

HERITAGE COVE COMMUNITY ASSOCIATION, INC.

SINGLE FAMILY HOMES

POST FOR MAILBOX – MAINTENANCE GUIDELINES

It is recommended that owners maintain their mailbox posts every other year – at minimum

MATERIALS:

- **Olympic Waterproofing Sealant** – Clear – 1 Qt. (Available at Lowes)
- Two (2) 10' (ft) pieces of $\frac{3}{4}$ " (in) Nylon Rope
NOTE: *Have the hardware store "melt" the rope ends to keep from fraying*
- Green Mailbox
- Four (4) Stainless Steel Woodscrews
- Black Paint

PROCESS:

1. **Remove old mail box.**
2. **Remove rope.**
 - Using a big screw driver, remove and **SAVE** the old staples holding the rope to the post.
 - Save staples as these are hard to find.
3. **Power wash posts.**
 - USE CARE when power washing house numbers as they break easily, and matching numbers are hard to find
 - For extremely dirty posts - brush with a mixture of bleach and water (measurement not important)
4. **Dry post.**
 - Letting the post thoroughly dry for a day or so will ensure the waterproofing sealant penetrates the wood
5. **Re-paint house numbers with BLACK PAINT.**
6. **Apply 2 coats of Olympic Waterproofing Sealant following directions on can.**
7. **Replace Rope.**
 - After waterproofing sealant dries, tightly wind ropes to post using the old staples to hold it in place.
 - It is easier to start the top rope from the top and wind down the post / then start the bottom rope from the bottom and wind up the post. (this takes the "guess work" out of spacing the rope on the post.
 - Rope can be tacked into place in a few spots with small finishing nails if the rope slides on the post.
8. **Use 4 stainless steel wood screws to hold mailbox to post to prevent rusting.**

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To Polish / To Paint / To Replace

- POLISH:** Recommended using a "cleaning" wax similar to **Meguiar's Cleaning Wax**
- PAINT:** Color match using spray **Rust-oleum** Professional High Performance Enamel "HUNTER GREEN – 7538"
- REPLACE:** **Gibraltar Mailboxes** - Elite Medium Size Galvanized Steel Post-Mount Mailbox - in Green
Dimensions: 6.92 in. W x 8.87 in. H x 20.05 in. D