

TREEHILL PARK HOMEOWNERS ASSOCIATION

**Recreation Center Rental Agreement**

**23800 NE Treehill Drive  
Wood Village OR 97060-1112**

This agreement is with \_\_\_\_\_  
Name of Homeowner/Resident - (please print)

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm.

**RESERVATIONS:** Please submit your reservation form and deposit at least 2 weeks in advance of your event to allow for scheduling and cleaning. These can be dropped in the Rec Center mailbox or mailed to Treehill Park Condominiums, 23800 NE Treehill Drive, Wood Village OR 97060-1112.

**DEPOSIT:** A deposit of **\$125** is required to reserve the Recreation Center, **\$100** refundable after the Recreation Center has been inspected and **\$25** rental fee (**2 separate checks please**). The rental fee must be paid at the time of the reservation to hold your date. **A \$25.00 cancellation fee will be charged if you cancel within the last 48 hours before the reservation date.** The Board reserves the right to deny use of the Recreation Center to any homeowner whose dues are more than thirty (30) days delinquent.

**DECORATING:** Do not use tape, staples, tacks, or attach any foreign objects to walls or ceilings. Any damage caused by not following these rules will result in loss of your deposit.

**MOVING FURNITURE:** All furniture on the carpet & wooden floor is to be returned exactly as it was upon rental. Tables & chairs in the kitchen area must be lifted when moved.

**EATING AREA:** Eating or snacking is only allowed in the kitchen area at tables. If any food stains or crumbs of food are found on the carpeted area, your deposit will be held until the cleaning fee is determined.

**FIRE SAFETY:**

1. A fire extinguisher is located in the kitchen area.
2. The following must remain unlocked when the Recreation Center is in use:
  - ☐ Door leading to the pool area
  - ☐ Swimming pool gate (use small key to un-lock padlock in off season)
3. Extension cords must be heavy duty and in good condition.
4. Extension cords must go directly from the appliance into the wall (do not plug one extension cord into another).
5. Do not leave operating electrical appliances unattended.

**PARKING REQUIREMENTS:** Per Section VIII of the Condo Rules

1. Ensure your guests park only in designated parking areas
2. Guests may not park under carports
3. Vehicles may not be parked directly behind another, along curbs, on grass, or in fire lanes.
4. Illegally parked vehicles are subject to towing.

**RULES OF CONDUCT:**

1. A Treehill **resident** age 21 or older must be present at all times while the Recreation Center is in use.
2. Smoking and alcoholic beverages are not allowed in the Recreation Center.
3. Unreasonable or excessive noise is not permitted. All noises must be kept low enough so they cannot be heard outside the Recreation Center.
4. The stairwell and the entire second floor are off-limits to anyone who is not a Treehill Board member or employee, per the Fire Marshall.

**CHECKLIST FOR CLEANING AND SECURING THE RECREATION CENTER:**

- |   |   |
|---|---|
| <input type="checkbox"/> Ensure stove is turned off       | <input type="checkbox"/> Vacuum carpet  |
| <input type="checkbox"/> Sweep floors including bathrooms | <input type="checkbox"/> Set furnace thermostat to 50 degrees                     |
| <input type="checkbox"/> Flush Toilets                    | <input type="checkbox"/> Lock the cable and padlock on the pool gate (off season) |
| <input type="checkbox"/> Empty Trash from bathrooms       | <input type="checkbox"/> Lock all doors – including doors to bathrooms            |
| <input type="checkbox"/> Empty trash from kitchen         | <input type="checkbox"/> Return all keys  |

☐ Please note that the pool may not be reserved at any time. This means that when using the Recreation Center, you are **not allowed** to take guests into the pool. Doing so could mean the assessment of a fine, loss of Recreation Center and Pool privileges, and loss of your reservation deposit. Please initial in the box provided.

By signing below, I understand that I am responsible for any damage to the Recreation Center or its equipment including furniture, fixtures, carpet, flooring, plumbing, windows, etc. The cost of repairing the damage will be billed directly to me by the Association's accountant at Kappes-Miller, LLC.

---

Signature of Homeowner

**Emergency Only Phone Numbers:**

**Fire/Police/Medical: 9-1-1**

**Kappes-Miller Management – 503-224-1795**

**Reservation Contact email:**

**[treehillparkhoaboard@gmail.com](mailto:treehillparkhoaboard@gmail.com)**

Revised 03/29/2025