

CRESTED BUTTE SOUTH PROPERTY OWNERS ASSOCIATION

61 TEOCALLI ROAD, CRESTED BUTTE, CO 81224
PHONE (970) 349-1162, WEBSITE: www.cbsouth.net, FAX (970) 349-1163

CB South Mail Delivery

Please note: updated rental criteria as of February 2019

The United States Postal Services does not deliver mail to your home. There are a finite number of post office boxes for rent and the boxes are located in a building located at 61 Teocalli Road across from the Property Owners Association office building. It is open 24/7 for your convenience.

Currently, all boxes are rented. We maintain a wait list and rental is available for CB South owners that are current with their POA Dues and have a physical building on their property or are in the process of developing your site. **As of February 2019, wait list requests will be limited to full-time, year-round owners. Part-time residents and/or renters will not be eligible for a CB South PO Box.**

Please call the POA office (970-349-1162) or email staff@cbsouth.net for requests to be added to the wait list if you meet the above criteria. You will be contacted by staff when a mailbox rental opportunity arises.

Application and Fees: At the time of rental, a [P.O. Box Application](#) is required.

Small Box (5"x6") – Annual fee is \$35.00 and Large Box (5"x12") - Annual fee is \$55.00.

A refundable \$10.00 key deposit is also required at the time of sign-up. One key is provided and additional keys or replacement key(s) are available for \$3.00 each.

Important Information:

- You must have a rented P.O. Box in CB South in order to receive mail delivery in the subdivision.
- You must first have a physical address to purchase a box and be a full-time, year-round owner in good standing.
- Your physical street address is your mailing address. Do not use your CB South PO Box number as your mailing address.
- Parcel lockers are available for large packages. When they are full, large packages are kept in the POA Office.
- Our hours of operation for package pickup are our normal business hours, 9 am to 5 pm, Monday thru Friday. You will not have access to pick-up your package outside of these times and on major holidays.
- **P.O. Boxes are non-transferable and are not assigned to any CB South address. Once the property is sold, the PO Box rental agreement is VOID.**
- When you terminate your rental agreement, a [Change Request Form](#) is required.
- UPS and FED-EX often deliver packages to the POA Office during the icy/snowy conditions. The carrier is to note on your tracking number the package was delivered to 61 Teocalli when this occurs. We are a holding area and are unable to track or find out more information about your deliveries.
- Certified mail is only available at the Post Office in Crested Butte. You will receive an official USPS form that requires your signature.