

Owners must purchase and maintain the mailbox that the Highland Lakes HOA Developer originally selected. Please contact Cedar Craft, the manufacturer, at 614-759-1600 if you need to replace your mailbox, or visit [www.cedar-craft.com](http://www.cedar-craft.com). They have the model # on file.

The official white mailbox paint is “Brilliant White”, available at Creative Paints (1042 Proprietors Rd, Worthington, OH 43085, 614-888-5386). Acceptable alternative whites are available from other companies. For example, Behr makes a paint called “Ultra Pure White – semi-gloss exterior”, and Sherwin Williams offers “Highly Reflective White – semi-gloss” — both are approved options. The white color for all mailboxes must be semi-gloss and pure, unadulterated white.

For the mailbox numbers, the HOA will provide a **free** container of green paint to touch up your mailbox numbers, which is the only green paint that should be used. Please submit a service request through your owner portal or email CPS at [admin@cpscolumbus.com](mailto:admin@cpscolumbus.com) with your address and we will have a container of green paint delivered.

Mailboxes must be properly painted, in good condition, and not held up with stakes, sandbags or any other items. They must be installed properly and securely at the original height (damaged posts cannot be cut and reinstalled at low height). Flags to be in good condition. Gaps cannot exist between the box portion and the post. Only existing silver base guards will be permitted, however upon purchase of a new mailbox all base guards must be white and can be metal or plastic.

Examples of needed repairs such as incorrect paint color and unacceptable condition AND an example of proper installation and condition are pictured below. Management will enforce mailbox rules, and you will be notified if your mailbox is in disrepair, needs painted or replaced, we encourage homeowners to make arrangements **in advance** with the vendor as outlined above.

Partial metal base not permitted



Improper installation



Incorrect paint/condition



### CORRECT INSTALLATION, PAINT COLOR, CONDITION

Posts and bases can have some damage if kept painted.

No exposed wood is permitted; white metal or plastic wraps are permitted.

Note: all new replacement mailboxes now come with white metal wrap included.

