

January 25, 2025

Dear Homeowner,

Many of you have noticed and commented on the deterioration of our mailboxes. For over 15 years they have been exposed to the elements plus were damaged by a mail truck contributing to faster-than-expected deterioration. In some cases, the locks have worn out so the keys no longer fit well making the individual mailboxes difficult to open.

We are pleased to inform you that the mailboxes are being replaced this week. The new boxes will look identical to the existing boxes. In addition, we will install 2 new parcel-only boxes. The cost to purchase and install the new mailboxes came from the Reserve at Pilottown's Capital Reserve Fund.

The replacement process will take place as follows:

- 1) **Homeowners should collect their mail from their box before the end of the day on Tuesday, January 28.** Any mail not picked up on Tuesday will be taken away by the post office then re-delivered by Friday, January 31.
- 2) Starting around 7 am on Wednesday, the old boxes will be removed and new boxes put in their place. The two new parcel boxes will also be installed. The demolition and installation process is expected to last 2 days.
- 3) Regular mail service is scheduled to resume as normal on Friday, January 31. There will be no mail delivered on Wednesday, January 29 or Thursday, January 30. If you are expecting important mail on either of those two days, you can visit the Lewes Post Office and put your mail delivery on hold so you can pick it up at the Post Office.
- 4) **Keys to your new mailbox will be available as follows:**
 - a. Thursday, January 30 from 3:00 – 4:30 in front of the mailbox cluster
 - b. Friday, January 31 from 1:00 – 3:00 from the home of Kevin O'Neill at 314 Captains Circle
 - c. Saturday, February 1 from 10:00 – 12:00 from the home of Beth Wells at 108 Seagull Drive
 - d. If you are unable to pick up your keys to your new mailbox on one of these dates, please contact us at ReserveatPilottown@gmail.com to make special arrangements.

Every effort will be made to keep your same mailbox number and location. Mailbox assignment is in the hands of the Post Office and not the HOA.

We are working closely with the Post Office to ensure the transfer goes smoothly but please be aware that the PO could make changes at the last minute and without notice. We will keep you informed of any changes as soon as we are made aware.

Thank you for your patience as we navigate the new mailbox installation and transfer. If you have questions, please send them to the ReserveatPilottown@gmail.com.

Sincerely,

Kathy McDonough, Kevin O'Neill, Beth Wells, Karen Fleck, Larry Firment