

Lake Forest Highlands: Mailbox Post Specification



Mailbox must be black approximately as shown above with outer dimensions of 10 1/2” tall by 8 1/8” wide by 21 1/2” deep.

Available through Lowe's
Solar Group Classic Large Size Premium Steel Mailbox - Black
Item # 39084
Model C1600B00
Check your local Lowe's store for current [price](#).

Newspaper Tube

A limited number of newspaper tubes (and installation brackets) are available without cost from the Architectural Review Committee. Please notify the Committee through the [Contact Us](#) page of the Lake Forest Highlands web page if you need a replacement. After this supply is depleted, owners will need to obtain a tube meeting the specifications below. Owners are strongly encouraged to re-use your old tube.

Tube Dimensions: 8 inches tall by 7 inches wide by 20 inches deep

Made and Installed Mailbox Post

If you would prefer to avoid the work and effort of removing your mailbox post and building, painting and installing a new post, you can contact one of the following vendors or choose a vendor of your own to construct and install the post for you:

Matt Freeman (734) 276-4831
Jerry Saren (734) 657-5733
Curtis Manuel (734) 260-5696
Paul Bauer (734) 717-2542

A rough vendor estimate of cost for new post construction and installation is:

Single post:	\$275	Installation:	\$50
New Double post:	\$300	Installation:	\$50

Matt Freeman also offers the option of refurbishing an existing post at a cost of \$175.

Do It Yourself

Vertical Post:

The vertical post which goes into the ground should be a 4"X6"x8' rough sawn cedar post. The 4"x6" is the actual measurement of the post cross section. This post size is available from lumber stores including Fingerle, Lowe's and Home Depot. Stadium Hardware is a good place to get the nuts, washers, lag bolts or carriage bolts.

The post should be installed 45 to 48 inches above the ground height and 48 inches below ground. The length of the post can be adjusted as required. With less than the minimum 48 inches below the ground the post will be subject to more frost heave.

All four top edges of the vertical post should be angle cut with a 3/4" 45 degree bevel (3/4" from each edge).

Single Mailbox Post

Cut a 2 inches deep notch across the 6 inches width of the vertical post on the right side (as seen standing in the street and facing the mailbox post) beginning 14 inches down from the top of post. A 4"x4" rough sawn cedar should fit snugly in the notch.

Double Mailbox Post

Cut a 4 inches wide notch that's 1 inch deep across the 4 inches width of the post in the front and back post beginning 14 inches down from the top of post. This is for the horizontal supports. A 4"x4" rough sawn cedar should fit snugly in the notch.

Horizontal Support(s):

The horizontal support(s) are 4"X 4" rough sawn cedar.

The four edges at both ends of the support(s) should be angle cut with a 3/4" 45 degree bevel.

Single Mailbox Post

A single 4"x4" by 28 inches horizontal support is required.

- Bevel the ends as specified above.
- Cut a 2 inches deep notch 6 inches wide 4 inches from the end of the horizontal support. The horizontal support should fit snugly in the 4"x6" notch of the post.
- The horizontal support is attached to the post using 2 – 7/16"x 5 1/2" carriage bolts. Drill a 7/16" hole 1 1/2 inches from the top edge and 1 1/2 inches from the left in the notch. Drill another 7/16" hole 1 1/2 inches from the bottom edge and 1 1/2 inches from the right in the notch. When drilling the holes keep the holes square to the material.

- For each hole drilled above over-drill the hole to 1 inch for a depth of 1 inch from the non-notched side.
- Attach the horizontal support to the post such that when attached and looking at the nested notches the longer part of the horizontal is to the left. Drill the two holes in the horizontal support through the post.
- Use a washer and nut to attach the carriage bolts to the horizontal support to the post. The washer and nut go in the over-drilled hole.
- Disassemble to paint and attach house numbers.

Double Mailbox Post

Two 4"x4" by 24 inches horizontal support are required.

- Bevel the ends as specified above.
- The two horizontal supports are held in the notches of the post using 2 – 7/16"x10" lag bolts. In only one horizontal piece drill a 7/16" hole 1 1/2 inches from the top edge and 11 1/2 inches from the one end of the piece. Drill another 7/16" hole 1 1/2 inches from the bottom and 12 1/2 inches from the same end used before.
When drilling the holes keep the holes square to the material.
- For each hole drilled above over-drill the hole to 1 inch for a depth of 1 inch from the non-notched side.
- Place the drilled horizontal support in the post notch such that the ends of the supports the support are equal distant from the post and the over-drilled holes are away from the post. Drill the two holes in the horizontal support through the post.
- Place the un-drilled horizontal support in the other post notch such that the ends of the support are equal distant from the post. Securely hold the horizontal supports to the post and using 1" washer (outer dimension with 7/16" hole) screw the two horizontal supports to the post.
- Disassemble to paint and attach house numbers. Paint all surfaces as described below including notches and over-drilled holes.

Mailboxes should be set on 1"x8"x20" pine or cedar board, secured on top of the horizontal support posts with two 3 1/2" exterior deck screws, counter sunk flush with the horizontal post.

Mailbox is then attached to the support board with four stainless steel screws.

Paint:

All posts are to be painted with Benjamin Moore paint. The color is Wickham Gray, shade number HC-171.

IMPORTANT NOTE: It is strongly recommended that two coats of oil-based primer and a final coat of high quality latex paint be used to paint the posts. This will provide a degree of moisture protection for the wood, and will create a long lasting finish. If you choose to paint with a lesser process or product, please know that in all likelihood a much more frequent touch-up or full re-paint of the post will be necessary.

House Numbers:

On a single post, house numbers should be attached to both sides of the cross piece. For a double post, house numbers should be attached facing forward on the cross piece closest to the street below each mailbox. Numbers should be [Gatehouse 3.91 in Aged Bronze](#). This allows the mail delivery person to easily read the box address!

Aluminum or steel wrap should be installed at the base of the post to prevent damage from grass trimmers. It's suggested that the wrap extend 6" below grade, and 6" above grade to ensure protection and extended support. Attach protective wrap with stainless steel screws.

Materials and Pricing:

The LOA Board is assembling a list of materials required to construct mail box posts as well as store locations where materials can be purchased and pricing. Drawings are also being developed to help contractors and homeowners with proper construction of the posts. These items will be coming soon to LFH homeowners.

