



LOCKING MAILBOX SPECIFICATION

(approved 8.12.21)

Dear Trabuco Highlands Members:

The Board of Directors has adopted the below specification to address the desire of members to install locking mailboxes, as a means of curbing mail theft. The Board has approved the use of locking mailboxes without further architectural approval, if the following criteria are met:

- 1) Only the ***Oasis 360*** style locking mailbox may be used.
- 2) All mailboxes on one post must match in color and style.
- 3) Only black or white boxes may be utilized, but all boxes on one post must match in color.
- 4) Installation of a locking mailbox is at an owner's own risk. The Association makes no claims that these boxes will curb or stop mail theft.
- 5) Installation of this box is subject to post office approval; the Association cannot guarantee the post office will not deny their use in the future.

If these criteria are met, and you wish to proceed, please follow the below directions:

HOW TO MOUNT AN OASIS 360 LOCKING MAILBOX:

1. Determine mounting mechanism to be used. This can be a piece of 5/8 inch wood cut to fit the underside of the mailbox, or a Steel Mailbox 4x4 Adaptor (available on Amazon.com, Ebay.com, or Home Depot).
2. If a piece of wood is chosen, mark and drill holes to mount the wood piece to the post arms, and to the bottom of the mailbox, and affix with appropriate screws and bolts, which must be purchased separately. If using the Mailbox Adaptor kit, all mounting parts, including screws, washers, nuts, and bolts are included in the package. Further instructions continue:
3. Remove mounting parts from packaging, and affix post adaptors to mounting plate by utilizing pre-mounted bolts on the bottom of the plate and included washers and nuts. (see picture below)



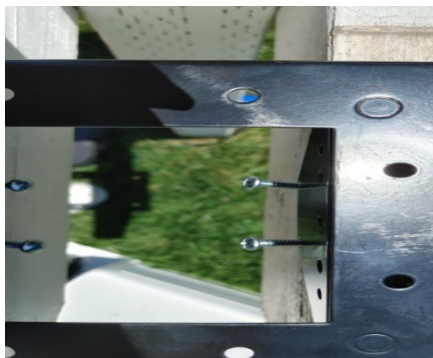
4. Place plate on post arm and mark the two holes at the bottom of each post adapter on the post arms with a pencil. (see pictures below)



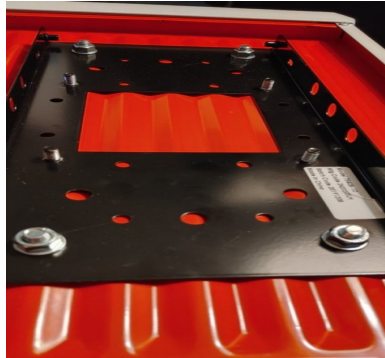
5. Drill holes into post arms as marked for the four holes. (see picture below)



6. Position four wood screws (preferably use hex nut head screws for easier tightening/access, purchased separately) in the bottom holes of the post adapters and mount plate post adapters to the post arms on the inside front and rear arms by screwing post adapters to post arms. (see pictures below)



7. Affix mailbox to mounting plate using bolts, washers, and nuts provided. This is how it would look from the bottom of the box before being mounted, with the washers and nuts on the bottom.



8. The inside of the mailbox from the rear should appear as per photo.



9. Mounting is complete if mailbox looks like this. Not all hardware included in the adapter kit is needed, so some screws will be left over.



(note: use of red flag is at one's own risk)

APPENDIX:

This applies to the Oasis 360 locking mailbox, with link below:

https://www.amazon.com/Architectural-Mailboxes-6300B-10-Locking-Mailbox/dp/B07KY9SCS7/ref=sr_1_5?crid=3TFUUL2HCJMJY&dchild=1&keywords=locking%2Bmailboxes%2Busps%2Bapproved&qid=1622860877&s=hi&srefix=LOCKING%2B%2Bmailbox%2Ctools%2C227&sr=1-5&th=1

And to the steel mailbox 4X4 adapter kit, with link below:

https://www.amazon.com/Architectural-Mailboxes-7540B-10-Mailbox-Adapter/dp/B0130EAWLO/ref=sr_1_1?crid=3TFS8ZTTOV4WK&dchild=1&keywords=architectural+mailboxes+adapter+plate&qid=1622861181&s=hi&srefix=mailboxes+ADAPTER%2Ctools%2C216&sr=1-1

THESE EXAMPLE LINKS ARE FROM AMAZON.COM. BOTH MAILBOX AND ADAPTER ARE AVAILABLE AT SEVERAL OTHER WEBSITES.