

## WLPOA Mail Cabin

Our WLPOA mail cabin volunteers need your help to continually make package delivery and pick up an efficient process. The following are guidelines for accessing the WLPOA mail cabin.

**Please do not order items to be delivered to the mail cabin if you are not going to be on the mountain at the time of delivery, we are not a storage facility.**

\*Track your packages so that you will know when delivery will occur. Not all carriers will call you to advise of a delivery.

\*Please do not call the security guard at the gate to check for packages. Even if the mail cabin door is open, you must sign in at the security gate to access the cabin.

\*Delivery of medications by the USPS are frequently delivered to the cabin, with no notification to the addressee. If you are expecting a delivery and can't track it online, check the mail cabin. Envelopes are in alphabetical order on a table in the mail cabin.

\*Large items such as furniture, appliances, grills, tires etc. should not be delivered to the cabin. If you have ordered an oversize item, make prior arrangements to meet the carrier upon delivery, (the parking lot of the old motel at 125 Valley View Cir. is a possibility). We will hold oversized or extremely heavy items for 24 hours, they will then be returned to the FedEx or UPS facility for you to pick up.

\*Check for misspelled names and by first and last name, some carriers use the last name first. If you are missing a package and reside at more than one address, please check both. Problems with damaged or lost packages should be directed to your delivery service or sender. WLPOA offers the cabin as a courtesy to our residents; we are not responsible for lost items. There is a security camera in the cabin recording 24/7.

\* If you have guests that will be receiving packages, please ask them to address their mail and packages C/O the resident. Renters should also follow the same procedure.

\* FedEx and UPS occasionally transfer packages to USPS, so at times when delivery is confirmed, your package has been transferred to USPS and will take longer to arrive.

\*Packages that are too large to be placed on the alphabetized shelves will be on the floor in whatever order they fit. (These items should be picked up immediately after delivery, as space is limited). Packages marked "perishable" will be disposed of after 3 days.

\*Packages will be returned to sender after a period of 7 days, unless you have made prior arrangements for longer storage by calling the Wolf Laurel Village Club Director in the Community Center at (828)689-4089. Our volunteers will note arrangements on your packages, however do not plan to leave items in the cabin for extended periods, there is limited space available.

\*Please be considerate and take all boxes, envelopes and packing material with you.

The USPS in Mars Hill has various sized rental mailboxes available, call 689-4141 for pricing, or just stop by.