

## 2021 Neighborhood Improvement Plan Application\*

Application Period: 04/01/2021 – 12/31/2021

Only one monetary disbursement per street address will be accepted.

**APPLICANT:** Street Address: \_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Each West Winds homeowner in good standing\*\* with the West Winds HOA (WVHOA) is entitled to a one-time \$150 reimbursement or a \$150 dues abatement. Improvements completed before the date of this program or improvements made through its duration qualify for reimbursement. Lighted post lamps greatly enhance the safety of our community; therefore, each applicant must also have a working and lighted post lamp to qualify.

If your mailbox and post lamp are currently in compliance, please select Option #3 to request a Dues Abatement.

**Woodlands Preserve** homeowners do not have post lamps or individual mailboxes (except for end units with post lamps); therefore, options #1 and #2 do not apply. If you would like to participate in this program, please select Option #3 for a Dues Abatement.

Please select one of the following options:

### Option

- #1  **MAILBOX REPLACEMENT** \$150 reimbursement  
**Conditions:** Install a new mailbox in conformity with West Winds ECC (WVECC) Guidelines for Mailboxes, Posts and Numbers (see Attachment 1 for current WVECC standards). In the event of a double mailbox, each homeowner must submit a separate application and each homeowner will receive a \$150 reimbursement. Applicant must also have a lighted post lamp after dusk.
- #2  **POST LAMP REPLACEMENT** \$150 reimbursement  
**Conditions:** Install a new post lamp in conformity with the WVECC Post Lamp Guidelines (see Attachment 2 for current WVECC standards). A no-fee WVECC application must be submitted to the WVECC Committee before installation. Post lamp must also be lighted after dusk.
- #3  **DUES ABATEMENT** \$150 abatement (*credit against West Winds dues payable in 2021 & 2022*)  
**Conditions:** Homeowner must be in conformity with WVECC guidelines for both mailbox and post lamp (see Attachments 1 & 2 for current WVECC standards). Mailboxes found to be out of plumb, missing pieces or at a shortened height are not considered to be in good condition and the application will be rejected. Post lamps must be lighted after dusk. **Woodlands Preserves** homeowners must have a working dusk-to-dawn light over their garage door and end units must also have a lighted post lamp after dusk.

Send this completed application by email or U.S. Mail to one of the addresses below. If you submit this application and you do not meet the conditions of the selected option as stated above, you will be notified in writing at the email address on this application. Once compliant, the application may be re-submitted.

### SEND APPLICATIONS TO ONE OF THE FOLLOWING:

**EMAIL:** Director-3@westwindshoa.org  
**U.S. MAIL:** West Winds Homeowners Association  
ATTN: Neighborhood Improvement  
P.O. Box 589  
New Market, MD 21774

*Homeowner is responsible for procurement, payment for all materials and labor, and the acceptance of improvements. WVHOA is not responsible for acceptance of vendor work or payment of vendors. WVHOA does not endorse vendors for the above installations; however, some sources are indicated in the attached WVECC Guidelines.*

\* This application replaces the former application titled "2020 Neighborhood Improvement Plan Application." If you applied using the previous application, please re-submit this application to make sure your interest is not overlooked. Street tree reimbursement is not a part of the current program. If you requested reimbursement for a street tree, please select an option on this form. No pictures or receipts are necessary.

\*\* Member in Good Standing, for the purposes of this program only, is defined as a homeowner who is up to date on payment of their WVHOA dues.

# ATTACHMENT 1

## WestWinds ECC Guideline: MailBoxes/Posts and Address Numbers

**Adopted by the West Winds Board of Directors 03/16/2016** (Supersedes 08/18/10 Mailbox Guideline)

The West Winds Design and Development Guidelines (dated January 1, 1996), established the standard community-wide cedar wrapped mailboxes, post design, and brass address numbers that were to be used throughout West Winds. In March of 2016, this Guideline was amended to provide homeowners the option to either retain the standard cedar-wrapped mailbox/post/brass numbers per the previous Mailbox Guideline dated 8/18/10, or install a 'low-maintenance' mailbox/post as described below. It is the recommendation of the ECC that homeowners convert to the aluminum post and box at such time that their cedar post/box needs replacement. Recommended mailboxes and posts (along with retail locations for purchase) are located at the end of this guideline under 'Where to Purchase'.

### Mailboxes

All mailboxes must meet the following USPS requirements:

- Position your mailbox 41" to 45" above street level
- Place your mailbox 6" to 8" back from the curb
- Mailbox doors, handles/knobs and flags must be in working order at all times
- The full house number should be located on the front of the mailbox door, side of mailbox, or mailbox post
- Mailboxes that are installed on a single post in clusters of 2-3 boxes must remain clustered and cannot be converted to single posts (This has been mandated by the Post Office and not by the ECC)

All mailboxes, regardless of material, should be no more than 10" in height, 8" in width, 21" in length and in the standard cylindrical shape. Cedar-wrapped boxes should be stained in a clear or semi-transparent stain. Opaque stains and paint are prohibited. Aluminum boxes must be the Salsbury #4850A in Bronze and may not be painted or decorated. One-piece plastic mailboxes and newspaper cylinders are prohibited.

### Address Numbers:

Address numbers may be affixed to the front of mailbox door, side of box facing road, or placed vertically along the mailbox post or diagonal braces. Numbers affixed to the mailbox door or side of the mailbox should be no less than 1" in height, gold in color and on a black background. Numbers affixed to the post or diagonal braces should be no less than 2" in height, metal in construction and placed to read from 'top to bottom'.

### Mailbox Posts

Homeowners may choose to construct their own 4" x 4" cedar or pressure-treated post or purchase the Salsbury #4872 Deluxe Mailbox Post in Bronze. Posts constructed with 4" x 4" cedar or pressure-treated wood may be left natural or stained to a clear or semi-transparent stain shade only, and must be constructed in accordance with 'Attachment A' to this guideline. Opaque stains and paint are prohibited. Aluminum posts may not be painted or decorated.

### Mailbox Post Installation

Posts are to be installed on the property line between lots. If a post is being replaced, the new post must be placed in the same location as the existing post. Post holes should be approximately 2 feet deep, and installed in a gravel or concrete mix to maintain their vertical orientation. When installing posts, make sure to position vertically so that the mailboxes are 41"-45" above street level.

### Maintenance

Maintenance of mailboxes, address numbers, and posts are mandatory and are the responsibility of each homeowner to repair and/or replace them when they are in disrepair. Further, homeowners are responsible to keep their mailboxes clear of snow during the winter months. Failure to meet the functional requirements of the USPS may result in a disruption of mail delivery service. Failure to comply with the design requirements of this guideline may result in compliance action by the West Winds Board of Directors.

## ATTACHMENT 1 (continued)

### Mailboxes: Where to Purchase

The following information is presented as a service to the community to assist in the purchase or replacement of your mailbox or post. If these links are broken or outdated, please notify the ECC or West Winds Board of Directors so that we may update them for future use.

#### Cedar-Wrapped Mailboxes

The cedar wrapped mailboxes are available at select Tru-Value and Ace Hardware Stores. Please call stores for availability. Mailboxes may be ordered on-line AceHardware.com by using this link

[http://www.acehardware.com/product/index.jsp?productId=1296997&KPID=989427&pla=pla\\_989427](http://www.acehardware.com/product/index.jsp?productId=1296997&KPID=989427&pla=pla_989427)

#### Aluminum Mailboxes

The Salsbury #4850A Aluminum Mailbox may be available from a variety of sources, including Amazon.com, Mailboxes.com and Home Depot (ship to store).

Mailboxes.com:

<http://www.mailboxes.com/products/antique-rural-mailbox/4850a-brz/>

Amazon.com: <http://www.amazon.com/Salsbury-Industries-4850A-BRZ-Antique-Mailbox/dp/B00ATXEIY2>

Home Depot (free ship to home or store):

<http://www.homedepot.com/p/Salsbury-Industries-4800-Series-PostMount-Antique-Rural-Mailbox-4850A-BRZ/202080034>

#### Cedar or Pressure-Treated 4" x 4" Posts

At the time of this writing, 4" cedar or pressure-treated posts with diagonal support braces were not available for purchase. To construct a post, please follow the guidelines as presented in "Attachment A".

#### Aluminum Posts

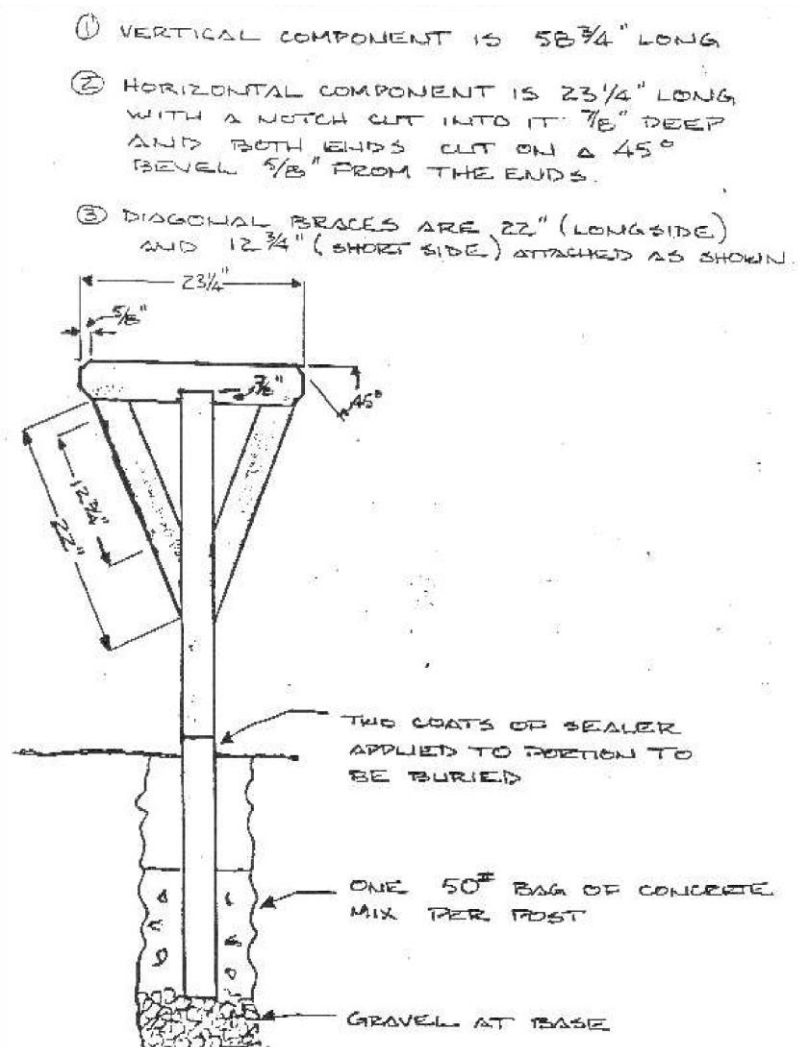
The Salsbury #4872 Deluxe Post in Bronze for two mailboxes may be available from a variety of sources, including Mailboxes.com, Amazon.com, and Home Depot (ship to store) using the links below. Existing single mailbox installations may use the Salsbury #4870 in Bronze, while three mailbox installations may use the Salsbury #4873 in Bronze. Please contact the ECC or West Winds Board of Directors to see if any group-buy or community discounts are available.

Mailboxes.com:

<http://www.mailboxes.com/products/deluxe-mailbox-post-2-sided-for-2-mailboxes-in-groundmounted/>

Amazon.com: <http://www.amazon.com/Salsbury-Industries-4872BRZ-Mailboxes-In-Ground/dp/B005GV2W5Y>

Home Depot (free ship to home or store): <http://www.homedepot.com/p/Salsbury-Industries-Deluxe-2-Sided-InGround-Mounted-Mailbox-Post-for-Rural-Mailboxes-4872BRZ/202076383>



## **ATTACHMENT 2**

**NOTE:** Post lamp replacements require ECC approval. The ECC process and application can be found online at [www.westwindshoa.org](http://www.westwindshoa.org) under HoA Documents, then ECC Documents.

### **WestWinds ECC Guideline: Post Lamp**

**Approved/Adopted by WWBOD July 15, 2020** (Supersedes all previous WW Post Lamp Guidelines)

The Westmoreland 300 (with or without top eagle finial) and Broad Street BR 1000 gas light fixtures were established by the original developer as the 'standard' community-approved street lighting for the WestWinds community. However, several years ago the ECC provided residents the option to retain their existing gas lamp or convert it to either an electric or solar lamp, or purchase a Westmoreland electric post lamp, as long as it meets specific requirements described below:

#### **Requirements for Post Lamp Change/Conversion**

- Written WWECC approval must be obtained for the conversion prior to installation.
- Only the following five lamp fixtures will be considered for approval:
  - 1) An electric light energy source using the existing Westmoreland lamp,
  - 2) Gama Sonic Solar Lamps a), b) c) below (when keeping an existing post lamp pole and only changing the light source, or when installing a new solar lamp and post):
    - a) Windsor Bulb Solar Lamp Model GS-99B-FPW,
    - b) Baytown II Bulb Solar Lamp Model 105B-FPW,
    - c) Baytown II LED Model 105-FPW, and
  - 3) A Westmoreland electric lamp (2300).
- Any of the lamp fixtures described above can be installed on 'any' street.
- Conversions must comply with Local, State, and Federal electrical, plumbing and/or gas codes and permitting requirements, if applicable.
- Gas line must be permanently terminated at the gas meter, which may require a licensed plumber.
- No more than 150 lumens or less than 130 lumens are permitted.
- No colored bulbs are permitted, only frosted or clear bulbs are allowed.
- Lighting is to provide a soft glow/illumination.
- Electric light fixtures are to be wired so there is no visible wiring or conduit.
- A photocell/sensor is recommended for electric light fixtures to provide dusk-to-dawn illumination.
- All light sources are to provide 'dusk-to-dawn' lighting output to comply with LLAs 'dusk-to-dawn Covenant requirement.

Any costs associated with changing a lamp to another energy source is borne by the homeowner. Maintenance of existing and/or any newly installed post lamps is the homeowner's responsibility. Homeowners should contact a professional plumber experienced in gas line installation and repairs for malfunctioning gas lamps.

Information on the Westmoreland model 2300 may be found at: [www.americangaslamp.com](http://www.americangaslamp.com), [www.vulcanlighting.com](http://www.vulcanlighting.com), [www.propanegaslight.com](http://www.propanegaslight.com), and [www.winterhouselighting.com](http://www.winterhouselighting.com). Information on the community-approved Gama Sonic lamp models described above may be found at [gamasonic.com](http://gamasonic.com). or residents may search other web sites for product information, cost, and ordering instructions.

#### **Application Submission Requirements** (No application review fee required)

Mail a signed/dated WW ECC Application Form to WWECC, Box 589, New Market, MD 21774 (download Form from the WestWinds web site at [www.westwindshoa.org/documents/guidelines](http://www.westwindshoa.org/documents/guidelines) or from the Lake Linganore Association web site at [www.lakelinganore.org](http://www.lakelinganore.org) and log into your membership portal). Do not send application to LLA--they do not process WW applications.

Provide manufacturer's picture of proposed lamp fixture, name and model number, lamp description, specifications, product material(s) list including dimensions, lumens output, type of bulb, and if replacement is an electric lamp-include whether a photocell/sensor is being installed, and any other pertinent information.

An incomplete application package and/or insufficient information may delay processing or result in rejection.

To consider your application, you must be a member in good standing; i.e., not have any WW Covenant and Guideline violations and must be current on your WW HOA dues.