

# The Villas of Asbury Policy

Olathe, KS

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## MAIL DELIVERY EXCEPTION POLICY

Residents who, due to disability or other impairment, are unable to retrieve their mail from the community U.S. Postal boxes may apply to the U.S. Postal Service for home delivery.

To qualify for this service the resident must obtain a "Request for Exception to Delivery Mode Due to Physical Hardship" form. This form requires a physician's signature. The application forms are available at a U.S. Post Office or from the Association by contacting the Board via email [board@asburyvillas.com](mailto:board@asburyvillas.com), or phone call to the Managing Agent.

After submitting a signed form to the U.S. Postal Service:

1. The resident must submit the "Request for Exception to Delivery Mode Due to Physical Hardship" form.
2. The resident must submit an ARC request form to the Association with a copy of the U.S. Postal Service form signed by the physician for a mail box to be attached to the Unit. The Association will provide and install the approved mail box at no cost to the resident. ARC request forms are available from the Association or Managing Agent.
3. When reason for such hardship ceases or applicant no longer occupies the residence, notification must be given to the U.S. Postal Service as well as The Villas of Asbury Homeowners Association, Inc. at which time the mail box will be removed from the residence.

Effective Date: April 17, 2014  
Replaces Prior Date: March 2009  
Approved by AV Board: April 17, 2014