ostreetscape.com
	Main Line: 317-886-4400 Toll Free: 877-55-POSTS Main Fax: 317-888-7628 Website: www.ostreetscape.com
	 Find us on Facebook

Also use info@ostreetscape.com. [Click here](http://www.ostreetscape.com) to view Otto's website.

HOW TO ORDER MAILBOX NUMBERS

Mailbox numbers must be in the Caxton font. They can be ordered from Otto's or online. On the following pages are instruction for ordering from both.

Ordering Replacement Mailbox Numbers from Otto's

1. Call Ottos' Streetscape Solutions as shown below or e-mail Claire Dodd at cdodd@ostreetscape.com and request a quote.

 <i>Mail Boxes Street Signs Light Poles</i> 2449 E. Main St Greenwood, IN 46143	Claire Dodd Sales
	Direct Line: 317-534-4224 Direct Fax: 317-534-4224 Email: cdodd@ostreetscape.com
	Main Line: 317-886-4440 Toll Free: 877-55-POSTS Main Fax: 317-888-7628 Website: www.ostreetscape.com

2. Otto's will send you a link re. ordering and payment. The numbers are vinyl "Sand", 2.75", in Caxton font.
3. You can pick them up from Otto's in Greenwood or have them mailed to you. Here is the pricing for both ways:

vinyl Graphics Replacement: Sand vinyl graphics on both sides (numbers only) in medium Caxton font.	\$0.00
Address will appear on mailbox as follows:	
<i>total cost for customer to pick up graphics (includes 7% sales tax on materials only)</i>	\$17.33
<i>total cost for Otto's to ship vinyl graphics to customer (includes 7% sales tax)</i>	\$28.57

Installation Instructions



Graphic Installation Instructions

Temperature Recommendation:

Surface temperature should be between 50 and 90 degrees Fahrenheit before installation. Applications outside the recommended temperature range reduce the adhesives' ability to perform.

Cleaning Procedure:

1. Wash and rinse the area with liquid dish detergent and warm water. Then dry the surface with a clean, lint free towel or cloth.
2. Wipe down the entire area with isopropyl alcohol (rubbing alcohol) and wait to dry.

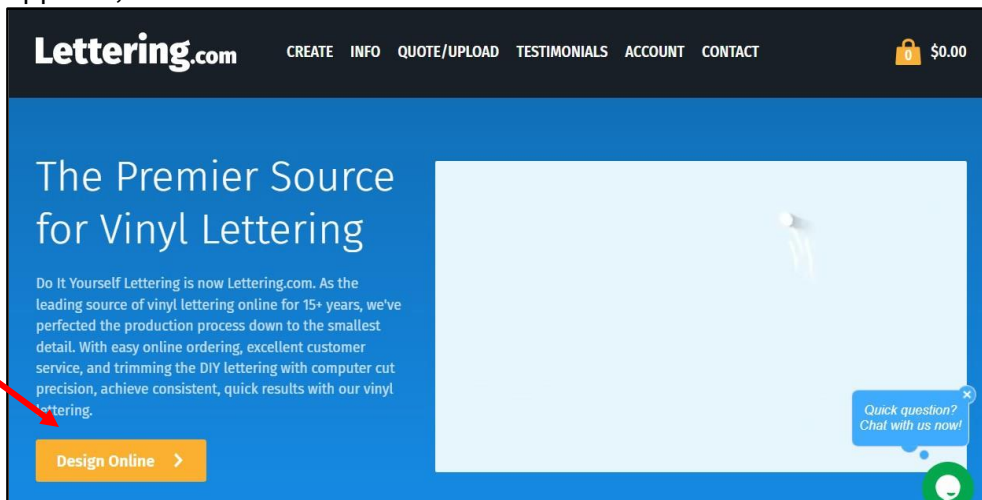
Application Procedure:

1. Turn the graphic over so the application tape is face down. Then peel the liner off the vinyl and backer. Do not pull off the individual vinyl pieces off the application tape.
2. Holding the top corners of the graphic, lightly tack it into position.
3. Using a smooth plastic edge (like a credit card), begin in the center, and stroke the graphic with an up and down motion. The first stroke is your center line. All subsequent strokes work off the initial center stroke. Each stroke must overlap the previous one. Maintaining good pressure is critical in forcing all the air from under the graphic.
4. To remove the application tape, pull the tape against itself slowly at a 180 degree angle until completely removed from the surface.

Ordering Replacement Mailbox Numbers Online from Lettering.com

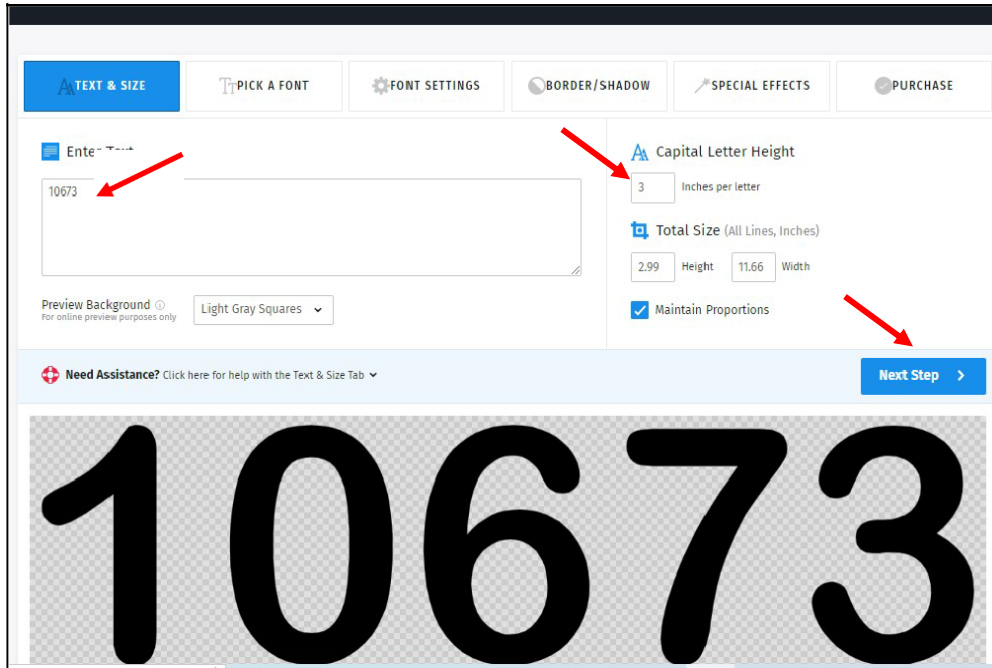
This is the link to Lettering.com: <https://lettering.com/>

1. To order a set of 2 mailbox numbers, click the above link. When their webpage appears, click the DESIGN ONLINE button.

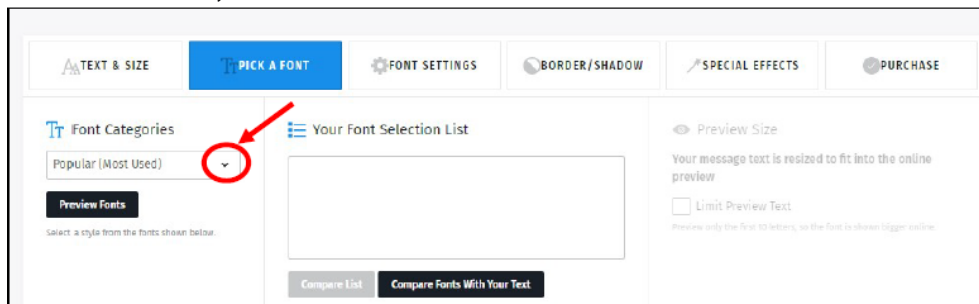


2. Enter this information:

- In the ENTER TEXT box field, type your house number as shown below. Your house number shows at the bottom.
- In the CAPITAL LETTER HEIGHT field, type 3 (inches).
- The TOTAL SIZE field calculates the total size. DO NOT change it.
- Click the NEXT STEP button.



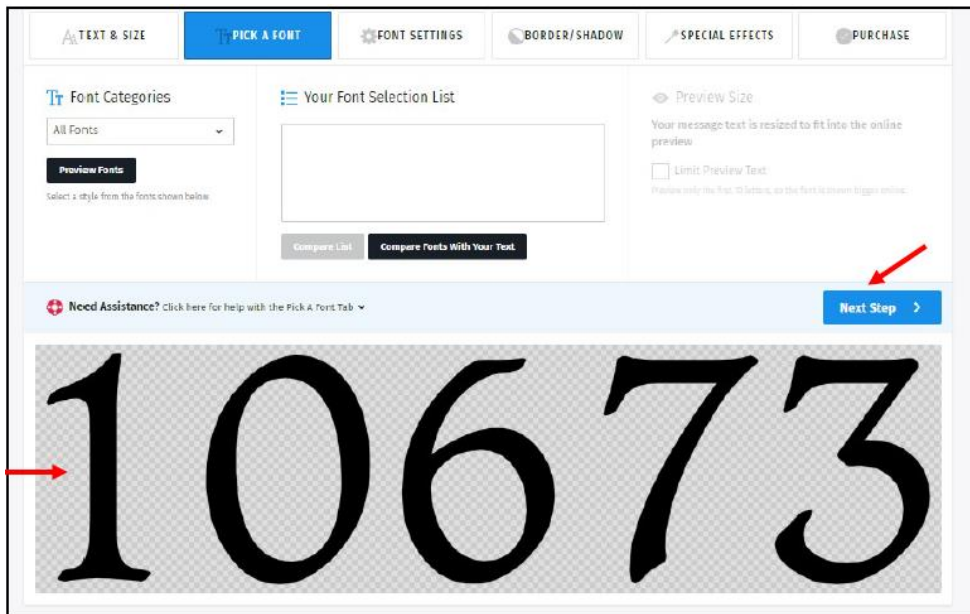
3. When this shows, click the Down Arrow in the FONT CATEGORIES field and select ALL FONTS.



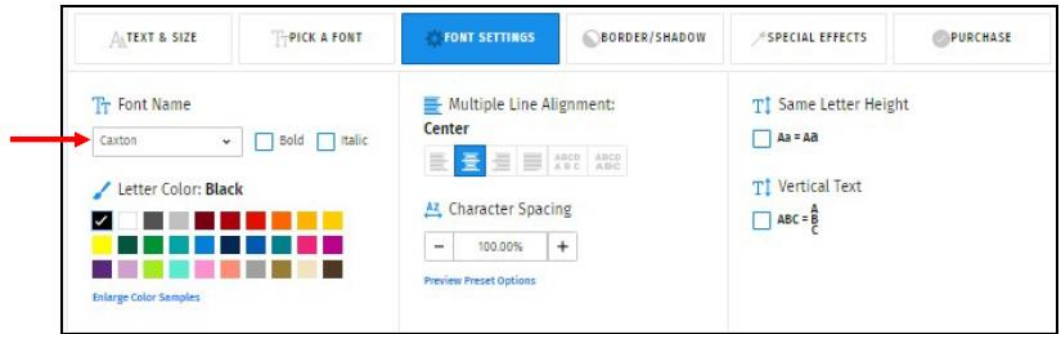
- A list of all fonts, alphabetical by name, shows. Scroll down until you find CAXTON and click on the name.

(d\viN dNd Hobb£-s	Cambria
camellia	CANCUN
Casablanca	Castle
Cateneo	Caxton
Celestia Antiqua	Celtic
Century Gothic	Century Schoolbook
Cg Phenix flmerican	CHAR BROILED
CHARTER	Cheri

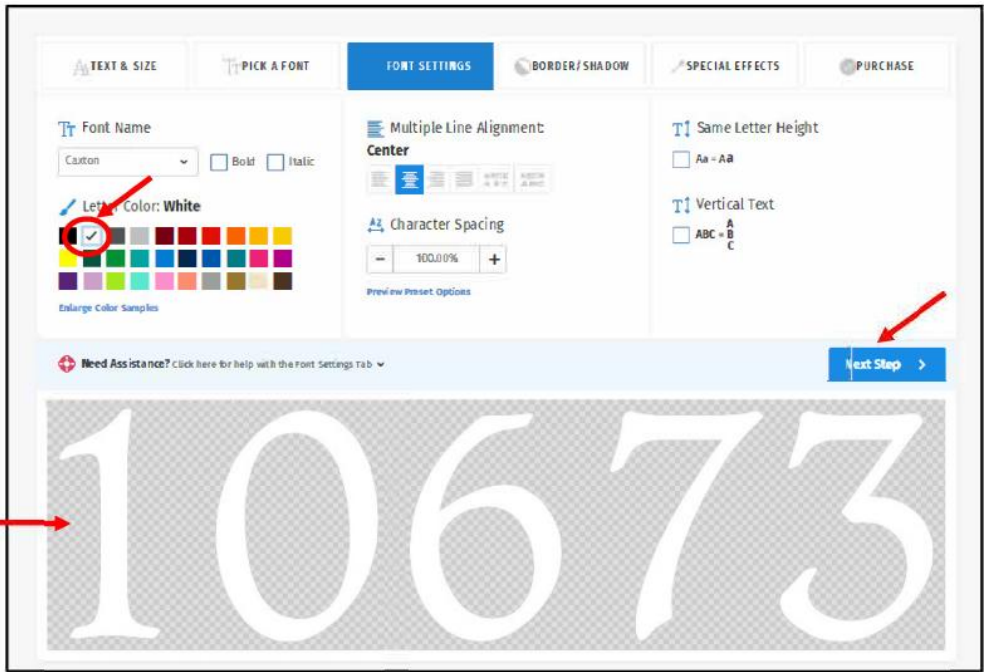
- Your house number now displays in the Caxton font. Click the NEXT STEP button.



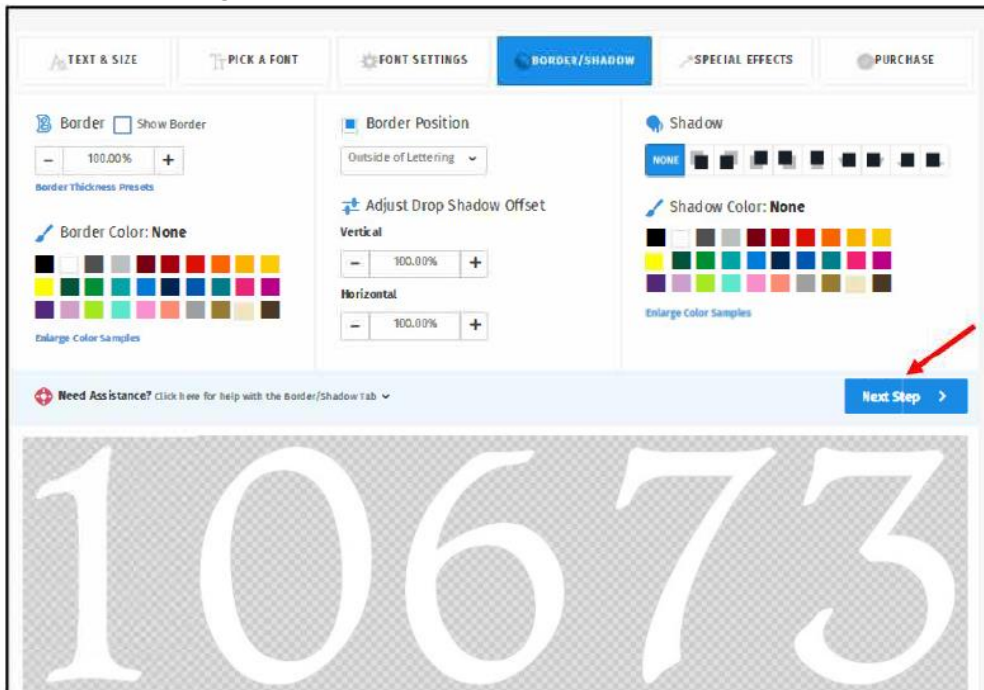
6. This shows. Note the FONT NAME field now shows Caxton.



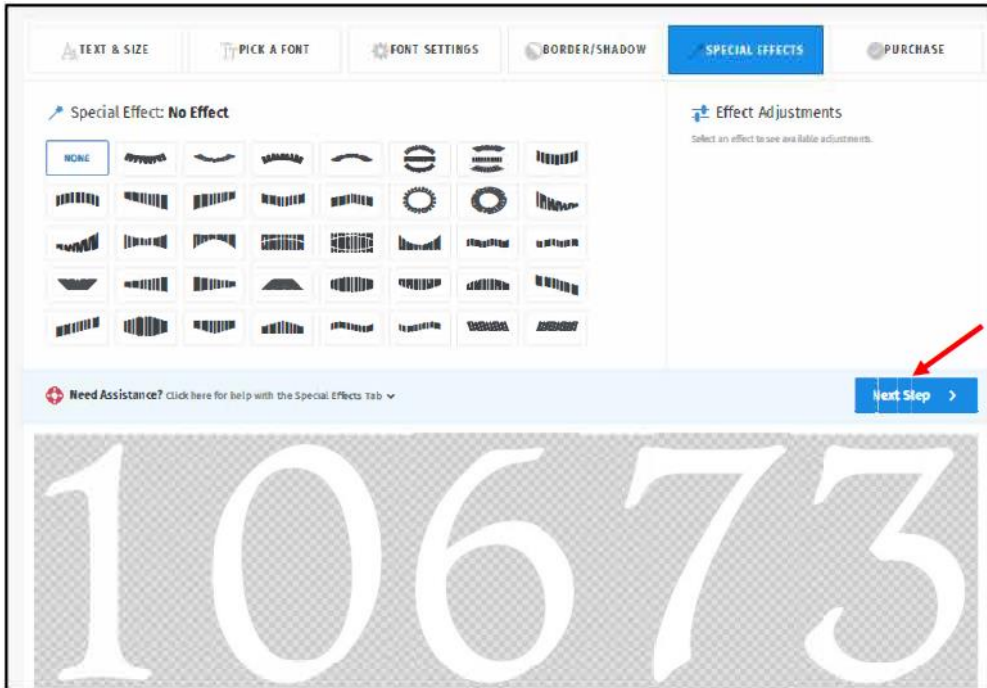
For your LETTER COLOR, click the White box. Your numbers now show WHITE. Click the NEXT STEP button.



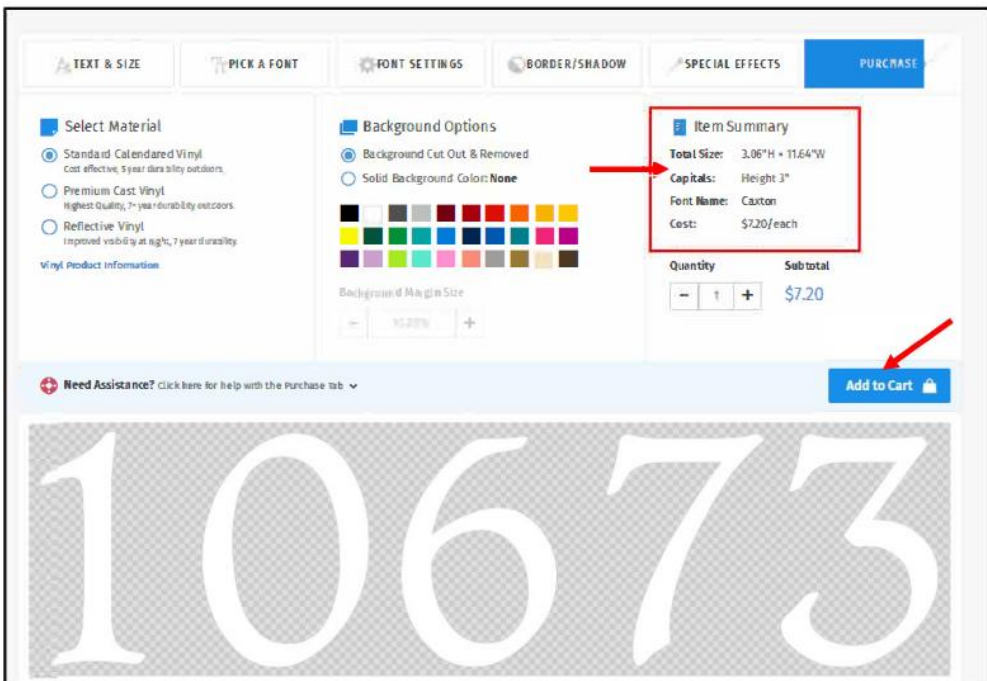
7. No Border Shading is needed. Click the NEXT STEP button.



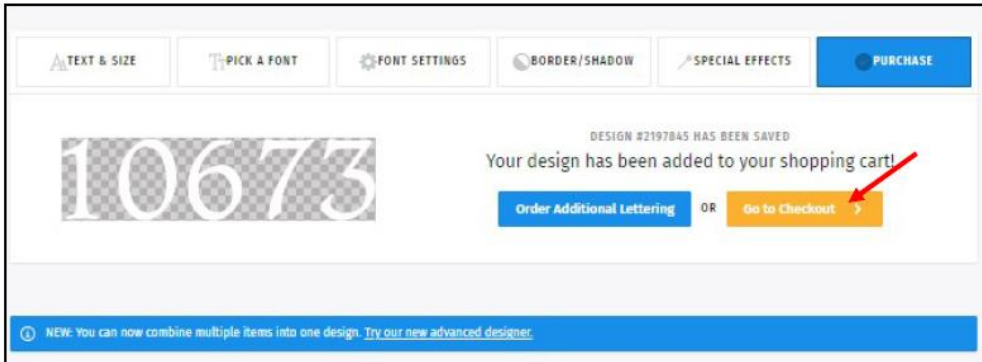
8. No Special Effects are needed. Click the NEXT STEP button.



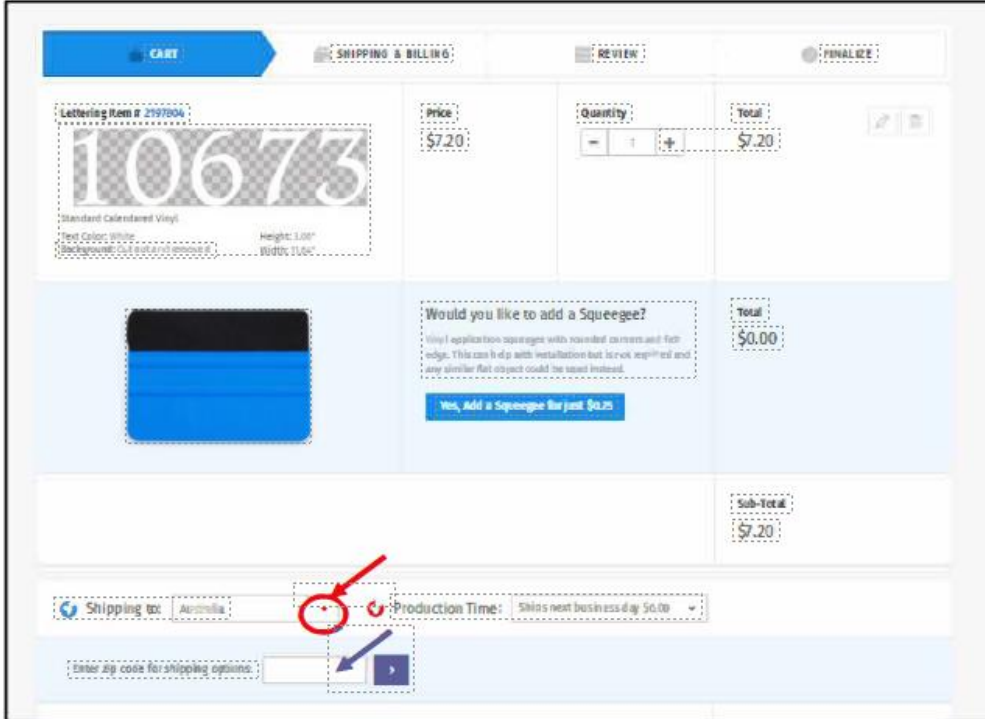
9. When this shows, no further selections are needed. Review the Item Summary data and click the ADD TO CART.



10. This shows. Click the GO TO CHECKOUT button.



11. On this next screen, click the Down Arrow in the SHIPPING TO field, select UNITED STATES and enter your zip code in the ENTER ZIP CODE FOR SHIPPING OPTIONS field.



12. This information displays. It defaults to "First Class Mail" but can be changed to the desired option. Your Total shows at the bottom. Complete your order.

Shipping to: Production Time:

Enter zip code for shipping options:

<input checked="" type="radio"/> First Class Mail (Up to 10 days)	<input type="radio"/> Ships Tomorrow Expected Delivery: about 1-10 business days	\$4.25
<input type="radio"/> Priority Mail (3-8 Days)	<input type="radio"/> Ships Tomorrow Expected Delivery: about 3-6 business days	\$7.95
<input type="radio"/> UPS/FedEx Ground	<input type="radio"/> Ships Tomorrow Expected Delivery: Tuesday, November 2nd	\$9.95
<input type="radio"/> UPS/FedEx 2 Business Day	<input type="radio"/> Ships Tomorrow Expected Delivery: Friday, November 10th	\$7.75
<input type="radio"/> 1 Day Air - By end of day	<input type="radio"/> Ships Tomorrow Expected Delivery: Thursday, November 17th	\$24.95
<input type="radio"/> 1 Day Air - Morning Delivery	<input type="radio"/> Ships Tomorrow Expected Delivery: Thursday, November 17th	\$34.95
Sub-total		\$7.20
Shipping		\$4.25
Total		\$11.45

① Sales tax will be calculated based upon your shipping address.

13. If you need help with your order, call 800-550-3883.