

The Royalton Day-to-Day Important Information

Below is more common sense information associated with day to day life at the Royalton. For further clarification, please review your Home Owner's Manual, copies of Strata Council Meeting Minutes, and copies of [Strata Bylaws](#).

[This document contains information on:](#)

[Fitness Room](#)

[Amenity Room](#)

[Block Watch](#)

[Garbage](#)

[Recycling Bins](#)

[Parking Garage](#)

[Pets](#)

[Real Estate Signs](#)

[Security](#)

[Storage Rooms, Bicycle Storage](#)

[Strata Fees & Assessments](#)

[Visitor Parking](#)

[Video EnterPhone System](#)

[Miscellaneous – Appliances, Noise Problem, Smoke Detectors, Balconies, Smoking, Garborators](#)

Fitness Room

Hours of operation are 6:00 am to 10:00 pm Monday to Friday, and 8:00 am to 10:00 pm Saturday and Sunday. Use of the fitness room outside of these hours is prohibited.

Please ensure equipment that is used is sprayed and wiped down after use before leaving. When finished, please ensure that doors are locked, all windows are latched, blinds are closed, lights and fans are turned off, and heat thermostats are left at 10 degrees. There are two locks on the patio doors and both must be secured. One lock is at the handle and the second lock is at the bottom of the sliding door. This lock must be pushed down to be secured.

Amenity Room

Please see Bulletin Board or the Royalton Website (www.theroyalton.org) for booking information. In order to book the amenity room for a gathering, you must complete booking forms, pay a \$25 non-refundable fee, as well as a refundable \$100 deposit.

Cheques should be made payable to BCS 318. Maximum capacity for the room is 50 people.

To check for room availability, view the calendar on the website.

Please make your requests at least one week in advance to ensure your date is reserved. Requests made within less than a one week time frame are not guaranteed. Forms and cheques can be deposited in the Council mailbox. You will be contacted to confirm your booking.

When finished, please ensure that doors are locked, all windows are latched, blinds are closed, lights and fans are turned off, and heat thermostats are left at 10 degrees. There are two locks on the patio doors and both must be secured. One lock is at the handle and the second lock is at the bottom of the sliding door. This lock must be pushed down to be secured.

Block Watch

- Our building security is each of our responsibility. Report any suspicious activity to the police and to the council via the Council Mailbox.
- The Royalton has an active Block Watch community program in place. The program is run by a group of resident volunteers coordinated through a Block Watch Coordinator in co-operation with the New Westminster Police Community Services liaison officer.
- Its purpose is to promote community security awareness.

Garbage and Recycling Bins

- The garbage bins are located on P2 in the “Refuse/Recycling Room”.
- The recycling bins are located on P2 beside the Refuse/Recycling Room.
- Household garbage must be securely bagged and placed within the bins.
- Do not place large household items or furniture into the bins. Please call the City of New Westminster Recycling Info-line at 604-527-4611 for information regarding the disposal of these items.
- Do not leave garbage or discarded household items/clothing on the floor in the garbage room, outside the garbage room or in the recycling bins. Please check the notice on the Garbage Room door for alternate disposal methods for household items/clothing.
- Recyclable materials include newsprint, assorted papers, cardboard, glass and plastic containers. The lids of the recycling bins clearly indicate which materials are appropriate to recycle. You cannot recycle Styrofoam or soft plastic. Do not put household garbage into the recycling bins. Wash all containers before placing them in the appropriate recycling bin. No paper products containing food residue (for example pizza boxes) are to be placed in the recycling bins.
- Garbage can be kept to a minimum by the use of recycling and donations of usable items to charitable organizations.

Parking Garage

- Resident parking is limited to INSURED, road-worthy vehicles parked ONLY in their assigned stalls. All residents are reminded that uninsured vehicles parked in the parkade will be towed at the owner’s expense and a fine will be levied against the suite owner.
- Residents are to keep their parking spaces clean and are to refrain from littering in the garage. Vehicles that leak oil or other automotive fluids are not permitted within the parking garage. Owners responsible for any leakage will be subject to fines and will be billed for cleanup costs.
- The use of your parking stall for storage and for doing project work is not permitted.

- When entering or leaving the parking garage area, make sure that the garage door is closed before proceeding further. If it does not close, please contact Ben Aghai (604-522-9444) immediately (day or night). Ben will coordinate with the Strata Council to ensure someone is posted at the gate until the door is serviced.
- To save wear and tear on the door motor, wait for the door to close completely before reopening.
 - Residents on foot are asked to use the front door, rather than the garage door, when entering the building. This request would not apply to residents with strollers, those with heavy bags, the elderly or the infirm.
- It should be noted that for security reasons, a fob mechanism can not be installed on the door beside the garage gate.
- All residents are reminded that if exiting via level P2 on foot, the garage gate is not to be used to exit the building. Use the door which is to the right of the gate.

Pets

- Owners are responsible for the behaviour of their pets or any pets of their guests.
- While on common property, ensure they are under control at all times.
- Do not allow your pet to relieve themselves on the common property. This includes the grass boulevards adjacent to Royal Avenue and to 10th Street.
- Clean up after your pet if they do relieve themselves on the common property.
- Not every resident may be comfortable around your pet, so exercise common sense when sharing elevators, entrances and hallways.
- Cat owners are reminded to not put cat litter down the toilet. This will cause serious damage to our building's plumbing system.
- For the safety of your pets, in case of an emergency, we require pet owners to complete "The Royalton Pet Registry Form" found on the building website (<http://www.theroyalton.org/communication.htm>) or from the Strata Council. Please return the completed form to the Strata Council mailbox. This information is also critical for the safety of those who must gain suite entry to deal with an emergency condition.

Real Estate "For Sale" Signs

Individual "For Sale" signs are not permitted to be posted on the Royalton property. A "Units for sale - contact your realtor" sign is displayed on the Royal Avenue entrance to the building.

Security

- Security is the responsibility of every resident of the Royalton. The front door and the garage doors are the entrances to everyone's home.
- Do not let anyone into the building that you do not know.
- Do not let anyone in behind you as you enter the building unless you know them to be a resident.
- When entering or leaving the building, make sure that the doors are closed, latched and locked behind you.
- When moving items in or out through the garage entrance, do not leave the open garage door or doors to the elevator vestibule unattended.
- Report all suspicious activity or theft to the Strata Council and the police.
- When placing an emergency call for police/emergency service attendance at our building, it is critical that your suite number be provided during the call, so that police/emergency service personnel can call your suite to gain access when they arrive at our building.

Storage Rooms

- For security reasons, it is advisable to check your locker once each week.
- The storage of household items is strictly limited to residents' assigned storage lockers. Items left elsewhere in the storage room areas will be removed and disposed of.
- No perishable food items are allowed to be stored in your locker.

Bicycle Storage

Council has designated a large room on P2 level to be used exclusively for bicycle storage. Only those people who store their bikes and have purchased a key from Council will have access to the bike room. The cost of a key will be \$25.00.

Due to budgetary constraints and more pressing needs relating to overall building maintenance, Council will not install bike racks in the new room.

Owners/residents are reminded that another option is for their bicycles to be stored within their assigned storage locker.

Please contact Ben Aghai at 604-522-9444 to purchase a key.

Strata Fees and Assessments

The cost of operating and maintaining our building is solely funded by the monthly strata fees paid by all owners. These monthly strata fees are due and payable on the first day of every month.

For further information regarding Strata Fees, please contact the Property Manager at Baywest Management Corporation at (604) 595-8638.

Rules for Visitor Parking and Visitor Parking Passes for the Royalton – approved Oct. 25/06

The Royalton, BCS 318, has allocated four visitor parking stalls within our parkade. These stalls, numbered 57 to 60, are located on parking level P2 adjacent to the entrance door.

To ensure that these visitor parking stalls are utilized as intended, for the benefit of all owners, each suite within the Royalton has been issued an authorized parking pass (one pass per suite). The following rules and regulations govern visitor parking and the use of the parking pass:

- The four visitor parking stalls are for the temporary use by guests or visitors only.
- Temporary use means brief or occasional, not recurring and regular use.
- The parking of resident vehicles in any of the four visitor parking stalls is strictly prohibited.
- *Any resident's vehicle parked in a visitor parking stall, with or without a pass, will be subject to removal at the owner's expense.*
- Owners are responsible to ensure that the authorized parking pass and associated rules are made available to their resident tenants, if applicable.
- Residents must ensure that the parking pass is displayed prominently by placing it, with suite number facing up, in the window on the driver side dashboard of any guest, or visitor vehicle utilizing the temporary visitor parking.
- Any vehicle parked in a visitor parking stall, and not displaying the authorized parking pass, will be subject to removal at the vehicle owner's expense.
- Temporary visitor parking is limited, on a weekly basis, to two consecutive days, and is not to exceed a maximum stay of 48 hours, for any guest or visitor vehicle.
- In special circumstances, exceptions or extensions to these limits can be requested of Council, through the Council mailbox. Advance notice is required for special circumstance requests.

If the visitor parking pass is lost, it can be reissued at a cost of \$25.00. Please place a request, with payment, in the Council mailbox.

All visitor or guest vehicles are subject to the same rules and regulations regarding the care and use of the parking facilities by resident vehicles.

Abuse of the Visitor Parking Rules may result in the offending vehicle being removed from the parkade at the vehicle owner's expense, and the revoking of visitor parking privileges for the Royalton owner held responsible for the abuse.

If you have any questions regarding Visitor Parking contact the Royalton Strata Council through the Council mailbox located in the lobby.

VIDEO ENTERPHONE SYSTEM (from the Royalton Owner's manual)

Visitors at the front entrance can reach you on your telephone by dialing the coded security number listed in the intercom directory at each of these locations.

- A call from the lobby can be identified by its distinctive double ring.
- To permit access, **press 6** on your telephone. An elevator will be designated to pick up the

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visitor and drop off the visitor on *your floor only*.

- To deny access, simply hang up.
- Visitors can be viewed through your TV set on a cable **channel 116**.
- A double tone will be heard if a visitor is trying to reach you while you are on the phone. To place the outside call on hold, press the flash button; this will connect you with the visitor. **Press 6** to permit access and then press the flash button to return to your call. To deny access simply press the flash button to return to your call, do not press 6.

Miscellaneous Items

Dryers: When using the dryer, the auxiliary fan must be turned on. Leave the fan running for half an hour after the dryer has stopped to allow moisture to completely evaporate. The lint trap in the vents above the dryers must be cleaned on a regular basis as well as the outside vents on your balcony. Do not leave on when going out.

Dishwashers and Clotheswashers: In the event of a malfunction it is critical that these appliances not be left on when going out. This will prevent flooding in your suite and in suites below.

• **Noise problems:** Even though this is a concrete building, noise travels up and down between suites, particularly in suites which do not have carpets. For example, work such as hammering or drilling should be confined to early times and as a courtesy to your neighbours no later than 10 PM.

• **Noise Complaints:** Please do not call our building manager with noise complaints. There is a protocol in place and it should be followed. Council and Baywest can not follow-through on any concerns if they have not received a complaint in writing. Council often hears from an owner about issues with a neighbour that have been going on for extended period of time but the complainant has failed to document the disturbances that are a breach of noise bylaws until well after the fact. Therefore, if an owner has a problem with another owner, the following steps are encouraged for resolving the issue:

- i) If appropriate, and if the owner is comfortable doing so, it is recommended that the owner speak directly to the other owner who is causing the grievance.
- ii) Register a complaint, in writing, with Council and/or Baywest, so the complaint will be properly documented and a warning letter sent to the offending resident.
- iii) If necessary, contact the police.

• **Smoke detectors:** Sensitive smoke detectors that sound inadvertently can be carefully vacuumed or blown out to free them from dust. Owners can have a qualified service person replace the existing detectors with a photoelectric sensor, which is less likely to sound inadvertently.

• **Balconies:** Nothing should be attached to or hung from the sprinkler heads located throughout the suite and on the balcony. Residents are responsible for the maintenance of their suites and for the care of their balconies. This is of critical importance to maintain the integrity of the building envelope. Bylaw 33(2) states that "Cleaning of balconies shall be

restricted to ensure that water and other debris is not permitted to flow over the edges of a balcony". The spillage of water from a balcony would also include water from a spout connected to the balcony.

- **Smoking:** Smoking is strictly prohibited in ALL common areas of the building, including the parking garage.

- **Garborator:** Never put plastic, latex, or other foreign objects down the drain or in the garborator. Never put hard-to-grind, stringy or fibrous waste (poultry skins, carrots, celery, rhubarb or banana peels) into the garborator. Run cold water down the drain for 15 seconds before and after using the garborator to flush waste through the line.

Royalton Strata Council & Royalton Block Watch