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September 8, 2026

NOTICE OF ADOPTED RULE CHANGE

Rule 13 – Mail, Package Delivery & Resident Cubby Communications

Dear HCCA Residents,

On July 22, 2026, the Association provided notice of the proposed revision to Rule 13 and invited members to submit written comments through August 19, 2026. The notice was provided more than 28 days before the Board considered and adopted the rule change, as required by California Civil Code §4360.

After considering the comments received from members, the Board of Directors adopted the proposed revision at its August 27, 2026 Open Board Meeting, as presented and without modification.

The revised rule replaces the former Rule 13 in its entirety and became effective August 27, 2026. The complete text of the adopted rule appears on the following page.

In service and gratitude,

Christine Hulka, CMCA, AMS
General Manager
Hacienda Carmel Community Association

HACIENDA CARMEL COMMUNITY ASSOCIATION
Rule 13 – Mail, Package Delivery & Resident Cubby Communications
Adopted August 27, 2026

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.