



Kingsgate Five Homeowner's Association
PO BOX 1791
Woodinville WA 98072
www.kingsgate5.com

August 31, 2016

RE: Mailboxes & Mailbox Stands

Dear Kingsgate Five Homeowner,

Your Kingsgate Five Homeowner's Association Board is excited to announce we will be consolidating and replacing all the mailboxes and stands within the association. All existing mailboxes and stands will be consolidated and replaced with a Cluster Box Type or CBU (samples pictured on page 2). Each homeowner will receive a new, secure and locking mailbox. There will be no additional cost to the homeowners. This project is a collaboration with your Kingsgate Five HOA Board, the United States Postal Service, the Kirkland Postmaster, and the Woodinville Postmaster. Work will commence immediately and take approximately eight to ten weeks to complete.

The new mailboxes will be secure and durable. Each CBU location will feature a locking mailbox for each homeowner, an outgoing compartment as well as an integrated parcel locker(s). There will be 20 CBU locations throughout our neighborhood. To find your new mailbox location, visit our website at <http://www.kingsgate5.com/mailbox-finder/>. Your specific box number assignment within your designated CBU and three mail keys will be sent to you at a later date. If you require assistance in retrieving your mail, such as wheelchair access, please contact us to make the appropriate accommodations.

Considerable planning has been put into optimal placement for the CBU locations to maximize convenience for homeowners while meeting the requirements of the USPS, who is subsidizing a portion of the project. The replacement and consolidation of the mailboxes and stands is a much needed and positive change for the HOA. Each mailbox will be secure and durable while providing the neighborhood with a clean, consistent, and updated look. This is an association wide decision and will require cooperation from every homeowner. After the implementation date, mail will only be delivered to the new location and all existing mailboxes and stands will be removed.

We understand there will be questions. We are available via phone, email, or in person at our monthly board meeting. Our next meeting will be held Wednesday, September 21, 2016 from 6:30-8:30pm at the Kingsgate Library. Our goal is to make this transition as smooth as possible for the community. This is an exciting endeavor that will greatly benefit the homeowners, the association, and the community.

Sincerely,

The Board of Directors
Kingsgate Five Homeowner's Association
board@kingsgate5.com
206.459.2944 (Ashley Gillen, Treasurer)

Cluster Box Unit Samples



16 Unit CBU



13 Unit CBU



12 Unit CBU



8 Unit CBU