

Welcome to New Columbia!

Dear Homeowner:

What an exciting time for you! You have just purchased a home in New Columbia and have recently moved in. The anticipation you're feeling of an enjoyable, diverse community is about to be fulfilled. We're glad you're here and hope that the enclosed Frequently Asked Questions helps you to become acquainted with your new neighborhood.

As a property owner in New Columbia, you become a member of the New Columbia Owners Association. Owners Association Meetings are held quarterly on the third Tuesday of the month at 6:30 pm – 8:00 pm. Meetings occur in February, April, May, August, and November. Usually meetings are held in our main community meeting room 4625 N. Trenton. These meetings are great opportunity to learn about New Columbia, as well as meet other homeowners, the property management team and the Owner Association Board. Meetings will also help you learn how to become involved in the community.

As an owner, you are also responsible for paying monthly dues. The dues are applied to costs of community upkeep and to fund a replacement reserve so that the long-term capital needs of the community are maintained. The monthly dues for most single-family detached homes in New Columbia are \$87.00 per month. There are a few lots that were originally designated as "affordable home lots" and the monthly dues for those homes are \$56.00. If you have any question about the amount of your monthly dues, please contact Carrie Lewis at the property management office for assistance. Dues are payable by the 10th of the month and if not paid in a timely manner, late fees will be assessed. You can always pre-pay your dues if that is more convenient.

New Columbia has a website: www.newcolumbiaapts.com. There is an Owner's page where you will find links to the Owner Association CC&R's and Bylaws, as well as information about other issues. There is also a community calendar on the website.

The Owners Association Board is composed of three members. Current Board members include Board President Simon Williams, Owner Representative Rachel Langford (Home Forward) and Owners Association Representative Julie Garvey.

We believe that it takes each of us actively participating with our neighbors and community to maintain our beautiful 82-acres and our neighborly relationships. If you have any questions please call the New Columbia Management office at 503- 943-5600.

Best,

Robert Black

Robert Black
Portfolio Manager, New Columbia
Email Address: rblack@ipmco.com

We have gathered a few numbers for you that may be helpful:

Property Management Office (10am-6pm Mon-Sat) 503-943-5600

Power Outages- PGE 503-464-7777

Stray Pets- Animal Control 503-988-7387

Humane Society 503-285-0641

City of Portland Services:

Non-emergency Police 503-823-3333

Police, Fire or Medical Emergencies 911

Abandoned Vehicles- Hotline 503-823-6814

Street Lights - Hotline 503-823-5216

Street Signs-Street Maintenance 503-823-1700

Street Sweeping-Street Maintenance 503-823-1700

Water/Sewer Problems-City of Portland 503-823-7770

As a homeowner in New Columbia you can apply for a discount on your water bill. New Columbia has a water run-off system that prevents storm run off from directly entering the wastewater system. As a homeowner you are a partial owner of this system and eligible for a discount on your monthly water bill. To qualify, you need to complete an application form which is available on this website: www.cleanriverrewards.com

Frequently Asked Questions – Owners Association

What is the New Columbia Owners Association?

The New Columbia Owners Association (“Owners Association”) is a nonprofit public corporation formed for the benefit of its members – the property owners of New Columbia.

What does the Owners Association do and how is it funded?

The Owners Association contracts with Income Property Management and oversees maintenance and upkeep of the common areas in the community and homeowners’ front yards, manages the Architectural Review Committee (ARC) and enforces the Rules and Regulations for the community. Monthly dues paid by the members fund these activities. The annual budget for the Owners Association is available to all members and can be obtained on the website or at the property management office.

Who is a member?

The Property Owners of New Columbia are members - which includes all the homeowners, Home Forward (formerly known as the Housing Authority of Portland) and Northwest Housing Alternatives (NHA), the non-profit developer of the senior building located on Trenton Street.

How does a homeowner become a member of the Owners Association?

Membership is ‘automatic’ and becomes effective as soon as one owns property at New Columbia.

When and how do I pay my monthly dues?

Your monthly dues should be paid on the 1st of each month. Dues are considered late if not paid by midnight on the 10th. You may mail or deliver a check or money order to the property management office; located at 4605 N Trenton St. We also have an after-hours drop box in front of the management office. Checks need to be made out to:

New Columbia Owners Association. Receipts are available upon request.

Is there any online process for payment of Owner Association dues?

You can make arrangement with your own bank to issue an automatic check to the Association each month or go to our online RentPayment webpage at <http://www.newcolumbiaapts.com/HOA>. There you can find a link to pay your dues online.

Can I pre-pay my Owner Association dues?

Yes.

What happens if I don't pay my dues?

You will be contacted by the Property Management Office about past due owner association fees and may receive a notification letter.

As outlined in the New Columbia CC&R's, failure to pay Owner Association dues will result in late fees, additional interest charges on unpaid dues, legal fees and a potential lien placed on your property.

What is the structure of the Association?

The Association is managed by a three-member Board of Directors – two are appointed by Home Forward and one member is elected by the homeowners. The homeowners' Board representative is elected by the homeowners to a two year term in office.

What is the Annual Meeting?

The Annual Meeting occurs once a year in April. Members convene to review the past year's activities and plan for the upcoming year. Annual meeting packets will be mailed to each homeowner member with information on when and where the meeting will occur and the meeting agenda. Packets will be mailed at the beginning of April each year.

Landscaping and Irrigation

What areas are cared for by the Owners Association?

The Owners Association provides contracted landscape maintenance for the common areas and homeowners' front yards. In individual front yards, this maintenance service includes basic yard work like mowing, weed control, edging, leaf removal, in the fall, storm blow down. It does not include care of shrubs, and flowers that homeowners plant in their front/side planting bed.

What is the homeowner's responsibility?

The homeowner is responsible for the maintenance of all areas on their property which is inside the fenced backyard area.

Who maintains the irrigation system?

The Owners Association through the contracted landscape maintenance company maintains the system.

What types of fertilizers and pest control chemicals are used on the common areas? For a list of current fertilizers and pest control, please see the website or contact the property management office. The landscaping contractor uses green technology for landscaping maintenance and the community uses the greenest products possible

Can I plant anything I want in my garden?

A homeowner can design and plant their backyard the way that they choose. Please be a good neighbor and take into account what types of plants you choose to include. Invasive species and prohibited plants should not be planted. For more information on plants prohibited in the City of Portland, please contact the City of Portland's Planning Bureau at (503) 823-7700 or on the web at <http://www.portlandonline.com/shared/cfm/image.cfm?id=58951>

In the front yard planting beds and annuals are fine. Because of large equipment used to care for the front lawns, you may want to clearly mark plantings in your front beds that should be undisturbed.

Any major change in the front yard landscaping requires design review approval from the Architectural Review Committee (ARC). Refer to the ARC section for more information on the design review process.

Can I alter the grassy area between the street and the sidewalk in front of my house?

This area is a public right of way; therefore you cannot plant or alter it in any way.

Architectural Review Committee (ARC)

What is the Architectural Review Committee?

The ARC is responsible for reviewing all requests for exterior improvements at New Columbia. This includes, exterior changes or additions to the buildings, large scale landscaping projects such as fences or re-design of front yards and auxiliary structures such as storage sheds and garages and carports or painting the exterior of your home.

Who serves on the Architectural Review Committee?

The committee is composed of homeowner volunteers who operate with staff assistance. Currently members of the Owners Association Board serve as the ARC .

When is a design review necessary from the ARC?

Any major change or addition to the exterior of your home requires design review. If you are unsure as to whether your project needs a design review, please contact the property management office and they can help you assess your project.

What does the ARC use for guidance when reviewing a project?

The ARC will base decisions on the New Columbia Design Guidelines. A copy of the guidelines is posted on the New Columbia website.

How do I apply for design review?

An application form is available at the property management office or online at the New Columbia website – Owners page. The form outlines the information necessary for the review. Once complete with all the required project information and drawings, please submit documents to the property management office. Property management will forward to the ARC.

How long does design review take?

The ARC has 30 days to respond to a complete design review request.

Is there a fee?

Currently, there is no fee.

Police Patrol

What is the courtesy patrol and when does it occur?

The property management company contracts out the Portland Police Bureau throughout New Columbia. The Portland Police Bureau patrols the community at various hours in the afternoons into the late evening. The Officers are armed and are on the property as extra eyes and ears as well as to serve as a deterrent to any unlawful activity.

How do I reach the Officers?

They can be reached via the main property management number – 503-223-6327. The property management office has an answering service after hours that will contact the appropriate party. In the case of an emergency, you should call the Portland Police by dialing 911.

General Reminders

Who picks up the garbage?

Owners of single family dwellings should contact Portland Disposal & Recycling. They are the authorized waste management service for our neighborhood. They can be reached at (503) 281-8736 to arrange for weekly household garbage collection. The regular weekly pick up for household garbage and paper/glass/plastic recycling occurs on Tuesday mornings. Portland Disposal and Recycling also picks up a separate container (if you have yard debris) on alternating Fridays. For most homeowners, garbage is collected from the alleys, so you should leave your trash receptacles in that area on pick up day.

The garbage kiosks with dumpsters located in alleyways throughout New Columbia are for the exclusive use of the apartment dwellers. If you notice a problem with a kiosk (broken doors, overfull dumpster, litter, odor, etc), please report to the property management office. Each kiosk is numbered for easy identification.

Where am I allowed to park?

Homeowners and your guests should park in your private parking area or out on the public streets. The alleyways are considered semi-private space, primarily used by the apartments and should only be accessed by those who must enter the alley to access their reserved parking.

What are the leash rules for pets at New Columbia?

Pets are required to be on a leash when off of your property. Pet owners are also responsible for

cleaning up after your pets both on and off of your property. There are three off-leash dog parks located in the general area where dogs can play leash-free:

Chimney Park (9360 N. Columbia Blvd.) Cathedral Park (N. Edison St. & Pittsburg Ave.) Portland International Raceway (1940 N. Victory Blvd.).

What are quiet hours for New Columbia and when do they occur?

No noise may be emitted that may be heard in a dwelling unit that is not the source of the noise. This includes stereos, televisions, radios, etc. Quiet hours are from 10:00 p.m. to 7:00 a.m. everyday.

What do I do if I have a complaint regarding one of my neighbors?

Complaints need to be submitted in writing to the property management office (email is an acceptable reporting tool). Please include date, time and location of the incident plus details of what occurred.

Reports may be emailed to property management at: ncmanager1@ipmco.com

If the incident needs to be addressed immediately, call the onsite property management number Monday through Friday between 10am and 6pm at 503-943-5600. If your call is after hours please contact 503-223-6327. In the case of an emergency, you should dial 911.