

GAZEBO

The Gazebo is located in the parking area across from the Log Cabin. Access is from Governors Circle, the one-way road leading to the exit gate. (There are also stairs leading to the Gazebo across from the Clubhouse.) The Gazebo is the location for several important functions, including U.S. Postal Service (USPS) mailboxes, **black** mail slots (sometime called cubbies) for communication within our community, bulletin boards, and an area for picking up and submitting various forms. A small, stable step stool is also present for those who need it.

U.S. POSTAL SERVICE BOXES

You pick up all of your mail here. If you have just purchased a unit, be sure to get a mailbox key from the seller. USPS mailboxes are placed around the center cabinets and the rear wall of the Gazebo.

There are several Post Office slots for **outgoing** letters in each of the mailbox cabinets.

Finally, there are several large mailboxes located at the bottom of each mailbox cabinet, where larger mailed packages are delivered. If you have received such an item the postal person will put a numbered key – to one of the large mailboxes – inside your mailbox. Locate the large numbered box, remove the package and leave the key in the box's keyhole.

If you are going to be away for a week or more, you should contact the postal service (go to a nearby post office or do it online at USPS.com) and arrange for your mail to be held until your return.

INTRA-COMMUNITY MAIL SLOTS

Intra-community **black** mail slots are located against the Gazebo walls on the left and right sides. These mail slots allow written communication **within** our community **without** using the USPS. If you plan to be away for a week or more, insert a colorful plastic block (found in the mail slots above the **forms** on the right side) in your mail slot or make arrangements for someone to pick up its contents while you are away.

Do not place papers or other material in a mail slot that is blocked.

The cabinet against the Gazebo wall on the right (as you enter) holds mail slots for all **Stony Ridge** addresses. Many of our **forms** are also found there and many include a place to **submit** a completed form.

The mail slots for **all other addresses** are found against the Gazebo wall on the left side (as you enter).

(continues on next page)

COMMUNITY RELATED FORMS

Located to the right as you enter are a number of mail slots against the outside wall containing frequently used forms: Building Maintenance Request (BMR), Alteration Request, Landscape Maintenance/Alteration Requests, Parking Permit, Snowbird Leaving/Returning, Gates, Insurance, etc.

Mail slots for submitting a completed form are available for many of the forms.

Most of these forms are also available on the BRCA websites.

BULLETIN BOARDS

There are **5** bulletin boards attached to the central core: two at the entry (**Board Info**); two at the **left** rear (**Events & Committees**) and a large one at the **right** rear (**Miscellaneous**). Each contains useful information (notices, events, sign-up sheets, etc.) and you are encouraged to read them regularly.

Board Info is limited to notices and communications from, or authorized by, the Board of Directors.

Events & Committees is for committee/activity notices that are signed and dated. [**Note:** Lost and Found items should be placed on the shelf above the Clubhouse's coat rack, which is on the left as you enter.]

Miscellaneous Notices include sports activities, tennis/pickleball sign-up sheets, and other miscellaneous notices that are signed and dated, such as fundraising.

ADVISORIES:

1. Only residents may post notices.
2. All notices placed on a bulletin board must be signed and dated, and should be removed after one month or when no longer useful. Please do not place duplicate notices on more than one bulletin board.
3. The mail slots are not to be used for solicitations of charitable contributions.