

Normandie Homeowners Association

Approved Mailbox Specifications, Care and Maintenance

Note – Mailbox & post are the responsibility of each homeowner. Per the community standards, every homeowner is expected to maintain their mailbox and keep it in a state of good repair. This document contains information to assist homeowners in caring for their mailbox as well as contact information for Post & Pickets should replacement parts be needed or maintenance questions arise. Failure to properly maintain the mailbox and post is a violation of the Normandie Community Standards and may result in fines or maintenance charges to the homeowner's account if action is not taken following notification.

Normandie Mailbox Standard - Governors row mailbox system; cast aluminum powder coated with steel architectural mailbox 821 K w/C scroll & 2" brass lettering. Screws are stainless steel and the box, post, scroll, finial, base and numberplate are powder-coated from the factory with the brass hardware having a rustic finish.

Maintenance - The brass hardware and house numbers may begin to tarnish over time. Recommend once a year you polish the brass with a soft rag. If for any reason care is neglected for a long period of time, you may need a product like Brasso to help chemically clean the brass and restore it back to its original look. Annually cleaning your mailbox with mild soap and water after pollen season or before winter is recommended. Post and Pickets can provide the exact color match spray paint for anyone wishing to repaint their own mailbox. Each spray can will repaint one full system twice, if used appropriately.

New Post, Box, or Parts – Individual homeowners may order a new mailbox, post or replacement parts from Post and Pickets (107 S Watauga Ave. Dunn, NC 28334. (919) 772-7170).

Re-Installation – Post and Pickets will do any repairs for a service charge. The current install and removal rate as of [June 2025] is \$185.00 and repainting or light repairs, i.e. replacing box or door, is \$145.00. Both prices are before tax and do not include materials.

Self-Installation – If you must reinstall a post, the height of the mailbox should be between 41" - 45" from the bottom of the door to the curb, easement or street surface. The box also should be offset 6" – 8" from the edge of the curb, easement or street surface. Your current mailbox location may not exactly reflect these measurements but are currently in approved USPS locations. If for any reason you wish to move your mailbox, please use the measurements above as a reference.