

To: Traditions Residents

From: Wakefield Sharp

In our monthly walkthrough, it is evident that some mailboxes need repair. Beginning November 1, 2018, Wakefield Sharp will send violation notices to homeowners whose mailboxes need painting as well as repair.

To assist owners, here are some tips on taking care of your mailbox.

1. **Post.** If the post is loose from the ground or crooked, remove the small plate from the base of the post and tighten the three nuts/bolts inside the post.
2. **Number Plates.** If the number plate is dangling, remove the mailbox from the post (4 screws inside the mailbox) and tighten the nuts/bolts that hold the nameplate on.
3. **Numbers.** If numbers have fallen off they can be reattached using epoxy. If the numbers are completely missing, brass numbers at 2" height can be purchased on Amazon at https://www.amazon.com/Number-Brass-Numbers-Better-Mailboxes/dp/B00IPLVMV2/ref=sr_1_8?ie=UTF8&qid=1529440231&sr=8-8&keywords=mailbox+brass+numbers
4. **Door.** If the rollers that hold the door closed fail, install a metal plate and magnet (cabinet hardware). Once again use epoxy and glue to surface.
5. **Hinge.** If the door has broken away completely, a metal shop can reattach it.
6. **Shims.** If you do remove your mailbox from the post for any reason, be sure to put the nylon shims back in place when you reattach it. This tilts the mailbox forward slightly and prevents water from pooling in the back of the box during the rainy season
7. **Water.** Use rubberized grid material inside your mailbox. This looks a bit similar to what restaurant kitchens have on their floor. You could also cut up a webbed front door mat. This allows the mail to sit up off the base of the mailbox and lets water fall below.
8. **Painting.** Wash, rinse, and let mailbox dry prior to painting. Use Rust-Oleum Painter's Touch 2X Ultra Cover Paint and Primer, Satin, Hunt Club Green for the base and number plate. For the trim, one can use Homefront decorator colors, Metallic Finish, Pure Gold (for numbers) and Chocolate (for trim). Do not paint the copper mailbox itself! Use a non wax furniture polish to give it a temporary sheen.

The mailboxes of Traditions are unique to this community and add character to our neighborhood. In addition, they are expensive to replace. A little TLC will keep the mailboxes looking good for many years to come.