

**MELODY RANCH HOMEOWNER'S ASSOCIATION**  
**PO Box 4337**  
**Jackson, WY 83001**  
**307-733-0205 (email: [info@melodyranchhoa.com](mailto:info@melodyranchhoa.com))**

**MAIL DELIVERY VIA MELODY RANCH POSTAL BOXES**

The Post Office has permanently assigned one postal box by street address to each property in Melody Ranch, so that whoever lives at a particular address will always have the same box. You're not required to use the Melody Ranch postal boxes, however, and may opt for a box in town at the owner's expense.

At the base of each 16 box unit are two large lockers for delivery of parcels to residents who have their mail delivered to Melody Ranch. Keys are left in your mailbox. Once the parcel is removed, the key remains in the lock, to be removed by the Post Office. Parcels too large for the lockers must be picked up at the post office on Maple Way.

Each 16 postal box unit has a slot for outgoing mail. Please use this slot to deposit outgoing mail, as well as any mail that may be placed in your postal box by mistake.

To receive your mail at your Melody Ranch box, you must use the street address assigned to your residence, and addressed to Jackson, WY 83001. Questions regarding your "official" street address should be directed to the US Postal Service.

There is a refundable deposit of \$10.00 for two keys. If a lock must be changed due to lost keys or for any other reason, a fee will be assessed. In addition, if GTPM has less than three keys for the lock being replaced, including the master key, a \$10.00 fee for two duplicate keys will also be assessed. Users vacating use of the postal box who return key(s) to GTPM will be refunded \$10.00 provided the key(s) returned, combined with the keys held by the Office, constitute a quantity of three (3).

Tenants who wish to use the Melody Ranch postal boxes must pay the refundable deposit and present a photo ID and copy of their executed lease agreement or other documentation to establish Melody Ranch residence before the box will be assigned and keys issued. Property tenants have priority over the property owner regarding the use of the postal box so that if the tenant desires use of the postal box, the property owner is required to relinquish their use of the postal box.

Residents receiving mail in Melody Ranch who wish to have their mail held while they are away for more than a few days must fill out the required Postal Service "hold mail" form at the post office on Maple Way just as in the past.

**REMINDER:** Please explain to your children that damaging or tampering with postal boxes is a federal offense and that parents are held accountable for acts of their children, including the cost of replacing any damaged property. Damage to the postal units should be reported to the Sheriff.

We hope this explanation will be of assistance to you.

Melody Ranch HOA Board

# *Melody Ranch Homeowner's Association*

## *Postal Box Policy*

### **A. Introduction**

There are sufficient postal boxes in Melody Ranch to provide postal service to every residence within the subdivision. This policy establishes how the postal boxes are administered. In particular, this policy describes who is eligible to be granted usage of a postal box, the conditions required in granting usage of a postal box, identifies the circumstances for changing a postal box lock, and identifies the circumstances for producing copies of the key for a postal box.

### **B. General**

1. Grand Teton Property Management (GTPM), under the auspices of the Melody Ranch Homeowner's Association, is responsible to maintain the physical condition of the postal boxes including repair and replacement of the boxes as necessary.
2. GTPM is responsible to assign postal boxes, maintain postal box user information and applications, and insure users are properly identified before allowing usage of a postal box.
3. GTPM is responsible to change postal box locks if requested and to maintain a set of master keys for all locks in use or in reserve.

### **C. Eligibility and Conditions for Postal Box Usage**

1. Current Melody Ranch residents are eligible to request usage of a Melody Ranch postal box. Renters have priority over owners unless the owner is a part-time resident of the residence involved. (An owner is a part-time resident if the owner lives on-site for at least one day per year.) Specifically, owners who are not part-time residents and have renters residing in the residence are *not* eligible for a postal box. The purpose of this policy statement is to provide priority for postal boxes to actual on-site residents.
2. Persons requesting usage of a postal box shall complete an Application for a Postal Box and submit it to GTPM along with identification.
3. The Postal Service requires that two forms of identification must be provided by the applicant. One form of identification must be a photo ID to enable correlating the applicant's name, signature, and visual appearance. The other form of identification must be a current document that correlates the applicant's name with the physical address and comply with current Postal Service Regulations. Only original forms of identification are acceptable — not copies. The forms of identification accepted shall be recorded on the application.

**a. Photo ID examples**

- 1) Valid driver's license
- 2) Valid passport
- 3) Valid State ID
- 4) Valid Armed Forces ID
- 5) Valid Corporate ID

**b. Physical Address Confirmation ID examples**

- 1) Current county tax bill
- 2) Current copy of a lease or mortgage
- 3) Current copy of an insurance policy, deed of trust and or vehicle registration noting a physical address

**D. Postal Box Locks**

1. A fee will be established for changing a postal box lock.
2. Postal box locks shall only be changed when a user requests a change of lock.

**E. Postal Box Keys**

1. A refundable deposit of \$10 is charged for providing two postal box keys.
2. Replacement keys requested from GTPM will be provided as needed for an additional non-refundable fee.

# ***APPLICATION FOR MAIL DELIVERY TO MELODY RANCH***

**Please complete Items 1 through 5 (print or write legibly):**

**1. NAME OF APPLICANT (according to the Postal Service, you must be a resident of Melody Ranch to qualify for a postal box and keys):**

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**2. APPLICANT'S PHYSICAL MELODY RANCH STREET ADDRESS (check with the US Postal Service before completing this item):**

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**3. YOUR TELEPHONE NO.: \_\_\_\_\_(HOME)\_\_\_\_\_ (CELL)**

**4. YOUR PHOTO ID NUMBER (e.g. driver's license, other):**

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**5. PLEASE PRINT THE NAMES OF OTHER PERSONS AUTHORIZED TO RECEIVE MAIL ADDRESSED TO YOUR MELODY RANCH POSTAL BOX (Please note that the Postal Service considers it valid evidence that a person is authorized to remove mail from your postal box if that person possesses a key.):**

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**SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_**

**The following items are to be completed by GTPM after the Application has been completed:**

**Photo ID and physical street address verified by (please initial) \_\_\_\_\_**

**Key Deposit Received: \$ \_\_\_\_\_ Key Deposit Returned: \$ \_\_\_\_\_**

**Key Serial Number: \_\_\_\_\_ for assigned postal box #: \_\_\_\_\_**