

Welcome to New Columbia!

Dear Homeowner:

What an exciting time for you! You recently 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 Owner's Association. Owner's Association Meetings are held quarterly on the third Tuesday of the month at 6:15 pm – 8 pm. The next quarterly meeting is scheduled on MM/DD/YY. 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 these are applied to costs of community upkeep. The monthly dues for most single family detached homes in New Columbia is \$55.00 per month. There are a few lots that were originally designated as "affordable home lots" and the monthly dues for those homes is \$33.00. If you have any question about the amount of your monthly dues, please contact Darcy Vincent at the property management office for assistance. Dues are payable monthly and if not paid in a timely manner, late fees can be assessed as well as other legal actions and fees. You can also pre-pay your dues if that is more convenient.

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

The Owner's Association Board is composed of 2 members appointed by the Housing Authority of Portland and one representative elected by the community homeowners. The homeowner's current representative is Caren Cox.

We believe that it takes each of us actively participating day to day in what goes on around us to maintain our beautiful 82-acres and our neighborly relationships. Welcome! If you have any questions, call the New Columbia Management office at 503- 286-1500.

Regards,
Darcy Vincent
New Columbia Property Manager
Email Address: Darcy.Vincent@gres.com

We have gathered a few numbers for you that might be helpful!

Property Management Office (9am-6pm Mon-Sat) 503-286-1500

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

1 - B and C

2 - B - most homes at new columbia have a small enough footprint

3 - A and B

Home Owners Board Representative: Caren Cox (503) 641-2855
Email: caren_cox@yahoo.com

Frequently Asked Questions – Owner’s Association

What is the New Columbia Owner’s Association?

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

What does the Owner’s Association do and how is it funded?

The Owner’s Association oversees the maintenance and up keep 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 Owner’s Association is available to all members and can be obtained at the property management office.

Who is a member?

The Property owners of New Columbia are members - which includes all the homeowners, the Housing Authority of Portland (HAP) 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 Owner’s 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. You may mail or hand deliver it to the property management office, located at 4605 N Trenton St. **Checks need to be made out to: New Columbia Owner’s Association.** Receipts are available upon request.

Will I receive a monthly invoice for the dues?

Yes, property management sends out statements by the 5th of each month

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

You can make arrangement with your own bank to issue a check to the Association each month. However, Property Management is not equipped to accept e-payments at this time.

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. As outlined in the New Columbia CC&Rs, failure to pay Owner Association dues can result in additional interest charges on unpaid dues, legal fees and potential lien place on your property.

What is the structure of the Association?

The Association is managed by a 3-member Board of Directors – two are appointed by HAP and Northwest Housing Alternatives (the owner of the senior building) together they are responsible for the 622 apartments, and one member is elected by the homeowners (total of 232 units). The homeowner's 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, plan for the upcoming year and elect the Board of Directors. Each owner is allocated one vote per unit owned. Homeowners elect the Homeowner Representative and HAP and NHA elect the two Multi-family Representatives. 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 Owner's Association?

The Owner's Association provides contracted landscape maintenance for the common areas and homeowners' front yards (**not** including the shrubs and plants). For front yards, this includes basic mowing and care of the green spaces and yards outside of homeowner fences and the cost of water for the irrigation system. A landscape contractor hired by the property managers provides these services.

What is the homeowner's responsibility?

The homeowner is responsible for the maintenance of all areas on their property other than the grass located in the front yard or in the case of corner lots, the side yard open to the street. This includes, side (non-corner lots) and back yards, the shrubbery located in the front yard.

Who maintains the irrigation system?

The Owner's 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 contact the property management office. The landscaping contractor uses green technology for landscaping maintenance. Although the community uses the greenest products possible, if you would prefer to have no chemicals used on your front yard, please contact the property management office and ask to be added to the NO SPRAY list.

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 by phone 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, 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. It is anticipated that an appropriate fee will be established once the initial construction of New Columbia homes is complete.

Courtesy Patrol

What is the courtesy patrol and when does it occur?

The property management company has hired a professional firm, **XXXXXX**, to perform courtesy security patrols throughout New Columbia during spring break and over the summer. The security company patrols the community at various hours by bicycle. The courtesy patrol members are unarmed and are on the property as extra eyes and ears.

How do I reach the courtesy patrol?

They can be reached via the main property management number – (503) 286-1500. 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 3 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: Darcy.Vincent@gres.com If the incident needs to be addressed immediately, call the main property management number (503) 286-1500. The property managers have an answering service after hours that will contact the appropriate party. In the case of an emergency, you should dial 911.