



March 26, 2025

Mr. Leon Roy Rickards  
[REDACTED]

Dear Mr. Rickards,

Thank you for your correspondence dated March 17<sup>th</sup> requesting a copy of the notification received from the Postmaster regarding mail service to Orleans Court. Enclosed is a copy of the requested document. We are working to have it posted on our website for others to view.

As a reminder our Annual Meeting is May 17<sup>th</sup> and I hope you are able to attend this year.

Sincerely,

Jeannie McCoy

President, Orleans Court Board of Directors

U.S. Postal Service		From: Post Office, State and ZIP+4 Code Ocean City MD 21842	In Reply Refer to
<b>REQUEST TO PROVIDE MAIL RECEPTACLE</b>			
<p>Advise correspondents to use your complete address (include street identification, mobile home lot number, apartment number, office suite and ZIP+ 4 code) on all mail (forwarded or received) addressed to or from you. These actions will reduce delays and misdeliveries.</p>			
<p style="text-align: center;"><u>PRIVATE RESIDENCE</u></p> <p>Dear Customer:</p> <p>Address _____</p> <p>In order to eliminate delays, reduce misdeliveries and insure speedy delivery of the mail, it is required that each house or business have a visible street identification number and conveniently located mail receptacles that conform to Postal regulations and specifications. Your premises lack the essential requirements for carrier delivery as indicated below.</p>		<p style="text-align: center;"><u>APARTMENTS AND MULTI-FAMILY HOUSING</u></p> <p>Dear Owner/Manager:</p> <p>The mail receptacles located at <u>14001 Coastal Hwy</u></p> <p>are in need of immediate repair. If new boxes are necessary, U.S. Postal Service approved boxes must be installed. So that there will be no questions as to disposition or treatment of mail, repairs must be made only when a representative of the Postal Service is present. It is unlawful for anyone other than Postal employees to open receptacles and expose mail.</p>	
<input checked="" type="checkbox"/> Irregularities (Checks are applicable to you)		<input checked="" type="checkbox"/> Irregularities (Checks are applicable to you)	
<input type="checkbox"/> No Mail Receptacle or Mailbox		<input checked="" type="checkbox"/> Apartments without Receptacles	
<input type="checkbox"/> Malfunctioning, Inoperative Mail Receptacles		<input type="checkbox"/> Tenants do not have keys	
<input type="checkbox"/> No House Number		<input type="checkbox"/> Receptacles with doors missing, bent or damaged	
<input type="checkbox"/> No Door Slot (door slot must be at least 1.50 inches wide, 7 inches in length and shall not be less than 30 inches from the bottom of the door. Consult your Postmaster for complete specifications).		<input type="checkbox"/> Receptacles with doors loose on hinge	
<input type="checkbox"/> Screen Door Locked (if necessary to keep it locked, you must install an outside box).		<input type="checkbox"/> Receptacles Mount Loose in Wall	
<input type="checkbox"/> Mail Receptacle in Bad Condition		<input type="checkbox"/> Receptacles without Locks or Malfunctioning Locks	
<input type="checkbox"/> Hazardous to reach receptacle (Specify)		<input type="checkbox"/> Receptacles left Unlocked	
<input type="checkbox"/> Approaches to Mail Receptacle are not kept clear of snow, vehicles, and other obstacles/impediments.		<input type="checkbox"/> Receptacles Incorrectly or Insufficiently Mounted in Wall	
<input type="checkbox"/> Mail Receptacle not Approved by Postal Service (Rural Routes)		<input type="checkbox"/> Because of Extensive Damage Subject Receptacles should or must be replaced at the management/owners expense.	
<input type="checkbox"/> Receptacle Improperly Located		<input type="checkbox"/> The Name(s) of all Occupants and the Corresponding Apartment Number Must be Legibly Listed in a Clearly Visible Position on Either or Both the Inside or Outside of the Receptacle(s)	
<input type="checkbox"/> Others (Specify)		<input type="checkbox"/> You Must Provide and Maintain Current Alphabetical Directory of all Persons Receiving Mail	
<input checked="" type="checkbox"/> Corrective Action Necessary but not limited to the item(s) Checked		<input checked="" type="checkbox"/> Corrective Action Necessary but not limited to the item(s) Checked	
<input type="checkbox"/> Install U.S. Postal Service Approved Receptacle		<input type="checkbox"/> Locks to be Replaced or Reconditioned and Tenants Provided with Keys	
<input type="checkbox"/> Relocate Mail Receptacle or Mailbox to a More Visible and More Accessible Location		<input type="checkbox"/> Repair or Replace any and all Defective Parts	
<input type="checkbox"/> Keep access to mailbox free of impediment(s)		<input checked="" type="checkbox"/> Replace or Install U.S. Postal Service Approved Receptacles	
<input type="checkbox"/> Repair or Replace Malfunctioning Parts		<input type="checkbox"/> List the Names, Complete Address (include box number of all Occupants Served by Each Receptacle) in a current directory	
<input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Others (Specify)	
<p>Remarks</p> <p>Apartment/Condominiums must have mailboxes for all units. Please contact Postmaster at phone number below. The current rural mailbox for the entire complex is inadequate for the number of tenants. Also to have just one mailbox for entire building there has to be on sight management to ensure all mail is distributed to all residents.</p>			
<p>Postmaster Dan Woods</p>			
<p>In order that the U.S. Postal Service may more expeditiously deliver your mail, your neighbors mail, avoid delivery problems and serve the general public more efficiently through the savings of carrier time, it is requested that you promptly correct the irregularities noted. Failure to correct the noted irregularities may necessitate the withdrawal of delivery service. The Postal Service does not desire to act arbitrarily in this matter; therefore, it is our request that you take immediate steps to provide acceptable facilities for delivery of your mail.</p>			
<p>NOTE: If you have any questions or problems, please feel free to contact me at <u>(410) 524-7611</u></p>			
Postmaster/Authorized Representative Signature			Date <u>03/10/2025</u>