

## Table of Contents

By Topic - Alphabetically	
Access to your unit	4
Advertising	11
Balconies, Patios, and Terraces	9
Bike Rack	9
Bulletin Board	11
Conduct	1
Construction / Repairs	2
Dock	6
Dress Code	1
Elevators	7
Extended Absences	3
Front & Service Entrances	6
Guests	4
Hallways & Stairwells	7
Hours of Use	2
Inspection of Records	10
Laundry Rooms	8
Maintenance Personnel	10
Occupancy of your unit	3
Packages, Carts, & Storage	9
Parking Lot	6
Pets & Pests	4
Pool	5
Social Room	5
Storm Preparation	12
Trash Rooms	7
Windows & Shutters	2

By Page #	
Conduct	1
Dress Code	1
Hours of Use	2
Construction / Repairs	2
Windows & Shutters	2
Extended Absences	3
Occupancy of your unit	3
Guests	4
Pets & Pests	4
Access to your unit	4
Social Room	5
Pool	5
Dock	6
Parking Lot	6
Front & Service Entrances	6
Elevators	7
Hallways & Stairwells	7
Trash Rooms	7
Laundry Rooms	8
Bike Rack	9
Balconies, Patios, and Terraces	9
Packages, Carts, & Storage	9
Maintenance Personnel	10
Inspection of Records	10
Bulletin Board	11
Advertising	11
Storm Preparation	12

# Conduct

The Royal Saxon is a private residence building and no regular business activity may be conducted on the premises.

- You are responsible for the behavior of your guests. It is your responsibility to tell them about these rules. Keep this manual handy for reference.
- The Royal Saxon common facilities (such as the pool, the social room, the laundry rooms, the parking lot and the dock) are for the exclusive use of our residents and their guests.
- This is a smoke free building. This means you may not smoke, carry lighted cigarettes, cigars or pipes in the common areas of the building and the pool area. Smoking is allowed on the dock and in the parking lot, but no closer than 30 feet of the building.
- You may not engage in any activity that is a violation of any law, code or ordinance.
- You are encouraged to be considerate of your neighbors at all times. Conversation, music and television should be subdued after 11:00 p.m. The Town of Palm Beach has an anti-noise ordinance, which begins at 11:00 p.m.
- You may attach to your door only those items approved by the Board of Directors. Objects of temporary significance may be attached to the doors and door frames such as seasonal, holiday or religious decorations for a reasonable period.
- Feeding birds or other wild animals from the balconies, patios or Royal Saxon grounds is prohibited.
- Persons using cell phones in public areas are asked to be considerate of others in the area. Please speak quietly and do not use your speaker phone while in the common areas.

# Dress code

Proper attire is required in common areas. Please dress as if you were going out in public when you enter the common areas – no pajamas, housecoats, or nightgowns.

There are a few specific rules about bathing attire. You must keep your bathing attire covered when you are in the building. You cannot pass through the social areas and halls in towels, bathrobes or bathing attire.

## Hours of Use

Some of our common facilities may only be used during certain times. Those facilities and the applicable times are:

Laundry room	8:00 a.m. through 10:00 p.m.
Trash room	8:00 a.m. through 10:00 p.m.
Fitness & Social rooms	24 hours a day
Service entrance	8:00 a.m. through 9:00 p.m. *
Swimming pool	Dawn to 9:30 p.m.

\*At 5:30 pm the service entrance is locked. There is a doorbell located at the service entrance for your convenience.

A few activities inside your unit are restricted because they may affect your neighbors. Conversation, music and televisions should be subdued after 11:00 p.m. Dishwasher and garbage disposals cannot be started after 10:00 p.m. Remodeling or repairing may only be done during the following hours and is not allowed on these Holidays - New Year's Day, MLK Day, Presidents' Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve:

### Off Season – May 1 to Nov 30

Monday – Friday	9:00 a.m. and 5:00 p.m.*
Saturday	9:00 a.m. to 12:00 noon **
Sunday	No work may be done **

### Season - Dec 1 to Apr 30

Monday – Friday	9:00 a.m. and 5:00 p.m.*
Saturday	No work may be done **
Sunday	No work may be done **

\*Contractors performing “quiet work” may begin before 9:00 am.

\*\* Non construction service workers (Comcast, AT&T, appliance repair) may provide “quiet work” on weekends as long as it is approved by the office in advance.

## Construction / Repairs

Unit owners are not allowed to renovate, remodel, or make major changes inside their unit between December 1<sup>st</sup> and April 30<sup>th</sup>. The exceptions to this rule are water heaters, air conditioning units, and impact windows.

The manager must be notified prior to any work being started in a unit. A renovation form as well as copies of; permit(s), contractor's license, liability insurance, workman's compensation insurance, and list of employees working in the building must be received, reviewed, and approved before construction can begin.

You must contact the office prior to installing water heaters. All necessary permits must be obtained from the Town of Palm Beach prior to the installation of hot water heaters. Tankless water heaters are NOT allowed to be installed in the building after March 2010.

All units must include standard soundproofing under flooring installations.

# Windows & Shutters

Exterior doors, windows and shutters are the responsibility of unit owners and must be maintained by the unit owner to be in good working order.

Shutters may no longer be installed on the building. Shutters may be repaired, but if replacement is necessary the unit owner must install impact rated windows.

Impact rated windows must be white in color, of aluminum frame, the same size as the door or window being replaced, and windows must be single hung (sliding vertically – up and down). Window color or window tint must be grey.

Clam Shells must be kept in working order and aesthetic in appearance. Crooked clam shells or clam shells in need of painting must be repaired and maintained promptly by the owner.

Accordion, sliding, and roll down shutters require lubrication and should be serviced at least once every year by a licensed shutter company.

Shutters that do not operate properly or do not lock securely must be repaired immediately.

## Extended Absences

The following rules apply during:

**Hurricane Season** – June 1 – Nov. 30 – if you are absent **1 week** or more

**Winter Season** – Dec. 1 – May 31 – if you are absent **3 weeks** or more

- Store your bicycles in your unit or off the premises, not in the Royal Saxon bike rack.
- Shut off **all water valves** in your unit (hot water heater, toilet bowls and sinks).  
Maintenance will do a follow up check.
- Turn your A/C units on and thermostats set at 76 degrees in order to prevent **MOLD**.  
Maintenance will do a follow up check.
- Leave keys, to any vehicles left in the parking lot, in your apartment marked with pertinent information. You must sign a waiver releasing the Royal Saxon or its' agents from responsibility for moving your car in the event of a hurricane or other necessity.
- Notify the doorman when you are leaving.

### Hurricane Season Only

- Remove all items (flower pots, furniture, umbrella, etc.) from balconies, terraces and patios.
- You must either close your hurricane shutters and awnings yourself or make arrangements for maintenance to close them for you. You will be billed for this work at our current rates. All occupied units, during a hurricane warning, will incur a charge for opening and closing shutters. All shutters must be maintained and in good working condition.
- Remove all items from your refrigerator, turn the breaker off, and leave the doors open to avoid mold and odor development.
- Please remove all food items from counters and only store nonperishable foods in tightly sealed containers. This helps to keep unwanted pest out of your home.

## Occupancy of Your Unit

There are rules regarding the number of residents allowed to reside in each unit. One bedroom, one bathroom shall be occupied by no more than three (3) persons. One bedroom, two- bath units shall be occupied by no more than four (4) persons. Two bedrooms, two bath units shall be occupied by no more than five (5) persons. This does not preclude overnight guests.

Your relatives to the second degree (child, parent, grandparent, grandchild, brother and sister, and their spouses) may occupy your unit when you are not present for up to 30 days without being vetted and approved by the Board of Directors. If you want other occupants to stay there in your absence, they may do so only on a rental basis as described in the Bylaws. You must notify the Royal Saxon doorman **prior** to the arrival of family members.

## Guests

There are a few rules that apply specifically to guests. You are responsible for making certain they know the rules. Guests must park only in spaces marked “guest”. They must check in with the door staff who must then announce them. If your guests refuse to identify themselves, the door staff is required to refuse them admittance to the building.

## Pets & Pests

The Royal Saxon is a NO PET building. However, you may keep miniature fish or up to two small birds in your unit. They must be kept in a single aquarium or cage of a size appropriate to apartment living. You may not keep any other pets in your unit.

Pest Control is required in each unit and is included in your monthly maintenance fee. However, the association realizes that some people may have allergies or other related issues that prohibit them from being exposed to pesticides. If you do not have the monthly pesticide service and have a problem, you will be required to reimburse the Royal Saxon the cost of the special visit by the pesticide company.

## Access to Your Unit

Anyone who does not reside in your unit will not be given the key to your unit without your **written permission**. You should inform the manager in writing if you want someone to have such access.

All unit owners are required to inform the manager when selling their apartment. Real Estate agents will be given instructions on the procedure which includes authorization of Real Estate personnel to show the unit and a copy of the contract with the listing agent.

If you expect maids, servicemen, or repairmen while you are away, you must notify the front desk in writing or by filling out a service authorization form. These forms are available on our website and at the front desk.

Florida law allows us to have access to your unit in the event of a necessary inspection or emergency according to FLORIDA STATUTES 719.104, #1. Most owners elect to provide the Royal Saxon with a

duplicate key to allow easy access in those circumstances. If you choose not to do so and an emergency arises, we will force entry to your unit, and you will be responsible for any necessary repairs. If entry is required, a court order will be obtained at the owner's expense.

**F.S. 719.104 (1) – Right of access to units** – The association has the irrevocable right of access to each unit from time to time during reasonable hours when necessary for the maintenance, repair, or replacement of any structural components of the building or of any mechanical, electrical, or plumbing elements necessary to prevent damage to the building or to another unit.

## Fitness Area

The Fitness Area is open to all adult residents and guests. Use of the equipment is at your own risk. Children 14 and under are not allowed in the Fitness Area. Children between 14 & 18 must have adult supervision. There is a 30 minute time limit on machines if others are waiting.

## Social Room

The Social Room is normally open to all residents and guests. The room offers FREE WiFi , tables, seating, a great view, and a big screen TV with HD Cable service. Periodically the room is reserved by a resident for a special event. The Social Room is closed during those events as well as certain meeting times which are posted in advance. You may reserve the social room for individual or private functions. Permission must be obtained in advance from the manager. If the Royal Saxon staff assists you in preparing the room or cleaning up afterwards, you will be charged a reasonable fee for that work.

There is a \$150 refundable fee that is required when reserving the Social Room for private functions. This only applies when anybody other than Royal Saxon residents will be in attendance. A form is available in the office that must be completed and retained by the office staff. The \$150 deposit will be refunded once the Social Room has been inspected by the manager. Please keep all noise within reasonable limits. There is a residential unit to one side of the social room, as well as above.

## Pool

All owners, residents and guests may use the pool except those who are ill, suffering from a contagious skin condition, and those who are not toilet- trained, or who are incontinent. **Anyone wearing diapers or anything similar (i.e. swim pants, depends, training pants, etc.) is not allowed in the pool.**

NO glass or food on pool deck. Food may be consumed at the high top tables on the wood decking or by the grill at the social room.

There are a few general rules for the safety and convenience of others. You may use personal flotation devices in the pool as long as you do not interfere with other pool users. Balls and toys are not allowed in the pool. You may detach the flotation rope spanning the pool if you want to swim laps but you must reattach it immediately after you finish. You may not have carriages or blankets on the lawns surrounding the pool deck. The only parties that may be held at the pool area are those sponsored by the Royal Saxon. For safety purposes, shoes or other items should not be left in the pathway to or from the pool steps.

You must take a shower before entering the pool. If you have used suntan or other lotions, you must remove them with a soap shower before entering the pool.

Showers are to be used for pool purposes during pool hours. **SHOWERS FOR PERSONAL BATHING ARE NOT ALLOWED. Personal flotation devices must not be left in the common areas.** You are required to store them in your apartment.

You are responsible for taking care of the Royal Saxon pool property. For instance, if you open the pool umbrellas, you are responsible for closing them when you are finished. If you move furniture, please replace it. When in bathing attire, you must cover the chairs and lounges with towels. You may not remove furniture from the pool area.

Children under the age of twelve must be supervised by a responsible adult while they use the pool or the dock area. The supervising adult must make sure that the children behave in an acceptable manner.

## **Dock**

Boat slips are leased to in-house residents on an annual basis. Boat owners must be in residence at least seasonally or be within 1 hour driving time of the unit and boat slip to hold an annual lease. Owners who rent their unit will not be eligible for a boat slip lease. Boat slip lessees must furnish proof of ownership, and liability and property damage insurance prior to having dock space allocated to them by the Board of Directors.

There is a dock agreement that must be completed by the unit owner and specific rules that must be adhered to prior to being assigned dock space. Please see the manager if you are interested in leasing dock space and to complete the necessary paperwork.

## **Parking lot**

The speed limit in the parking lot is 5 miles per hour. Everyone must heed the stop signs. Cars are to be parked "HEAD ON" only. Unit owners are limited to 2 vehicles, one car to be parked in the space assigned in your lease. If you have more than 1 vehicle you must use a "guest" space for an additional vehicle. You may use another owner's parking space providing you have written permission and a copy filed with the manager. There is 1 "handicapped" parking space for **guest use only**. The manager may have your car towed, at your expense, if you violate this rule.

Pickup trucks, vans, and motorcycles are only allowed to park in the far North or South row of the parking lot in guest spaces only. Commercial vehicles, trailers, mobile homes, motor homes, and similar vehicles must be parked in the far North or South row of the parking lot in guest spots only between the hours of 9 am and 9 pm, not overnight. Violators will be towed. "Service / staff" parking spaces can be used as guest spaces.

Cars may be covered by car covers in good condition while the vehicle is parked in your assigned space or in a guest space in the far north or south row of the parking lot. Covers may not be left unattended in parking spaces. For sale signs are not allowed on any vehicles in the parking lot.

If a vehicle is unsightly, (rusting, chipping or wore paint, flat tires, etc), the owner will be required to make improvements to the vehicle's appearance or remove it from the property at the owner's expense.

You may wash your car only in the southeast corner of the parking lot, where a space has been designated. A hose is provided for your use. Please turn off the water, replace the hose and remove all litter when you finish.

## Front Entrance and Service Entrance

The front door entrance is for exclusive use of owners or guests arriving or departing by car, and for those who are carrying small packages and luggage. It is manned twenty-four hours a day. However, it will be locked and manned between the hours of 9pm-7am. You should carry a front door key to use during this time, in case the doorperson is making nightly rounds. Loading and unloading your car must be done at the service area.

The service entrance is the side doorway adjacent to the workshop area. Delivery people, with the exception of FedEx, UPS and the Postal Service, should use this entrance exclusively. You must use this entrance between 8:00 a.m. and 9:00 p.m, if you are using carts; however the service entrance is locked at 5:30 pm. Your building front door key will open this door and there is a doorbell located at the service entrance for your convenience. Turn your engine off while loading or unloading, and move your vehicle out of the area within 15 minutes.

After 9:00 p.m. and before 8:00 a.m., you must use the front entrance, even if you are carrying packages and luggage.

Deliveries of items such as furniture must be made during the following hours **only**:

Mondays- Fridays	9a.m. – 5 p.m.
Saturday	9a.m. – 12 noon.
Sundays	No Deliveries allowed

The Royal Saxon will not accept or store furniture for unit owners. Discarded items need to be removed from premises on the same day and cannot be placed in our dumpster.

## Elevators

Padding must be affixed to the elevator walls to protect them from scuffing. They must be used when you move furniture or large objects. The door staff or the maintenance staff will mount them for you.

No unattended children under the age of 7 will be allowed in elevators.

## Hallways & Stairwells

According to fire code it is a violation for hallways or stairways to be obstructed; therefore leaving shopping carts, wheelchairs, walkers, baby carriages, etc. is a violation. People who leave obstructions in the hallway after a 2<sup>nd</sup> warning will have a summons delivered by the fire department. In addition, fire department regulations require the stairwell fire doors to be kept closed at all times. They may not be propped open, even temporarily.

The corridors must be kept clear of floor coverings (mats) of any kinds.



**Apartment doors must be kept closed at all times** (other than entering and departing). Open doors deprive neighbors of their privacy. They also impact the efficiency of the air handler's circulation of air in the hallways, which escalates the cost of operating, and **is a violation of the fire department code**. Violations should be reported to the manager.

## Trash Room

We recycle. There are trash rooms for your use located near the elevators on each floor. In these rooms, there are three plastic bins, one for newspaper, another for plastics and glass and one for aluminum cans. (soda & beer cans only). Please recycle whenever possible. There is a chute for all other trash. You must wrap trash going down the chute in plastic bags. **NO GLASS CONTAINERS ARE ALLOWED TO BE THROWN DOWN THE CHUTE.** Please rinse food out of containers before you dispose of them. You should dispose of food scraps in the disposal in your unit. No bags of trash may be put in recycling bins.

There is a large rubbish room on the ground floor. Large items such as cardboard boxes, pizza boxes, water bottle cases, A/C filters that could block the interior of the trash chute should be taken directly to the rubbish room on the 1<sup>st</sup> floor.

If any trash room located on floors 2-6 is closed, do not leave trash outside the room but take it to the ground floor rubbish room.

Hazardous materials cannot be disposed of either in the trash rooms or the rubbish room. These include things such as paint, oil, pesticides, oil- soaked rags and other volatile or flammable fluids or materials. Contact the manager to arrange disposal of these items. You are responsible for making arrangements for the disposal of furniture, water heaters, stoves and other large items. You can call the Town of Palm Beach for a special pick up at 561-838-5440.

All items left at the service area must be removed by 5 p.m. of the same day. All construction materials must be removed by the contractor.

## Laundry rooms

Washers and dryers are not permitted to be installed in individual units. The Royal Saxon has laundry rooms on each floor for your use.

Please use the laundry equipment with care. Do not overload the washers and dryers. Heavy spreads, blankets, pillows and rugs with or without rubber backing may not be washed or dried. Doing so may cause the equipment to break down. Also, cloths that have been used to wipe up hazardous materials such as paint, oil, or other volatile or flammable fluids cannot be washed or dried in the machines. This could be a fire hazard.

Clothes placed in the dryer must be only those that have been removed from the washing machine and ready for the dryer. **DRYING OF CLOTHES THAT HAVE NOT BEEN WASHED IS PROHIBITED.**

Once the washing cycle is finished, please remove your laundry immediately. Check the washing machine closely for small items such as loose socks, coins and buttons. After using the dryer, please clean the lint filter.

Since detergent can discolor the carpeting in the hallways, you must carry it in a plastic bag or bottle to and from the laundry rooms. If detergent spills in the laundry room, clean it up immediately. If you do not, it can be tracked into the hallway and discolor the carpet. **You are not permitted to use liquid bleach.**

The wash basin is to be used only for hand laundry. Do not use it to clean paint brushes, garbage cans or other items. Please leave it in a clean condition for the next user. You are responsible for informing your domestic employees of these rules and for making sure they abide by them.

## Bicycle Rack

Racks are provided for bicycles at the northeast corner of the parking lot. You are responsible for keeping your bicycle properly maintained so that it does not become an eyesore. Bicycles parked in the rack must contain an identifying tag from the management office. This is a discreet way for the association to know which bike belongs to which unit in case bikes are left in disrepair or after a resident moves away.

## Balconies (Floor 2-5), Patios (1<sup>st</sup> floor), & Terraces (6<sup>th</sup> floor)

Only single color umbrellas are allowed to be used on patios, balconies and terraces.

Balconies, patios, and terraces are not storage areas. Therefore all items except potted plants and umbrellas (including furniture, lamps or other furnishings) must not extend above the ornamental railing or hedges. You may **NOT** paint or tile the balcony or patio floor or any other part of the balcony or patio. **RUGS ARE NOT ALLOWED ON BALCONY OR PATIO FLOORS.** You may not install or attach to the building any fixture, screening or enclosure.

For the safety and convenience of people in other units, you may not throw anything over the railing (this includes shaking mops, rugs and the like). You may not hang clothes, towels or other items over the rail. Clothing racks to dry your clothes or undergarments are not allowed on balconies. The balconies are equipped with extension pipes to keep rainwater from damaging lower balconies. The pipes must be kept fitted to the balcony drain holes and kept open. You may not use the balcony drains to dispose of wastewater. Finally, you may not cook on your balcony, terrace or patio.

First floor patios (the cement area abutting the sliding door of each ground floor unit) are exclusive to the owner. However, the ground area abutting the patio and bordered by hedges, is a limited common area. You have exclusive use of it, but the Royal Saxon may access it to maintain the grounds. You may put plantings within the limited common area with approval by the Association, but the Board may remove them to allow proper landscaping or grounds maintenance.

Patios may be extended but **only with written permission from the Board.** Your request along with detailed drawings of your request must be provided to the Board for review. Concrete slabs cannot exceed 8' (perpendicular) from the building and must be within 2' of the neighboring unit or hedge.

The sixth-floor terraces are limited common areas that are maintained by the building. Owners have exclusive use of it, but the Royal Saxon has the right to access it to maintain and repair the building. All rules pertaining to balconies shall apply. You may provide a barrier between neighboring units, such as a removable planter.

## Packages, Carts, & Storage

The Association assumes no liability for furniture or packages shipped to or from the building.

The Palm Beach Fire Code says that nothing may be stored in your air-conditioner closet. It is a fire hazard and fire code violation.

If you have a lockable storage bin, use it to store luggage and other items. The Palm Beach fire code will not allow you to store volatile or flammable materials. Nothing can be stored in the storage room that does not fit into your bin.

Carts must not be left in hallways or in elevators after use. They must be returned to the service area promptly by the user.

## Maintenance personnel

The first responsibility of maintenance personnel is the care and protection of our common areas. When time permits, however, some work may be performed by our maintenance personnel while on our time. The office maintains a schedule of such work and the charges for it. If you wish to have such work done, make arrangements with the office for a work order and ascertain the proper charges.

Except in emergencies, our employees are not allowed to enter an apartment without a work order from the office. No work will be done until any delinquent charges have been paid.

Employees may work for individual owners after their regular working hours, or on their days off. This work is voluntary on the employees' part, and the Association assumes no liability for any employee acting as an individual agent in a unit owner's behalf. A signed release of liability from the Royal Saxon is required, by all unit owners that use Association personnel during off duty hours to perform various services.

**Please note:** Association employees may not do any work that requires a permit by the Town of Palm Beach. This includes electrical, plumbing, structural, hard surface flooring, and other categories inspected by the Town.

## Inspection of records

The official Records of the Royal Saxon are available for inspection and copying by owners. A written request to do so is delivered to the manager or other person hereafter designated by the Royal Saxon.

Owners shall be limited to one request per month. Requests for inspection by an owner and/or their designated agent shall not exceed five (5) requests in any one (1) year period. If a voluminous amount of records are to be retrieved from storage, the requesting owner must pay the reasonable cost of such retrieval, including overtime pay for employees if necessary. If an owner is delinquent in paying any assessment due the Royal Saxon, that owner will be required to pay any retrieval costs or copying costs in advance.

A board member or a paid employee of the Royal Saxon will oversee and supervise any records inspection by an owner or their designated agent. Therefore, the number of documents requested must be limited to those that an owner can review within a period of two (2) hours. Upon receipt of any request for inspection by any owner, the Royal Saxon will review the records requested and determine whether a review of such records can be reasonably completed within the designated timeframe.

If the Royal Saxon determines that the number of documents requested cannot be inspected within the designated time frame, it will so notify the owner who requested such records. It will be the obligation of the

requesting owner to specifically designate which records they want to inspect at the requested time. The Royal Saxon may allow a longer period for any particular inspection of records at its option, provided that one or more of the following conditions occurs:

- (1) The supervising Board member has agreed to extend the inspection period beyond two (2) hours. Under no circumstances will a board member or any other volunteer be required to extend the review period;
- (2) If the inspection is to be supervised by a paid employee of the Royal Saxon, any extended inspection of records must be approved in advance by the manager or the Board of Directors. As consideration for extending the review period, the Board or manager will require any owner to reimburse the Royal Saxon for the portion of that employee's hourly wage or salary allocated to supervising the records inspection, including the payment of overtime wages incurred.

The Royal Saxon, its directors, agents and employees, are not required to explain or interpret any records. The obligation of the Royal Saxon is limited to the production of official records only. Therefore, the description of official records to be reviewed must be specific enough so that the person retrieving such records is not required to exercise any independent judgment as to what records an owner is actually seeking to review.

## **Bulletin Board**

There is an official bulletin board in the lobby area, near the mailboxes. In addition, authorized official notices may be placed in the lobby area.

## **Advertising**

Soliciting is not allowed in the building or on the grounds. You may slip personal notes under the door of your friends, and the Royal Saxon may slip notes under the doors of any resident. No other communications may be made in that manner.

You may not place signs or advertisements, including 'open house' ads for the sale of units or for sale signs on vehicles anywhere on the property. An 'open house' for the sale or rental of an apartment is prohibited.

# Storm Preparation

Technology has come a long way in predicting potential storms and the areas that they may affect. However, technology is not perfect and we need to take all storm watches and warnings seriously. If the Town of Palm Beach issues an evacuation, the Association recommends you take their advice. Once the Island is evacuated, the following will greatly impede your ability to travel and receive assistance.

- Royal Saxon staff will be sent home
- Draw Bridges will be closed
- NO emergency services – 911 will not dispatch anyone to assist you
  - NO Police
  - NO Ambulance
  - NO Fire Department
- NO water or food delivery by the Town (this service was provided in the past but has ceased)
- Building could lose power
- Water and Gas service could be affected

Please, for your own safety, leave the building if the Town issues an evacuation.

The staff will watch all potential storms closely and the building will follow the below protocol for potential severe Tropical Storms and Hurricanes:

## **5 DAYS** out from predicted storm –

- Staff will notify boat owners of pending storm and make sure owners are ready to move their boat if necessary.
- Staff will double check that all vacant units are closed (furniture in, fridge empty, water off, and shutters closed)
- Propane tanks for grills will be topped off
- Fuel will be purchased for portable generators
- Portable generators will be double checked

## **3 DAYS** out from predicted storm / **Storm Warning** –

- Staff will begin closing building shutters protecting common areas: laundry, stairwells, social room, lobby (will be closed last)
- Staff will coordinate with those in residence to assist in closing their units

## **1 DAY** out from expected storm / **Storm Warning** –

- Pool furniture will be moved and stored off pool deck
- Boats must be removed from dock (at Hurricane warning)
- Staff will double check security of building and grounds
- Shutters on ALL units must be closed (at Hurricane warning)

**NOTICE:** The severity, direction, and proximity of the storm may alter the above plan. **The safety of the residents will always be the priority.**

## **EVACUATION DECLARED BY THE TOWN OF PALM BEACH – see next page**

- Staff will be ordered to leave the building and the Island.
- Residents will be encouraged to do the same.

## **EVACUATION DECLARED BY THE TOWN OF PALM BEACH**

Upon the Town of Palm Beach's call for a mandatory evacuation of the Island, the Royal Saxon will:

**Require all residents to evacuate the building**

**Turn off ALL equipment**

Elevators

Generator

Domestic Water Pumps

Air Handler

Cooling Tower and related pump

Main breaker to all vacant units

Pool pumps, salt generator, and feeders

Any additional equipment as deemed necessary for the safety of the equipment and the building

**Advise any resident** who insists on staying that no resources will be available to them and remind them that the Association has no liability if anything happens during the evacuation.