

Royal Arms Seasonal Newsletter



APPROVED REVISIONS ROYAL ARMS DOCUMENTS

In Brief...

**2018-2019
BOARD
MEETINGS**
6:30 pm
Royal Arms Lobby
Wed. Nov. 14, 2018

**ANNUAL
MEETING**
6:30 pm
Wed. Feb. 20, 2019

At the October 18, 2018 board meeting, the Board approved revisions to Royal Arms documents. Documents were presented for review at the summer board meetings and approved in October. The House Committee and Board members, in conjunction with CAP, worked hard to update and revise these documents to meet the needs of owners and the Royal Arms Community. Each document is located on our website royalarmsnw.com. The Board and CAP thank the House Committee for their work on these documents. Highlights of document revisions are below.

- **MOVE-IN/MOVE-OUT CHECKLIST**: added required meeting with board member prior to move-in for both owners and renters; revised Condominium Property Owners' Information Registration, Condominium Renters' Information Registration, and Pet Registration; added information on entry system, street parking, and Jet Communication
 - **NEW OWNERS' PACKET**: added Common Owner Questions; revised Condominium Property Owners' Information Registration, Condominium Renters' Information Registration; instructions for Royal Arms Community website, bylaw and explanation of pet policy
 - **HOUSE RULES AND REGULATIONS**: updated all information as needed; revised Condominium Property Owners' Information Registration, Condominium Renters' Information Registration; instructions for Royal Arms Community website, bylaw and explanation of pet policy; added revised ARC form; revised Schedule of Fines
 - **ARC – ARCHITECTURAL MODIFICATION REQUEST**: Revised form to include all necessary and/or required information in one document; created a new process, new email for submission (no longer submitted to CAP), and shortened timeframe for approval
-

Royal Arms Website

royalarmsnw.com

**ROYAL ARMS
MANAGEMENT
COMPANY**

**Community Association
Partners, LLC (CAP)**

Manager: Heather Clot
heather@capartners.net

**12190 SW 1st St.
Beaverton, OR 97005
503-546-3400
info@capartners.net**

BIKE ROOM AUDIT

The Board performs a quarterly audit of the Bike Room to see if there are any bikes lacking a permit stored. Any bike that does not have a permit is subject to removal and/or donation.

The second audit for 2018 was completed in October. Bikes without permits will be removed Nov. 14.



LEASING OR RENTING?

Owners have the right to lease or rent their unit, provided that rentals are not used for transient or hotel purposes. **Rentals for less than 30 days are not permitted and owners will be fined.**



All renters must complete and submit the Condominium Renters' Information Registration.

Please be a good neighbor!

TRASH ROOM: Securely tie bags of garbage.

RECYCLING: Note separate bins for **GLASS ONLY, GARBAGE,** and **RECYCLING.** Break down (flatten) all cardboard boxes for recycling.

IF YOU, YOUR GUESTS, OR YOUR PET MAKE A MESS, PLEASE CLEAN IT UP.

WHAT'S INCLUDED IN OUR HOA MONTHLY DUES?

- | | |
|--|---------------------------------|
| General maintenance and repair of common areas | Roof cleaning and inspection |
| Maintenance staff | Common area electricity |
| Fire system | Elevator maintenance |
| Water (hot water included) and sewer | Lighting |
| Plumbing | Garbage and recycling |
| Basic cable service | Internet service |
| Association insurance | Association tax returns/reviews |
| Reserve study and maintenance plan update | Capital reserves |
| Office supplies | Management |
| Reserve contribuion | |