

PANTHER TRACE TOWNHOMES

ASSOCIATION, INC.

IMPORTANT INFORMATION ABOUT NEW MAILBOXES

New mailboxes will be installed at Panther Trace Townhomes beginning on Thursday, February 24, 2022, with an estimated completion by February 25, 2022, however, mail **may not be delivered** for approximately a week +/- depending upon postal service availability.

On Wednesday, February 23, 2022, the Post Office is scheduled to remove the mail and locks from all existing mailboxes. Also, starting on February 23rd and for about a week +/- thereafter, residents will need to pick up mail from the Riverview Post Office, 10810 Boyette Road, Riverview, FL 33569. NOTE: Residents will need to show a current ID and a recent utility bill showing the resident's name/address in order to retrieve the mail from the Post Office. Residents should ensure that this information is ready now in preparation for mail pickup from the Post Office starting February 23rd.

Residents will need to obtain new mailbox keys during the following distribution methods: The new keys will be distributed at the **Panther Trace Townhomes Mailbox Kiosk** on Thursday, March 3rd from 3-6pm, Friday, March 4th from 3-6pm, and Saturday, March 5th 10am-1pm. Then starting on Monday, March 7th, residents who did not pick-up their keys during the onsite key distribution event can pick-up their keys from McNeil Management Services, Inc., 1463 Oakfield Drive, Suite 142, Brandon, FL 33511 from 9am-5pm, Mon-Fri. Please bring the same ID and a recent utility bill showing the resident's name/address to receive your new mailbox keys.

Once the new keys are distributed to the resident, if there are any problems with the keys, or if the keys are lost or stolen, then the resident will need to contact the Post Office (please note that the Post Office currently charges \$35 for replacement mailbox keys). Panther Trace Townhomes Homeowners Association, Inc. and McNeil Management Services, Inc. will not be in possession of any extra keys to the resident's new mailbox after the keys have been distributed into the resident's possession.

Once the new mailbox installation has been completed, the Post Office will be contacted by the mailbox vendor (Creative Mailbox) to let them know to resume mail delivery in the community.

If you have any questions, please contact McNeil Management.

McNeil Management Services, Inc.
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