Jupiter Village Phase II Homeowners Association, Inc.
c/o Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Bch Grdns, FL. 33410
Tel: (561) 626-0917 Fax: (561) 626-7143
www.seabreezecms.com

February 7, 2017

Dear Homeowners:

Some of our existing mailbox clusters are falling apart and in need of repairs and/or replacement. We have decided to upgrade the mailbox clusters with brand new ones (see picture on page 3).

We have contracted South Florida Mailbox to help us with the upgrades. They are a local company and are all inclusive, so they will be removing and discarding the old boxes and installing the new ones. Each individual mailbox will come with 3 keys and will be identified with a placard with the unit number.

The mailbox replacement will be happening in the upcoming weeks. We will be setting up a plan to get the new keys to all the homeowners as soon as we have a definite date of installation.

We will post signs and send letters to all homeowners with the information.

South Florida Mailbox will be coordinating with the Jupiter Post Office to ensure no mail is lost during the transition. We are hoping for a smooth transition, but we do ask for patience during this process.

What we need all homeowners to do ASAP:

In order to ensure all the individual mailboxes in each cluster are identified correctly, we need everyone to mark their mailbox with their unit number.

You can use a sharpie or use a piece of tape and write the unit number on the front of your mailbox (see examples on page 2).

As always, should you have any questions please feel free to contact our property manager (Courtney Hagins, at Sea Breeze Community Mgt. Services, Inc.) at the phone number above or Courtney@seabreezecms.com.

Thank you,
Your JV2 HOA Board of Directors

What we need all homeowners to do ASAP:

In order to ensure all the individual mailboxes in each cluster is identified correctly, we need everyone to mark their mailbox with their unit number.

You can use a sharpie or use a piece of tape and write the unit number on the front of your mailbox (see examples below).

NEW MAILBOX CLUSTER

Includes Pedestal

All Aluminum Construction

- 16 individual mailboxes per cluster
- outgoing mail slot
- 2 parcel lockers for packages