LAKE ROCKPORT ESTATES
Property Owners Association, Inc.
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Package Shed Agreement Terms of Use – (v.10.1.2026)

To accommodate our members in receiving packages from shipping companies, Lake Rockport Estates Property Owners Association (the Association) has provided a shed located next to the dumpsters in the parking area. To help cover the cost and maintenance of the shed, there will be a one-time, non-transferable, non-refundable assessment of $100.00 to participate. In addition, an annual fee of $20.00 each year will be required (pro-rated on a monthly basis). Renewal will take place in January and is due no later than January 31st of each year.

Package shed use is at each member's own risk and the Association does not get involved with civil matters. Members shall not tamper with or remove another member's mail or packages delivered to the package shed. The package shed is monitored at all times. Video is subject to outages. Any criminal, suspicious or questionable activity should be reported directly to the Summit County Sheriff's Department and addressed by the affected member. Video recordings will be provided directly to the Summit County Sheriff's Department upon receipt of an active case number. Members are encouraged to exercise due diligence by obtaining relevant information from the sender, including delivery photos, tracking details, and delivery times. Please note that delivery confirmation and package availability may vary by vendor, and members should allow an appropriate waiting period of five days before reporting a missing package. Failure to comply with all terms may result in suspension of privileges to use the package shed.

All individuals who wish to take part in the program must acknowledge and agree to the following terms:

- One access code will be issued per lot upon receipt of the required fee and a signed Package Shed Agreement ("Agreement"). The Agreement must identify all individuals authorized to receive deliveries through the shed. Packages addressed to individuals not listed on the Agreement may not be delivered to package shed.
- Any change in ownership, residency, or the list of authorized recipients requires submission of a new signed Agreement reflecting the updated information. The $100.00 usage fee will apply.
- Access codes are assigned solely to the registered lot and may not be shared with any other person. Delivery carriers do not require the access code. The Association will update access codes annually. Any unauthorized sharing of an access code will result in immediate termination of shed privileges.
- Participation in the Package Shed Program is voluntary and at the sole risk of the lot owner and residents. The Association assumes no responsibility for lost, stolen, damaged, misdelivered, or missing packages and will not become involved in disputes or civil matters between residents, owners, carriers, or third parties.
- The shed is intended exclusively for personal package deliveries to authorized residents and lot owners. Commercial use is prohibited. The shed may not be used for the storage of personal property or any other purpose. Only non-hazardous shipments are permitted.
- Packages should be retrieved promptly upon delivery. Packages remaining in the shed for more than fourteen (14) days may result in termination of shed privileges. Residents and owners are strongly encouraged to enroll in carrier notification services to receive delivery updates by text message or email.

Large items should not be left in the shed and it is the responsibility of the owner to make arrangements for delivery and pick–up outside the shed.

- Users are responsible for maintaining the cleanliness of the shed and surrounding area. Packaging materials, boxes, and other refuse must be removed and properly disposed of by the package recipient.
- Access to the shed must remain unobstructed at all times. Users may not block the door or otherwise interfere with access to the facility.
- Any suspected theft, vandalism, questionable activity, or other criminal activity should be reported immediately to the Summit County Sheriff's Office. Security footage, if available, will only be released to law enforcement in connection with an active investigation and upon receipt of a valid case number.

Initials_____

Agreement Continued –

Name of all users (printed):
Lot #:
Mailing Address within LRE:

I, _____, of lot number _____, have received and understand these Package Shed Rules. By signing below, I hereby agree to comply fully with this agreement and agree to pay associated fees noted above. Any damage to the package shed will be at the signatory's expense.

Signature of All Users:		
Date:		
Property Management's Use:	Payment:	Code: