

***NOVEMBER
DECEMBER
2018***

NEWS AND VIEWS

**Green Valley
VILLAS WEST**

**Condominium Association
PO Box 120, Green Valley, AZ 85622
(520) 393-7891 fax (520) 393-7893**

**email: villas-west@qwestoffice.net
Web site: www.villaswest.org**

Villas West News and Views is the official document of the Board of Directors of Green Valley Villas West Condominium Association and all published information herein constitutes notification to all members. The Board of Directors reserve the right to edit all submitted material. Advertising will be accepted at the discretion of the Green Valley Villas West office. Green Valley Villas West does not accept any responsibility for, nor does it endorse, any advertising material printed in the Green Valley Villas West Newsletter.

201 BOARD OF DIRECTORS

<u>Office</u>	<u>Committee</u>
<i>Jim Sullivan President</i>	<i>Grounds</i>
<i>Andy Szedlus Vice President</i>	<i>Maintenance</i>
<i>Marlene Becker Secretary</i>	
<i>Jim Becker Treasurer</i>	<i>Architectural/Budget/Finance</i>
<i>Lila Szedlus Director</i>	<i>Social Events/Documents</i>

Villas West Management Office

Mail Address:

PO Box 120
Green Valley, AZ 85622

Location: 460 S. Paseo Quinta

Phone: (520) 393-7891

Fax: (520) 393-7893

After hours emergency* (520) 256-5779

Office Hours: 8am-12pm & 1pm-4pm Mon.-Fri.

Email address: villas-west@qwestoffice.net

Web site: www.villaswest.org

General Manager: Cathy Russell

Email address: manager.villas-west@qwestoffice.net

Administrative Assistant: Nina Gallego

Office Manager / Bookkeeper: Dorothy Gates

Email address: dorothy.villas-west@qwestoffice.net

***Emergencies include: heating, cooling and exterior sewer line problems. However, we cannot respond after dark or during inclement weather. After hours emergency service is NOT available for turning on water and lighting hot water heaters.**

LOCAL SERVICES

Telephone

Cox
(520) 884-0133

Century Link
1 (800) 491-0118

Electric

Tucson Electric Power
(520) 623-7711
(800) 328-8853
(520) 623-3451 EMERGENCY



Gas

Southwest Gas Company
(877) 860-6020
(520) 746-1076 EMERGENCY

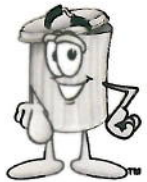
Cable TV

Cox
(520) 884-0133
(888) 751-9138



Waste

Titan Trash
If no pickup: (520) 393-7891



Mail

Green Valley Main Post Office
50 E. Continental Road
Green Valley, AZ 85622
(520) 625-4221



Snake Removal

(520) 629-9200

President's Message

By: Jim Sullivan



I would like to thank all of you who attended our November Board meeting. The board always appreciates your support. We learn from your input so all comments and suggestions are welcome.

I have noticed an increase in items on common ground. Most of these items are flower post but I have noticed that there are also items such as elk antlers, large mirrors and other things. Per our rules and regulations you may put potted plants under your front window **ONLY**. Keep in mind common area is any area outside of your patio wall—period!

I will be gone for a few weeks to celebrate the holidays with family. I want to take this opportunity to wish you all a nice Thanksgiving and Merry Christmas.



Reserve Study Report

By: Jim Becker



A Reserve Study for Villas West was completed this summer by Associated Reserves. They spent several days on sight looking at buildings, pools, grounds, streets and equipment. Generally, the study provides some long-term guidelines for forecasting major maintenance expenses.

A Reserve Fund that is between 70% and 130% of the Reserve Study is considered a low risk for special assessments. According to the Reserve Study Villas West is reserved at approximately 89%. This means we are in a low risk situation, which is very good.

Manager's Report

By Cathy Russell



I want to thank everyone for their patience with the switch in locations for our November Board Meeting.

A quick note on the newsletter, If you do not have access to read online please let the office know so we can add you to the mailing list or you are welcome to pick one up in the office.

I want to remind everyone that the office offers free AC filters. Please make a habit of getting one quarterly and change out or let the office know and one of our techs will do this for you. We have had so many ac/heat calls and finding filters not being changed. This will indeed impact the functions of the unit. If this continues there may be a service charge imposed.

As everyone starts to return to the Villas a few reminders:

1. Pets must be on a leash at all times and not allowed in the pool areas.
2. Please change ac filters monthly
3. Those with more than one car please park in overflow parking on Tierra and park only in your assigned spot.
4. Recycle area, please make sure boxes are broken down and only recycle items are dropped.
5. The roofs and HVAC units are the property of Villas West and only authorized personnel and vendors are allowed to perform maintenance on these without written approval from the office.
6. If any of our employees are being hired for side jobs, please make sure all appropriate paperwork is turned into the office for prior approval.
7. Final reminder if you would like to run for the Board there are two spots open. Please see Shirley Law or come by the office for an application.

The pools are open and looking great for your enjoyment but be patient as we are installing two new toilets a month. The ladies rooms should be near completion. Please be advised that there is no set documents for Villas West to keep the pools at a certain temperature but we do our best to keep them between 82 and 84.

Welcome back everyone !

Grounds Committee
By Jim Sullivan



Our grounds are looking great thanks to our hard working crew!!

Reseeding was completed the end of last month and our green areas are coming in real nice.

There is a lady who lives in the Villas that takes ice cream treats to our hardworking staff. I do not know her name but she does this periodically and I think it's such a nice gesture. If I catch her name I will be sure to include it in a future report.

Our crews have just finished planting some new plants and trees on our common ground and these will enhance Villas West and improve our park like setting.

Remember, if you see an area near your villa that needs some improvement please come to the office and fill out a grounds request. The committee will review your request and either approve or deny. Any approved plantings will occur either the end of April or end of October.

Social Committee
By Lila Szedlus



I want to thank Marlene Becker for doing Fun in the Sun and the Octoberfest last month.

The November Fun in the Sun had a good turn out and lots of coffee and doughnuts for the returning snow birds. Welcome Home! The next Fun in the Sun will be December 13th, doughnuts, coffee and Christmas cookies will be served. People who like to bake can bring a plate of cookies to pass.

Coming Events:

- November 15th—Christmas Light Decorations
 1. Starts November 15th
 2. Three prizes will be awarded
 3. Must sign up in office to qualify for a prize

Judging will be held the last week in December. Winners will be announced at January's Fun in the Sun. All Decorations must be removed by January 15, 2019

- December 15, 2018—Annual Christmas Party from 5pm-9pm at the American Legion #66 on Duval Mine Rd.
 1. Cash Bar—Cocktail hour from 5pm-6pm
 2. \$12.00 per plate for all owners and tenants
 3. Limited Space
 4. New unwrapped toy or \$5.00 donation to Toys for Tots.

Documents Committee Report
By Lila Szedlus



Current documents will be brought up to date with corrected days and wording.

Maintenance Report
By Andy Szedlus



With our snowbirds and winter renters returning for the season we have to make sure that our main sewer lines are clear and open in areas where access is difficult to reach. We will be installing double clean outs that go in each direction to provide the access needed. Our grounds staff is identifying plants adjacent or close to sewer lines and removing them to eliminate potential root encroachment.

The board has met with a roofing contractor out of the Phoenix area that has experience with high rise and commercial buildings. I and the other board members were impressed with his knowledge and experience. We discussed in detail how best to correct problems with 60 year old flat roofs like standing water from sagging roof supports, dry-rot and separated roofing plywood. This contractor will be quoting to rebuild our villa roof systems with extended warranties which is needed at this point in time.

Architectural Committee

By Jim Becker

We had five Architectural Requests since October 1st including sheds, and new windows. All requests were approved.

Along with the Documents Committee the Architectural Committee will be working on updating the Architectural Specifications.

Treasurer Report

By Jim Becker

The Operating Fund has received \$1,152,608 cash year to date through September 2018, with Operating Expenses of \$938,773 for a net increase of \$223,834 which was less than budget by only \$658. After a contribution of \$224,834 to the Reserve Fund we had only a net decrease of only \$1,090.



The Reserve Fund was reduced by \$185,787 year to date after contribution and expenses. The expenditures included \$141,025 for new roofs, \$115,650 in HVAC replacements, \$46,484 for pool equipment and furniture, \$27,391 for restoration of gas lines and water leak and \$52,763 for Tree Maintenance.

Cash Balances at September 30, 2018 were: Operating Fund cash - \$20,893, Reserve Fund cash - \$3,096 and Reserve Fund Investments - \$1,924,700. Fixed Assets have a Net Book Value of \$535,847.

Living in Villas West is a unique condo life-style!

We all have our "space" but are dependent on others to preserve the enjoyment of that space due to the closeness of all the properties.

To that end, several factors can impact our enjoyment.... NOW is a good time to look around and see if YOU are truly involved in maintaining our peaceful surroundings.

- Is your patio clean and uncluttered? Is there clear access to your mailbox? Storage boxes and clutter attract pack rats and snakes!
- Do you follow the parking guidelines and have a parking sticker on your car?
- Are you careful with your trash can.....garbage must be "bagged" and only put what fits inside the can. The recyclables should be broken down and brought to the bins at the end of Quinta.
- Please adhere to the recommendations concerning feeding wildlife. Spilled birdseed attracts rodents and snakes.....certain plants are toxic (i.e. heavenly bamboo) .
- Please use caution and be courteous to your neighbors when using chimineas / outside fire places.

If you have questions or comments, please feel free to call the office anytime!



**VILLAS WEST CONDOMINIUM ASSOCIATION
NOVEMBER-DECEMBER 2018 NEWSLETTER**

GV VILLAS WEST CONDOMINIUM ASSOCIATION
As of SEPTEMBER 30 , 2018

OPERATIONS FUND	ACTUAL	BUDGET	Fav (Unfav) VARIANCE
Receipts			
Residential assessment	\$ 1,135,425	\$ 1,149,120	\$ (13,695)
Late charges	2,073	1,520	\$ 553
Transfer fees	13,875	10,500	\$ 3,375
Laundry	11,120	12,000	\$ (880)
Other Income	115	780	\$ (665)
Total receipts	1,162,608	1,173,920	(11,313)
Disbursements			
Maintenance	495,993	516,716	20,723
Utilities	212,979	207,600	(5,379)
Administration	138,897	146,750	7,853
Insurance & Taxes	90,903	79,678	(11,225)
Total disbursements	938,773	950,744	11,971
Income / Defecit	223,834	223,176	658
Transfer to Major Maintenance Fund	224,924	225,000	(76)
Net Increase / Decrease in operating fund balance	(1,090)	(1,824)	734
Operating Fund balance as of 12/31/17	69,894	69,894	-
Operating Fund balance at end of period	\$ 68,804	\$ 68,070	\$ 734
MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	224,924	225,000	(76)
Gain/(Loss) on Investments	(38,699)	\$ -	(38,699)
Additional Reserve Allocation			-
Interest	32,209	22,500	9,709
Total receipts	218,434	247,500	(29,066)
Disbursements			
Roof replacements	141,025	104,000	(37,025)
Street Maintenance		65,000	65,000
Pool equipment	46,684	16,000	(30,684)
HVAC replacement	115,650	50,600	(65,050)
Capital equipment	3,662	3,000	(662)
Restoration - Gas Line replacement	27,391	38,500	11,109
Tree Maintenance	52,763	24,000	(28,763)
Contingency	17,047	7,890	(9,157)
Total disbursements	404,221	308,990	95,231
Excess (deficit) of receipts over disbursements	(185,787)	(61,490)	(124,297)
Net Book Value of Fixed Assests	535,847	535,847	-
Major Maintenance Fund Balance as of 12/31/17	2,070,793	2,070,793	-
Reserve Fund Balance as end of period	\$ 2,420,853	\$ 2,545,150	\$ (124,297)
Total Funds	6 \$ 2,489,657	\$ 2,613,220	\$ (123,563)

**VILLAS WEST CONDOMINIUM ASSOCIATION
NOVEMBER-DECEMBER 2018 NEWSLETTER**

Villas West Condominium Association

Balance Sheet
As of 09/30/18

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
1128	Washington Federal-Chking.	20,893.50			20,893.50
1140	Petty Cash	120.00			120.00
1194	Washington Federal-Reserve		3,096.80		3,096.80
1196	Wachovia/AG Edwards (resv)		1,924,700.54		1,924,700.54
1230	Shuffleboard Courts		4,400.00		4,400.00
1231	Office Equipment		41,892.03		41,892.03
1232	Maintenance Equipment		158,027.16		158,027.16
1234	Landscape Equipment		105,069.12		105,069.12
1240	Maintenance Building		66,094.11		66,094.11
1241	Office Building		72,989.14		72,989.14
1320	Pool Area Equipment		137,985.97		137,985.97
1340	Park Benches		2,208.60		2,208.60
1360	Street Improvements		201,733.02		201,733.02
1380	Roof Additions/Crickets		746,050.05		746,050.05
1400	Heat Pumps		1,437,872.12		1,437,872.12
1499	Less Accumulated Depreciation		(2,438,474.08)		(2,438,474.08)
1510	Supplies On Hand	6,000.00			6,000.00
1511	Due (To) /From Reserve	42,790.40			42,790.40
1512	Due (To) From Operating		(42,790.40)		(42,790.40)
TOTAL ASSETS		<u>68,803.90</u>	<u>2,420,854.18</u>	<u>.00</u>	<u>2,489,658.08</u>
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
Subtotal Current Liab.		<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
RESERVES:					
2705	Operating Fund Balance	69,893.52			69,893.52
2706	Reserve Fund Balance		2,606,641.33		2,606,641.33
Subtotal Reserves		<u>69,893.52</u>	<u>2,606,641.33</u>	<u>.00</u>	<u>2,676,534.85</u>
EQUITY:					
Current Year Net Income/(Loss)		(1,089.62)	(185,787.15)	.00	(186,876.77)
Subtotal Equity		<u>(1,089.62)</u>	<u>(185,787.15)</u>	<u>.00</u>	<u>(186,876.77)</u>
TOTAL LIABILITIES & EQUITY		<u>68,803.90</u>	<u>2,420,854.18</u>	<u>.00</u>	<u>2,489,658.08</u>

**VILLAS WEST CONDOMINIUM ASSOCIATION
NOVEMBER-DECEMBER 2018 NEWSLETTER**

**Villa's West
2019 Approved Budget**

	<u>Budget</u>
Operations Fund:	
Receipts:	
Assessments	1,612,800
Late Charges	2,000
Transfer Fees	14,000
Laundry	15,800
Other Income	<u>700</u>
Total Receipts	1,645,300
Disbursements:	
Maintenance	650,553
Utilities	286,175
Administration	244,552
Insurance & Taxes	<u>134,020</u>
Total Disbursements	<u>1,315,300</u>
Income/Defecit	330,000
Transfer to Maintenance Fund	<u>330,000</u>
Net Increase/Decrease	-
Major Maintenance Fund:	
Receipts:	
Transfer from Operating Fund	330,000
Interest	<u>30,000</u>
Total Receipts	360,000
Expenditures:	
Roof Replacements	150,000
Street Maintenance	50,000
Pool Equipment	5,000
HVAC Replacement	68,000
Capital Equipment	22,000
Gas Line Restoration	40,000
Tree Management	10,000
Contingency	<u>15,000</u>
Total Expenditures	<u>360,000</u>
Income/Defecit	-
Net addition to Reserves	<u>-</u>

Summary:

The Budget Committee has reviewed and analyzed this proposed budget for 2019, and has determined an increase of \$10 per month in assessment fees for 2019 is needed.

Assumptions:

- The proposed budget for 2019 assumes an increase in assessment fees of \$10.00 per Month.
- Operating expenses are up approximately \$80,000 more than 2018 estimated expenses. The increase is primarily due to an estimated increase in water of about \$10,000, and an increase in General Insurance and Workman's Comp Insurance of about \$30,000. Also, an increase in various other expenses of \$6,000, and an increase of \$30,000 to Reserves.

- Reserve contributions will be increased by \$30,000 with a forecast breakeven. In 2019 we are estimating 10 to 15 roof replacements, and HVAC systems are forecast approximately 15 replacements. Other Reserve expenses forecast are gas line restorations and sewer upgrades. In 2018 we have been forced to use a great deal of the Reserves due to high expenses for roofs and HVAC's.

Comments:

- With the \$10 per month increase we will continue to be less than most HOA's in Green Valley, while providing considerably more services and benefits to members.



Motions passed at the November 13, 2018 Board Meeting

- Motion made and carried to accept the Reserve Study by Associated Reserves
- Motion made and carried to move the following items to the next BOD Agenda:
 - Proposal to contract a roof consultant
 - Proposal to upgrade banking process
 - Proposal of sewer maintenance plan
- Motion made and carried to approve Shirley Law as Nominating Committee Chair
- Motion made and carried to accept the 2019 Budget with a \$10.00 increase in monthly fees.

PLEASE REMEMBER—THERE IS TIME AT THE END OF EACH MEETING FOR OWNERS TO GIVE THEIR INPUT. PLEASE REFRAIN FROM ASKING QUESTIONS OR MAKING COMMENTS UNTIL THE BOARD HAS COMPLETED ALL REPORTS. ALSO, OWNER INPUT IS STRICTLY FOR OWNERS AND ALL QUESTIONS OR CONCERNS SHOULD BE ADDRESSED TO THE BOARD. ANY PERSONAL ISSUES SHOULD BE ADDRESSED WITH THE BOARD IN PRIVATE.

Owner Input

Some concerns regarding the paint schedule were discussed. The office will be looking into the painting of La Canada prior to finishing the current work on Tierra.

Car covers seem to be an issue. Please inform the office if you see a car with a mutilated cover, we will contact the owner. For those who use car covers, please have someone check the cover periodically as they are quickly destroyed with our harsh summer heat and monsoon winds.

Recycling issues was once again brought up. There is no way for the office to control who uses the dumpsters. We will begin twice weekly pickups which should alleviate some issues. Please pick up a copy of what is allowed and break down all boxes.

The board would like to hear any and all concerns our owners have. Each board member has a mailbox in the office for communication purposes. If you would like to contact a member, drop a letter in their box and they will contact you.

Keep in mind that the office nor board are allowed to speak of any personal issues regarding staff. Should you have any concerns regarding a staff member please contact Cathy Russell.

Marcos Contreras has been promoted to the position of General Foreman. This position comes with many responsibilities one of which is to work with contractors ensuring that the work is completed as stated. Marcos will begin attending meetings in January.

Welcome Back!

RETURN CHECKLIST

- WE NEED A 3-BUSINESS DAY WRITTEN NOTICE (E-MAIL OR LETTER) TO TURN THE WATER ON, CHECK YOUR HEATING AND COOLING UNIT AND TURN ON THE HOT WATER HEATER. WE MUST HAVE A KEY ON FILE IN ORDER TO ENTER YOUR UNIT TO CHECK FOR WATER LEAKS AND THAT THE HVAC IS WORKING PROPERLY.
- **CHANGE MAILING ADDRESS/CONTACT INFORMATION WITH THE OFFICE**
- CHANGE AIR FILTER.
- LOOK FOR ANY WATER STAINS THAT POSSIBLY OCCURRED DURING OUR MONSOON SEASON; IF DAMAGE IS NOTICED, PLEASE CONTACT OUR OFFICE.
- REMOVE ROCK FROM TRASH CAN LID
- MAKE SURE THAT ALL PATIO LANDSCAPING IS TRIMMED BACK FROM ALL STRUCTURES SUCH AS ROOFS AND PATIO WALLS
- UPON RETURNING, CHECK YOUR HEATING AND COOLING FOR PROPER WORKING CONDITION. IF YOU ENCOUNTER ANY PROBLEMS, CALL OUR OFFICE AS SOON AS POSSIBLE SO WE CAN GET A TECH OUT TO CHECK YOUR SYSTEM.
- IF YOUR THERMOSTAT IS NOT WORKING, CHECK YOUR BATTERIES AND SEE IF THEY NEED TO BE REPLACED. OUR STAFF WILL BE HAPPY TO HELP IN CHANGING THEM OUT.
- ALL VEHICLES MUST HAVE A PARKING PERMIT INCLUDING ALL TENANTS, LONG AND SHORT TERM. PLEASE MAKE SURE YOUR PARKING STICKER IS VISIBLE ON YOUR VEHICLE...OR COME IN THE OFFICE TO REGISTER A NEW VEHICLE OR TO RECEIVE A REPLACEMENT STICKER.
- IF YOUR POOL / LAUNDRY KEY IS NOT WORKING, COME TO THE OFFICE FOR A REPLACEMENT KEY



AFTER HOURS EMERGENCIES

As you know, the Villas West maintenance staff is available for emergency contact after business hours. In recent months this phone line has been used to report non-emergency items that should be reported to the Villas office during regular business hours, or by message /e-mail for proper follow-up.

Many calls are for things that could have been taken care of earlier in the day! Please do not hesitate to call during office hours if you feel there is a problem, especially with your cooling units. Remember, emergencies include: heating, cooling and exterior sewer line problems ONLY!

We are unable to respond after dark or during inclement weather, and are not available for turning on/off water or to light hot water heaters after hours.

Our staff is more than happy to help you in emergencies, but please remember the guidelines above.

Emergency Phone:
(520) 256-5779
(reasonable calling hours are before
7 PM and after 6AM)

2019 CHANGES

There are a few changes for 2019 you need to be aware of:

- 1. Due to some changes in our banking system and posting there will be no coupon books sent this year. For those individuals who mail their checks to the PO Box in Phoenix, beginning January 1, 2019 you will need to mail all payments to the office at
PO Box 120
Green Valley, AZ 85622**
- 2. Dues will increase \$10.00 per month. Monthly dues beginning January 1, 2019 will be \$200.00**
- 3. Newsletters will no longer be mailed. They are available online at villaswest.org or in our office. If you have no computer or access call the office to be put on our mailing list.**
- 4. 2019 Board Meetings will be held at
Friends in Deed
301 W. Camino Casa Verde room D**





PLEASE UPDATE THE OFFICE
WITH YOUR CURRENT MAILING
ADDRESS.

PAGE 14 OF THIS NEWSLETTER CONTAINS
AN EMERGENCY CONTACT FORM.
PLEASE TAKE A MOMENT AND COMPLETE
THIS FORM AND RETURN TO OUR
OFFICE.

THANK YOU!

**BRING YOUR DRINK OF CHOICE AND
YOUR CHAIR**

**JOIN US FOR HORSESHOES ON
THURSDAYS AT NOON**

**HORSESHOE PIT ACROSS
FROM THE
OFFICE**



JOIN US FOR SHUFFLEBOARD

8:30-9:00am Fridays

N. Sarta Courts

**Don' know how to play—no problem
we will teach you.**

**Coffee provided
Treats are welcomed**



NEW HOMEOWNERS

OCTOBER 2018

Marc Gimbel Roberta Davis Beaverton, OR	91 A Quinta
Anne Bush Trust Green Valley	235 C Quinta
Michael & Lisa Falkel Green Valley	373 D Pena
Douglas Wigent Green Valley	444 A Sarta
Kenneth & Joyce LePak Green Valley	145 D Sarta



**PLEASE JOIN US FOR
FUN IN THE SUN**

**SECOND THURSDAY
OF EVERY MONTH
OCTOBER THRU APRIL**

**OUR NEXT FUN IN THE SUN
WILL BE**

THURSDAY, DECEMBER 13, 2018

**10:00am
PENASCO PARK**



FRIENDLY REMINDER

There are "quiet hours" set for the residence of Villas West. Those hours are from 10:00PM to 7:00AM. Please show respect for your neighbors with excessive noise during these hours.



Board Meeting

2019 BOARD MEETINGS

BOARD MEETINGS ARE
HELD AT FRIENDS IN DEED
ROOM D —9:30 AM

OPEN TO ALL OWNERS



JANUARY 8
FEBRUARY 12—ANNUAL
MARCH 12
APRIL 9
OCTOBER 8
NOVEMBER 12



OFFICE WILL BE CLOSED DURING THE MEETING

ANNUAL PACKETS WILL BE MAILED IN DECEMBER

ALL BALLOTS WILL BE DUE BY NOON FEBRUARY 8, 2019



JUST A REMINDER!!

We need volunteers to run for the Board of Directors.

There are two vacancies this year. Applications are available in the office and must be returned by November 30, 2018.

We will try a meet and greet for the candidates at the Fun in the Sun on December 13th.

Hope to see you there!!

Shirley Law, Nominating Committee Chair

**VILLAS WEST CONDOMINIUM ASSOCIATION
NOVEMBER-DECEMBER 2018 NEWSLETTER**

**PLEASE UPDATE YOUR CONTACT INFORMATION WITH THE OFFICE.
DUE TO A FEW INCIDENCES LATELY, WE ARE REQUESTING THAT THIS
INFORMATION BE KEPT CURRENT. PLEASE COMPLETE THE BELOW
INFORMATION AND RETURN TO THE OFFICE AT YOUR EARLIEST
CONVENIENCE**

ENTRANCE AUTHORIZATION

Date: _____

To: Villas West Condominium Association

Villas West is hereby authorized to retain a key to _____ in the unit owner's file to be used for entrance to the unit for maintenance purposes upon the unit owner's request or in the event of an emergency. This authorization is to remain in force until withdrawn in writing.

Signed:

eMail address: _____

VILLA CARETAKER

Name: _____

Phone# _____

NEAREST RELATIVE / EMERGENCY CONTACT—NOT LIVING WITH YOU

Name: _____

Address: _____

Phone# _____

ADDRESS OTHER THAN VILLA

Name: _____

Address: _____

Phone # _____

SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Calendar of Events

1 DAY FALL PATIO SALE
SALE

NOVEMBER 17, 2018



**THANKSGIVING
 OFFICE CLOSED**

NOVEMBER 22, 2018

NOVEMBER 22 & 23, 2018



FUN IN THE SUN

DECEMBER 13, 2018



**ANNUAL CHRISTMAS
 DINNER**

DECEMBER 15, 2018



FIRST DAY OF WINTER

DECEMBER 21, 2018



**CHRISTMAS EVE
 OFFICE CLOSED**

DECEMBER 24, 2018



**CHRISTMAS DAY
 OFFICE CLOSED**

DECEMBER 25, 2018



NEW YEARS EVE

DECEMBER 31, 2018



**NEW YEARS DAY
 OFFICE CLOSED**

JANUARY 1, 2019



BOARD MEETING

JANUARY 8, 2019



FUN IN THE SUN

JANUARY 10, 2019

Classified Advertising

CLASSIFIEDS

BUSINESS CARD	\$10.00
QUARTER PAGE	\$15.00
HALF PAGE	\$20.00
FULL PAGE	\$30.00

**PRICES FOR NEWSLETTERS ARE PER ISSUE—WEB POSTING ARE PER MONTH
IF YOU WOULD LIKE TO RENEW FOR WEB POSTING EACH MONTH , PLEASE NOTIFY THE
OFFICE BY THE 5TH OF EACH MONTH OR THE AD WILL BE TAKEN OFF THE WEB.**

RENTALS

ADVERTISEMENTS

FOR SALE

**PLEASE NOTE—THERE IS ONLY ONE
CHARGE FOR ADVERTISEMENTS.**

**THE WEBSITE NO LONGER HAS A
TAB FOR CLASSIFIEDS SO ALL ADS
ARE PLACED IN THE NEWSLETTER
WHICH IS THEN PLACED ON OUR
WEBSITE.**



FUN IN THE SUN

COFFEE AND DONUTS
WILL BE PROVIDED



PENASCO PARK
DECEMBER 13, 2018
10:00-11:00AM

PLEASE FEEL FREE TO BRING
YOUR FAVORITE COOKIES TO SHARE



*Please Join Us for Villas West Annual Christmas Celebration
December 15, 2018*

American Legion Post 66 - - - -1560 W Duval Mine Rd.

5pm-9pm

Holiday Dinner

5pm-6pm Cocktail hour

Cash Bar

6pm-8pm Dinner

Chicken Cordon Bleu or Salmon Fillet

Baked Potato

Green Beans Almondine

Raspberry Vinaigrette Salad

Cheesecake Parfait



Space is limited so reserve your spot ASAP!! ---Walk-ins will not be allowed.

\$12.00 charge per plate for owners and tenants

Please complete and return the below form to reserve your dinner.

Reservations must be received by December 7th, 2018

*We are requesting you bring a new unwrapped toy or a \$5.00 donation for
"TOYS FOR TOTS"*

Entertainment performed by Dee Molina

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Name: _____

Villa Address: _____

Number Attending: _____ *Amount enclosed \$* _____

Please select # _____ *Chicken and/or #* _____ *Salmon*





JANUARY FUN IN THE SUN

COFFEE AND DONUTS
WILL BE PROVIDED



PENASCO PARK
JANUARY 10, 2019
10:00-11:00AM