



CHANNEL ISLAND MARINA NEW OWNER’S GUIDE

Welcome to Channel Island Marina! This document is provided by the association to assist you as you move into your new home. It provides information about a range of topics we think you’ll find helpful.

Additional information may be found on our Channel Island Marina website:

<https://www.channelislandmarina.com>

Keys/Codes/Remotes As a new homeowner, you should have received:

- Key(s) or code to your home.
- Key(s) to your mailbox.
- Key to upland restroom and rec room.
- Key, code and/or remotes to your garage (in case of power failure you’ll need a key to open your garage).

Note: If you do not receive keys, codes or remotes, talk to a Board member.

Utilities

You will need to establish accounts for the following services:

Company	Contact	Note
Portland General Electric (PGE)	503-228-6322	You will need a home and garage account and will receive two separate bills.
Propane NW	503-678-4305	A Thompson Gas company
Internet Companies		
Century Link	866-963-6669	Century Link is hardwired to your home from the mainland. Some problems with connectivity speed and bandwidth may occur.
T-Mobile	844-992-2708	This is a wireless internet service. You receive a modem/router combination that receives a signal from local cell towers. Some residents have found this to be an exceptional service.
StarLink	Starlink.com	This is also a wireless service that uses satellites to provide internet.

Homeowners Insurance

Members are responsible for keeping insurance on homes and boats current. You must have a minimum of \$500,000 liability coverage and name CIMA as “additional insured”. A copy of the Declarations Page must be submitted to the Board Secretary annually at renewal.

Currently Red Shield Insurance and Lloyd’s of London provide coverage for floating homes. Many companies offer boat insurance.

Main Gate

The previous owner should have left a remote to open the entry gate. If you did not receive a remote you may purchase one on Amazon. A Board member or neighbor can show you how it’s programmed.

When leaving the marina, drive up to the white line and the gate will automatically open toward you and close after you.

CIMA also has a gate-entrance system that includes an app. During the move-in process, you should receive an email from our gate vendor providing you the ability to download the app, as well as provide you with an abundance of training videos that explain everything in great detail. Any Board Member is also able to help with this as well.

If you want to walk out of the marina you can use the pedestrian gate on the riverside of the entry gate. Contact a Board member or neighbor for the lock combination.

Homes and Boat Slips

There are 19 homes in the marina numbered 1 to 19 beginning with the furthest downriver (North) home. Each home has a “slip” designated for boat/water equipment on the bank side of the dock. Please look for the round markers screwed into the wooden waler at the outside of the dock that designates this property line.

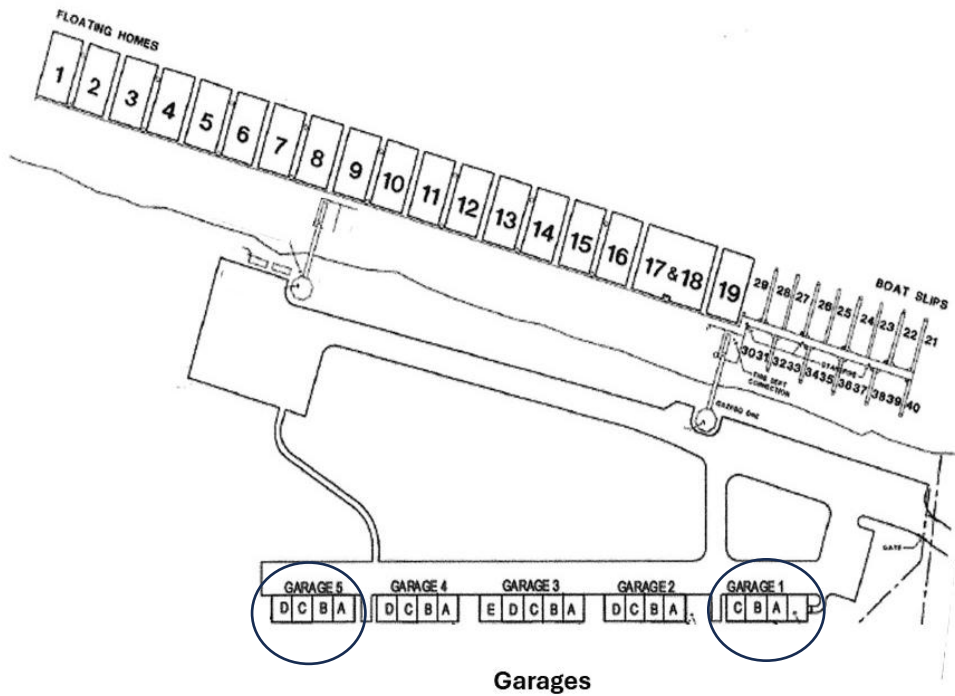
Garages

Each home has a two-car garage (except slip 11, which has two). Garages are numbered with the garage number and then a letter.

For example, the furthest upriver garage is Garage 1, which has three two-car garages labeled A to C. The furthest downriver garage is Garage 5, which has four two-car garages labeled A to D.

Notes: Please do not place anything behind your garage.

Garage electricity is billed separately from your home.



Sewage Disposal System (Honey Pot)

Your 'honey pot' pumps sewage from your home down the dock, up the ramp and into the treatment area near the downriver parking lot.

Note: NOTHING should go into the toilet except toilet tissue!

Your honey pot is located outside your home and sits under your deck. Most honey pots can be hosed down to ensure efficient function. It is recommended to do this twice per year. If you notice any type of sewage near your home, immediately discontinue use of ALL water and report it to a Board member.

Refer to the website for more information about your honey pot and our septic system. Vendors include but are not limited to:

Company	Contact
Speedy Septic	971-384-5816
Harbor Services	503-453-7317

Upland Workout Room and Restroom

There is a workout room and restroom next to Garage 1. The same key opens both. There is a realtor's type lockbox located on the post outside the door to the rec room. A key for both spaces is inside. Ask a Board member or neighbor for the code. Please return the key promptly.

Emergencies

In the case of a serious and immediate emergency dial 911.

Be sure to know where the shutoffs for water, electricity and propane are in your home or on the dock. When you move in Board members and/or neighbors will show you these systems and explain how they operate.

Each home should have an Emergency Binder and an air horn that should have been left by the previous owner. Information about your home and neighbor's homes are included in the binder to reference in the case of an emergency. Contact the Emergency Committee Chair if a binder or air horn were not left for you. Committee information is included on the website.

Carts

Carts are used to transport items to and from your home. The previous owner may have left one for you. If not, you can purchase one. Please label your cart with your name or slip number.

There are various models available and may be purchased at:

Company	Contact	Address
West Marine	westmarine.com 503-289-1154	12085 N Parker Ave.
Lowes	lowes.com 503-737-3000	1160 N Hayden Meadows Dr.
Home Depot	homedepot.com 503-289-9200	1778 N Tomahawk Island Dr.

Trash and Recycling

Each gazebo has an enclosed trash/recycling area. In each room are blue recycling bins and a dumpster for garbage. Garbage and recycling are picked up weekly. Please review the posters in each gazebo to ensure proper recycling practices.

- Glass is placed in a specifically marked blue bin.
- All other recyclables may be placed in the other blue bins.
- Cardboard must be cut or folded to fit INSIDE the bin.
- Please don't over fill the dumpster or the bins.

The following charts will help you determine what is considered garbage and what is recyclable.

 Recycling Reciclaje Утиль Rác Tái chế 回收	 Glass Vidrio Стекло Rác Thủy tinh 玻璃	 Garbage Basura Mycop Rác còn lại 垃圾
 <p>Plastic bottles, plastic round containers, metal, paper & flattened cardboard</p>	 <p>Bottles & jars only, empty & dry, put in glass-only bin</p>	 <p>All garbage, including plastic bags, to-go containers, lids & packaging</p>
<p> No plastic bags or wrap, lids, glass, garbage</p> 	<p> No lids, lightbulbs, caps, ceramics, broken glass</p> 	<p> No TVs, computers, batteries, hazardous waste (flammables, paint, pesticides)</p> 
<div>  <p>Want to compost food and yard waste? Ask your Property Manager about adding this service.</p> </div> <div>  <p>Find a full list of what's allowed in each bin at: www.portland.gov/recycle</p> </div>		



Other items

These things should not go in your garbage or recycling bins.

Large items, including mattresses and furniture; ask your property manager or find donation options: 503-234-3000



TVs, computers, monitors, printers, keyboards, mice & other electronics: oregonecycles.org



Hazardous waste, chemicals, propane tanks & flammable items: oregonmetro.gov/findarecycler



Fluorescent light bulbs, batteries & things with batteries in them: oregonmetro.gov/findarecycler



Medications, leftover or expired: ordeq.org/drugtakeback



Not sure about an item?

Go to oregonmetro.gov/findarecycler or ask an expert at 503-234-3000.

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Who to contact

Property Manager

Ask how to dispose of large, bulky items. Let them know if waste containers are overflowing, not well-labeled, or missing (ex.: no glass recycling):

City of Portland

If overflowing, unlabeled, or missing waste containers continue to be a problem, contact:

✉ multifamily@portlandoregon.gov

🌐 www.portland.gov/garbage-recycling

☎ 503-823-7202

Metro's Find a Recycler

If you're unsure if an item is recyclable, hazardous, or could be donated, contact:

🌐 www.oregonmetro.gov/findarecycler

☎ 503-234-3000

The City of Portland is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact 311, Relay: 711

Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | 翻訳または通訳 | ကဏ္ဍပေါ်မူလား နီ ကာမဝေဗီယာယ | الترجمة التحريرية أو الشفوية

311 | www.portland.gov/bps/accommodation

Apartments & Multifamily

Garbage & Recycling



Sorting guide inside



THE BUREAU OF
**PLANNING &
SUSTAINABILITY**

“Move In” Trash

After moving in you may have too much cardboard for the recycle bins to handle. Excess cardboard, and other items, may be taken to the Metro Central Transfer Station located at 6161 NW 61st Ave. Visit: oregonmetro.gov

A Channel Island Green Team (Recycling) was recently added to the CIMA committee structure and their work will positively impact our trash/recycling efforts and costs.

Repurposing

PLEASE DO NOT throw away any usable items. There are several organizations in the area that accept donations. These include but are not limited to:

Organization	Contact
Community Warehouse	503-235-8786
Salvation Army	503-640-4311
Habitat for Humanity	503-287-9529
Goodwill Industries	503-542-3900

US Postal Service (USPS)	<p>USPS mailboxes are located next to the upriver gazebo. The prior owner should provide you with your mailbox key(s). If not, visit the St. John's Post Office located at 8420 N. Ivanhoe St. or call 503-283-7952.</p> <p>Besides in your mailbox, letter carrier may leave packages in two other places:</p> <ul style="list-style-type: none"> • In the upriver gazebo plastic storage bin. • In one of two larger mailboxes in front of your own mailbox (labeled A and B). If you have a package in either one of these boxes, the carrier will leave a key in your mailbox. Please retrieve your package and promptly return the key. 				
Deliveries	<p>Most packages will be delivered to your door. USPS packages will either be delivered to the bin in the upriver gazebo or to the locked mailbox and the key will be in your mailbox</p> <p>If needed, you can open the gate remotely via the gate app. You should receive this information as a part of move-in, but you can also ask a neighbor or Board member about this capability.</p>				
Ramps	<p>There are two ramps that lead from the gazebos to the dock. They can become slippery in colder temps. Ice melt is available at the top and bottom of each ramp.</p> <p>You may want to use crampons in icy weather.</p>				
Docks	<p>Owners should take care of the concrete dock in front of their home. This includes either power washing with low pressure or by sparingly using an eco-friendly exterior cleaner. Please follow the directions on the label to minimize any negative impact on the environment.</p>				
Communal Shed	<p>A shed is located behind the downriver garage 5. A few yard tools are kept there and may be borrowed. Please return them after use. This shed is NOT a space to store any other tools or equipment. If you have questions, contact the Landscape Committee Chair, which is listed on the website.</p>				
Floatation Blocks	<p>Your home may become uneven due to weight redistribution within your home or floats becoming dislodged due to wind and water activity. Floatation blocks are expanded polystyrene wrapped in vinyl. Blocks are about 2 feet x 2 feet x 4 feet and offer about 600-800 lbs. of buoyancy. Research suggests a minimum of four-to-six inches of clearance must be maintained between the waterline and the base of the stringers (the wooden or steel beams that cross the logs).</p> <p>The objective is to keep the logs as low in the water as possible (to prevent rot), while providing enough floatation to adequately support the structure. To check the float level measure from the deck to the waterline at each corner. It should be the same measurement in all four corners.</p> <p>Flotation block vendors include, but are not limited to:</p> <table> <tr> <th>Company</th><th>Contact</th></tr> <tr> <td>Tim Clackum Diving</td><td>503-890-9595</td></tr> </table>	Company	Contact	Tim Clackum Diving	503-890-9595
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Vendors	When ordering items to be delivered or when contracting an outside service (e.g. handyman etc.) be sure to clarify that you live in a floating home. Some vendors don't work on floating homes and some vendors don't deliver to floating homes.
Pets	<p>Each home is allowed two pets regardless of whether they are indoor or outdoor animals.</p> <p>When walking your pet, please ensure they are leashed and clean up after them. Bags are available in each gazebo. Always be aware of your pet and surroundings as we see wildlife, such as coyotes, on occasion.</p>
Homeowner's Association (HOA)	<p>CIMA elects a Board of Directors as outlined in the governing docs. The Board holds periodic meetings which all members are invited to attend. Minutes are distributed electronically.</p> <p>Among other responsibilities, the Board is responsible to ensure the:</p> <ul style="list-style-type: none">• Safety and upkeep of the marina.• Financial stability of the association.
HOA Governing Documents	Channel Island Marina Association (CIMA) is operated based on governing docs that are periodically reviewed and updated. The last update took place in 2021. You should receive an electronic copy from your realtor. If not, please refer to the website. These guidelines provide directions regarding how the association is governed, the budget process and all operational processes. Committees are led by volunteer members and assist the Board with various areas of operations including but not limited to: emergency/safety, architectural, landscape, maintenance, reserves and recycling.
HOA Dues	The monthly dues cover all operating expenses such as insurance, taxes, grounds maintenance, water, sewer and garbage. A thorough budget review takes place annually and a new budget is proposed and approved by the Board with member input. Dues are based on the annual budget. Members are encouraged to talk with a Board member about any budget questions or concerns.
Marina Directory	A directory is updated and distributed as needed. Make sure to inform the Board Secretary of any changes in your contact information.
Marina Tour	When you are ready, please contact a Board member who will take you on a "tour" of the marina and answer any questions you may have about our community.

Architectural Process

Making Changes to the Exterior of Your Home

Before making any changes to the exterior of your home, or to the dock in front of your home, do the following:

- Submit an Architectural Change Request Form to the Architecture Committee Chair.
- The Committee Chair reviews the form and makes a recommendation to the Board.
- The Board reviews the request and decides whether to formally approve it or not.
- Slip owners are notified in a timely manner of the decision.

Note: An appeal process is in place. This form and additional information may be found in our governing documents and on the website.

In late spring the Architecture Committee performs an inspection of homes and boat slips from the dock. The purpose of this “walk through” is to maintain the high quality of living we enjoy and ensure compliance with our architectural requirements. A checklist is used to document recommendations to the Board for any improvements needed. The Board reviews these suggestions and decides how to proceed. The slip owner will be notified by the Board with specific information regarding any corrective action needed. A timeline will also be provided. A copy of the checklist can be found on the website.

Winterizing

Floating homes take extra care when the temperature drops below freezing. Here is what you need to do:

- Drip a stream of water as thick as a pencil lead from the faucet furthest from where your water line enters your home.
 - Keep cupboard doors open under all sinks.
 - Unhook hoses and cover the bibs with a foam slip-on cover.
 - Always Have flashlights and batteries on hand.
 - Know where your fire extinguishers are; ensure they are in working order.
 - Locate your garage key since remotes/keypads won't work without power.
 - Be aware of icy/slippery decks, docks and ramps. Use caution!
 - Please check in on your neighbors.
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A day on the river is another day in paradise.