#### **The Villas of Asbury**

**HARDSHIP MAIL DELIVERY**

The Villas of Asbury has mail delivery at community cluster mail boxes located throughout the community. Residents who are unable to retrieve their mail from these boxes due to disability or other impairment may apply to the U.S. Postal Service for home (“at door”) delivery.

Residents seeking hardship mail delivery will need to submit to the local postmaster a letter from your doctor describing the disability that makes access to your community mail box difficult or impossible. Suggestions on the wording of that letter are available on the internet.

Upon receiving approval from the U.S. Postal Service, you should submit an ARC request form (available at asburyvillas.com or from the HOA management company) together with the approval. The HOA will then provide and install an approved mail box for home delivery at no cost to the resident.

When the reason for hardship mail delivery ceases or the resident no longer occupies the residence, notice shall be given to the U.S. Postal Service as well as the HOA and the HOA will remove the mail box from the residence.

**Effective Date: March 26, 2018**

 **Replaces Prior Policy April 17, 2014**

 **Approved by HOA Board: February 15, 2018**