

# ROYAL ARMS CONDOMINIUMS

## NEWSLETTER

Greetings! We all love our building for a variety of reasons. However, in loving it, we need to maintain it. The fire escape project is just the first step in addressing a long list of projects. The plumbing study report we received in December detailed piping work (some pipes are original from 1915).

Also during 2018 we received scope of repair recommendations regarding:

- Brick masonry restoration
- Concrete surface restoration (cosmetic and structural)
- Replacement of sealants
- Restoration of wood windows
- Restoration of the cornice
- Replacement of the roof
- Reinforcement of the parapet walls
- Seismic retrofitting of the brick masonry

All these projects have a price tag that make us pause and take a breath. The Board continues gathering additional information, prioritizing the projects, and investigating funding options. That is why it is critical for you to attend as many board meetings as possible to hear important information about our building. Your input can assist us in making decisions that speak for the majority. I hope to see you at our next meeting!

Nancy Hillig, Chair

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### TRASH AND RECYCLING

Be a good neighbor by following the garbage and recycling rules. This saves all of us time and money!

- Each recycling bin is designed to hold specific items. It is important to place those items only inside the bin.
- All cardboard boxes must be flattened before placing them in the bin.
- Do not place furniture, rugs, etc. in the Trash Room.

### BIKE ROOM UPDATE

Currently, the Bike Room is filled to capacity. The Housekeeping Committee is researching ways to increase bike storage.



HOA'S WEB PORTAL

[WWW.ROYALARMSNW.COM](http://WWW.ROYALARMSNW.COM)

Our web portal, hosted by CAP, provides a wealth of important information: board meeting minutes, financial statements, Association documents (e.g., Rules & Regulations), Reserve Studies, newsletters, and much more. The site allows owners to download forms (e.g., the ARC form).

## ROYAL ARMS WELCOME PROGRAM

Our Welcome Program begins with an orientation meeting for all new owners and/or renters with an HOA Board member. This meeting provides helpful information about our building and our community, as well as a time to answer questions and provide contacts for future questions.

The HOA Board hopes that supporting a sense of community among residents will help provide security for our building and protect our investment in this property. The Royal Arms Condominiums are an owner-occupied complex, not an apartment building, which may differ from what residents may have experienced previously in a rental property. Living in close proximity with others requires consideration and a sense of responsibility for our actions. We all have the responsibility for knowing and obeying the community rules and each owner is responsible for informing their renters, guests, and neighbors of the rules. Please support this endeavor by meeting your neighbors, welcoming new residents to our building, and attending Board meetings. Please note the following:

- For owners using a property manager to rent their unit, please forward this message to them. We would like your property managers to partner with us to provide this orientation to the new residents they bring into our building.
- Community Association Partners (CAP), the Royal Arms property managers, will provide contact information for new residents to the HOA Board so that we can set up a "Welcome" orientation meeting as soon as possible.
- We are asking all owners to complete the new Residents Registration Form (attached), and for their renters to complete a Renters Registration Form (attached). Please return the forms by January 31 to CAP as instructed on the forms.

To find all documents and forms, as well as updated information on our building projects, please visit our website: <https://www.royalarmsnw.com> (Residents tab password: 1829nwlovejoy)

### TV -- INTERNET SURVEY

The Board received notice regarding a pricing increase from Jet Communications. Internet and TV service are included in owners' monthly dues assessment.

Currently, the TV service is \$5 per unit per month and the internet is \$10 per unit per month for a total of \$975 per month before taxes and surcharges. The new pricing will be \$15 per unit per month for TV service and \$5 per unit per month for internet service. The new total will be \$1,300 per month, an increase of \$325 per month. **The total annual price with the new rates would be \$15,600 excluding taxes and surcharges. The budgeted amount for 2019 cable/internet was \$12,800.**

The Board heard a variety of comments (both pro and con) from some owners regarding Jet and there has been a lot of discussion regarding either changing providers or canceling the service entirely. In light of the pricing increase and owners' comments, the Board will send a survey to all owners regarding their use of Jet Communications internet and TV service, whether owners would rather have the option to choose their own cable/internet provider, and owners' thoughts if the Board chose to discontinue providing cable/internet service. The Board will be making the final decision but wants owner feedback beforehand. **Please answer the survey in a timely fashion so your voice is heard.**

Quiet Hours: Daily from 10:00 PM to 7:00 AM

- Renting: It is a violation to participate in rentals that are less than 30 days. Owners will be fined \$100/day (or gross income if greater).
- All owners who lease or rent their units shall promptly provide the Association with a completed Renters Information Form ([www.royalarmsnw.com](http://www.royalarmsnw.com)).
- Bikes parked in the Bike Room must have a permit issued by CAP. Quarterly audits remove bikes without permits.
- Moving. Report all moves (moving in **and** moving out) promptly to CAP.
- Package deliveries: All packages must be picked up the day of delivery from the Mail Room, hallway, or where delivered.
- Hallways must be kept clear of shoes, umbrellas, packages, and other items.

### 2019-20 BOARD MEETING DATES

April 10, 2019 6:00 p.m.

July 10, 2019 6:00 p.m.

October 9, 2019 6:00 p.m.

November 13, 2019 6:00 p.m.

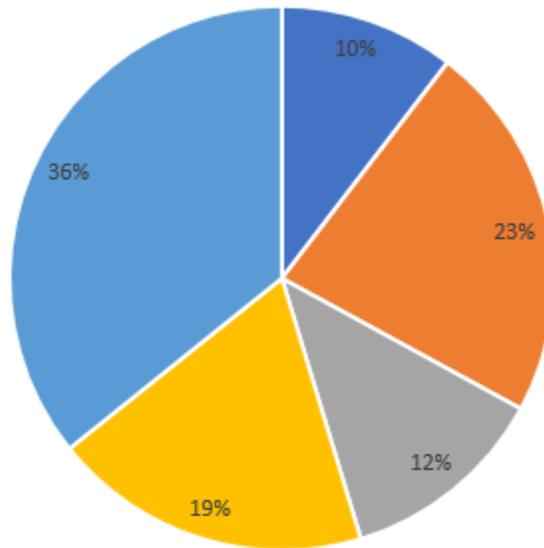
February 12, 2020 6:00 p.m.

Annual Meeting

## Where do my Homeowner Association Monthly Assessments go?

Royal Arms Condominiums 2019 Operational Budget Allocations

Chart Title



- Maintenance and Repairs (janitorial, elevators, fire systems, lighting, plumbing)
- Utilities (water, sewer, electric, gas, garbage/recycle, phone, cable)
- Admin Services (management, legal, reserve study, accounting,)
- Insurance
- Reserves

- 36% of the HOA monthly assessment goes straight into Reserves for major projects, repairs, and replacement of equipment in the future. The remaining 64% goes into the Operational Budget.
- The largest Operational Budget expenses are building maintenance/repairs, utilities, insurance, and management fees.
- The largest utilities are water, sewer, electric, natural gas, garbage/recycle, phone, cable - conservation efforts by residents reduce these costs.

## PLUMBING TIPS AND REMINDERS

Some of the pipes in our building are over 90 years old! It is important to use our plumbing system with care. Below are tips and reminders to help all of us.

### DRAINS

- Always use a kitchen sink strainer to prevent unintended items from going down the drain.
- Always use a bathtub and shower drain strainer to prevent hair and debris from going down the drain.

HOUSEHOLD PRODUCTS that should never be put down a drain:

- Common sense items
- Cooking oil, grease, or fat
- Stringy vegetable peels
- Rice
- Coffee grounds and egg shells
- Onion skins

HOUSEHOLD PRODUCTS that should never be flushed down a toilet:

- Common sense items
- Cat litter (even if it is marketed as safe to flush!)
- Hygiene products
- Wet wipes/wipes (even if it is marketed as safe to flush!)
- Dental floss, Q-tips, cotton balls
- Medications
- Paper towels and tissues (these break down in a different way than toilet paper)
- Anything that does not naturally expel from your body - other than toilet paper.
- Best to use single or normal doubly ply toilet paper, not extra thick triple ply.

WHAT TO DO AND WHAT NOT TO DO IF EXPERIENCING A SLOW DRAIN:

- Do not use chemicals to attempt clearing a drain.
- A combination of vinegar and baking soda with hot water may clear soap scum but will not clear a clog.
- Call CAP to report a slow drain. Do not wait until it becomes an emergency.
- Report any visible leaks to CAP immediately.

## BUILDING SECURITY INFORMATION

- Ongoing efforts are made to ensure that service providers and vendors close and secure doors they use. If you notice a door unlocked, please close it and report it to CAP.
- Please do not hold the door open for any individual you do not recognize as belonging in the building, even if the person is smiling, holding a bag of groceries, and has a key in their hand. If they belong in the building, they will understand that you are following protocols for the safety of everyone. Also, please be sure exterior doors close behind you.
- If you notice someone who does not belong in the building, please contact the Portland Police Department and report the trespasser.