

February 7, 2018

**IMPORTANT -- PLEASE
RESPOND IMMEDIATELY**

Dear Saddleback Homeowner,

After two years of continual design and revision, the MAIL KIOSK renovation plans are now complete. Thanks to your input and comments, the kiosk modifications include: necessary ADA compliance with single-row access and slope-gradient compliance to ALL boxes, improved rain protection for residents and mail carriers, additional lighting, a two-inch asphalt overlay on the driveway, and an overall improved appearance. Please refer to the documents accompanying this letter and our website for specific construction details

KP Martin Inc., a highly-respected local business has been thoroughly vetted and selected by the Saddleback Board as the general contractor for this project. The renovation cost estimate is **\$65,500 total with a 10% maximum upside variance** to accommodate unforeseen conditions. Quality materials have been chosen to provide a typical 40-50 year kiosk lifetime with minimal maintenance. This new structure is a long-term investment that will improve the convenience, value and safety of our community.

Before work can begin, **your approval vote is required by the CC&Rs to finance the kiosk project** with money from our long-term reserve savings account, which now totals \$111,000. This is the **ONLY** project that requires any substantial planned funding and is well under the total savings amount. Therefore, **additional funding from our community will NOT be needed, nor will this project affect your annual HOA dues.**

Your approval response is critical, because the **existing mail kiosk structure is compromised due to deteriorating lumber**, which poses a serious safety concern. Construction time is **estimated to be 4 to 6 weeks from start**, weather permitting. During construction, the existing mail boxes will be temporarily relocated to a nearby space along the existing driveway and all residents will have access to their mail.

Please **SIGN and DATE** in the spaces below and **RETURN THIS PAGE in the included pre-addressed and stamped envelope** via the U.S. Postal service. Construction can commence upon the receipt of 50% affirmative votes.

Thank you for your **prompt attention and rapid response to this most important matter.**

Regards,
The Saddleback Board of Directors

I approve of the planned use of long-term reserve funds to finance the Mail Kiosk renovation project, as required by the Saddleback CC&Rs.

Signature _____ Date _____

MAIL KIOSK PROJECT OVERVIEW

Additions, Modifications and Notes:

- Mail box access to conform to the ADA (American Disabilities Act) requirements.
- Use Structural steel columns and fire-resistive composite roofing material
- Entire driveway will be topped with a new 2-inch asphalt layer.
- Saddleback "Drop Box" will be at an easily-accessible level.
- Saddleback "Bulletin Boards" will be at an easy-to-read level.
- New electrical service will originate from existing power
- LED Lighting under the roof for night-time convenience and security
- "Saddleback horse head" sign, same as entrance, to be installed in front of mailboxes
- One additional mailbox stanchion added.
- Installation of a traffic bollard at each end of the structure for crash protection

Please visit the SADDLEBACK WEBSITE for additional information and updates on the mail kiosk project:

www.SaddlebackHomeownersAssociation.com