

Quail Ridge Homeowners Association

c/o Curtis Management Company, Inc.
5050 Avenida Encinas, Ste. 160
Carlsbad, California 92008

Phone: (760) 643-2200
Fax: (760) 579-4501

March 1, 2023

**IMPORTANT NOTICE
MAILBOX KEY PICK UP DATES**

Dear Homeowner/Resident:

This letter is written on behalf of the Board of Directors of Quail Ridge Homeowners Association.

We are issuing the new keys prior for the newly replaced mailboxes. The keys will be made available for pick up at the following times and locations:

| Date | Time | Location |
|-------------------------------|------------------------------|--|
| Tuesday, March 21, 2023 | 5:00 p.m. – 7:00 p.m. | Association Clubhouse |
| Thursday, March 23, 2023 | 5:00 p.m. – 7:00 p.m. | Association Clubhouse |
| Saturday, March 25, 2023 | 8:00 a.m. – 10:00 a.m. | Association Clubhouse |
| Monday, March 27, 2023 | 6:00 p.m. – 7:00 p.m. | Association Board Meeting – Clubhouse |

Please make sure you bring the items listed below as you will be required to show them and sign for the keys at the time of pick up. **Mailbox keys will not be issued without the information below.** If you are picking up for a neighbor, you will need to have a written notice from the owner granting you permission.

Items you **MUST** bring with you to claim your new mailbox keys:

- California Driver’s License (showing current unit address) or State Issued Photo Identification or Military Identification

Tenants **MUST** have written authorization from homeowner listing name of the Tenant to pick up key and Utility bill showing unit address.

Note: each owner will receive 3 keys for the new mailbox. Management will not have copies of the keys if they are lost, owner will be responsible for having the locks changed at their expense.

Should you have any questions regarding this notice, please feel free to contact me directly.

Sincerely,

***Quail Ridge Homeowners Association
Board of Directors***

JJ/tl