

Exhibit “1”

Architectural Standards Bulletin – Harbor Lakes Mailbox Structure

ARCHITECTURAL STANDARDS BULLETIN

Harbor Lakes Mailbox Structure

The Board of Directors (Board) of the Harbor Lakes Homeowners Association (HLHOA) has developed new mailbox design standards and construction specifications for:

1. Mailbox structures installed at new construction single-family detached homes. All builder owned lots in Harbor Lakes that were developed prior to December 2010, requiring initial mailbox installation, may choose either style of mailbox.
2. The optional or required replacement/repair of existing mailbox structures single-family detached homes.

The new mailbox design standards set forth a durable stone and masonry type design (illustration attached) intended to give Harbor Lakes' mailboxes a uniform and aesthetically pleasing appearance. This redesign became necessary due to the high failure rate of the original mailboxes combined with the HLHOA's inability to purchase like replacements at a reasonable cost.

The Board will maintain and may modify as necessary, design, construction and material specifications for new construction and replacement mailbox structures and shall make current specifications available to Owners upon request. Owners are not permitted to modify the design, color or physical appearance of any mailbox structure. The Board of Directors for the HLHOA will provide a list of vendors/contractors that have expressed interest in constructing the approved structures and have provided initial prices. This list is not an endorsement nor is it a recommendation of any specific contractor. Owners are free to obtain their own contractors, as long as the mailbox is constructed in accordance with this ASB.

All costs associated with the construction of mailbox structures shall be the sole responsibility of the respective owners. Owners constructing single-family detached homes on lots that are adjacent to undeveloped lots must initially pay the full cost of any required dual mailbox structure. When the structure is completed the owner having the mailbox constructed will send a copy of the paid invoice to the property manager of the HLHOA for reimbursement of up to one-half of the cost of the construction, not to exceed one-half of the cost of the lowest bidder on the vendor list.

If Owners are requested to have their mailboxes replaced, they are expected to initiate action to have the stone mailboxes installed within the timeframe allowed by the letter requesting Owners replace their mailboxes.

Owners may voluntarily initiate a request through the General Committee to construct a new stone-standardized mailbox. If an Owner receives a letter specifying a replacement mailbox, the owner can assume they have permission from the ASC to proceed to have the new mailbox installed.

Mailboxes may be repaired/replaced for any of the following reasons:

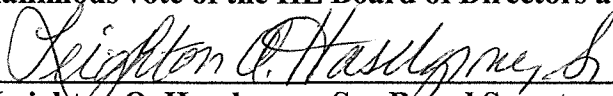
1. A Owner may choose to voluntarily replace/repair existing mailbox. Owner desiring to voluntarily replace/repair their mailbox must initiate a request to the HLHOA General Committee (Committee) for approval of such action. This replacement/repair shall be done at the sole expense of the owners involved. For voluntary replacement/repair of dual mailboxes, both owners must agree to the request and be responsible for associated costs.
2. The HLHOA General Committee may require that a mailbox be replaced or repaired. If the Committee determines that any mailbox is unsightly or unserviceable, the Committee will require the owner(s) to replace the old mailbox with an approved masonry structure or repair it with original replacement parts. In all such cases the owners will share the cost equally.

IMPORTANT NOTES:

1. There is a limited supply of mailbox parts available through the HLHOA. These parts will be available, as long as supplies last, for owners requiring components for repair only. These components will be sold to owners at cost and the owners are responsible for installation. Additionally, owners may opt to replace/repair existing mailboxes with parts/assemblies, of the original style from the manufacturer.
2. Prior to replacing the existing mailbox with masonry structure the homeowner is responsible for notifying the appropriate utility companies a minimum of forty-eight (48) hours in advance of the start of work to identify any utilities lines that might be in the construction area. For ease of reference, that number is currently 800/344-8377, but this number is subject to change. Upon contact insure that the City of Granbury is included as one of the parties identifying lines. The homeowner will be given a confirmation number, which should be retained in case of any problems. Although this line identification is normally required for all construction, it is especially important since some of the mailboxes are located very close to water meters. If a problem is identified, the homeowner should contact the Committee for resolution.
3. Attached to this ASB is a specification from the US Postal Department as to the exact specifications pertaining to the mailbox height above the curb and the positioning of the mailbox from the curb face. The owner is responsible to ensure that the most current specification is in use when making the installation. The current phone number for verification with the Postmaster is 817/573-5515 or Manager at 817/326-4088, but both of these numbers are subject to change.

This document was adopted by a unanimous vote of the HL Board of Directors at its December 16, 2010 board meeting.

Signed:



Leighton O. Haselgrove, Sr., Board Secretary

The General Committee shall have full and final authority over all issues and disputes related to mailboxes and mailbox structures within Harbor Lakes.

HARBOR LAKES MAILBOX SPECIFICATIONS

Harbor Lakes residents who need to replace their mailbox have two options:

1. They may replace or repair their mailbox with the current style aluminum materials, or
2. They may replace them with a masonry mailbox that is fully described in this document
3. All owners of currently developed lots (those developed prior to December 2010) requiring initial mailbox installation, may choose either style of mailbox.

However, certain requirements are mandated. These are:

1. Existing dual mailboxes must be replaced with dual mailboxes and existing single mailboxes must be replaced with single mailboxes.
2. Replacement mailboxes should be installed in the same location as existing mailboxes. If there is a problem with this requirement, the homeowner should consult the HLHOA General Committee for a resolution.

MASONRY MAILBOX REPLACEMENT SPECIFICATIONS DUAL MAILBOX SPECIFICATIONS (SEE ATTACHED SAMPLE)

Masonry column (Granbury chop stone 4" x 6" or larger) – size 30" wide x 24" deep x 52" high

Grout - Beige

Mailbox Insert – Appx. 9" x 9" - Color Black

Address Blocks – 16" x 9" recessed block with black numbers mounted on each side of the column

Concrete Capstones – 30" wide X 24" deep (CC-1 style)

Mailbox recess from curb face – 6" for masonry column and 4" from face of mailbox (See attached Post Office requirements)

Height of bottom of mailbox from road surface – 40" (See attached Post Office requirements)

Foundation – 30" X 24" and 18" in depth with rebar.

NOTE: In some instances city water meters may limit space for the foundation. If the contractor can comply with all other specifications, the foundation, column and capstone may be reduced to 28" in width. If this does not resolve the issue, the homeowner should contact the HLHOA General Committee for a resolution.

SINGLE MAILBOX SPECIFICATIONS (SEE ATTACHED SAMPLE)

Masonry column (Granbury chop stone 4" x 6" or larger) – size 20" wide x 24" deep x 52" high

Grout - Beige

Mailbox Insert – Appx. 9" x 9" – Color Black

Address Blocks – 16" x 9" recessed block with black numbers mounted on the side of the column facing traffic

Concrete Capstones – 20" wide X 24" deep (CC-1 style)

Mailbox recess from curb face – 6" for masonry column and 4" from face of mailbox (See attached Post Office requirements)

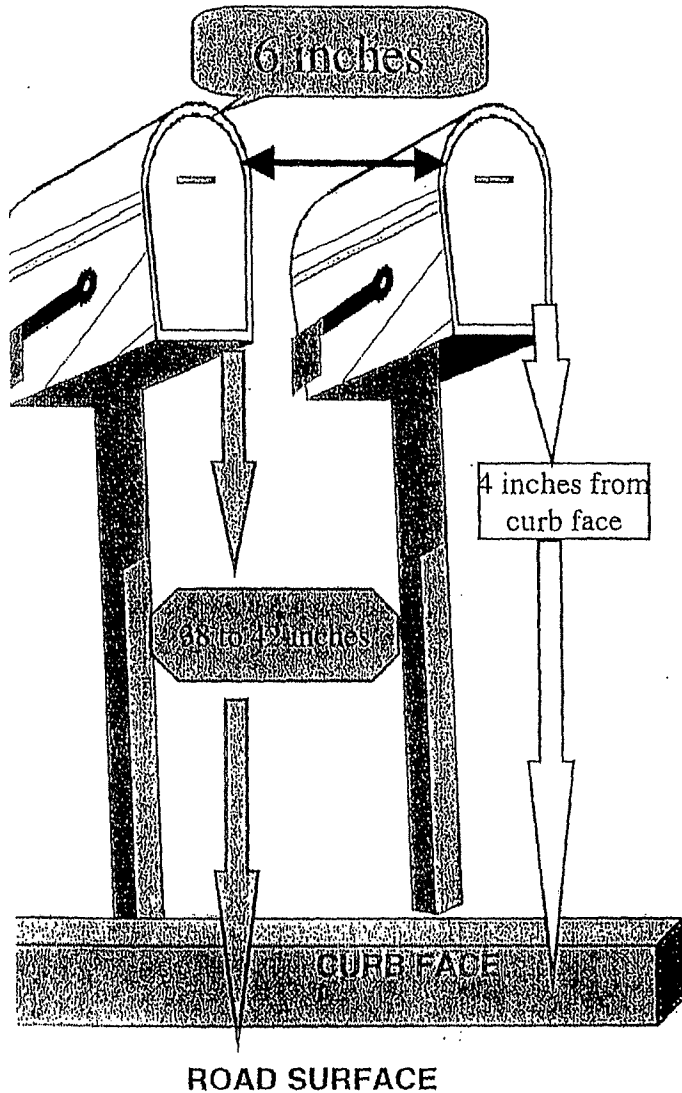
Height of bottom of mailbox from road surface – 40" (See attached Post Office requirements)

Foundation – 20" X 24" and 18" in depth with rebar.

IMPORTANT NOTICE: Prior to replacing the existing mailbox with a masonry structure the homeowner is responsible for calling 1-800-344-8377, a minimum of 48 hours before the intended start of work, to schedule identification of any utility lines in the construction area. Upon contact insure that the City of Granbury is included as one of the parties identifying lines. The homeowner will be given a confirmation number which should be retained in case of any problems. The homeowner will be advised to have the construction contractor who will install the mailbox to also call and register with that identification number. Although this line identification is normally required for all construction, it is especially important since some of the mailboxes are located very close to water meters. If a problem is identified the homeowner should contact the General Committee for resolution.

NOTE: This will be a multi-day project. It will be necessary to have your contractor re-install your old Old mailbox near the existing location **OR** contact the post office to arrange alternative mail hold or post office pickup of mail.

Dual Property Curbline Delivery Box Installation Specifications



This information is furnished to assist new home owners in the preparation of their mail receptacle and to prevent, if possible, some problems previously encountered by other new home owners.

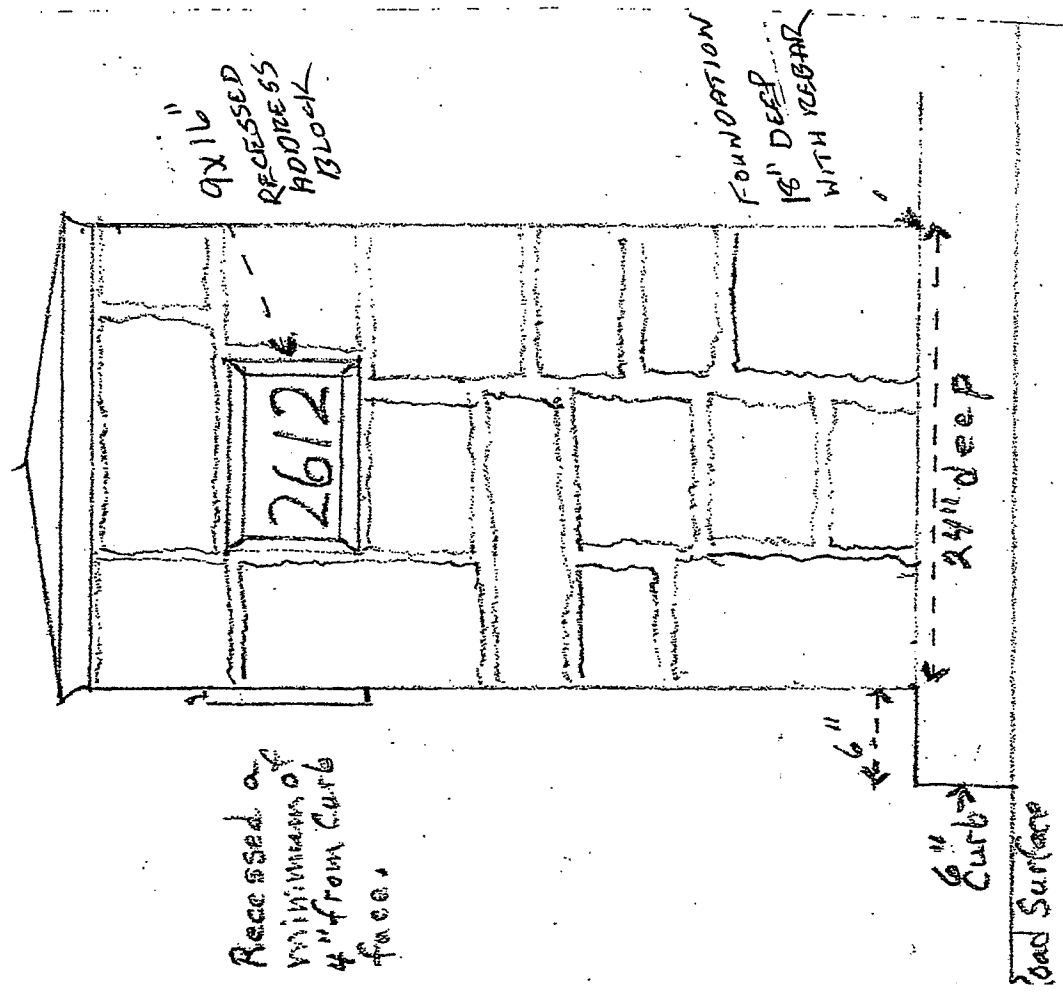
Your delivery will be via motorized carrier - to curbline delivery boxes.

Boxes may be either the approved traditional or conventional design type. Boxes should be installed with the bottom of the box being between 3-1/2 and 4 feet from the roadway surface. Boxes should be installed where the front of the box is approximately 4 inches behind the face of the curb to prevent vehicles with wide mirrors from contacting the box. Boxes are to be installed on the property line. Boxes must be installed no more than 6 inches apart. Boxes may be bricked in but the 6 inch criteria is still required.

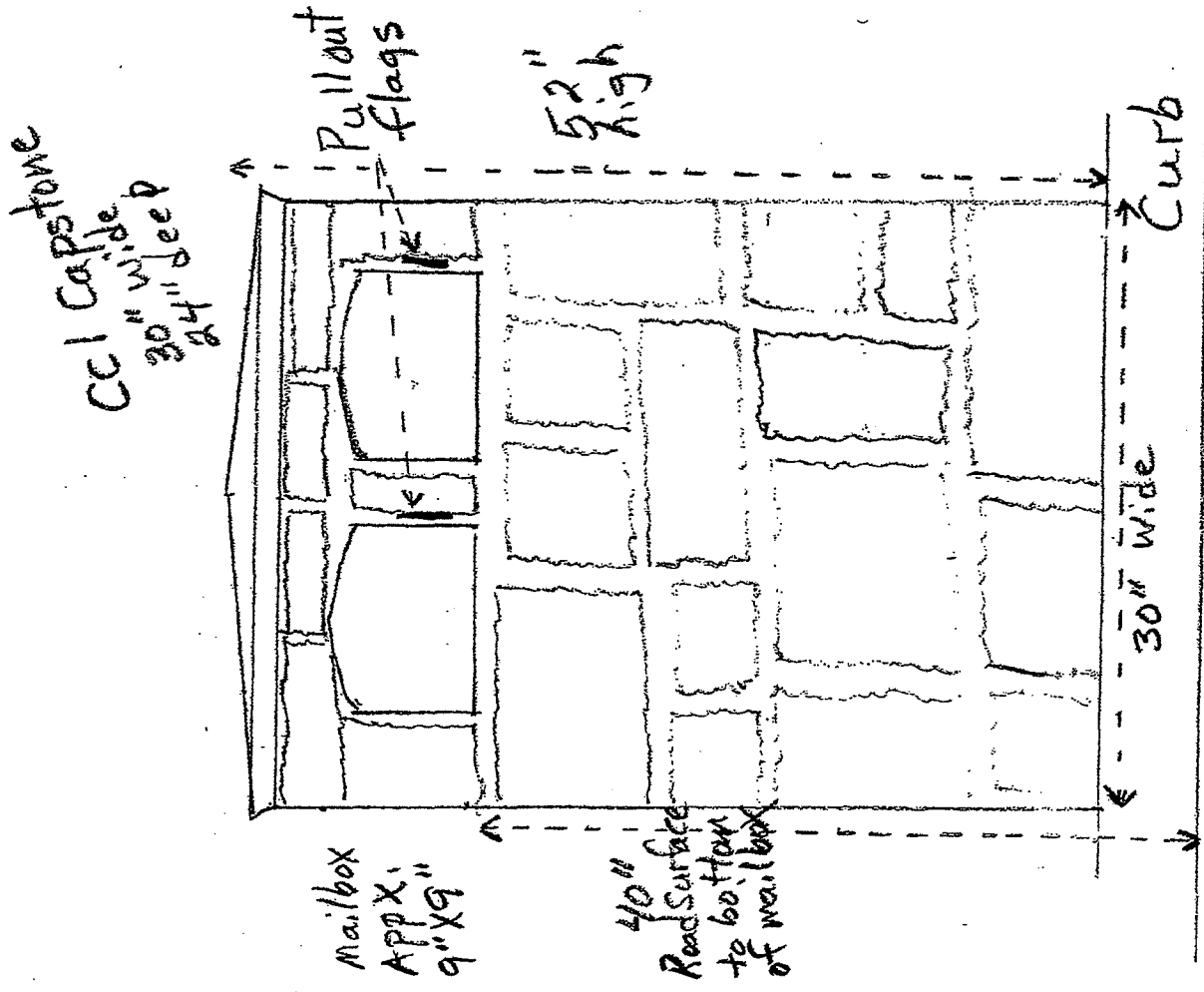
The owner's name is not required on a mail receptacle, only the house number.

Should you have further questions, please contact Postmaster at 817-573-5515 or Manager at 817-326-4088.

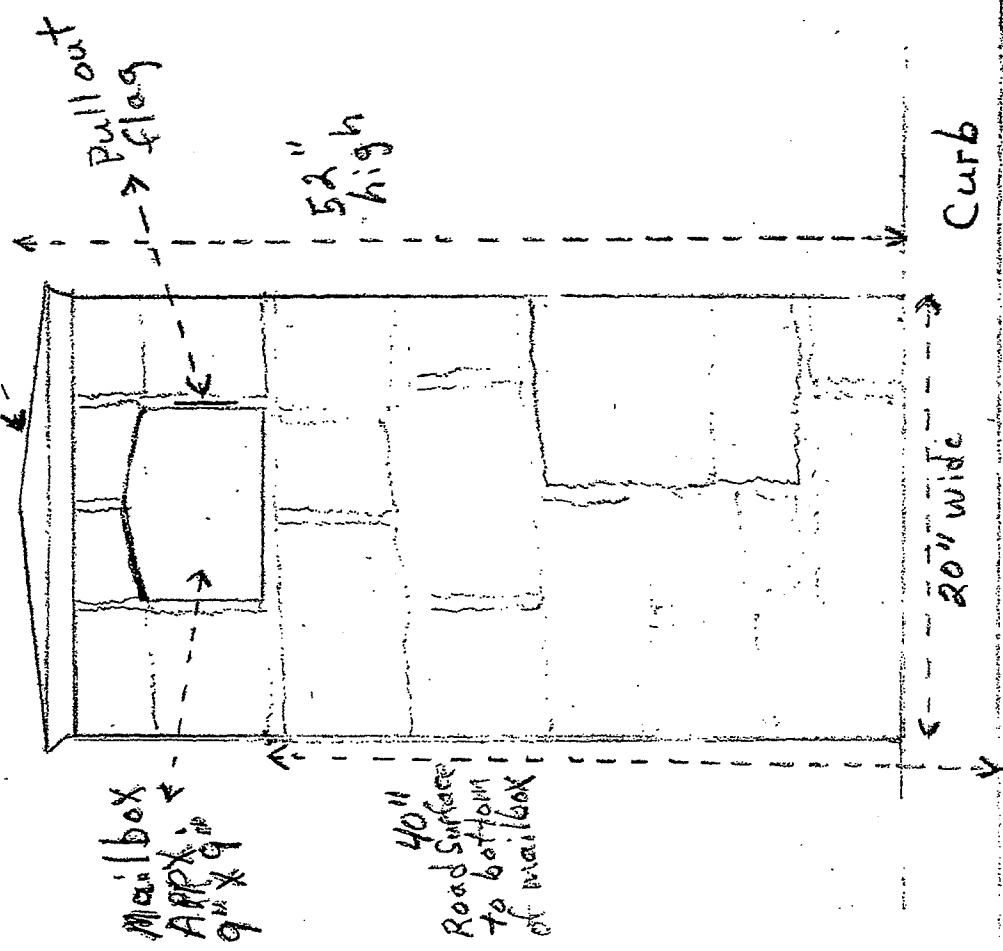
Dual Mailbox
Side View



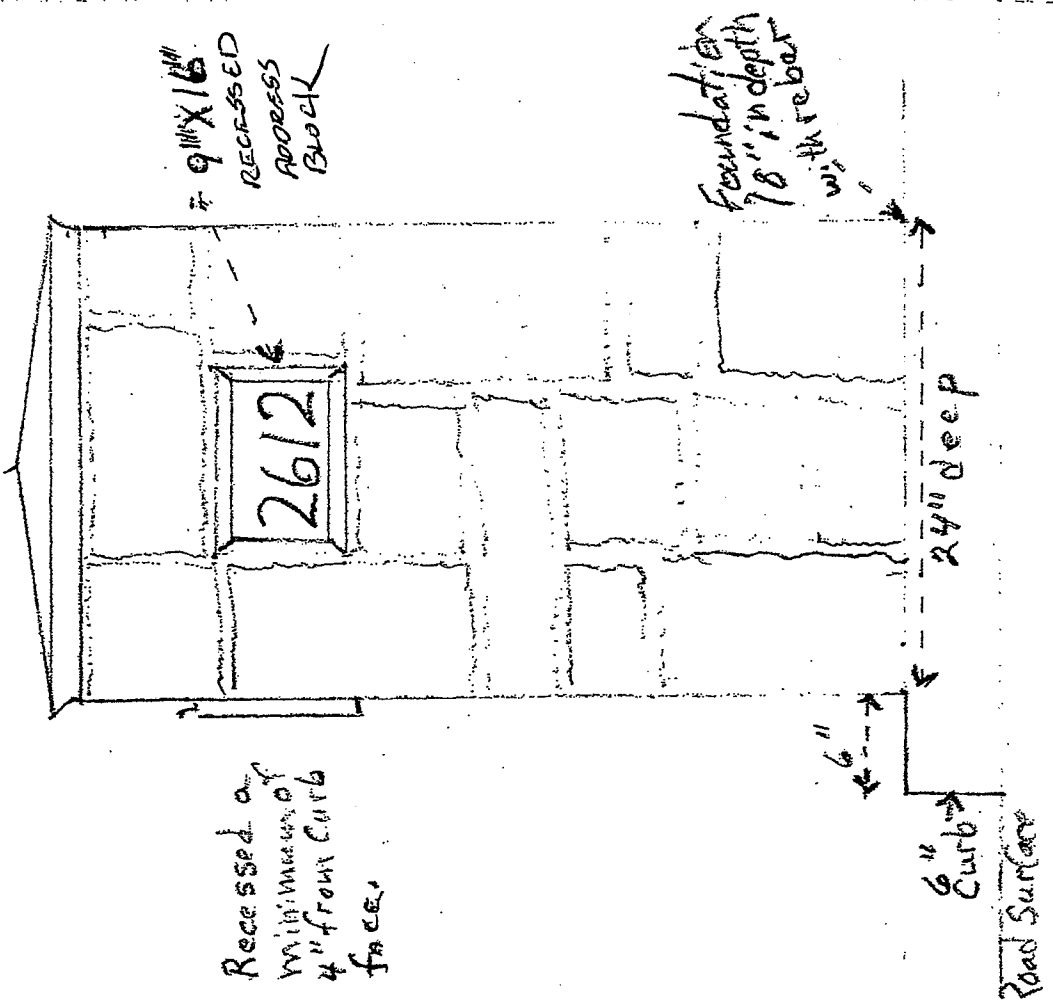
Dual Mailbox
Front View



Single Mailbox
Front View



Single Mailbox
Side View



PRICES CURRENT A/O NOV 2010

MEL NORTHEY COMPANY
303 GULF BANK RD
HOUSTON, TEXAS 77037
1-800-828-0302
FAX 281-445-7456

1023A WILLIAMSBERG MAILBOX PARTS LIST
ALL PRICES SUBJECT TO CHANGE 1/2009

STOCK NUMBER: 1023A
DESCRIPTION: WILLIAMSBERG MAILBOX COMPLETE UNIT
COST: ^{SINGLE} \$259.00 FRT: UPS \$47.00 + Tax = 325.17
^{DOUBLE} \$429.00 FRT: \$52.00 + Tax 512.75

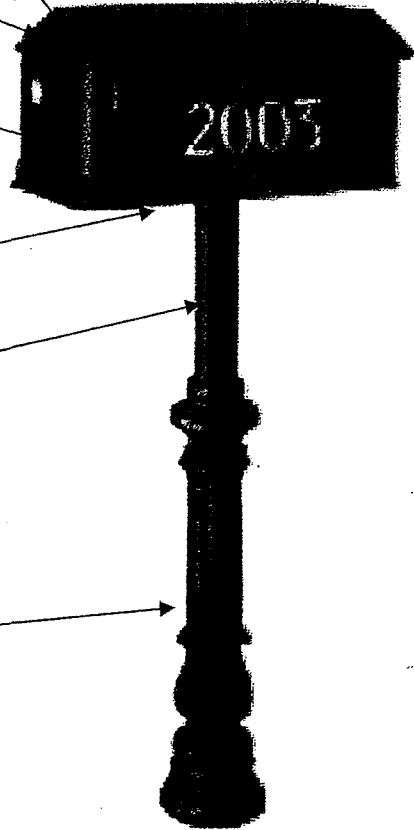
STOCK NUMBER: ACCESSORIES FOR 1023A
3" BRASS NUMBERS \$4.00/EA
FLAG ONLY : \$7.50/EA
HARDWARE KITS: \$8.00/EA
LATCH KIT : \$3.00/EACH

STOCK NUMBER: #23
DESCRIPTION: MAILBOX ONLY
COST: \$179.00 UPS FRT: \$22.00
MAILBOX DOOR ONLY \$29.00
8 1/2" x 6 1/2" or 8" x 6 1/4" ???????
NO HOLES DRILLED IN HINGE

STOCK NUMBER: BRACKET
DESCRIPTION: MAILBOX BRACKET
COST: \$22.00 UPS FRT \$17.00

STOCK NUMBER: 1023A
DESCRIPTION: TUBULAR POST ONLY
COST: \$43.00 UPS FRT \$ 29.00

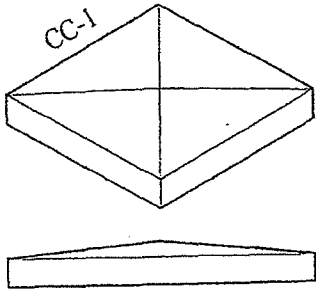
STOCK NUMBER: #10 BASE
DESCRIPTION: 2 PC BASE WITH HARDWARE
COST: \$76.00 UPS FRT \$12.00



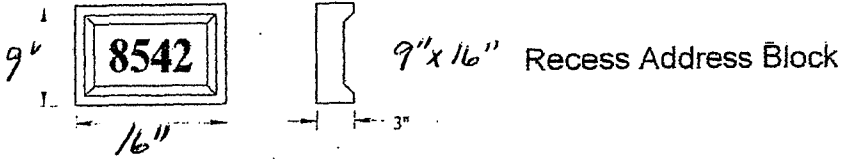
DELIVERY 3-4 WEEKS

**FINAL SPECIFICATIONS FOR
ADDRESS BLOCKS AND CAPSTONES
FOR HARBOR LAKES**

Pictured below is an example of the concrete capstone required for the mailboxes in Harbor Lakes.



Pictured below is an example of the recessed address block for the Harbor Lakes mailboxes. The address block should be 9" X 16" with black letters.



**FINAL LIST OF BIDDERS
ON HARBOR LAKES MAILBOX REPLACEMENT**

	<u>PRICES BID</u>	
	<u>DUAL MAILBOX</u>	<u>SINGLE MAILBOX</u>
1. Affordable Rock Work 3711 Canyon Rd. Granbury, TX 76049 Meliton Torres 817-279-3212 Lily Torres 817-326-3760	\$840.00	\$600.00
2. DFW Cast Stone 4500 Waldemar Street Haltom City, TX 76117-5400 817-838-6448 dfwcaststone@sbcglobal.net	\$1032.00	\$911.00
3. Javier Espinosa 908 Bobcat Trail Granbury, TX 765048 817-219-6971	\$750.00	\$550.00

NOTE: Prices as of November 2010. Subject to change over time. Actual price must be set by homeowner(s) in contract with mailbox installer.