



1000 Hacienda Carmel, Carmel, CA 93923 (831) 624-8261 [haciendacarmel.org](http://haciendacarmel.org)

Date of Notice: July 22, 2026

## **NOTICE OF PROPOSED RULE CHANGE**

### **Rule 13 – Mail, Package Delivery & Resident Cubby Communications**

Dear HCCA Owner,

The Board of Directors is considering replacing the current Rule 13 – Mail, Package Deliveries & Information Center with a revised Rule 13 – Mail, Package Delivery & Resident Cubby Communications. If adopted, the revised rule will replace the existing Rule 13 in its entirety.

The proposed rule updates and clarifies the Association's procedures regarding mail distribution, package deliveries, resident cubby communications, and correspondence to the Board of Directors.

Pursuant to California Civil Code § 4360, Association members are provided a 28-day comment period before the Board may adopt the proposed operating rule. During this period, members are invited to submit written comments. To ensure all Directors receive the same information and that your comments become part of the official record, please do not place comments in Board members' resident cubbies. Instead, submit them to the management office using one of the methods below. **Written comments must be received no later than August 19, 2026.**

Email: [hcretire@haciendacarmelca.com](mailto:hcretire@haciendacarmelca.com)

Hand Delivery: Front Desk

Mail: HCCA, 1000 Hacienda Carmel, Carmel, CA 93923

The Board will consider all timely submitted comments before voting on the proposed rule at the regularly scheduled open Board meeting on August 27, 2026, at 10:30 AM at Casa Fiesta.

Thank you for taking the time to review the proposed revisions and share your comments.

In service and gratitude,

Christine Hulka, CMCA, AMS  
General Manager

**HACIENDA CARMEL COMMUNITY ASSOCIATION**  
**PROPOSED REVISION TO THE GROUND RULES**  
**Rule 13 – Mail, Package Delivery & Resident Cubby Communications**

**13.1 Purpose**

Hacienda Carmel Community Association ("HCCA") serves as a centralized delivery point for the United States Postal Service ("USPS"). This Rule establishes procedures for the handling of USPS mail, package deliveries, and resident cubby communications.

**13.2 USPS Mail**

USPS mail addressed to residents shall continue to be processed through HCCA's centralized mail distribution system. Owners may designate an alternate mailing address for official Association notices by providing written notice to Management.

**13.3 Package Deliveries**

Parcel deliveries from carriers such as UPS, FedEx, Amazon, DHL, and similar delivery services will be accepted by the Front Desk and logged upon receipt. Packages must be signed for by the addressee or the resident's authorized representative before they are released. Packages temporarily placed in the back hallway may not be removed before signing for them at the Front Desk. Mail or packages will not be released to anyone other than the addressee without prior authorization from the resident or the resident's authorized representative. The Association accepts packages as a courtesy and assumes no responsibility for packages accepted on behalf of residents. Residents are encouraged to retrieve packages promptly.

**13.4 Resident Cubby Communications**

Resident cubbies are maintained as a courtesy communication system. Resident-to-resident communications may be distributed through the cubby system only in accordance with this policy and only for residents who have elected to participate through the Association's Annual Owner Information Form or other written notice provided to Management. Residents may change their participation preference at any time by providing written notice to Management.

**13.5 Board Communications**

Residents are encouraged to submit written correspondence for the Board of Directors through the General Manager. Management will promptly forward all correspondence to the Board of Directors and maintain a record of submissions. Correspondence received at least ten (10) calendar days before a regular Board meeting will be included in that meeting's agenda packet, as appropriate. Correspondence received after the deadline will be included in the agenda packet for the following regular Board meeting. Correspondence will not be filtered or withheld, including communications regarding Management or Association staff.

### **Current Rule 13 - MAIL, PACKAGE DELIVERIES & INFORMATION CENTER**

*13 (a) The mailboxes located at the Front Desk of Hacienda Carmel are considered to be a "satellite" distribution center of the U.S. Postal Service. As such, placement of items in resident's boxes is limited to stamped or metered mail received from the post office along with official mail from or to the Association. Official Association mail includes: Information or special notices from Hacienda management, the Board of Directors or recognized committees. Any other type of bulk distribution to Hacienda mailboxes, whether in small or large quantities, is subject to approval by management. Business advertisements, promotions or bulk distributions of any type by Hacienda residents to other residents must be mailed via the USPS.*

*13 (b) Parcel deliveries from distribution services such as UPS, FedEx, etc. will be received and logged in by the Front Desk staff and must be signed for by the person receiving the parcel. Packages temporarily placed in the back hallway may not be removed before signing for them at the Front Desk.*

*13 (c) Mail and/or parcels will not be released to anyone other than the addressee without prior authorization from the resident or their authorized representative.*