

LAKE ROCKPORT ESTATES

Property Owners Association
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PACKAGE DROP OFF AGREEMENT

To accommodate our members in receiving packages from shipping companies, Lake Rockport Estates Property Owners Association (the Association) has provided a shed located next to the dumpsters in the parking area. To help cover the cost and maintenance of the shed, there will be a one- time, non-transferable, non-refundable assessment of \$60 to participate in the program. All individuals who wish to take part in the program must acknowledge and agree to the following terms:

- One code will be issued per lot upon receipt of payment and signed Package Drop Off Agreement (“Agreement”). The Agreement must specify the names of all individuals (required to be residents and/or property owners in good standing*) who will be utilizing the shed so that the Association can add everyone to the list of names provided to the shipping companies. If a package is labeled to a person who is not on the list, the shipping companies will not leave the package.
- Changes to the names of residents and/or owners of each lot, or additions to the list of names acceptable for deliveries, will require a new signed agreement with the updated names as well as a new one-time payment for those updated individuals to have access to the shed.
- Shed codes cannot be shared with others and do not need to be provided to the shipping companies. This will be taken care of by the Association. Violation will result in termination of service.
- Lot owners and residents should participate in the program at their own risk. The Association is not responsible for lost, stolen or damaged packages.
- The shed may not be used for any other use than package deliveries i.e., the Association will not tolerate the storage of other items, etc. and violation will result in termination of service.
- Do not leave packages in the shed for an extended period of time. Packages left longer than 14 days will result in termination of service. It is recommended that the resident and/or owner sign up with the shipping companies for text notifications.
- Keep the shed and area clean. Do not leave packaging materials or other garbage in the shed.
- Keep access clear. Do not block the door.
- Any theft or vandalism should be reported to the Summit County Sherriff and Lake Rockport Estates Board of Trustees.

Owner
Initials

Witness
Initials

Currently, FedEx and UPS, AMAZON and DHL are the companies that deliver to the shed. If you intend to receive packages from another shipping company, please let the Association know. When shipping companies agree to our terms, we arrange access for them, including access through the gate and into the shed.

Names of all residents and/or owners:

Lot Number:

Postal Address:

I, _____, of lot number _____, acknowledge receiving and understand this Package Drop Off Agreement and have shared the terms of this Agreement with all individuals listed above. By signing below, I represent that all listed residents and/or owners hereby agree to comply fully with the terms Package Drop Off Agreement.

Signature of Owner

Date

Witness

Date

OFFICE USE ONLY

Date Received: _____

Amount: _____

Payment Type: _____ Check #: _____

Code Issued: _____

AppFolio: _____