



Holly Hills Homeowners Association
Architectural Review Board (ARB)
Standards and Guidelines

Topic: Repair and Replacement of Mailboxes

Date: April 2011; July 2014; April 2017; October 2023

Mailbox Specifications

Use the specifications outlined below to repair/rebuild mail and paper boxes:

General

With the exception of the approved paint color, materials are available at Lowe's or Home Depot. A hardwood such as oak, ash or poplar is recommended since it will have a longer life span. All wood surfaces should be painted with at least one primer coat, preferably two.

The **approved paint color** is “Rookwood Green,” available at either Spectrum Paint or Sherwin-Williams paint stores in Williamsburg. **IMPORTANT:** The paint that you purchase must be color-matched to the Rookwood Green color swatch that is displayed in the brochure entitled “Atlantic Shutter Color Selection Guide.” (An ARB committee member can provide a copy of this brochure for you to take to the paint store.)

The **box** itself can be purchased at Home Depot (online or at the store) if a replacement is required. The correct box is Gibraltar Elite Vantage Series, Large, #E1600G00.

Numbers are available from Lowe's: Gatehouse 4” polished brass in the 004 series.

Materials

Two (2) pieces of 7 1/4” X 19” (these form the sides of the box)

One (1) piece of 8” X 19” (the top of the box)

One (1) piece of 5” X 15” (the bottom of the box)

Two (2) pieces of 7 1/4” X 3 1/2” (inserts on each side of the base pole)

A small package of 1 1/2” wood screws

Note: Both Lowe's and Home Depot will cut pieces to size for customers.

Installation

Assembly and installation are relatively easy to do on one's own.

Assemble the box in the same manner as the one being replaced.

If materials are pre-cut and ready, hiring someone to assemble/install should be inexpensive.