



Village Walk Nassau Owners Association, Inc.
Cornerstone Property Management Services, Inc.
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VILLAGE WALK NASSAU OWNERS ASSOCIATION

CLUSTER MAILBOX POLICIES

The Village Walk Nassau Owners Association, Inc. has adopted the following policies regarding the mailbox kiosks within the community:

1. **Responsibility:** The HOA is responsible for the maintenance of the mailbox kiosks. Homeowners are responsible for collecting their mail on a regular basis and informing USPS of any change of address.
2. **Tampering: Vandalism:** Tampering and vandalism of the mailbox kiosks is prohibited. Individuals may be held financially responsible for any damage to the mailbox kiosks. Please be aware tampering with the mailboxes or mail may be a Federal crime.
3. **Obstruction:** Obstruction of mailbox kiosks with vehicles, equipment or debris is strictly prohibited.
4. **Trash:** Littering is prohibited; users are responsible for proper disposal of all mail trash. Any trash receptacles at the kiosks are for **mail trash only** (no cleaning out your car or dumping household trash). Notwithstanding the foregoing, the HOA shall not be required to provide receptacles for trash.
5. **Initial Mailbox Key:** Each home-seller shall be responsible for providing the new buyer with the mailbox key to their assigned kiosk unit. Landlords are responsible for ensuring their renter(s) are provided with a mailbox key for their assigned kiosk unit.
6. **Re-keying:** The HOA does not maintain copies of mailbox keys. If your mailbox key is lost or damaged, let Cornerstone or a Board member know that you'll be hiring a licensed locksmith to re-key the lock. This is at the homeowner's cost. The HOA will not be responsible for the cost.
7. **Upkeep:** The HOA, Management Company or its designated representative will periodically paint the exterior of the kiosks. They will also spray graphite into the locks semi-annually.
8. **Sovereign Immunity:** Nothing herein shall constitute or be construed as a waiver of the HOA's immunity or limitations on liability contained in **Florida Statutes**, or other statutes or law.

Policy Adoption Date: November 20, 2025