



Advisory Neighborhood Commission 4A Government of the District of Columbia

RESOLUTION #4A-02-02-21-01

**Authorizing the Lease of a Post Office Box and Related Expenditures
Adopted February 2, 2021**

WHEREAS, Advisory Neighborhood Commission 4A takes note of the following:

- The ability to receive mail is essential to the functioning of the Commission.
- The commission is currently functioning without a permanent, physical office address.
- Post office boxes provide an inexpensive, reliable way to ensure the continuity of mail services.

THEREFORE, BE IT RESOLVED, Advisory Neighborhood Commission (ANC) 4A authorizes its Secretary to sign a lease for a single post office box at the Brightwood Post Office located at 6323 Georgia Ave NW Ste A, Washington, DC 20011, for official use of the Commission, and to incur the expenses associated with payment of that lease; and

BE IT FURTHER RESOLVED, this post office box will be the official address of the Commission, provided to relevant District agencies, and noted on the Commission's website; and

BE IT FURTHER RESOLVED, only the Commission Chair, Vice-Chair, and Secretary have access to the post office box; and

BE IT FURTHER RESOLVED, the Commission officers shall designate a Commissioner to regularly check the post office box and provide information on any mail to the broader Commission; and

BE IT FURTHER RESOLVED, the Commission hereby designates Commissioner Pavan Khoobchandani, ANC 4A08 to serve as the Commission's representative in all matters relating to this resolution.

ADOPTED by voice vote at a regularly scheduled public meeting (notice of which was properly given, and at which a quorum of seven of eight members was present) on February 2, 2021, by a vote of 7 yes, zero no, and no abstentions.

Respectfully submitted,

 /s/ Patience Singleton
Patience Singleton
ANC 4A Chair