

POLICIES AND PROCEDURES

Department Administration	Policy # Admin 08	Date Effective 10/27/10	Date Reviewed 8/3/18, 9/1/19	Date Revised 9/19/19
Subject: Patio/ Balcony	Dept. Head:			Date:
	Approved:			Date:

POLICY: It is the policy of Sherwood Oaks that residents must keep their patios and/or balconies associated with their independent living unit clean and orderly.

PROCEDURE:

1. At no time should residents make alterations to a patio or balcony without the written approval of the Director of Maintenance.
2. Residents are responsible for the general cleanliness and orderliness of their individual patios and/or balconies.
 - a. Patios and balconies are not intended nor should be used for storage purposes.
 - b. Patios and balconies should be well-kept and free from any accumulation of trash or general clutter. Conditions or practices that may cause an infestation of insects or rodents are not permitted.
 - c. No materials may be allowed to accumulate on a patio or balcony that will cause a fire hazard or block the easy egress in case of fire.
 - d. Gas (propane) grills and charcoal grills are not permitted on the patios or balconies of the Lakeside Apartments.
 - e. Patio furniture should be kept in good order. Furniture that is torn, broken or in any state of disrepair should be removed.
 - f. Potted plants and hanging plants are allowed; but must be reasonable in number for the space provided. Plants hanging from balcony ceilings or railings in the Lakeside Apartment must be approved by the maintenance department for safety. Plants must be well maintained and when not in use, the containers should be neatly placed on the patio or balcony or stored in a shed or other storage area.
 - g. Artificial flowers and greenery are not permitted in pots or window boxes. Artificial wreaths are permitted on front doors. Clothes lines are not permitted.
 - h. Garden beds or other landscaping put in by patio home residents should be well kept and free of weeds. Shrubs must be trimmed and pruned in accordance with the space allotted.
3. Sherwood Oaks management reserves the right to exercise discretion regarding patio/balcony maintenance and may request that questionable items be removed.