

TREEHILL PARK HOMEOWNERS ASSOCIATION

CONDO RULES with ADDENDUM

Previously titled "House Rules"

INTRODUCTION

Residents choose to live at Treehill, because it is a nice, social and physical environment. Because owners wanted to preserve and protect their investment, the Condo Rules were established as basic ground rules, so all residents can enjoy their homes without undo interference from neighbors, and so owners may preserve their investments. The Board of Directors is issuing the Condo Rules as authorized under 4.3(e) of the Bylaws. All owners, tenants, other persons occupying Treehill units, or guests using common facilities are subject to the Condo Rules (1.3 of the Bylaws).

Complaints and Emergencies

As with any human interaction, the most effective means of resolving most complaints is through personal discussion with the persons involved. If this is not possible, or has proven ineffective, residents with complaints, particularly emergencies, are urged to call police or the animal control at the phone numbers listed in the Addendum to the Condo Rules.

If it is an emergency utility problem, turn the utility off and call the phone numbers listed in the Addendum.

For complaints which may be in violation of the Condo Rules, complaints may be directed to the Board of Directors. The complaint must be in writing or email format. Information provided should include the following:

- Statement of complaint
- Statement of actions that have been taken, if any, by neighbors to resolve the issue
- Names and addresses of alleged offenders
- Witnesses
- Times and dates of occurrence(s)
- Location of occurrence(s)
- Names and address(es) of person(s) making complaint

Complaints directed to the Board may be placed in the mail slot next to the front door of the Recreation Center, submitted at a Board meeting, called in, emailed, or mailed to the address listed in the Addendum. The board will either take action upon receipt of the complaint or address the issue at the next scheduled Board meeting. The Board may pursue a number of actions after a review and

hearing. Ultimately, the board has the legal authority to levy fines, place liens on units, and foreclose on units.

Requests for maintenance or repair of Association property or modification of units must be in person or writing. See Addendum for further information on submitting maintenance requests.

- I. Requests for maintenance see Addendum
- II. Condominium Fees
 - A. Condominium fees are due by the 10th of the month. Checks shall be made out to "Treehill Park Condominiums," and shall be mailed to the management company address listed in the Addendum.
 - B. Fees not paid by the 10th of the month are subject to a \$15 late fee plus a processing fee charged by Kappes-Miller. Ultimately, the Board of Directors has the power to place liens and foreclose on a unit.
- III. Recreation Building
 - A. The Recreation Building is available for use on a reservation basis. The swimming pool may not be part of the reservation. Reservations for the Recreation Building must be made at least 3 days in advance through the Board, who may be contacted at the telephone number or by email. Reservations of the building may be made by owners and renters only. No third party use is permitted. The Recreation Center is available only to those units for which Association fees are current.
 - B. The Recreation Center may be reserved during the hours of:

10 AM – 10 PM
 - C. Use of the Center can be denied to anyone creating too much noise or conducting themselves improperly.
 - D. All persons using the Recreation Center must clean up and remove their trash. All rooms, including kitchen and rest rooms must be vacuumed and cleaned. **All furniture sitting on the carpet should not be moved.** Folding tables should be put back in original location or put away.
 - E. All outside doors to the Center must remain locked when unattended. Inside doors to the bathrooms and outside doors are to be locked before leaving. Outside bathroom doors are to be locked except during pool hours.
 - F. A \$125.00 deposit is required with all reservations. \$100 deposit is refundable at the time of the inspection, if the facility is not damaged and clean. \$25 will not be returned and used towards cleaning and supplies of the Rec Center. The person advancing the deposit accepts the facility as being both clean and without damages prior to use.
 - G. Damage to the Recreation Center and/or contents will result in suspension of use of said facility and the cost of repair will be deducted from the deposit or assessed as the unit owner's responsibility. There is a minimum of \$10 per man hour cleaning

fee. All trash and recyclables are to be removed and disposed of via your own garbage or recycling container(s).

H. Alcoholic beverages: The Association does not sanction the use of alcoholic beverages. The unit owner or tenant must provide on-site supervision of their guests and assume all responsibility as social host and bartender. Any abuse may result in denial of future use of the Recreation Center.

IV. Swimming Pool (is usually open daily mid-June through Labor Day - HOURS are subject to change depending on weather, broken equipment, and unacceptable testing levels of chemicals. Please view hours of operation on POOL GATE!)

The following rules are in accordance with State law and apply to all residents and guests using the pool and/or pool area. Violators of these rules will be required to leave the pool area. Pool occupants should not open pool gate for anyone not known to be a resident.

Hours:

Sunday through Thursday Noon – 9 PM *

Friday through Saturday Noon – 10 PM *

- A. There is **NO LIFE GUARD ON DUTY. USE OF THE POOL IS AT YOUR OWN RISK.** The gate must be kept closed at all times. No person shall swim alone.
- B. All non-swimmers (persons who do not know how to swim) and children ages 13 and younger must be accompanied by a resident, parent or other responsible adult observer age 18 or older.
- C. Residents are limited to two (2) guests per unit at any one time. Guests must be accompanied by an adult resident when in the pool enclosure.
- D. No persons under the influence of an intoxicating liquor or drug, suffering from a communicable disease, having a skin disease, a bandaged or open sore, a nasal or ear discharge, are allowed in the pool.
- E. A cleansing shower is required before entering the swimming pool. The shower must be repeated after each application of suntan oil or lotion.
- F. Radios are allowed only when used with ear phones.
- G. Swimmers must wear swimsuits in the pool. No cut-offs, other frayed garments will be allowed in the pool water. Wearing these types of materials in the pool, can cause pump damage and require service or even replacement of equipment.
- H. Infants and toddlers not toilet trained must wear swimming diapers.
- I. Hanging of swim suits, towels, clothing, or other items on fences, gates, or decks within the pool area is not allowed.

- J. The following are NOT ALLOWED in the pool water: *Foreign objects or substances such as keys, coins, rocks, etc. These may cause equipment damage and substantial repair costs.
- K. The following are NOT ALLOWED in the pool or pool area:
- Cigarettes
 - Electrical devices of any kind
 - Running, yelling, general horseplay or other inconsiderate behavior
 - Spitting
 - Pets
 - Food or drink (see item "L")
- L. Safety and learning equipment, such as life jackets, inflatable arm rings, small tube rings, small kick boards, are allowed. Small beach balls, face masks, goggles and fins may be used only when the pool is not crowded.
- M. The safety rope is to be attached to both sides at all times. If broken, the pool must be closed. This is a State Law.
- N. No food shall be permitted on the concrete deck or walk surrounding the pool. Non-alcoholic drinks in covered containers not made of glass may be brought into the pool area. No Styrofoam, glass, or breakable serving container will be permitted in the pool area. Please use the trash receptacles for cleaning the visitor/spectator area after use.
- O. Please note that the pool may not be reserved at any time.
- V. General Maintenance and Repair of Units, Limited Common and Common Areas
- A. Definitions of Types of Property within Treehill Park:
- "Unit": means that property owned by a unit owner and is the space and utilities contained within undecorated interior surfaces of the unit's perimeter walls, fireplace and walls surrounding the fireplace flues, floors, ceilings, windows and window frames, doors and door frames and trim. (Declaration: 3.12)
- "Common Element": means the Association's property outside of units. Common elements are of two types: limited common elements and general common elements. (Declaration: 3.4)
- "Limited Common Element": means those common elements which are reserved for the use of a certain unit or number of units, to the exclusion of other units. Examples of limited common areas are patios, decks, storage units and assigned parking spaces. (Declaration: 3.8)
- "General Common Elements": means all Association property except units and limited common elements. General common elements

include crawl space, utilities external to units, unfinished perimeter walls, common stairways, halls, and bridges, streets, walkways, landscaped areas, pool, playground and field. (Declaration: 3.7)

- B. Each unit owner or resident shall permit representatives of the Homeowners Association to enter the owner's unit for necessary maintenance, installations, alterations, or repairs, provided that requests for entry are made in advance and that such entry is at a convenient time for the occupant. Exception: In case of an emergency, such as fire or flood, right of entry shall be immediate for agents of the Association. (Bylaws 7.1, Right of Entry)
- C. Generally, the unit owner is responsible for repairs within the unit including water, water heater, light, gas, power, sewage, telephones, air conditioners, sanitary installations, water and sewer lines servicing the unit, doors, windows, lamps, and all other accessories belonging to or surrounding the unit area. (Bylaws 8.2, Maintenance and Repair).
- D. Each unit owner is responsible for promptly performing all maintenance and repair work within the owner's unit which, if neglected, would affect the Treehill Park. Unit owners who fail to perform all maintenance and repair work promptly shall be held responsible for any damages and/or liabilities that develop. (Bylaws 8.0, Maintenance and Repair).
- E. Homeowners or residents should not seek the services of Association employees for any internal repairs or maintenance. Renters/tenants of owners are advised to make arrangements with the owner before repairs of any kind are started.
- F. The Homeowners Association is responsible for maintenance and repair of common or limited common areas. No maintenance or repair of common or limited elements shall be made by any owner or resident without specific written approval from the Association. Requests for maintenance or repair to common or limited common areas may be directed to the Board of Directors, through the website (treehillparkcondos.org), via phone 503-790-2100, or via email to your Board Chair at TreehillLiaison@comcast.net. Please provide:
 - Name of owner and address where repair is needed
 - Location of repair at that address (i.e. southwest corner of deck)
 - Brief statement of needed repair
 - Is the unit currently in the process of being purchased

The Board of Directors will determine the validity of the request first by doing an inspection. Once the request has been approved, the repair will be placed on the maintenance list by priority, after which the person submitting the request will be notified of the disposition of the request. The maintenance, depending on the severity of the issue, the availability of funds, and the availability of a qualified

repair person(s), will be scheduled for action as soon as deemed appropriate.

- G. Structural, electrical or plumbing modifications or alterations inside a unit shall not be made without previously securing written consent of the board. Structural, electrical or plumbing modifications will require appropriate city building permits. Consent shall be requested to the Board in writing giving details of modification and location. The Board will respond within 30 days after which there will be no objection to modifications or alteration. (Bylaws 9.0, Use of Units – Internal Changes).
 - H. Alteration, including painting of unit exteriors, to limited common areas or common areas such as windows, doors, siding, decks, patios, storage areas, sidewalks and planting or removal of trees and shrubs shall not be made without previously securing written consent of the Board of Directors. Consent shall be requested to the Board in writing giving details of alteration and location. The board will respond within 30 days after which there will be no objection to alteration. The Board reserves the right to have the property restored to its original condition **at the homeowner's expense**. (Bylaws 9.0, Use of Units – Internal Changes).
 - I. Unit owners or residents may not install wiring for electrical or telephone installation, television antennas, machines or air conditioning units, etc. that protrude through the walls or the roofs of the project or on the exterior of the project except as authorized by the Board of Directors on behalf of the Unit Owners Association.(Bylaws 11.0, Rules of Conduct).
 - J. No exterior antennas are allowed except those installed by the Homeowners Association. (Bylaws 11.0, rules of Conduct).
 - K. The unit owner is responsible for maintaining the sidewalks and entrance areas in a neat, clean manner, free of any obstructions, litter, pet feces, etc. This includes the removal of snow and ice accumulations from sidewalks. Patio, deck areas and parking stalls must be left clean and orderly. Trash must be removed. Bad odors must be controlled.
 - L. The maintenance crew may have use of all external unit water and upon request of the homeowner, electrical outlets. Please respect and work with our maintenance crew.
- VI. Children and Playground Area
- A. Parents shall be responsible for the conduct of their children.
 - B. Children shall respect the privacy of other unit owners and stay out of other patios, decks and stairways. Children shall not sit on other person's vehicles. Abandoned toys, clothing, and other items shall be collected and disposed of or donated to charity.
 - C. No ball playing shall be allowed between units. Batting or throwing balls against walls or similar types of activities are not allowed. All ball-playing shall be in the Wood Village field area or basketball court.

- D. Riding of bicycles are prohibited on grass areas, flower beds, creek beds, and sidewalks. The use of skateboards or roller blades is not allowed in the complex.
- E. Disruptive children may be asked the names of their parents and the parents may be contacted.

VII. Quiet Hours and Noise Control

- A. The general quiet hours are from 10 PM to 8 AM seven days a week. Work, including the use of power tools, pounding, sawing, etc., is prohibited in all areas between 10 PM and 8 AM. Please be considerate of your neighbors.
- B. Unreasonable or excessive noise will not be permitted. All noises must be kept low enough not to be discernible outside the unit. This includes loud talking, TV, radios, stereos, musical instruments. Pets must be restrained from making noise. Noise from permitted air conditioners must not be excessive. Noise from automobile operations including alarms, starting, or idling must be kept to a minimum.(Bylaws 11.0, Rules of Conduct).
- C. No guns, pellet guns, or BB guns are permitted to be used on Treehill Park property.

VIII. Trash and Garbage

- A. It is prohibited to dispose of garbage, trash or recyclables outside of the wheeled cart or "Curby" assigned to the unit. If you have an excess amount of trash, contact the trash company listed in the Addendum to have it hauled away at your own expense. Homeowners or residents who violate this rule will be notified to correct it within a specified time, and if violation is not corrected within the specified time, the Board may remedy the problem at the homeowners expense. (Bylaws 11.0, Rules of Conduct). All cans must close. The owner of any can Waste Management provides photographic evidence of as being over-filled (lid will not close completely) will have a \$25 fee charged to their account by Kappes-Miller. This is to recoup the fee that W.M. charges Treehill.
- B. All garbage and trash shall be placed in the individual 35 gallon wheeled cart, recycle cart, or "Curby" containers assigned to each unit. Garbage and trash are an individual responsibility.
- C. Recycling is encouraged. Use the orange "Curby" provided for recycling glass and oil, the large cart with yellow lid for all other recyclables (not including Styrofoam products). **All recycle bins/carts are the property of the trash company.**
- D. Residents are responsible for placing wheeled containers and "Curby" by the parking area on the designated collection day (currently early Wednesday mornings). Any missed pickup of garbage or recycling should be reported to the Board.
- E. **Residents are also responsible for returning their wheeled containers and "Curby" containers to inside courtyards, garages, or sheds at the end of the day of collection.** They are not to be parked near doorways or on sidewalks. (Bylaws 10.0, Use of general Common Elements and Limited Common Elements).

IX. Vehicles and Parking

- A. It is everyone's responsibility to exercise caution when driving inside Treehill or into or out of Treehill onto 238th. Vehicle traffic within the property is limited to 5 miles per hour as a safety precaution. This speed limit applies to bicycles, motor scooters, motorcycles, automobiles and trucks. Stop signs are to be obeyed. Reckless driving shall be reported to the Board of Directors and the police. Please identify infractions by noting date and time, vehicle make and license plate number of the car. (Bylaws 11.0, Rules of Conduct).
- B. No trucks larger than $\frac{3}{4}$ ton shall be stored or parked overnight on Association property. No boats, trailers, campers, other recreational vehicles, or other equipment or personal property shall be stored in common areas. These areas are reserved for the parking of automobiles. (Bylaws 11.0, Rules of Conduct).
- C. Abandoned or inoperable vehicles, unlicensed motor vehicles and boats, recreational vehicles, trailers or machinery may not be stored overnight on Association property including assigned parking spaces. Such vehicles may be towed away at the discretion of the Board of Directors and at the expense of the vehicle's owner.
- D. One covered parking space has been assigned to each unit. In addition, there are approximately 85 uncovered/unassigned spaces on Association property (108 units). Residents shall be responsible for the proper parking of guests' cars on a short-term basis. Vehicles shall not be parked directly behind another, beside mailboxes, along curbs, on grass, in fire lanes or in any undesignated areas. Vehicles parked in the manner described above may be towed without notice and at the vehicle owners' expense.
- E. Major vehicle repairs and any repairs to cars other than resident's car are prohibited on Treehill Park property. Only minor and emergency repairs are allowed. All oil and other automotive fluids must be disposed of properly and pavement surface must be maintained free from litter and oil or fluid residue whether or not due to repair activities.

X. Pets

Pets and the actions of pets are the responsibility of their owners. If the pet owner is a guest, the unit resident is responsible for the pet. Homeowners, in turn, are responsible for actions or inactions of tenants and tenants' pets. The following rules are patterned after and are in accord with the laws of Multnomah County.

- A. Residents are responsible for ensuring that their pets do not disturb or threaten other residents. (Bylaws 11.0, Rules of Conduct)
- B. Homeowners are responsible for all damages to persons or personal property caused by their pet or their tenants' pet.
- C. A unit resident who is responsible for a dog that has been classified by Multnomah County Animal control as "potentially dangerous" at any Level 1 through 5 may be required by the Board to permanently remove the dog from Treehill Park property. "Level 1" behavior is established if a dog **AT LARGE** is found to menace, chase, display

threatening or aggressive behavior or otherwise threaten or endanger the safety of **any person or domestic animal**.

- D. A dog, when outside the wall or gate enclosure of the owners' unit, shall be restrained at all times by a leash, tether or other physical control device not to exceed eight feet in length and under the physical control of a capable person.
- E. A dog shall not be permitted to:
- bite a person or domestic animal
 - chase vehicles
 - damage or destroy property
 - scatter garbage
 - may not trespass on limited common areas or units
- F. Dogs will be restrained from making any repeated noises day or night which can be heard beyond the boundary of the unit owner's property, including barking, whining, howling, or other similar noises.
- G. The unit resident is responsible immediately for removing excrement or other solid waste deposited by the owner's or guest's dog in any common area not designed to receive those wastes, including, but not limited to streets, sidewalks, parking strips, grassy and landscaped areas.
- H. Dogs and cats shall be licensed within 30 days of obtaining the age of six months or within 30 days of acquisition by the owner or as otherwise required by law. Residents are urged to spay or neuter their pets.
- I. Residents with complaints about pets, particularly emergencies, are urged to call Multnomah County Animal Control at 503-988-7387. For violations of the Condo Rules, complaints may be directed to the Board of Directors. Please refer to Introduction to Condo Rules.
- XI. Real Estate and Rental Signs
- A. No rental or real estate signs shall be posted on the complex except in the window of the unit.
- B. No advertisements, posters, or signs of any kind may be posted anywhere in Treehill Park except as authorized by the Board of Directors. (Bylaws 11.0, Rules of Conduct)
- XII. Other General Rules of Conduct
- A. Units are to be used for residential living only. (Bylaws 9.0, Use of Units – Internal Changes).
- B. Residents may not hang clothing, rugs, towels, etc. from windows, facades, decks, patios, or terraces of the project. (Bylaws 11.0, Rules of Conduct)
- C. Residents may not hang or shake dust rags, mops, etc from windows, porches, terraces. Residents may not clean rugs, mops, etc by beating them on any exterior part of the project. (Bylaws 11.0, Rules of Conduct)
- XIII. Authority of Board to Fine and Recover Damages

- A. The Board, or a committee appointed by the Board, may fine tenants and homeowners for violations of the Condo Rules by tenants, homeowners or guests after adequate notification and opportunity for tenant or homeowner to be heard.
- B. The Board, or a committee appointed by the Board, may recover from tenants and homeowners the cost to repair damage or to resolve a situation caused by a violation of Condo Rules after adequate notification and opportunity for tenant or homeowner to be heard.

TREEHILL PARK HOMEOWNERS ASSOCIATION

CONDO RULES ADDENDUM

Addendum updated August 2017

Emergency Phone Numbers:

Police/Fire/Medical Emergency:	9-1-1
Sheriff/Police Non-Emergency:	503-823-3333 (Press 1 to go directly to the dispatcher)
Animal Control, Multnomah County	503-988-7387 NEW #

Utility Emergencies- Turn off the utility, then call the utility company:

Electricity/PGE:	503-464-7777
Northwest Natural:	1-800-882-3377
Water/Sewer – Treehill Board:	www.treehillpark.org 503-790-2100 (24/7 message line) or email TreehillLiaison@comcast.net

Board Meetings:

Board meetings are held on the last Wednesday of the month at 6:30 PM in the Rec Center. A calendar is provided on the Message Board and a .PDF version is available to download from our website for your convenience.

Website Information:

The following Treehill information can be accessed on the web at treehillpark.org:

Meeting Agendas and Minutes, Resolutions, By Laws, and Condo Rules.

Repair Requests

Repair requests may be submitted in several ways (please do not contact Kappes-Miller):

- www.treehillpark.org (which you are currently visiting)
- 503-790-2100
- TreehillLiaison@comcast.net

Condominium Fees

Condominium fees are due by the 10th of the month. Make checks payable to Treehill Park HOA and mail them to Kappes-Miller with your coupon.

Recreation Building Reservations

For reservations to the recreation center, please use one of the contact methods above under “Repair Requests”.

NOTE: Homeowners (or their renters) who are delinquent on their homeowners dues are not eligible to reserve the recreation center.