



MAIL DELIVERY CHARGES AT BIRCH BAY LEISURE PARK

(MAIL DELIVERY, SMALL TO MEDIUM PACKAGES AND LARGE OR SMALL BAGS)
PARCELS, PACKAGES AND BAGS MAY NOT EXCEED 25 LBS

Attachment "C"
to Regular Board Meeting Minutes
of 13 November 2021

NON-MEMBERS

- After January 1, 2022, Birch Bay Leisure Park will no longer be accepting mail or packages for non-members (anything that does not have a member's name on it)
 - (A non-member is anyone who is not on the membership certificate)

MEMBERS WITHOUT A MAILBOX - GENERAL DELIVERY AREA:

We currently have mailboxes available for rent so please consider getting one here or at one of the local mail facilities.

- There will be a charge for each package and each bag received by the office.
 - 25 lbs and under \$2.00^{USD} per parcel/package/bag
 - Oversized shipments as determined by the general manager are subject to additional storage and handling fees.
 - A \$1.50^{USD} storage fee per day (\$2.00^{USD} for oversized packages) will be charged on parcels not picked up 14 days after arrival.
 - If the parcel or bag is not picked up within 21 days, there will be an additional charge of \$2.50^{USD} per day.
 - If not picked up after 30 days parcel will be returned to sender. Storage fees will apply.
- Any packages or bags we receive that cannot be identified with a site # and member's name will be returned.

MEMBERS WITH MAILBOXES:

- There will be no charge for packages and bags providing the parcel or bag is addressed to the member(s) who are on the membership certificate, and it fits in the mailbox
 - Members may receive up to 12 packages per quarter (a quarter to be defined as Feb-Apr, May-Jul, Aug-Oct, Nov-Jan) at no charge if picked up within 14 days of delivery
- If the parcel or bag is not picked up within 14 days, there will be an additional charge of \$1.00^{USD} per day.
- If the parcel or bag is not picked up within 21 days, there will be an additional charge of \$1.50^{USD} per day.
- If not picked up after 30 days parcel will be returned to sender. Storage fees will apply.

Note: Members, with and without mailboxes, can have these charges billed to their site if they cannot pay at the time the parcel/bag is picked up. Parcels/bags can also be billed to members site that are addressed c/o site # or members' name. Remember, members are responsible for those who use their site for mail.

Adopted November 13, 2021
at the Regular Board Meeting
Effective January 1, 2022