



Brookland Management Limited

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Woodbourne Court Fact Sheet

The following guidelines are designed to assist you to settle in, without causing annoyance, or disturbance to your neighbours. These have been ratified by the Shareholders and forms part of The Fourth Schedule, Clause XVI of the Lease.

Shareholders:

Anyone buying a flat at Woodbourne Court becomes a shareholder by obtaining a £1 share in Brookland Management Limited, which manages the day-to-day running of Woodbourne Court.

A monthly management fee of £50 (currently) is charged to cover such items as block building insurance, communal lighting/cleaning and gardening etc.

Specific:

- Woodbourne Court is **NOT** an ideal environment for families with children.
- Where any flat is to be let by the owner, DSS tenants/families with children are not allowed.
- Monthly Management fee of £50 (currently) to be paid by standing order.
- **No pets**, eg: dogs or cats etc.

General:

1. As the flats are not totally sound proof, noise can be heard in most directions eg:

- **Loud TV or HI/FI etc**
- **Slamming of doors, even kitchen unit doors etc** do cause annoyance, especially during the early hours.
- Please don't allow the main entrance door to slam.

2. Please observe the following car parking arrangements:

- **A 48 hour parking restriction exists in the lease.**
- **Parking towards the main entrance is specifically reserved for:**
 - i. unloading and loading
 - ii. emergency vehicular access
 - iii. trades people access.
- Please do not park along any part of the main drive, as you will cause obstruction to eg: delivery vans, refuse collection etc.
- Please do not allow your guests to park in front of the garages as this will cause obstruction.

3. The grounds throughout Woodbourne Court are reserved for quiet recreational/enjoyment use only, and any activity such as ball games, skate boarding etc is not permitted.

4. Please do not place any furniture or unwanted items etc in the communal areas, as your personal taste may not be to the liking of your neighbours.

5. **Leaving bicycles etc in the communal areas is not permitted.**

6. The communal areas throughout the building have been designated a **NO SMOKING** area.

7. From a security angle please ensure that the main entrance door **is always locked** before leaving the foyer. **CCTV security** can be obtained by tuning in your TV to **channel 27**.

8. Maintenance to the grounds and communal areas, outside or inside, is carried out under the close supervision of Brookland Management Limited. Any unauthorised activity without the necessary permission is not permitted.

Your co-operation is appreciated

BROOKLAND MANAGEMENT LIMITED