

Association Policy PHOA 003

Use of Internal Mail Slots

Purpose:

Establish a policy and standard governing the use of Pennbrooke Fairways residents' internal mail slots.

Policy Definition:

Resident internal mail slots/boxes are provided to facilitate community and/or resident communication. This system is provided for the convenience of residents wishing to communicate with each other, and for the Homeowners' Association to communicate community information to residents. Appropriate types of uses for internal mail slots may include:

- Holiday cards (Christmas, Easter, etc.)
- Get Well cards
- Thank you notes/cards
- Meeting announcements
- Flyers for community events, activities, or trips
- Personal communication between residents
- Other community-related information

Internal mail slots are not to be used by either residents or non-residents for any commercial purpose. Any vendor abusing this system may be restricted from access to the community. Inappropriate uses include:

- Anything not listed above that is sent anonymously
- Advertisements of any kind (except in community newsletter)
- Announcements for any commercial venture

The large locked boxes on the bottom row are for various HOA committees and for the HOA Board of Directors. These may be used for suggestions, complaints, or any other correspondence with Committee chairpersons and/or the Board of Directors.

Date approved: 12/03/2004

For Board of Directors: _____

Revised:

4/27/2010

3/25/2014