

Membership Mail Box Committee  
October 15, 2018 Meeting Minutes

Attending: Mary Couch, Mike Smith, Kim Kuffell, Alexa Von Alemann  
Kathryn Crawford

The meeting was called to order by the chair Mike Smith at 1: 11 pm on Monday October 15<sup>th</sup> 2018.

Mike made the motion to approve the meeting minutes for the September 25<sup>th</sup> meeting. Kim seconded the motion.

It was reported that USPS is very happy that the mail box project is finally moving forward and in the right direction after 10 years of false starts. They will be relieved to not have to deal with general delivery from HPP and that the boxes will be fairly consolidated.

The committee is waiting for approval of our proposal from USPS. This meeting combed through the proposal and dealt with highlighted material that needed further development, deletion and consensus. We discussed curbing versus posts, when and where to place community bulletin boards, the necessity of pedestrian signs and if we needed them in both directions of traffic(i.e. such as school signs).

We determined that this project will need at least 2 phases for completion and that lighting at the clusters will fall in the phase 2 category because our 1<sup>st</sup> phase needs to concentrate on the mail box plan, installation, maintenance, key issuing, determining an accurate 1<sup>st</sup> time set up fee structure and an annual(possibly decreasing) renewal.

We decided that the committee will administer the first completed site in issuing keys, have members sign their agreement contract and collecting the set up fee. At this time we think we will be at the actual cluster site for a yet to be determined (possibly 3) week ends for a few hours to provide service for the members that will be the first to receive a new mail box with their actual address. HC1,HC2 and HC3 will no longer exist. Individuals will be responsible for rerouting their mail to their new address.

We spent considerable time calculating what an approximate first time set up fee and annual fees could potentially be. It will be more accurately determined when we know what percentage of members will participate. The more participation, the lower the fees. Mike bases his estimates conservatively on a 50% participation rate.

We also did some calculations on hiring our own maintenance person who will keep the cluster areas clean and report any damage and repairs needed. If this person is hired at \$17.50 per hour for 4 hours

per week the cost at 50% membership participation will be 83 cents per person. Hiring an administrator/book keeper to open new accounts keep account updated and determine delinquency, hand out keys, collect fees etc. at \$20.00 per hour for 6 hours a week (which will likely be reduced once the system is up and fluid) will be a \$1.42 per member expense at 50% participation. We also need to calculate in phase 2 expenses, damage, and a reserve fund for replacing boxes as their life span ends.

There is a 10 year history of the association road fees paying for the shoulder and paving work for mailboxes. Since the mail boxes are on attached to our roads and there is a long history of road work for mail box sites using road fees getting the necessary money should not be an issue.

Mike will get a 2 page hand out printed in the office for the membership meeting. USPS has been notified of the membership meeting.

Respectfully Submitted,  
Kathryn Crawford