



## **Outdoor/Grounds Policy**

Adopted: 7/1/2020

Board Member Signatures

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The Wellesley Housing Authority (WHA) has an obligation under State and Federal regulations to provide decent, safe and sanitary housing. The grounds around each building are the property of the housing authority. In order to achieve its objectives, maintain attractive neighborhoods and to allow residents of the WHA some outdoor space, the WHA sets forward the following policy governing the use and upkeep of outdoor space at all developments.

### **RESIDENT RESPONSIBILITIES**

1. Each resident will be responsible to maintain their outdoor space in a clean, neat and organized manner. Outdoor space will remain free of non-allowable items, as well as trash, debris, or other hazards.
2. Residents will keep the outdoor spaces directly in front and behind their unit, free and clear of belongings when not in use.
3. Residents will be responsible for keeping walkways, the entire width of sidewalk, and exits free of snow and ice. (Family Housing only)
4. Only items designated as allowable in this policy may be kept in yards/outdoor spaces.

### **ALLOWABLE ITEMS**

All allowable items must be in good working order and both seasonally and age appropriate for the household. All allowable items must be stored neatly in your designated area **behind** your unit. **No** items (including trash barrels) may be kept in front of your unit. Trash bags must be kept in the trash barrel provided by the WHA when left outside the unit to prevent rodents from getting into the trash. Only the following items may be kept within the residents' designated area and must be stored on the concrete pad (Barton Rd.), when not being used.

1. Furniture manufactured for outside use – one table set per household. The number of chairs should be appropriate for the household size.
2. Rakes, gardening tools – to be stored in the storage shed
3. Bicycles – one per household member, size, and age appropriate, to be stored in the back of the unit
4. Small plastic children's playhouse– one per unit, provided that a child 6 years of age or younger resides in unit
5. Portable basketball hoops (when not in use, must be stored next to building. Cannot be left in fire lane or parking lot)
6. Small/Medium sized charcoal or gas grill – one per unit. Grills, propane tanks and charcoal may only be operated if they are used 10 feet from any building or any flammable surface. (When not in use, must be stored next to building on concrete pad)
7. Watering hoses may be kept as long as they are neatly rolled and stored near the outside faucet.

**NOT ALLOWED ITEMS** \*Residents will receive a non-compliance form and will be given a time frame to remove any non-allowable item(s). If the item(s) remain after the time frame given, the resident will be in violation of this policy. (See attached form)

1. **Absolutely No Fire Pits or Swimming Pools Allowed.** (Immediate threat to health and safety)
2. Tires, car parts, old/discarded interior furniture, old/unwanted appliances, recreational vehicles, broken toys, televisions, computer screens and other electronics.
3. Swing-sets, sandboxes, trampolines, bounce houses and pools of any kind.
4. Items may not block walkways, entrances or otherwise obstruct unit access, and must be kept neatly in the rear of your unit when not in use. (Family Housing: Items must be kept on the concrete pad, or in the storage shed)
5. All outdoor personal items must be placed neatly and secured on the concrete pad adjacent to the back of the unit, or in the storage shed from November 1 through April 30 each year. Anything outside of that area will be removed and disposed of by the WHA and the resident will be charged for the removal and disposal.
6. No items shall be placed in the resident's outdoor space that block either the dryer vent or the furnace vents.
7. Any trash not properly stored or not properly put out for collection on the appropriate day, will be removed by the WHA and the resident will be charged.
8. Items from the Wellesley RDF reusables (take-it-or-leave-it) area cannot be stored outside a residents' unit. Items from the RDF reusables area that are stored outside the residents' building/unit will be removed from WHA property unless the resident has express written consent from the administrative office.

### **TRASH**

Each resident shall be responsible to ensure that all trash is disposed of weekly and in accordance with Town of Wellesley ordinances. All trash is to be kept in barrels at the rear of the unit except for the 24-hour period beginning at 6:00 p.m. the day prior to trash pick-up when it may be placed curbside. Trash bags must be kept in covered barrels when placed at the curb for pick up to prevent animals from getting into it. Bulk items must also be properly reported to the WHA administrative office. WHA Maintenance will schedule a time to remove the bulk item. The WHA resident will be responsible for the cost of the bulk item disposal at the Wellesley Recycling and Disposal Facility (RDF). Residents shall be responsible for promptly removing any trash, or other items, not taken by the trash removal company.

### **NO ALTERATIONS**

No alterations, additions, or attachments, including fencing, may be made to any building or installed in a yard without prior written consent and subsequent inspection of the WHA.

### **LIABILITY**

The WHA is not responsible for the loss or theft of any personally-owned outdoor items, or liability caused by personally-owned outdoor items. All residents are encouraged to maintain renters insurance, or other liability insurance.

### **VIOLATIONS**

The WHA will perform regular inspections of all storage sheds and outdoor areas. Any items not allowed by the Outdoor/Grounds policy and/or items left outside of your designated outdoor area and trash/litter will be removed by the WHA after a citation is given to the resident stating the timeline to remove the non-allowable item(s), and the resident will be charged for such removal by the WHA. The WHA reserves the right to immediately correct any violations, or remove any items, that it deems an immediate threat to the health and safety of its residents, guests, or staff. If the WHA is forced to correct any violations of this policy, the resident shall be charged for the cost of such correction in accordance with the WHA's Non-Rental Charge list.

**This is to certify that I have received and read a copy of the WHA Family Housing Outdoor/Grounds Policy and agree to comply with all of its provisions during my tenancy in WHA housing.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# WELLESLEY HOUSING AUTHORITY CHARGE LIST

## Price List for Services and Replacements Due to other than Normal Wear and Tear

Lock out service ( <i>during business hours 8:00-4:00</i> ).....	\$10.00
Lock out service ( <i>after 4:00pm and weekends/holidays</i> ).....	\$50.00 plus OT Hours Worked
Service for clogged sink, tub, toilet ( <i>caused by household</i> )	
▪ Maintenance Staff ( <i>after 4:00pm and weekends/holidays</i> )	\$25.00 plus OT Hours Worked
▪ Plumber.....	As billed to Housing Authority
Key Duplicated.....	\$5.00
Lock cylinder (New or Re-keyed to Master key system).....	\$40.00
Mailbox lock.....	\$15.00
Range knobs.....	\$7.00
Range drip pan.....	\$6.00/ea.
Range hood filter.....	\$9.00
Sink strainer/bath strainer.....	As billed to Housing Authority
Refrigerator crisper.....	\$30.00
Crisper Cover.....	\$20.00
Toilet seat and lid.....	\$18.00
Paint (interior) .....	\$15.00/gallon
Refrigerator Replacement.....	\$400.00
Smoke Detector Replacement.....	\$30.00
Window Screen.....	As billed to Housing Authority
Window Shade/Blind.....	As billed to Housing Authority
Window Glass.....	As billed to Housing Authority
Storm Door Screen.....	As billed to Housing Authority
Storm Door Glass.....	As billed to Housing Authority
Storm Door Replacement.....	As billed to Housing Authority
Damaged Cabinet/Drawer (kitchen/bathroom).....	As billed to Housing Authority
Damaged door/Holes in wall.....	Time and Material to Repair
RDF disposal fee.....	As billed to Housing Authority
Returned Check.....	As billed to Housing Authority

Defined terms are on reverse side

\*Please Turn Over\*

## **TERM DEFINITIONS**

**Normal Wear and Tear**- the expected decline in the condition of a property or appliance due to normal everyday use. It is deterioration that occurs in the course of living in a property. It is not caused by abuse or neglect.

**Damage**- Damage is not naturally occurring. It is harm done that affects the value, usefulness or normal function of property. This damage can be committed on purpose, or through neglect.

**Range** - A kitchen appliance that is used for cooking food. A range may also be referred to as a stove.

**Refrigerator Crisper** - The drawer/compartiment in a refrigerator for storing fruit, vegetables or salads in order to keep them fresh.

**Crisper Cover** - the plastic or glass cover for the refrigerator crisper drawers- often doubles as the bottom shelf of the refrigerator.

**RDF** – Town of Wellesley Recycling and Disposal Facility