

REC'D 8/9/12

**CHRISTMAS LAKE VILLAGE ASSOCIATION
SANTA CLAUS, IN 47579**

TO: All Christmas Lake Village Residents

This POLICY pertains to the placement of all Rural Mailboxes within the confines of Christmas Lake Village.

The SOLE type mailbox that may be utilized within Christmas Lake Village is as follows:

TYPE: MAILMASTER TRIMLINE PLUS
MANUFACTURER: THE STEP-2 COMPANY
MODEL: 533000 - SPRUCE

PURCHASE: These mailboxes and supporting posts may be purchased from several commercial sources.

PLACEMENT: The front edge of the required 4" x 4" supporting post must be exactly 26" from the edge of the roadway surface. This places the entrance to the mailbox 12" from the edge of the roadway. It is recommended the post be placed in the ground 30" to 36". Rock and concrete should be used to insure stability.

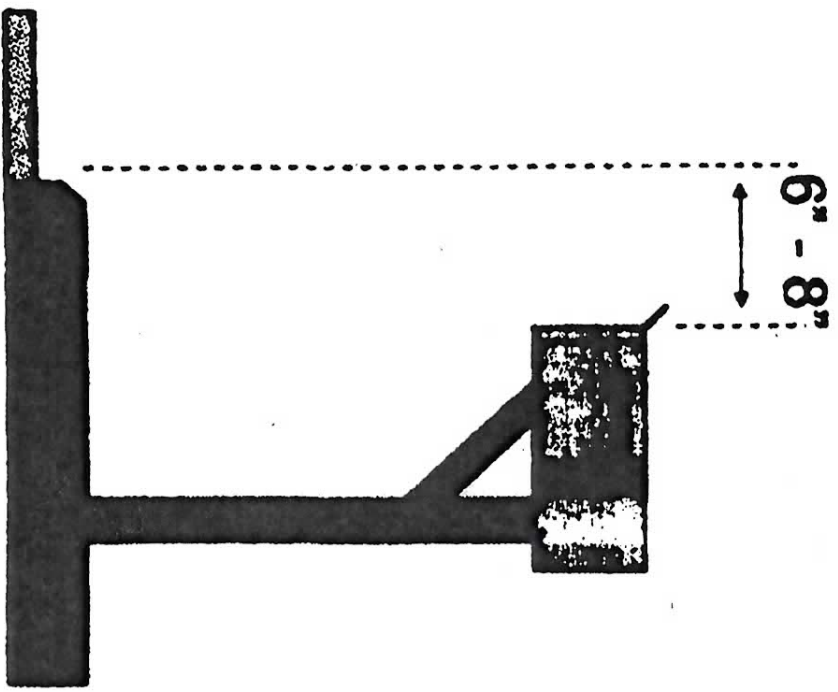
When installing your mailbox, be sure you are allowing for the distance from the roadway surface to the bottom of your mailbox to be 46". Your new mail carrier will advise you of the exact distance he (or she) prefers. The construction of your mailbox assembly allows it to be raised and lowered on the support post with minimal effort.

The side of the street your mailbox is placed on is determined by the carrier's pre-determined Route of Travel. A map depicting this route is posted in the Association office for your inspection. The actual location along the Right of Way is at your discretion. If you are required to place your mailbox across the street from your property you are encouraged to coordinate placement with the property owner. However, in accordance with Federal law, permission cannot be denied.

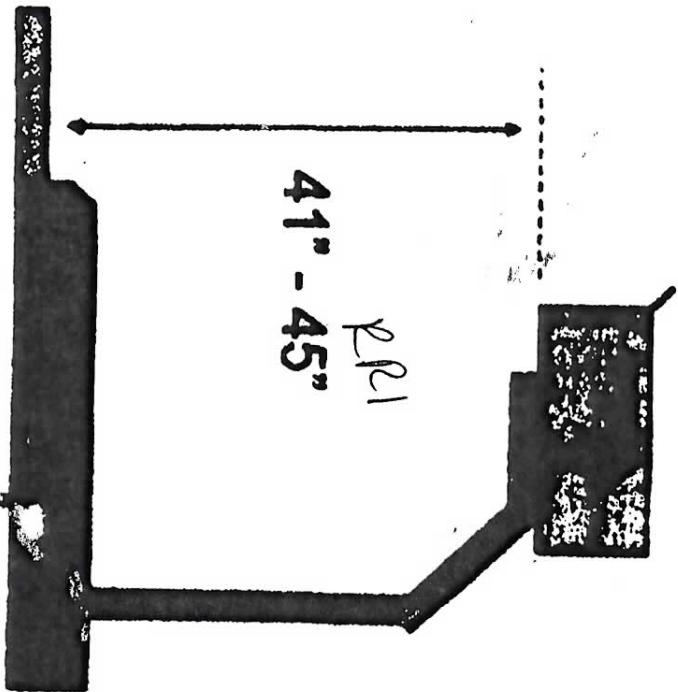
To eliminate the possibility of severing a utility line when installing your mailbox you are encouraged to contact "HOLEY MOLEY" at 1-800-382-5544 prior to digging. This is a unified concern that will coordinate the marking of all underground utility lines, except water, within your proposed digging area. Be sure to advise them that you are in Spencer County - Clay Township - Santa Claus. There is NO CHARGE for this service and must be requested a minimum of 48 hours before excavation.

Please contact the Santa Claus Post Office to obtain your correct mailing address and fill out an application to establish your new mailing address. The telephone number is 937-4469.

Mailbox Location (POM 632)



Mailboxes are set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door.



Generally, mailboxes are installed at a height of 41 to 45 inches from the road surface to the bottom of the mailbox.

Note: Check with your local municipality/county for mailbox requirements which may differ from above. Customers should contact the postmaster or carrier before erecting or replacing their mailbox.