

## Grenelefe Estates Architectural Committee

**CENTURY 21** Northstar

7800 SW Barbur BLVD, Suite 1A  
Portland, Oregon 97219  
#503.297.1014 (Office)  
#503.297.1585 (Fax)  
[Grenelefe.org](http://Grenelefe.org)  
[Melinda.Tran@Century21.com](mailto:Melinda.Tran@Century21.com)

### Grenelefe Estates New Management Company

Dear Homeowner,

Grenelefe Estates has engaged CENTURY 21 Northstar as your Association Management Company. We perform a wide range of services including accounting, maintenance coordination, Rules & Regulations enforcement and CC&R/Bylaw monitoring.

**Our Portland address is:** CENTURY 21 Northstar  
Community Management  
7800 SW Barbur BLVD, Suite 1A  
Portland, OR 97219

We're open Monday through Friday, between 9:00 AM and 5:00 PM.

#### General Association Questions and/or Concerns:

- Association Manager – [Melinda.Tran@Century21.com](mailto:Melinda.Tran@Century21.com)
- You can also reach us at #503-297-1014 (office), or #503-297-1585 (fax).
  - **For after-hours EMERGENCIES ONLY**, please call #971-344-3148.

**HOA Website:** To access your community's pages, visit [www.grenelefe.org](http://www.grenelefe.org)  
Should you refinance your home, or put it up for sale, most of the documents you will need can be found on the website.

**HOA Dues Payments:** Your annual assessment on January 1, 2022, will be \$ 125.00. You may pay this in full before March 31, 2022. You may also set up \$31.25 quarterly payments by contacting your Manager at the email or phone number above.

**Accounts will be considered delinquent on March 31 if no action has been taken.**

- **If paying by written check, please make payable to "Grenelefe Estates", and mail to the Portland office address above.**

**IMPORTANT:** *The check memo line must contain either the Lot number or street address for your property at Grenelefe Estates.*

- **Online payments:** You will receive an email invitation with a link to set up your online account portal in AppFolio.

If you have any questions or concerns, please let us know. All of us at CENTURY 21 Northstar look forward to working with you!

Sincerely,

Association Management

CENTURY 21 Northstar

## Grenelefe Estates Architectural Committee

December 2021

**2021 has been an eventful, memorable year and we look forward to a safe, healthy 2022 in our Grenelefe Habitat !!**

**DUES/EXPENSES:** Our property management company merged with another this year and this necessitated a change in our contract. After getting several quotes, we decided that Century 21 Northstar would be the best option. Unfortunately, the new fee structure necessitates an increase in dues to \$125/year. Our primary expenses remain landscape maintenance and utilities (water and electricity for landscape irrigation). We continue to replace 3 mailboxes each year. The 2021 boxes have not been installed yet, so we will install extra mailboxes in 2022. If you believe your mailbox is in especially poor condition, please email its location to [info@grenelefe.org](mailto:info@grenelefe.org). We continue to maintain a cash balance that has been built up over the past 25 years in order to cover any large expenses, such as repairs to our entrance wall.

**6<sup>th</sup> ANNUAL GRENE-LEAF PICK-UP:** The Scouts picked up and disposed of 261 bags from 43 houses. Thanks, again, to the Slacks for organizing this event, the Wilsons for being the bag distribution point, and Troop 728 for doing the heavy lifting!

**EXTERIOR IMPROVEMENT APPROVAL REQUIRED:** Please remember that all exterior changes need to be approved by the Architectural Committee, per the CCRs. Examples of what requires approval: roof replacement, paint colors, solar panels, major landscape changes (front yard), and any structural additions. A good rule of thumb is: if any of your neighbors can see the change, it requires a form submission. Those who choose to avoid the contractual obligations agreed to when purchasing their home may be required to remove unauthorized material(s) at owners' expense.

The request form can be found on the HOA website: [www.grenelefe.org](http://www.grenelefe.org). The committee seeks to respond to all forms as quickly as possible. This rule protects you from any "ill-perceived/eyesore" changes that could de-value your property.

**GREAT JOB NEIGHBORS!!!** A big thanks to all the Grenelefe homeowners who have submitted forms and made improvements to your homes! This ongoing maintenance adds value to all of our properties as a community and keeps Grenelefe one of the most desirable neighborhoods in our area!!!

**FENCES:** Cedar fences don't last forever. If fences must be replaced, please work with your neighbors to share the expense and be sure to refer to your CCRs for the type of fences allowed.

**TREES & SHRUBS:** Please ensure that all trees and shrubs are pruned so they don't block street lamps and sidewalks are kept clear for pedestrians. Please be sure to hire someone who is qualified and

remember that pruning is only a temporary fix. If you have tree roots that are causing damage to sidewalks, foundations and water pipes, removal is the only option.

The CCRs require that each home have at least two deciduous trees in the front yard. If you are removing a deciduous tree, please replace it with something that won't get too large. Landscape designer and Grenelefe resident Patricia Atcheff has compiled a list of good options to consider and it is available on the website: [www.grenelefe.org](http://www.grenelefe.org) under the Homeowners Association tab.

**WE WOULD LOVE FOR ADDITIONAL VOLUNTEERS ON OUR HOA COMMITTEE!** As always, there's an open invitation for anyone to join the HOA Committee. The commitment is very small; we typically only meet once a year. There have been many home sales this year so we welcome new neighbors to join us! If you are interested, please contact [info@grenelefe.org](mailto:info@grenelefe.org).

GRENELEFE IS A WONDERFUL PLACE TO CALL HOME. THANKS TO EACH HOMEOWNER.....**YOU!!!**

Happy New Year!

**Grenelefe HOA Committee:**

Randy Hamilton (Gilbert Ln.)

Suzanne Jensen (Gilbert Ln.)

Dave & Julie Slack (Waltuck Ct)

Jessica Taylor (Waltuck Ct.)

Jack & Mary Kay Wilson (Poehler Ter.)

Wendy Bennion (Lonerock Dr.)

**Contact Info:**

General Info: [info@grenelefe.org](mailto:info@grenelefe.org)

Architecture Issues: [architecture@grenelefe.org](mailto:architecture@grenelefe.org)

Landscape Issues: [landscape@grenelefe.org](mailto:landscape@grenelefe.org)

Communication Issues: [comms@grenelefe.org](mailto:comms@grenelefe.org)

Website: [webadmin@grenelefe.org](mailto:webadmin@grenelefe.org)

# Grenelefe Estates Architectural Committee

## 2021 Financial Summary

2021

### INCOME

Association Dues 15,900

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**TOTAL INCOME 15,900**

Reserve Contribution

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**TOTAL RECEIVED 15,900**

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### EXPENSE

#### Administrative

Management Fees 1,000

Donation - Scout Troop 728 450

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Total Expenses 450

#### HOA Maintenance

Landscape Contract 4,500

Landscape Extras 1,449

Backflow Testing 165

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Total Maintenance Expense 6,114

#### Utilities

Electricity 768

Water & Sewer 3,368

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Total Utilities 4,136

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**Operating Expenses 10,700**

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Profit/Loss 5,200

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## **PAYMENT OPTIONS**

### **CHECK PAYMENTS & BANK BILL-PAY:**

Checks and bank bill-pay transactions are payable to "Grenelefe Estates", and the check memo must contain "GLE" followed by your unit number.

**Mail to:**           **Grenelefe Estates**  
                          **C/o CENTURY 21 Northstar**  
                          **7800 SW Barbur BLVD, Suite 1A**  
                          **Portland, OR 97219**

### **ONLINE PAYMENTS**

**Online payments are available through AppFolio:** <https://turner.appfolio.com/connect>.

If you have not already received an email invitation with a link to set up your homeowner account portal in AppFolio, please contact us to confirm your preferred email address.

**Owner / Resident Contact Information Form**

*(Please return via email, fax or USPS)*

**HOMEOWNER INFORMATION:**

Lot # \_ \_ \_

Owner Occupied: [ ] Yes / [ ] No

Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing / Billing address: (if different)

\_\_\_\_\_  
\_\_\_\_\_

Main Email Address: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

Main Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

**TENANT INFORMATION:** *If rented, please attach a copy of your rental agreement as required per the bylaws. (Do not write "Ask management company", etc.) Owners are responsible for ensuring that their tenants have copies of all governing documents for the Association.*

List names of all occupants: \_\_\_\_\_  
\_\_\_\_\_

Tenant's Main Email Address: \_\_\_\_\_

Tenant's Alternate Email Address: \_\_\_\_\_

Main Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Property Management Company & Address: (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager Name / Phone # \_\_\_\_\_

Manager Email: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION: (other than occupant)**

Name(s): \_\_\_\_\_

Main Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to homeowner: \_\_\_\_\_

**VEHICLE REGISTRATION:**

\_\_\_\_\_  
(Make / Model / Color / Year)                      Permit #                      (License Plate Number / State)

\_\_\_\_\_  
(Make / Model / Color / Year)                      Permit #                      (License Plate Number / State)

\_\_\_\_\_  
(Make / Model / Color / Year)                      Permit #                      (License Plate Number / State)

**PET INFORMATION:**

- Pet #1:                      Dog [ ]    Cat [ ]

Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

- Pet #2:                      Dog [ ]    Cat [ ]

Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

- Pet #3:                      Dog [ ]    Cat [ ]

Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_