



Kingsgate Five Homeowner's Association  
P.O. Box 1791  
Woodinville WA 98072  
[www.kingsgate5.com](http://www.kingsgate5.com)

November 1, 2016

**RE: Mailbox Keys**

Dear Kingsgate Five Homeowner,

Good news! Your CBU mailbox installation is complete and your keys are ready to be picked up. Keys can be picked up from the pool during the dates and times listed below:

- Thursday, November 3<sup>rd</sup> from 6:00-8:00pm
- Sunday, November 6<sup>th</sup> from 4:00-6:00pm
- Thursday, November 10<sup>th</sup> from 6:00-8:00pm
- Sunday, November 13<sup>th</sup> from 4:00-6:00pm
- Thursday, November 17<sup>th</sup> from 6:00-8:00pm
- *Monday, November 21<sup>st</sup> from 6:00-7:00pm\*\*\* (Board Meeting at the Kingsgate Library)*

To ensure no lapse in mail delivery, please pick up keys as soon as possible.

Each homeowner will receive three (3) keys. Keys may be duplicated. The HOA will not retain a copy of any keys and thus it is important to keep keys in a safe and secure location(s). In the event keys are lost, a locksmith will need to be arranged at the homeowner's expense.

Keys will only be released to the homeowner. Please bring photo ID. If the property is a rental, the homeowner is responsible for picking up keys and then distributing to the renter.

Mail will be delivered beginning at the CBU once the post office has installed the carrier's lock and interior labels. Because of this, the exact date of new delivery is unknown. If the post office notifies the HOA with the conversion date of delivery, an email will be sent to the address on file; a mailed letter will not be sent. The old mailbox stand will also be taped and marked with "NO DELIVERY".

Approximately two weeks after the conversion, the old mailboxes will be removed. If you wish to keep your existing mailbox, please have it removed in a timely manner.

This letter has also been emailed to the address on file if any. If you have any questions, please contact us via phone or email.

Sincerely,

The Board of Directors  
Kingsgate Five Homeowner's Association  
[board@kingsgate5.com](mailto:board@kingsgate5.com)  
206.459.2944 (Ashley Gillen, Treasurer)