

Colinas De Oro Residential Mailbox Replacement/Refurbishment in Detail

Section 1: Purpose

The goal of this short document is to provide practical advice to homeowners wishing to refurbish (or replace) their mailboxes. Per the Amended Covenants, Conditions, Restrictions, and Easements for Colinas De Oro (CC&Rs), Section 10.13, "If the Architectural Control Committee has provided uniform mailbox designs in the course of original construction, then such designs, colors, lettering, and other features shall be maintained at all times." A quick glance around any street in the neighborhood will reveal that the original construction design for our mailboxes was quite uniform.

Section 2: USPS Facts

2.1 Mailbox

The United States Postal Service (USPS) sets the standards for all mailboxes served by the USPS: ours are subject to the Standard USPS-STD-7C which can be quickly found online. By the standard the Colinas De Oro mailboxes are classified as Traditional Mailbox per Figure 1 below.

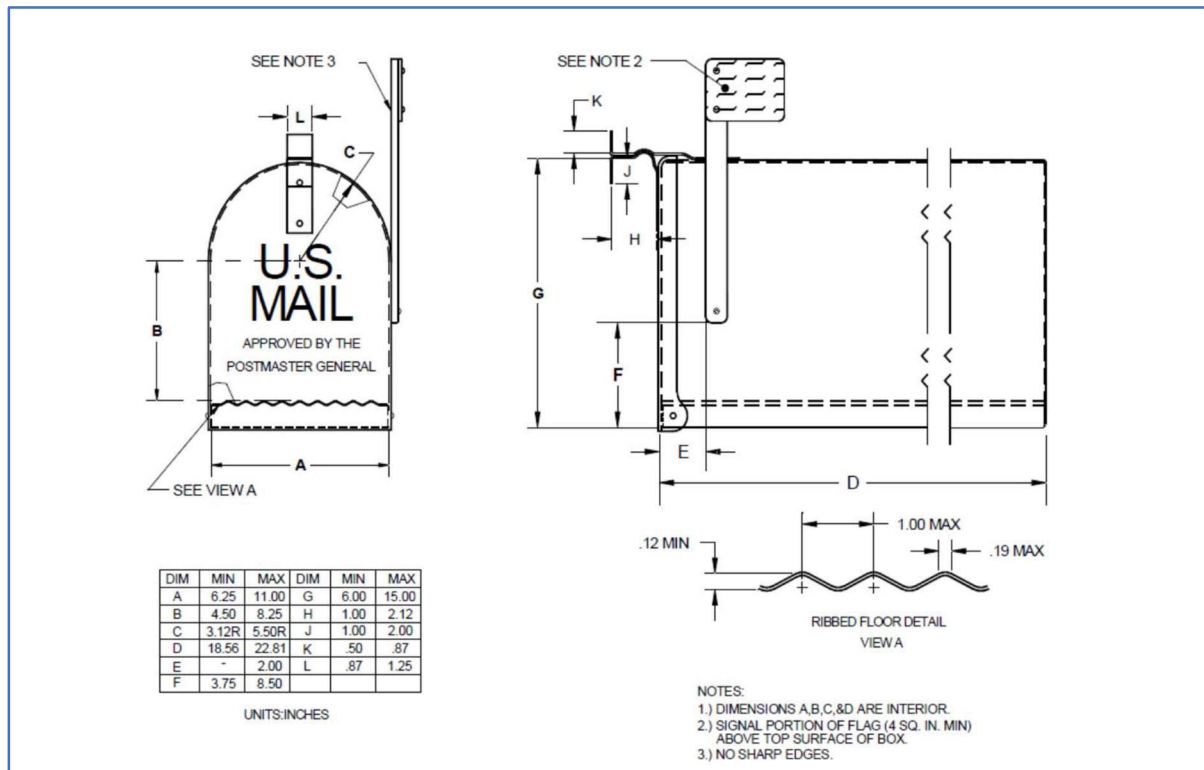


Figure 1: Traditional Mailbox

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Boxes are mounted at 41-45" from the surface of the road and setback 6-8" from the curb per USPS Standard as shown in Figure 2.



Figure 2: Mailbox Mounting Dimensions

2.2 Aesthetics

Colinas De Oro has one or two mailboxes per post, black posts, black mailboxes (Traditional style 1A per USPS-STD-7C) with red flags, lettering 2-inch high, white, reflective, waterproof, anti-fade, and a red & white reflective strip on the post.

Section 3: Mailbox Refurbishment

3.1 DIY or Professional

To keep the mailboxes looking their best, they need to be painted occasionally, just like our homes. This section will provide the do-it-yourselfer, or professional, with details to ensure continued uniformity to our neighborhood. Alternatively, homeowners can hire mailbox replacement/refurbishment experts to follow the recommendations. Paint product recommendations are made in Section 3.1.4 to help with consistency, availability, colors, and sheens. Contact information for the original installer, still in business, is in Section 3.1.7.

3.1 Preparation

3.1.1. Check the mailbox for sturdiness and stress; inclined, damaged at the mounting base, post, brackets, flag and latch operability. If the mailbox setup has begun to lean, replacement of the mailbox footer may be necessary. Resolve these items prior to moving forward. Following are a few tips for posts.

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- Post: Leaning and damaged posts can sometimes be straightened in place. If not, the choices come down to removal/straighten/re-install or post replacement.

-Post Replacement: Remove the decorative gravel from the post area and set it aside. Remove the mailboxes from the post. Dig up the old post. Run water in the pit to help loosen the soil to make it easier to jiggle out. After digging out the old mailbox post, anchor the new post in concrete. Place the new post into the pit, ensure that the top of the mailbox is at the required USPS height and setback from the curb, and prop the post up with safe supports on every side to ensure that it stays plumb and level and won't shake or shift once you pour the concrete. Make and pour concrete into the pit dug around the post, and once it dries, replace the gravel, and install the mailboxes to the post. Install the red & white 18" reflective strip on the street side of the post. Replace the decorative gravel around the post.

-Post scratched or faded: Sand out the rough edges of the scratch(es), then use the same paint as recommended for the mailbox in Section 3.1.4, and repaint the post.

-Flag: Typically, either the hardware is missing, or loose; tighten or replace the hardware. Missing flags will need replacement – get the new hardware to attach the flag to the box.

-Latch: closely inspect the gaps between the frame and the door. loosen or tighten the hinge screws in the mailbox door and the post until the gap between the door and bar is smoothly filled. If the mailbox door is still sticking at the bottom or top, the process is more intensive likely requiring parts. First, mark the mailbox door where it sticks or rubs against the top or side of the jamb. Then replace the mailbox door and use a belt sander or plane to remove most of the undesired material or parts, stopping to check fitment often. Once you are close to the scribe line, use sandpaper to smooth the door's edge before putting it back up. If the jamb is finicky and creates hassle, consider choosing new parts.

-Dents: Use a rubber mallet to pop external dents back into place. For concave dents (those bending inward), use a small metal hammer that fits in the mailbox. Tap gently, but firmly, on these dents to pop them back out. Extreme dents that prevent mail insertion/extraction or use of the door are indicators for a new mailbox. Scratches may come out with sandpaper on the surface.

3.1.2 Cleaning

Dismount the mailbox(es) from the post. Remove your address numbers, a plastic putty knife works well, and make a note to buy new numbers. Remove any debris, lightly

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sandpaper the entire exterior, including the bottom, then scrub and clean the outside with a dish soap and water using a cloth or sponge. Run a cleaning cloth inside the mailbox as well. Rinse the outside of the mailbox well with clean water. If the old paint is showing age and rust, get the flaking off with sandpaper, wire brush, or a cable brush drill head, then swab the exterior with dish soap and water with a good clean water rinse. The goal is a clean and smooth texture. Remove the red flag and get ready to paint.

3.1.3 Painting

The painting will involve primer and paint, both in spray format for quick and easy application and cleanup. Tips for a good spray paint application are listed below.

- Work in a well-ventilated area
- Remove the mailbox(es) from the post
- Check frequently to make sure the valve is clean and clear of gobs and drips
- Use large sweeping motions about 6-8 inches away from the item you are spraying
- Do not stop and spray in one area, release the spray button after each sweep
- Use a drop cloth to prevent unwanted overspray
- Avoid painting on hot and humid days
- Watch for drips
- Light coats are best

3.1.4 Primer + Paint

Make sure the surface of the mailbox is clean, smooth and the primer is dry. Then apply the black gloss Primer + Paint. Try starting with the bottom of the box to get your technique smooth.. Let each coat dry before the next application. Reminder, multiple light coats are recommended.

- Rust-Oleum Paint + Primer Gloss Black

Paint the red flag as well, if needed. Use a paint intended for plastic. Recommendation is:

- Krylon Fusion All-in-one Gloss Red Pepper. This is a multi-purpose paint with a gloss finish.

3.1.5 Numbers

Once the paint is dry, apply the 2-inch white, reflective, waterproof numbers.

- Olaine MN-002 is recommended (6-year warranty).

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3.1.6 Assembly

Place the mailboxes back on the stand, attach with mounting hardware, install the red flag back on the box, check it for smooth operation. Check the mailbox door for smooth operation.

3.1.7 Hire a Professional Instead

If you'd like to skip all the refurbishment steps above, consider hiring a professional. The Colinas De Oro original Mailboxes (and many replacements) were installed by the local business Mailbox Man.

Contact information:

- email at mailboxmann@comcast.net
- phone 520-744-8439 or 520-990-3352.

Mailbox Man (Randy) provided the originals and can replace our unique posts, he offers numbers, painting and mailboxes at reasonable prices due to his bulk purchasing power.

4.0 Future Recommendations

Feedback to this document is welcome. If there are errors, omissions, or corrections, please notify the HOA and make suggestions. This document is subject to change, particularly due to availability of the various products recommended.