

**VANTAGE POINT-VAIL MAILROOM POLICY
FOR MAIL, PACKAGES AND OTHER DELIVERIES
EFFECTIVE JANUARY 1, 2023**

- All packages and mail are delivered to our mailroom, next to the office in the garage. Mail and Packages are never delivered to the Unit Door by the Delivery companies.
- Access to this room requires a code. Each owner has this code and should share with your guests and management companies.
- Vantage Point-Vail is not responsible for lost or stolen packages including any large packages left outside of the mailroom by the Delivery Companies.
- Prior to ordering any large items for delivery to Vantage Point-Vail, notification should be provided to management. Items used for remodeling and appliances are to be included on the application for remodeling.
 - It is the responsibility of the unit owner or contractor to pick up the large items once delivered to Vantage Point-Vail within 1 day.
- All deliveries must include a unit number on the package. Remember to include this when placing orders.
- Owners/Guests are responsible for tracking package delivery and picking up all packages within 3 days.
- If Owner/Guest is not able to pick up within 3 days, arrangements are to be made with your rental management company to pick up packages.
- Packages not claimed after one week will be returned to sender.
- The Board reserves the right to instruct management to impose a fine for egregious behavior for failing to follow these guidelines. If the unit owner or their guests repeatedly violate these guidelines in shipping packages to Vantage Point, a fine will be imposed for the time and storage space that the Association must use to safeguard the unit owner's packages.