



Greenwood House Communal Grounds Policy (Amended 2025)

Preamble:

The 2022 policy has been amended to include clarification about residents' storage of waste items in the communal area and personal items. And clarification about pet owners' responsibility for the mess deposited in the grounds by their pets. Amendments for 2025 are indicated in **Bold text**

Background:

The refurbishment of woodwork and external decoration of all windows and doors, bin sheds and signage to the perimeter of the property and necessary tree works, has resulted in improvements to the external appearance of Greenwood House, in keeping with the lease and general expectations of the conservation area requirements.

New gardening contractors have been engaged who are motivated to work with the management company to improve the appearance and upkeep of the communal grounds over time. The grounds are tending to take on the appearance of many individually styled areas rather than following a communal flow. The Directors are keen to re-establish a communal appearance to the grounds and will be working with the contractors and residents to establish some guidance on design, plants and a more themed style over time. This policy is intended to establish a more consistent use of the communal grounds.

Historically, a few residents have placed small 2 person tables and chairs in the communal grounds and most residents would use fold up picnic furniture when relaxing in the grounds. Since the periods of lockdown caused by the Covid-19 pandemic and whilst the Directors' attention has been focused on external building improvement projects, there has been a significant increase in residents placing larger personal items permanently in the communal grounds such as storage boxes, larger tables and chairs, external lights, and artwork, some of which have been affixed to the walls of the building.

There have also been several unauthorised holes made in the external walls (which is a significant issue for a Victorian building within a conservation area). There have been several incidents where some residents have attempted to restrict access to others from areas considered to be "private" gardens.

Policy:

In accordance with the Lease, Woodlanders Management Limited (WML) affords all Lessee's (including their tenants / visitors), the 'use of the communal grounds' under the following conditions of use.



1. WML fully maintains the right to define usage of said communal grounds (inclusive of any 'garden area' / 'car park' (please refer to relevant Car Parking Policy).
Note: The Fourth Schedule of the Lease always applies.
2. WML actively encourages all Lessee's (including their tenants / visitors), to use the communal grounds, albeit at their own risk. WML does not accept responsibility for any loss, damage or injury, unless negligence, on behalf of WML, can be legally proven.
3. WML, with Health & Safety in mind, requires access to all areas of the communal grounds for regular inspection and maintenance of both building and grounds. This may result in WML requesting the removal of obstructing items. Wherever possible advance notice will be given. Noncompliance may result in the Management Company seeking to recover costs if contractors are required to move items **or cannot access the building due to residents' personal items obstructing access. This applies to the obstruction of gardening work as well as work on the building.**
4. WML retain full responsibility for the general upkeep and maintenance, inclusive of weed, pest and vermin control, of the communal grounds irrespective of location and whether or not items are considered to be personally owned. The use of chemical agents such as insecticide, pest control and herbicides may not be applied to foliage by residents. All infestations by invasive weeds and pests must be reported in a timely way to the Management Company who will arrange appropriate treatment where required.
5. WML shall supply and maintain garden furniture by way of communal benches for the use of all Lessee's, including their tenants and visitors. Suitably sized personal garden furniture may be used but must be stored preferably indoors or in an unobtrusive location when not in use. Personal items must not be placed such that other residents' movements are restricted and contractors' workflow impeded. Toys, discarded items, unused pots, **bags of compost, and** gardening equipment may not be placed in the communal grounds. No flammable items or chemicals may be stored in any way.
6. WML actively encourages, where practical, plant biodiversity & the planting of plants that attract wildlife eg pollinators, insects & birds in accordance with the Company's Environmental Statement.
7. WML are pleased to encourage Lessee's, including their tenants, to take an active part in maintaining the communal grounds and permit, at their own cost, residents to separately tend nominated garden areas and to place reasonable quantities of potted plants in the communal grounds. To ensure the grounds appear "communal" rather than a collection of individually tended personal gardens, potted plants should be



floor standing and within approximately 0.5M of building. Permission must be sought in advance. All plants and shrubs must be no greater than 1M in height or up to window ledge (lower edge) height if within proximity of said window. Pots must be of a size and weight that they can be easily moved and lifted by a single person to ensure free access for contractors to the building when needed.

8. Residents placing items in the communal grounds are responsible for moving all potted plants & furniture etc, when requested. Advanced notice will be given where possible. Personal items placed in the communal grounds must be kept to an aesthetically pleasing and manageable state and be in keeping with the nature of a Victorian building.
9. Due to the restrictions placed upon us by being in a conservation area WML requires that no un-authorised items of any description or purpose, be fixed even temporarily to any exterior part of the building. This is a requirement of the lease.
10. Feeding of wildlife such as birds is permitted via recommended types of free-standing feeders by the RSPB / Dorset Wildlife Trust. Wall mounted items are prohibited due to the restrictions placed on the Management Co by our conservation area status please see point 9 above. Ground and window ledge feeding is discouraged due to self-setting seeds in the lawn and the attraction of wildlife such as badgers, which cause ground damage possible infestation of the building by rodents and other vermin. Residents placing feeders in the grounds are required to regularly clean up spillages from feeders to prevent the above, also ensure placement of feeder is not restricting free access to other users of the grounds. If such areas are not well maintained and weeded, charges may be incurred if contractors are required to weed these areas. Animal or bird feed may not be stored in the communal areas due to the risk of attracting vermin.
11. WML requires all lessee's (including their tenants) tending planted areas or placing their own plants and other items in the communal grounds to give early notification to WML, when ceasing said actions and to allow time for contractor handover. If their property is sold or tenants moved out, potted plants are to be properly disposed of and removed from communal grounds, by said Lessee (Tenant). WML will not accept responsibility for these without prior agreement and, charges may be applied if WML subsequently remove abandoned items. Annual potted plants must be cleared away at the end of the flowering season.
12. Lessee's must ensure they and their tenants and visitors are mindful of the right of all residents to fully access and use communal areas and not create, however inadvertently, restrictive access areas or unduly challenge the right of access. All



residents, and their visitors, using communal areas are required to act with respect for other users and residents, including keeping noise disturbance to a minimum and preventing invasion of privacy for residents in ground floor properties.

- 13. Residents must not leave waste items in the communal areas, including waste from deliveries such as pallets or waste from refurbishment of resident's properties. Discarding of cigarette butts is prohibited in any part of the communal areas either on the grass, gardens or in the drains where they block the oil filters in the car park drains.**
- 14. Owners with permission to keep a cat or a dog or any other pet are responsible for clearing any mess made in the communal areas by their pet. There has been such an issue with cat mess in the grounds and owners not taking responsibility for their pet mess, that the directors will no longer give permission for outdoor cats that have unsupervised access to the grounds.**

February 2025

Woodlanders Management Ltd