

## **AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT CLUSTER MAILBOX POLICIES**

The Amelia Walk Community Development District (“District”) has adopted the following policies regarding the use of cluster mailbox units (“CBU”) within the District:

1. **Responsibility.** The District is responsible for maintenance of the CBUs. 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 CBUs is strictly prohibited. Individuals may be held financially responsible for any damage to CBUs.
3. **Obstruction.** Obstruction of CBUs 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 CBUs are for mail trash only. Notwithstanding the foregoing, the District 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 CBU unit. Landlords are responsible for ensuring their renter(s) are provided with a mailbox key for their assigned CBU unit.
6. **Re-Keying.** The District does not maintain copies of mailbox keys. If you lose your mailbox key, you may request re-keying for a fee at actual cost to the District, not to exceed **\$250.00**. Re-keying may only be performed by the District or its designated representative or contracted locksmith.
7. **Violations.** Violations of these policies may result in suspension of amenity privileges under the District’s *Suspension and Termination of Access Rule*, as well as any other applicable penalties under Florida or Federal law. Please be aware that tampering with mail or mailboxes may be a Federal crime.
8. **Sovereign Immunity.** Nothing herein shall constitute or be construed as a waiver of the District’s sovereign immunity, or limitations on liability contained in Section 768.28, *Florida Statutes*, or other statutes or law.
9. **Severability.** The invalidity or unenforceability of any one or more provisions of these policies shall not affect the validity or enforceability of the remaining provisions, or any part of the policies not held to be invalid or unenforceable.

**Policy Adoption Date:** April 16, 2025