

**Suncadia Community Association**

Suncadia Resort

141 Firehouse Rd

Cle Elum, WA 98922

Suncadia-CommunityAssociations@suncadia.com

(509) 649-6276

To: Suncadia Resort Property Owners

Dear Suncadia & Tumble Creek Owner,

Subject: Instructions for Obtaining a Mailbox at Suncadia & Tumble Creek

We're pleased to offer mailbox services to Suncadia Resort property owners. Below is a step-by-step process for requesting, setting up, and managing your on-site mailbox.

Step1: Request a Mailbox

To initiate the process, please contact Suncadia Community Associations by phone, email, or in person to request a mailbox. We'll confirm availability and provide you with the necessary paperwork.

Contact Information:

Suncadia Community Associations

Suncadia-CommunityAssociations@Suncadia.com

(509) 649-6276

Community Associations Office – 141 Firehouse Rd, Cle Elum, WA 98922

Step 2: Complete the Mailbox Application Form

You will need to fill out and sign the Suncadia Mailbox Application form available in the Community Associations Office or will be sent Via email. Please bring or email the application form to initiate the process.



Step 3: Pay One-Time Mailbox Fee

Mailbox service requires a one time, non-refundable fee of \$300, paid by check or money order, made payable to the SCC (Suncadia Community Council)

Checks can be:

Mailed to: Suncadia Management Company - PO Box 944, Roslyn, WA 98941

Drop off: HOA Office - 141 Firehouse Rd, Cle Elum, WA 98922

Step 4: Mailbox Assignment & Access

Once your application and payment are processed, you will be assigned a mailbox number and issued a key. Mailboxes are in the following locations:

Suncadia: In the parking lot of the Real Estate Office, 770 Suncadia Trail, Cle Elum, WA 98922

Tumble Creek: Located off Bullfrog Road, just outside of the entrance to Tumble Creek.

If you have questions or need assistance at any point, don't hesitate to reach out to the Community Associations team. We're here to help and ensure your experience as a Suncadia owner is as seamless as possible.

Warm Regards,

Suncadia Community Association

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