

Oakland Heights Mailbox Transition Instructions

*Thank you for your support and patience throughout the mailbox pavilion project.
Please follow the instructions included below to access to new pavilions and mailboxes.*

NOTICE TO ALL RESIDENTS: Oakland Heights Owners Association, in collaboration with the United States Postal Service (USPS), is transitioning all residents to the new mailbox locations in the pavilions. If you live east (Phase 1) of Vance Jackson, your location will be on the cul-de-sac of Shelbritt Rd. If you live west (Phase 2 & 3) of Vance Jackson, your location will be on the cul-de-sac of Ascend Terrace. The Post Office may not be able to transition all mail CBUs at the same time, so please check both locations over the next week. To get your mail at the new pavilions you need both a code and your new keys. Instructions are below for each.

Mailbox Keys

You can now pick your new keys up at Elm Cedar Post Office (5837 De Zavala Rd. San Antonio, TX 78249). They will inform you which specific mailbox unit is yours. Please bring the appropriate identification required by USPS. To check USPS ID requirements, click here ([Acceptable Forms of Identification](#)).

Pavilion Codes

Codes are now available. Follow the instructions on the following page to receive your individual pavilion code from your online owner account. These codes are assigned to you and only for the mailbox pavilion, they do not work on the community entrance gates. Your code cannot be changed unless compromised. Please do not share them with anyone outside your household. Pavilions are open from 5:00 am to 10:00pm. The codes do not work after hours.

If you do not wish to use your online account or don't have access to an account, you can come by Diamond Association Management and Consulting (DAMC) to get your code (14603 Huebner Road, Building 40, San Antonio, TX 78230. Mon-Fri 8:30am-5:00pm). Please bring your ID that matches your address. If you have tenants living in your home, you are responsible to provide them the code given to you.

Access your code online at www.oakland-heights.com



Step 1:

Log in to:
www.Oakland-Heights.com

[Home](#) [Resident's Resources](#) [Board of Directors](#) [Governing Documents](#)

Oakland Heights Owners Association, Inc.

The HOA for Oakland Heights is the non-profit Corporation that governs the neighborhood Oakland Heights. As a reminder, the website is offered as a value added service of information.

All Homeowners are Members of **The Oakland Heights Owners Association, Inc.**, a Non-Profit Texas Corporation, whose primary purpose is to maintain and administer the Common Areas, to collect Homeowner Assessments and disburse monies for the payment of the Association operating expenses with respect to the residential properties known as *Oakland Heights*.

Homeowners and Tenants are subject to and legally bound by the Association's *Declarations, Covenants, Conditions and Restrictions*. These documents are available for review under the [Governing Documents](#) tab.

The **Resident Resources** tab houses your ACC

Portal Login

Login Name:

Password:

[Login Now](#)

[Forgot Login](#) [Initial Login?](#)

HOA APP (Community Link)

ATTENTION: Homeowners can now download the Community Link app to access important account information. See image below for an example of the app, which can be downloaded via the AppStore or Google Play Store.

Step 2:

Click on
Tracked Items

Good Morning John Doe

Homeowner Account

#

ACCOUNT NUMBER

555199

PROPERTY ADDRESS

123 Main Street

STATUS

Current

LAST PAYMENT

\$250.00 on 07/12/2024

BALANCE DUE

\$0.00

[PAY NOW!](#)

[VIEW ACCOUNT DETAIL](#)

ARC Plans

0

Passes

0

Vehicle

0

Violation

0

Tracked Items

1

Facts

0

Your Code will be in the **Value** section

Tracked Items

[Home](#) [Acc: \\$0.00](#) [Via 0](#) [ARC 0](#) [Passes 0](#) [Vehicles 0](#) [Instructions 0](#)

[Filter](#)

Id	Type	Value	Issue Date	Return Date
181303	Pavilion Code	test #11524	11/5/2024	

Showing 1 to 1 of 1 records

[<<](#) [<](#) [1](#) [>](#) [>>](#) Show records



Mailbox Pavilion Etiquette

- The Board is requesting all residents to be considerate of the of the homes in the cul-de-sac area and keep traffic to an absolute minimum. If you are physically able, please consider walking to the pavilion when you need to pick up your mail. This will keep cars out of the cul-de-sac and create a better atmosphere among neighbors visiting the pavilion.
- If you need to drive, please ensure you drive slowly in the cul-de-sac.
- The mailbox pavilions have designated pick up and drop off area for cars, marked by signs. Please use this area only for pickup and drop off of mail, do not park or idle in your car reading your mail.
- Please do not leave any mail or trash in the pavilion area and ensure the gate closes behind you.
- Report any issues with the pavilion to DAMC at 210-561-0606 or manager@damctx.com
- If you need assistance picking up your mail, please contact OaklandHeights.Board@gmail.com to enroll in the Love thy Neighbor program and the Board will connect you with another owner who can assist you in picking up your mail.
- Please do not post any announcements on the mailboxes or anywhere in the pavilion. They will be removed. The Board has plans to install announcement boards in the future to handle this type of community information.