

Form ADV Part 3 – Client Relationship Summary

Date: March 21, 2025

Item 1: Introduction

COLUMBIA ADVISORY PARTNERS, LLC is an investment adviser registered with the Securities and Exchange Commission offering advisory accounts and services. This document gives you a summary of the types of services and fees we offer. Please visit www.investor.gov/CRS for free, simple tools to research firms and for educational materials about broker-dealers, investment advisers, and investing.

Item 2: Relationships and Services

Questions to ask us: Given my financial situation, should I choose an investment advisory service? Why or why not? How will you choose investments to recommend to me? What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?

What investment services and advice can you provide me? Our firm primarily offers the following investment advisory services to retail clients: (a) portfolio management (we review your portfolio, investment strategy, and investments, and we also may recommend to you the use of certain unaffiliated third-party investment managers to do the same depending on your needs and goals); and (b) financial planning (we assess your financial situation and provide advice to meet your goals). As part of our standard services, we typically monitor client accounts on a monthly basis. Our firm generally has discretionary management without any material limitations; in these instances, we limit the types of investments that are recommended since not every type of investment vehicle is needed to create an appropriate portfolio. However, if we provide a recommendation to invest in one of our affiliated products (such as an investment product that may be in-part owned or managed by us or one of our affiliates), you make the ultimate decision regarding the purchase or sale of those products. Our firm does *not* have a minimum account size. Please also see our Form ADV Part 2A ("[Brochure](#)"), specifically Items 4, 7 and 10.

Item 3: Fees, Costs, Conflicts, and Standard of Conduct

Questions to ask us: Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me? What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have? How might your conflicts of interest affect me, and how will you address them?

What fees will I pay? Our fees vary depending on the services you receive. Additionally, the amount of assets in your account affects our advisory fee; the more assets you have in your advisory account, the more you will pay us and thus we have an incentive to increase those assets in order to increase our fee. For hourly fee arrangements, each additional hour (or portion therefore) we spend working for you would increase the advisory fee. Management fees are typically charged monthly in arrears based on the average daily balance of the account. You pay our fees even if you do not have any transactions and the advisory fee paid to us generally does not vary based on the type of investments selected. Please also see Items 4, 5, 6, 7 & 8 of our [Brochure](#).

Third Party Costs: Some investments (e.g., mutual funds, variable annuities, etc.) impose additional fees (e.g., transactional fees and product-level fees) that reduce the value of your investment over time. You may also pay fees to a custodian that will hold your assets (custodial fee schedules available upon request). Additionally, you may pay transaction fees when we buy and sell an investment for your account. You also will pay fees to any third-party money managers you may choose to use that we may recommend to you in addition to the fees we charge you. **You will pay fees and costs whether you make or lose money on your**

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investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying. Please also see our [Brochure](#) for additional details.

Conflicts of Interest: *When we act as your investment adviser, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. For example, because our management fees are based on the value of assets in your account, the more assets you have with us, the more fees you will pay; as a result, we have an incentive to encourage you to increase the assets in your account(s) with us. Similarly, certain products we may recommend to you are affiliated with us – either because we may in-part own the products or manage themselves; as a result, we also have an incentive to recommend these products to you because if you choose to invest in one of these products, we and/or our affiliates receive fees from you in addition to asset-under-management-based fees described above. These products are private investment funds and consist of the CAP Private Credit Fund, LP; CAP 31st Avenue Residences, LLC; CAP Garland, LLC; and the Hartley Opportunity Fund, LLC. Please also see Item 10 of our [Brochure](#) for additional details.*

How do your financial professionals make money? Primarily, we and our financial professionals benefit from the advisory services we provide to you because of the advisory fees we receive from you. This compensation may vary based on different factors, such as those listed above in this Item. Please also see Item 10 of our [Brochure](#) for additional details.

Item 4: Disciplinary History

Questions to ask us: *As a financial professional, do you have any disciplinary history? For what type of conduct?*

Do you or your financial professionals have legal or disciplinary history? Columbia Advisory Partners, LLC does not have legal and disciplinary history, but some of our Investment Advisor Representatives have legal or disciplinary history from previous employment. Visit <https://www.investor.gov/> for a free, simple search tool to research us and our financial professionals.

Item 5: Additional Information

Questions to ask us: *Who is my primary contact person? Is he or she a representative of an investment adviser or a broker-dealer? Who can I talk to if I have concerns about how this person is treating me?*

For additional information on our advisory services, see our [Brochure](#) available at <https://adviserinfo.sec.gov/firm/summary/171616> and any individual brochure supplement your representative provides. If you have any questions, need additional up-to-date, or want another copy of this Client Relationship Summary, then please contact us at 509-822-3850.

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Exhibit A – Material Changes to Client Relationship Summary

We added information regarding products we may recommend that are affiliated with us. Specifically, we added information regarding how your decision to invest in such products is ultimately yours, not ours. We also added information about these products create certain conflicts of interest for us.

We also added information about how we also may recommend certain unaffiliated third-parties to manage a portion of your assets, and the corresponding fees that may be associated with those.