



Green Valley Villas West
Condominium Association
November 2019 Newsletter*

Villas West Office

Mailing Address:

PO Box 120
Green Valley, AZ 85622

Location Address:

460 S. Paseo Quinta

Phone: (520) 393-7891

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After Hours Emergency**

(520) 256-5779

Office Hours: 8am-12pm & 1pm-4pm

Monday – Friday (Closed during Board Meetings)

Email address: admin@villaswest.org

Website: www.villaswest.org

General Manager: Cathy Russell, email at gm@villaswest.org

Bookkeeper: Diane Lizarraga, email at finance@villaswest.org

Administrative Assistant: Kharmyn Cousins, email at admin@villaswest.org

****Emergencies include:** major water leaks, 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/lighting water heater.

Board of Directors

Jim Becker: President
(term ends 2/2020)

Tim Schaid: Vice President
(term ends 2/2021)

Chris Fisher: Treasurer
(term ends 2/2022)

Mary Meister: Secretary
(term ends 2/2022)

Lila Szedlus: Director
(term ends 2/2020)

Committee

Assignments

Architectural:

Jim Becker

Budget and Finance:

Chris Fisher

Maintenance:

Tim Schaid

Communications &

Documents:

Mary Meister

Grounds: Lila Szedlus

Social Activities:

*Villas West Newsletter 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 Newsletter.

What's in The Newsletter

- Summary of “What’s New and Important”
- President’s Message
- General Manager’s Message
- November 12, 2019 Board Meeting Summary
- Homeowner Reminders
- Calendar of Events
- Classified Advertising
- Local Services/Titan Trash (Garbage and Recycling)

What’s New and Important

CC&R’s, By-Laws, Rules and Regulations . . .

“. . . All of which are for the purpose of enhancing and protecting the value, desirability and attractiveness of the Properties” (Villa West).

Invitation to the community (owners and renters) Villas West Board Listening Forum

- The Board of Directors announced a “special meeting” to listen to owners and tenants at the Nov. 12 Board Meeting. The date is Tuesday, November 26 at 11 a.m. in the Agave Rm. at GVR’s Las Campanas Center (565 W Belltower Drive – just North of Esperanza off Desert Bell Dr.). The venue was moved from our own Penasco Park based on the projected weather forecast – temps might be too low for some of our residents. The purpose of the meeting is to provide our community with an opportunity to voice their issues and concerns along with solutions you would like us to consider – comments on improvements noticed also welcome. This will provide more time than allowed at the end of regular Board Meetings (business meeting). (See Board Meeting section of Newsletter or Website for additional information).

Increase in Monthly Assessment (Notice 30 days before beginning of fiscal year)

- The Board of Directors approved an increase in the monthly assessment at the November 12, 2019 Board Meeting – new monthly assessment will be \$215.00 starting January 1, 2020. That is a 7.5% increase required to continue major improvements (roof and HVAC replacements, street project, etc.) and to maintain reserves at a minimum 70% -100% recommended by the Reserve Study.

What's New and Important

Monthly Assessment Payment Methods

- Preferred method of payment is by ACH – forms available in office or on the website – fees deducted by the 5th of each month. If using online bill pay or paper check, need the following information: name of property owner (from Deed), 9 digit account # beginning with 100 (call office for #) OR Lot Number (found on Deed or Property Tax documents) and address of the Villas West property (e.g. 123 S Paseo Pena – A). Payment is due 1st of the month; past due on the 10th. Paper checks can be dropped off at the office or mailed to PO Box 120, Green Valley, AZ 85622.

New Office Staff (We welcome both our new team members in the office)

- New front office reception and administrative assistant, Kharmyn Cousins – extensive experience in government and working with the public (State of AZ and Tucson) and private sector (assistant at executive level); she is also bilingual – she can do it all with a smile!
- New bookkeeper, Diane Lizarraga majored in business and accounting with years of accounting/bookkeeping experience and use of the new Caliber software system – she knows her numbers and was able to jump right in having recently been using the new software system. She is also working to get all the kinks ironed out during the transition to the new system.

Board Openings

- There are two (2) openings on the board. To run for the board you must be an owner in good standing. Board application forms available on the website/in the office. Applications due in office by Wed. November 27th at Noon. We need owners who have talents to contribute to our community.

Voter Packets to Be Sent Out Early December (Voting and other needed input)

- A reminder to owners that we need your correct mailing address so that packets are not returned. Please update your contact information with the office (villa address, owner name(s), mailing address, phone number, and email address) if you have moved or you are not forwarding your mail (packets go out early December – we need an address where your annual packet can be sent). It is important for all Owners to read the material in the annual packet as this is the only communications from the Villas West Condominium Association that goes out to all owners.

What's New and Important

Streets

- Street project to start with crack repairs December 10th and 11th. Cars will need to be moved but you will be able to drive on the repaired cracks as soon as they are finished. Phase 1 includes Pena North of Penasco, Quinta south of Penasco, Tierra north of Penasco and a small section of the Tierra round-about near the Tierra Townhouses. Additional notice will be given later to those impacted.

Owner/Tenant Orientation Meeting

- Held the 3rd Friday of the month. Call the office to sign up. Meet at 11:00 a.m. in maintenance room south of the office. Covers many of the issues related to living in Villas West. **No meeting in December** due to holidays.

Next Board Meeting

January 14 at 9:30 a.m. (Open to all OWNERS only; not tenants)

Location: Friends in Deed, 301 W. Camino Casa Verde, Room D, Green Valley, AZ

Sewers

- Sewer project should be completed by early December – section by section scoping, clean outs added, roots rooted, etc. **Please DO NOT put anything down toilet except toilet paper (NO WIPES of any kind even if they say flushable – they do not break down fast enough and clog system (a problem across the country).**

Upcoming Activities

December Fun in the Sun – December 12, 9-11 a.m. If you want to bring goodies, let Lila know so she will order fewer donuts.

Christmas Patio Decorations Contest – Lights up November 15 – January 15. Sign-up through the office (online, phone, in person – need your name, phone number and villa address (including A, B, C, or D). Four (4) prizes - judging will happen week of 12/23 and winners will be announced at the January Fun in the Sun – January 15, 2020.

Patio Sale – November 23, 8 a.m. until noon. Must sign up at the office.

Annual Christmas Party – December 14, 2019. Must sign up in office by December 3rd.

American Legion #66 – 1560 Duval Mine Rd. Cost is \$12 owner/tenants; \$18/guests.

Check in 4:30 p.m., cash bar 5-8 p.m. 6 p.m. dinner, music by Dee and Bruce. Bring one unwrapped toy per person or \$5 per person donation for Toys for Tots.

Important Reminder: **The Newsletter is no longer mailed** to owners unless you call the office to request. Available in the office or on the Website – check Website often for new information.

President's Message by Jim Becker

Thanks to all who attended the Villas West HOA Board Meeting on November 12, 2019.

We had a good meeting. It was determined to go forward with the street closures on the Tierra entrances as our manpower and winter projects permit. Also, the Board approved a new security system from Cox Security that gives a lot more for the same dollar.

The 2020 Budget was approved that included a \$15 per month increase. This increase will allow us to maintain our slowly depleting Reserve Fund at the current level and keep us from any Special Assessments in the near future. We have 55-year-old buildings that need to be maintained in order to keep the high standard of value in Villas West.

I believe we are on a path to accomplish the goal of maintaining this high standard by continuing to move in a positive direction. We still have a long way to go.

Currently we are in the process of upgrading our HOA software system, and though there have been a few hitches we will have a good system for all of our needs. We appreciate the support and patience as we go through this process. Thank you.

The Board will be conducting a **Board Listening Forum** to listen to all residents' issues, comments and concerns. We want to work with all residents to assure Villas West continues to be a "Great Place" for all residents.

Villas West is a very complicated HOA in a big complicated world. It is a very difficult task to maintain a high level of standard that we have set for ourselves. We have a lot of complex issues to manage on a daily basis. We continue to try to do the best for Villas West including the Board, employees, and residents.

Thank you for your patience, understanding and great support.

Jim

General Manager's Message by Cathy Russell

As the holiday's begin, I want to welcome everyone back for the season.

We have had many changes here in the office and I want to thank everyone for their patients and understanding thru all of this.

From our new Bookkeeper Diane Lizarraga and new Administrative Assistant Kharymn Cousins, to new software, phone service and security systems we have come a long way. I want to thank a couple of our Board member's, Chris and Mary, who have helped assist in the office during all of this, without their help we would not have gotten this far.

I am excited for the Holiday Season here at Villas West as we have already started collecting toys. I remember the generosity everyone showed last year to TOY'S for TOT'S and can only imagine the smiles it brought to many children.

We will not be holding a new Owner Orientation for the month of December, but please do feel free to sign up for January thru the office.

From all the Villas West Staff: Welcome and let the season begin!

Cathy

"I know the look of an apple that is roasting and sizzling on the hearth on a winter's evening, and I know the comfort that comes of eating it hot, along with some sugar and a drench of cream... I know how the nuts taken in conjunction with winter apples, cider, and doughnuts, make old people's tales and old jokes sound fresh and crisp and enchanting."

— **Mark Twain**

November 12, 2019 Board of Directors Meeting
Summary of Manager's Report by Cathy Russell

- Cathy Russell welcomed everyone and thanked all the veterans for their service (this the day after Veteran's Day).
- Informed members present that Nina Gallego was no longer with Villas West and thanked Chris (Fisher), Mary (Meister), and Heather (her daughter) for helping out at the front desk as things are now getting busy for Villas West. After two weeks of interviewing, Cathy feels she has found the right person with strong administrative skills and the right personality for the front desk. That person is Kharmyn Cousins (sounds like Carmen) who will be starting November 13. Kharmyn possess both a softer side (smile, sense of humor) and a tougher side and Cathy believes she will bring a lot to the team and Villas West.
- Cathy indicated that the season has started and we are coming to the tail end of many projects including the water heater closet clean-outs. She anticipates this will be done by the end of the week (mid-November – 9 closets left) – all cleaned out, repairs documented and in progress.
- Reminder that there will be two open spots on the Board if anyone would like to fill out an application and be of service. The deadline to turn applications in is Wednesday, November 27th at noon (corrected from Nov. 29) – be sure to fill out form completely. If you have questions, reach out to Bob Opoka. The updated Board Application includes a few additional questions that some owners felt would be useful. Personal information will be kept for office use only.
- She also reminded everyone to please break down your boxes for recycling. This past Sunday the recycle area was a mess with lots of boxes and Styrofoam packing material and coolers which are not recyclable. What is/is not recyclable is noted at the end of the newsletter. Monday, Titan (and Diggins) cleaned up the mess.
- Finally, a reminder to Owners that Board Meetings are for villa owners only. If tenants have issues they need to contact their landlords as our purpose here is the operations of our Association, our Owners and the Community.

November 12, 2019 Board of Directors Meeting
Summary of Treasurer's Report by Chris Fisher

All figures as of September 30, 2019, as the October finances have not been verified and close out.

The Operating Fund received \$1,217,489 year to date through September 2019, which is \$18,616 under budget. Operating expenses year to date were \$1,036,889, which is \$24,014 over budget projections. After a contribution of \$27,500 to the Reserve Fund, we had a net decrease of \$39,013.

The Major Maintenance Fund had total expenses of \$464,655, \$146,905 over budget. The expenditures included \$279,614 for roof replacements, and \$142,905 in HVAC replacements. \$42,995 was spent on HVAC replacements in September alone. For a perspective on major maintenance expenses, YTD we are \$82,595 over budget in HVAC replacements and \$91,864 over budget in roof replacements.

Account Balances as of September 30, 2019 were: Operating Fund of \$56,442, and Reserve Fund of \$2,382,602. Fixed Assets have a Net Book Value of \$631,441 (Reserve Fund minus Net Book Value of Fixed Assets = \$1,878,018).

For more details please see following pages and/or financial information on the Villas West website.

Green Valley Villas West Condominium Association – November 2019 Newsletter

CONDENSED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION
 As of September 30, 2019

	ACTUAL	BUDGET	VARIANCE
OPERATIONS FUND			
Receipts			
Residential assessment	\$ 1,193,527	\$ 1,209,600	\$ (16,073)
Late charges	1,151	1,505	(354)
Transfer fees	12,435	11,750	685
Laundry	9,351	13,100	(3,749)
Other Income	1,025	150	875
Total receipts	1,217,489	1,236,105	(18,616)
Disbursements			
Maintenance	582,353	553,985	(28,368)
Utilities	207,946	218,320	10,374
Administration	147,996	133,781	(14,215)
Insurance & Taxes	98,594	91,790	(6,804)
Total disbursements	1,036,889	997,876	(39,013)
Income / Defect	180,600	238,229	(57,629)
 Transfer to Major Maintenance Fund	 232,500	 247,500	 15,000
Net Increase / Decrease in operating fund balance	(51,900)	(9,271)	(42,629)
 Operating Fund balance as of 12/31/18	 56,442	 56,442	 -
Operating Fund balance at end of period	\$ 4,542	\$ 47,171	\$ (42,629)
 MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 232,500	\$ 247,500	(15,000)
Gain/(Loss) on Investments	72,730	-	72,730
Additional Reserve Allocation	-	-	-
Interest	32,568	26,235	6,333
Total receipts	337,798	273,735	64,063
Disbursements			
Roof replacements	279,614	187,750	(91,864)
Street Maintenance	-	12,000	12,000
Pool equipment	2,792	5,000	2,208
HVAC replacement	142,595	60,000	(82,595)
Capital equipment	11,016	7,000	(4,016)
Tree Maintenance	-	15,000	15,000
Restoration - Gas Line Replacement	27,487	24,000	(3,487)
Contingency	1,151	7,000	5,849
Total disbursements	464,655	317,750	(146,905)
Excess (deficit) of receipts over disbursements	(126,857)	(44,015)	(82,842)
 Net Book Value of Fixed Assets	 631,441	 631,441	 -
Major Maintenance Fund Balance as of 12/31/18	1,878,018	1,878,018	-
Reserve Fund Balance as end of period	\$ 2,382,602	\$ 2,465,444	\$ (82,842)
 Total Funds	\$ 2,387,144	\$ 2,512,615	\$ (125,471)

Green Valley Villas West Condominium Association – November 2019 Newsletter

Account	Description	Operating	Reserves	Other	Totals
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Villas West Condominium Association

Balance Sheet
As of 09/30/19

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
1128	Washington Federal-Checking	(508.70)			(508.70)
1140	Petty Cash	50.00			50.00
1194	Washington Federal-Reserve		2,902.63		2,902.63
1198	Wells Fargo Advisors (resv)		1,748,258.63		1,748,258.63
1230	Shuffleboard Courts		4,400.00		4,400.00
1231	Office Equipment		40,992.03		40,992.03
1232	Maintenance Equipment		126,431.01		159,431.01
1234	Landscape Equipment		98,364.77		98,364.77
1240	Maintenance Building		66,094.11		66,094.11
1241	Office Building		72,888.14		72,888.14
1320	Pool Area Equipment		149,160.13		149,160.13
1340	Park Benches		2,208.60		2,208.60
1360	Street Improvements		201,733.02		201,733.02
1380	Roof Additions/Crickets		746,060.06		746,060.06
1400	Heat Pumps		1,549,783.37		1,549,783.37
1499	Less Accumulated Depreciation		(2,489,765.34)		(2,489,765.34)
1610	Supplies On Hand	5,000.00			5,000.00
	TOTAL ASSETS	4,541.30	2,382,502.45	.00	2,387,143.75
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
	Subtotal Current Liab.	.00	.00	.00	.00
RESERVES:					
2706	Operating Fund Balance	56,441.86			56,441.86
2708	Reserve Fund Balance		2,509,469.22		2,509,469.22
	Subtotal Reserves	56,441.86	2,509,469.22	.00	2,565,911.08
EQUITY:					
	Current Year Net Income/(Loss)	(51,900.56)	(126,856.77)	.00	(178,757.33)
	Subtotal Equity	(51,900.56)	(126,856.77)	.00	(178,757.33)
	TOTAL LIABILITIES & EQUITY	4,541.30	2,382,602.45	.00	2,387,143.75

November 12, 2019 Board of Directors Meeting

Committee Reports

Architectural Committee – Jim Becker

- We had 8 Architectural Requests since October 1 including hand rails, new windows, plumbing for laundry, new door, and security door. All requests were approved.
- Along with the Documents Committee, the Architectural Committee will be working on updating the Architectural Specifications.
- I would like to reiterate that anytime you, as a homeowner, wish to change or update anything on common ground, windows, or doors please remember to complete an Architectural Request. When in doubt, check with the office.

Budget & Finance – Chris Fisher

- Per Villas West Condominium Association By-Laws, this committee shall review the operating costs of the Association. It shall assist in preparing the annual budget for presentation to the Board. The Treasurer shall be the Chairperson of this committee.
- The committee met on October 15, 2019. Chuck Wallace, Jim Becker and Chris Fisher (Chairman) were in attendance.
- A line item review of 2020 budget items followed, with a few areas identified where savings might be possible, though not in significant amounts. The rate that the Reserve and Major Maintenance Funds are being diminished is especially concerning to the committee and those funds must be maintained at current levels at a minimum to maintain the “Good” rating we earned in our recent Reserve Study.
- Final numbers for the Budget were discussed in conversations and emails and will be presented at the November 2019 HOA Board Meeting.

November 12, 2019 Board of Directors Meeting
Committee Reports (Continued)

Communications & Documents – Mary Meister

- Committee met on 10/31/2019: Present (Mary Meister – Chair), Barb Fisher, Carleen Otto and Inge Finney.
- The meeting focused on the updated Website and the Annual Packet due out the first week of December. A big thank-you to Barb Fisher who volunteered a few months back to learn the website platform (Godaddy) started by Cathy Russell so it could be updated and made more usable. She spent many hours formatting and re-typing and organizing the website and it went live a couple weeks ago. This is now our primary means of communicating with 672 unit owners. Barb will continue to be the webmaster until this duty can be passed on to the new administrative assistant. Barb did some demonstrations using all potential access modes: cell phones, computers, I-Pad/Tablets for usability.
- We also discussed ways to reduce the paper in the Annual Packets by printing on both sides of the page where possible, reviewed a notice of dues increase and a short owner survey to be included. We will be moving on to other documents and communication plans after the Annual Packet goes out early December.

November 12, 2019 Board of Directors Meeting
Committee Reports (Continued)

Grounds – Lila Szedlus

- Since April 25 (some of these were mentioned at the last Board Meeting but could not be voted on at that time) submitted ground applications: 28 requests approved and 5 denied.
- The ground keepers are back doing their assigned jobs. They will be caught up shortly. Bushes are being trimmed, weeds and leaves picked-up, grass cut and watered so Villas West is looking good.

Maintenance – Tim Schaid

- Roof replacement and repairs to date: 8 roofs replaced in 2019 and 2 in progress – 21 roofs have been repaired to date.
- Sewer inspections and repairs continue throughout the complex in a strategic, section by section basis. Where needed, lines have been replaced and additional cleanouts installed. We are into the final phase and expect it to be completed by the end of November.
- Holbrook Asphalt is scheduled to begin the first phase of our street repair and resurfacing project on December 10 and 11. Phase I includes Pena north of Penasco, Quinta south of Penasco, Tierra north of Penasco and a small section of the Tierra round-about near the Tierra Townhouses. Tierra Townhouses will be paying 1% of the cost of repairs/resurfacing work on Tierra and 7% of the costs of this work on Penasco.
- There were 281 work orders from October 1 – 30, 2019; 22 of which were HVAC related and 4 were sewer related.
- The Tierra gating project has been put on hold in an effort to provide time to Cathy Russell to evaluate staffing and employee work assignments.
- The Villas West Maintenance Committee consisting of Mike Flynn, Bruce McCleod, Bob Opoka and Board Member Tim Schaid, met via telephone conference on Monday November 4. A summary of the meeting was provided to Cathy Russell and the Board along with some maintenance questions and suggestions. Please join me in thanking the maintenance committee for their hard work and dedication toward keeping Villas West a safe, enjoyable and aesthetically pleasing place to live.

November 12, 2019 Board of Directors Meeting

Committee Reports (Continued)

Social Activities – Lila Szedlus

- First Fun in the Sun Coffee hour attracted 51 people (coffee, donuts, and scones by Lee Anna). Thanks to Lee Anna for making scones for coffee hour.
- Next Fun in the Sun Coffee – Thursday, November 14. Starting at the November 14 coffee hour (same time) in Penasco Park, if you want to bring “goodies,” let Lila know (name, phone #, what you are bringing) so she will cut back on the numbers of donuts purchased – call office or put note in her mailbox or send to Board E-mail (VillasWestBoard@gmail.com.) Thursday, December 12 coffee (Christmas Theme)
- Oktoberfest it was 82 degrees and 82 people attended. Lee Anna was in charge of the event and also made the German potato salad with help from Marlene Becker. Jim Becker marinated in beer and pre-grilled 125 Bratwurst and he and Marlene did the baked beans and sauerkraut too – a big thanks to the three of them. There was also German chocolate cake and most of the food was gone! Big thanks to all who helped set up, serve food and clean up (Lee Anna, Marlene and Jim, Jeannette, Trudy and Sharron). Bruce was the “music man” and will be playing at the Christmas party too. Bruce played lots of soft rock music from the 70’s and 80’s. A few people brought a dish to share – the sweet corn salad was a hit and we will try to share the recipe.
- Annual Christmas Patio Light Contest (owners and renters): Lights can be up Nov. 15 – Jan. 15. 4 prizes being given but you must sign up in office to win a prize. Judging will take place right before Christmas and announced at the January Fun in the Sun.
- Annual Christmas Party is December 14, 2019. Location is the American Legion #66 at Duval Mine Road. Starts at 4:30 p.m. with dinner at 6 p.m. Cash bar and music. Each person needs to bring a new toy for TOYS FOR TOTS or a \$5 donation for each person. Cost is \$12 for Owners/Renters and \$18 for Guests. Limited to 150 people so sign up with the office. Must sign up by December 3.

November 12, 2019 Board of Directors Meeting

Motions Unanimously Passed by the Board

- ❖ Confirm the approval to bundle with Cox Security
- ❖ Approve the Architectural Approvals
- ❖ Approve the Grounds Approvals/Denials
- ❖ Approve the 2020 Budget and \$15 monthly assessment increase (7.5%) of the Villas West Condominium Association (Starting January 1, 2020 – Monthly Assessment is \$215.00)

Discussion of 2020 Budget and Increase in Monthly Assessment

The Treasurer reported we have experienced several expenditures the past two years for Major Maintenance Projects (new roofs, sewer upgrades, pool equipment upgrades, Heating and Air Conditioning and soon major street repairs). These projects have reduced the Reserve Fund around \$250,000 in three years. Also, we are forecasting 8-10 roof replacements at \$25,000 - \$30,000 (\$200,000 - \$300,000) into the foreseeable future and \$55,200 worth of HVAC's this year (\$3,500 - \$4,000 each – we spent \$42,995 on HVAC replacements in Sept. alone). We have over 200 HVAC's that are at least 30 years old and many are failing now. The street project will be \$120,000 over the next two years. Roofs and HVAC's will continue to be a major expense in the future. We are not putting on "Band-Aids" any longer – replacing the old and worn.

When the Reserve Study was completed (end of 2018), the projected starting Reserve Fund was at \$1,868,000 (89% of the estimated fully funded amount of \$2,101,603 for 2019). The acceptable range for a low risk of special assessment is 70% -130%. We are now at about 83% as we draw down from our Reserve Fund for our major maintenance projects (the Reserve Fund is invested and earning close to \$40,000/yr. which is added back into the fund). According to the Reserve Study, we should be transferring \$480,000 per year from income into the Reserve Fund for 2019 and increasing that at 5.75% for each of the next 5 years and then reducing that to 2.75% after that. We are only transferring \$390,000 for 2020 (almost \$100,000 less than recommended). The Villas are over 50 years old; everything needs constant attention!

In 2005, the monthly fee was \$150. If that had increased a modest \$5 per year until 2020 (15 years), the dues would currently be \$225 (a modest 2-3% a year) – we are just catching up.

Discussion of 2020 Budget and Increase in Monthly Assessment (Continued)

Our CC&R’s Article 7.9 (b) – Funding the Reserves. This reserve fund shall be funded by a portion of the Annual Assessments of Owners rather than by Special Assessments . . .” The purpose is to minimize the need to assess owners a large sum for any one year which is much harder on a retired person’s budget than finding a small amount per month over the year.

Approved 2020 Budget for Villas West Condominium Association

**Villa's West
2020 Approved Budget**

	Budget
Operations Fund:	
Receipts:	
Assessments	1,733,760
Late Charges	2,000
Transfer Fees	15,000
Laundry	15,000
Other Income	200
Total Receipts	1,765,960
Disbursements:	
Maintenance	791,704
Utilities	278,750
Administration	185,486
Insurance & Taxes	120,020
Total Disbursements	1,375,960
Income/Deficit	390,000
 Transfer to Maintenance Fund	 390,000
Net Increase/Decrease	-
 Major Maintenance Fund:	
Receipts:	
Transfer from Operating Fund	390,000
Interest	35,000
Total Receipts	425,000
Expenditures:	
Roof Replacements	232,000
Street Maintenance	50,000
Pool Equipment	2,800
HVAC Replacement	55,200
Capital Equipment	15,000
Gas Line Restoration	20,000
Tree Management	15,000
Contingency	35,000
Total Expenditures	425,000
Income/Deficit	-
 Net addition to Reserves	 -

Summary:
The Budget Committee has reviewed and analyzed this proposed budget for 2020, and has determined an increase of \$15 per month in assessment fees for 2020 is needed.

Assumptions:

- The approved budget for 2020 assumes an increase in assessment fees of \$15.00 per Month.
- Cost of Labor is up approximately \$10,000, Maintenance Costs include increase in supplies for Repairing and Maintaining Roofs and Masonry supplies for sidewalk repair. An increase in painting supplies is forecast Also utilities expense is forecast to stay flat.
- Reserve contributions will be increased by \$60,000 with a forecast breakeven. In 2020 we are are estimating 8 - 10 roof replacements, and HVAC systems are forecast approximately 12 replacements. Other Reserve expenses forecast are new maintenance equipment and street maintenance.

Comments:

- With the \$15 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.
- Since Dec 2018 Reserves have decreased by \$300,000. Need to reverse that trend.

November 12, 2019 – After Official Board of Directors Business Meeting

Summary of Owner Input

- There was some discussion around the monthly assessment increase of \$15 and the relationship to our Reserve Fund. We have included some perspective on this in the notes on the previous two pages. Based on the Reserve Study, the Reserve Fund needs to grow over the next 10 years not get smaller as costs increase over time and the complex will continue to get older. Another owner tried to put it in perspective in terms of the number of services provided by the association for the \$200+ per month that a homeowner would be covering themselves if they were not part of a condominium association which is a shared community (e.g., water, sewer, garbage/recycling, pools, streets, roofs, HVAC's, water heaters, maintenance, landscaping, etc.). We get a lot for our \$215 per month. As a community, we are sharing in the costs – I help you pay for your new roof and later you help me.
- An owner mentioned she has lived here for 9 years and 3 General Managers and wanted to thank Cathy Russell for being prudent, for putting out fires every single day – that this Board and Cathy have given us more in one year – our \$200 is well spent (some audience clapping).
- Another audience member who created a Villas West advisory council (not an official committee of the Villas West Homeowners Association) wanted the Board of Directors to commit to a monthly “Town Hall” to listen to homeowners/tenants issues/concerns and suggestions/solutions. The Board of Directors indicated that we were already planning a community meeting (providing the required 10 day notice of a “special meeting” of the members) – as we previously indicated that we thought it was a good idea. But, the Board would not commit to a monthly “special session” but take it a step at a time to see how it goes and how productive it is. (Board Members are already committing a significant amount of time to Villas West and as volunteers, have a life outside the organization.)
- Another question on watering frequency (noticed more lately) - will continue twice a day watering except during re-seeding grassy areas when it is more often during the day.
- Another owner wanted to see the board have six members so same person would not have two committees – Grounds and Social Committee. The Board indicated that there needs to be an odd number of board members (in case of tie vote) and that the Social Committee is not a standing committee and anyone could be the chairperson of that committee.
- Another owner felt that it was good that office personnel were back working at the office today as they felt they weren't really needed at the Board Meetings (Admin & Finance).
- Another question related to roofing material unloaded close to their villa – should send out an e-blast to let owners know that this is for “X” roof so they are aware.
- Another issue related to a driver from the “townhouses” at SW corner of Villas who actually passed an owner on Penasco, cut through the circle (vs. around) at Tierra – resident talked to the person but they didn't care. Office will try to contact townhouses to see what they can do.

Homeowner Reminders

Contact Information

- Contact Information for Owners – please update with office by phone, email, at office.
- Tenant information – please complete form and submit to office (on website or available in office)

Driving

Speed limit is **15 miles per hour**. Remember there are lots of older people in Villas West.

Pools

- Do not prop doors open to bathrooms – allows unwanted critters to move in.
- Be sure that the pool gate locks behind you to prevent unauthorized people using pool.

Quiet Hours

- From 10:00 p.m. to 7 a.m.

Parking

- Parking Permits – everyone must have a permit for every car (owners and tenants).
- Park only in assigned parking unless granted written permission (need on file in office). If you have two cars, one can be parked in overflow parking off Tierra - DO NOT use visitor parking as your second spot, these are reserved for visitors.
- Please do not park over the sidewalk – not only does it make it easier for packrats to get in your engine, but it makes it harder for people with scooters/wheelchairs/walkers to get down the sidewalk.

Dogs/Pet Owners

- Dogs and cats must be restrained on a hand held leash outside unit. Pet waste must be cleaned up and disposed of in “doggie” trash containers or your garbage. Containers are placed through the complex for your convenience. Area around pools not dog areas.
- No pets are allowed at the pools (unless Certified Service Dog – office will need a record). Dogs swimming in the pool is a violation of Pima County Health Code and can cause us to lose our pool license.

Sewers

- NO Eggshells in your garbage disposal – they do not break down and get stuck in the sewer line – they don't flow through. NO GREASE down sink, grease goes in garbage.
- Do not put anything except toilet paper in your toilet (no paper towel, no WIPES of any kind, no diapers of any kind, nothing but toilet paper).
- Sewer lines are located mostly behind the villas (sidewalk in back). You will see the clean-out metal covers in the sidewalk. If you see one with anything coming out of it, call the office and let them know where it is.
- Oleanders will only be removed near the sewer lines.

Homeowner Reminders

Sidewalks

- Some sidewalks still have uneven pavement and are marked (with yellow paint) as a trip hazard. Please be careful. Report any trip hazards to the office that are not already marked – Thank you.

HVAC

- Be sure to change your filter at least every 3 months (or more often). Available at the office or call office and someone will come out and change it for you.

Recycle and Trash (Trash pick-up Monday and Thursday)

- Please break down your boxes before putting in the bin so there is room for other people's recycle. See list of what can/cannot be recycled on last page and on website.
- Recycle material should be thrown in loose – not in plastic bags. NO GARBAGE (furniture, blinds, vacuums, and other "stuff" that does not fit into your garbage can). Larger garbage items must be taken to the Sahaurita transfer station on La Canada or kept until the next bulk item pick-up scheduled with Titan trash (to be announced in the future).

Curbside Pick-Up for Landscape Debris Only

- Bag your leaves and trimmings (large branches stacked) and leave at the curb near the street – crew will pick up on their rounds (try to have out before 1 p.m.). Garbage that does not fit in your can is your responsibility – take to Sahuarita Landfill located at 16605 S. La Canada.

Villa Alterations/Satellite Dish, etc.

- Best to check with the office on any alterations you might be considering. They will give you the appropriate forms required. This includes satellite dishes, cable installation or anything else that may involve the roof or penetration of exterior walls. Always best to just check with the office first. Installations must be coordinated with the office during normal working hours (M-F) between 8 am – 12 pm.

Painting

- Letters are sent out prior to painting with all the information you need about moving items out of the way and back. The Association will not be liable for any damage or loss to items left on the patio.

Wildlife

- Do not feed! Hummer feeders okay – falling birdseed attracts rodents – keep clean. All garbage should be in your garbage container with the lid closed.

Property Vesting Changes

- It is imperative that the office be notified if there are any changes in vesting on your property. If you have recorded a "Beneficiary Deed", transferred property into an LLC or if one owner has passed, the office needs documentation to update your records.

Homeowner Reminders

Insurance Coverage for Your Villa

- The association is not responsible for damages to the inside of the villa caused by roof leak (Section 5.1 of the CC&R's). Also, if there is an insurance claim applicable to the Association policy which has a \$5,000.00 deductible, the villa owner(s) benefitted by the claim are responsible for the deductible.
- All villas owners should have their own "HO6" insurance policy to cover their personal property and any betterments made to their villa. In addition, check with your insurance policy to see if it currently provides for "gap" insurance to cover the \$5,000.00 deductible. American Family is the current Association's liability carrier and they provide gap coverage on any "HO6" policy written for a villa. You may want to be sure your insurance policy covers "loss of use" in the event you cannot stay in your villa due to some insurance claim.
- If your villa is being leased, you should also talk to your insurance company about "loss of income" due to some insurance claim. If you have long term renters, you should also talk to them about having "renters insurance" to cover their personal property and the cost of housing in case they must move out of their villa due to some insurance claim.

Leasing Your Villa (CC&R's – 4.17)

- Requires all leases are in writing, for a term of not less than 30 days, and one occupant must be at least 55 years of age. All residents must register their vehicle at the office and obtain a parking sticker whether they are short or long term.
- Upon leasing your unit(s), you must promptly notify the Association office of the commencement date and termination of the lease and the names of each lessee or other person who will be occupying the unit during the term of the lease as well as government issued identification that bears a photograph and confirms the tenant meets the age restriction requirement.
- You are responsible for your tenants; the office is not a "rental/landlord" substitute for you. Stop by and pick up a copy of Living in Villas West and the Rules and Regulations. Encourage tenants to check the bulletin boards in the Pool and Laundry areas and the office for information regarding Villas West.
- Advise tenants to call the office with heating/cooling problems and roof leaks. All other issues must be reported to you the owner first. Grounds and Architectural requests must come from the owner of the unit.
- Arizona Condominium Act (33-1260-01 C & D – related to leasing) allows the association to charge a fee of not more than twenty-five dollars (\$25.00). The fee may be charged for each new tenancy for that unit but may not be charged for a renewal of a lease. The Board has not instituted a fee, but may consider one in the future to reimburse the Association for administrative time related to rentals (short term rentals in particular).

Welcome Back – Returning for the Season

For those of you returning for the season, the following is a quick checklist:

- We need a 3-business day written notice (email or letter) to turn the water on (form available on the website or in the office if needed), turn on the hot water heater and check your heating/cooling unit. 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. (Entry Permission Form available on website or in the office).
- Change mailing address/contact information with the office.
- Change air filter. Call office if you would like someone to come out and install. Installations done on Wednesdays. Filters are available in the office.
- 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 (back rear bumper or rear window). Or, come in to 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.

Social Activities/Events and New Owners

The following highlights social activities around Villas West:

Shuffleboard

- Join group for shuffleboard 8:30-9:00 a.m. Fridays (N Sarta Courts), Mondays (S Pena Courts). Don't know how to play – no problem, they will teach you. Coffee provided and treats are welcomed.

Horseshoes (Pit across from the office)

- Join the group on Thursdays at noon. Bring your drink of choice and a chair.
- Please keep in mind that the staff parking spots are for staff and may be empty as they are on lunch and will be back. Please do not block office access and make sure your vehicle is not impeding traffic or parking.

Fun in the Sun Coffee (and treats)

- Second Thursday of every month, October through April, 10:00 a.m. in Penasco Park.

Yard Games on Loan in Office

- The office has: Corn Hole, Bocce Ball, Disc Golf and Croquet available – check with the office on procedures for checking out for use by all residents.

Oktoberfest, Christmas Party, St. Patrick's Day Party

- As these types of get-togethers are planned, additional information will be provided.

New Owners

- We would like to welcome all our new Owners to Villas West.
- Please remember to sign up for our Monthly Owner Orientation on the 3rd Friday of each month – 11 a.m. just left of the office; and RSVP to the office is necessary.
- **Please check the website (villaswest.org) often** – this is the best way to get timely information regarding Villas West.
- If you have an interest in running for our Board of Directors, we will have 2 spots vacating this year. You may pick up an application at the villas office or download a form from our website. Standing Committees include: Maintenance, Budget and Finance, Communications, Documents and Grounds. Lots of ways to contribute your talents.

CLASSIFIED ADVERTISING

Classifieds

(call the office to learn how to place an ad in this section)

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.

Business Card: \$10.00

Quarter Page: \$15.00

Half Page: \$20.00

Full Page: \$30.00

FOR RENT

402 D Paseo Sarta in Villas West

Casablanca: Furnished 2 bedroom – Newly upgraded Queen Bed and 2 twin beds. East facing patio with Mountain View. Wheel chair accessible, close to pool/laundry. Cable/DVD/Wi-Fi/Music system. **Unit has GVR.**

Available:

December – March 2020 at \$1600.00/monthly two months minimum

Contact: Iona Stenhouse/David Otto

(206) 325-6762

(206) 369-0644 – cell

ionastenhouse@gmail.com

Local Services

Emergency: 911

Pima County Sherriff Dept.: report crime/suspicious activity (520) 351-4900,
Green Valley District Office (520) 351-6711

Snake Removal: (520) 629-9200

Telephone/Internet: Cox (520) 884-0133, Century Link 1-800-491-0118

Electric: Tucson Electric Power (520) 623-7711, (800) 328-8853,
Electric Emergency Call (520) 623-3451

Gas: Southwest Gas Company (877) 860-6020, Emergency (520) 746-1076

Cable TV: Cox (520) 884-0133, (888) 751-9138

Trash/Waste: Titan Trash – if no pickup (520) 393-7891

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

Newspaper: Green Valley News (520) 625-5511

Titan Trash – Recycling List (Office: 520-382-1009)

Customerservice@titantrash.biz

- Have materials out by 7:00 a.m. on day of pick-up (**Monday and Thursday**)
- Box sharp items such as thorns and cactus or syringe needles – drivers may not pick up unless contained.
- We **DO NOT** accept: wet paint, motor oil, automotive waste, construction materials, or any materials generated by an outside contractor.
- Plastic Bags are not recyclable. All **large items** (vacuums, rugs, wood, TV's, etc.) must be taken to the local landfill – we will not haul these off.

Recycle these items: Newspapers, brown paper bags, paperboard (cereal/shoe boxes), milk cartons & drink boxes, molded fiberboard (egg cartons), magazines, catalogs, phonebooks, printer/writing paper, mail (windows and labels ok), brochures, pamphlets folders, card stock, plastic (PETE) bottles such as soda, water, plastic (HDPE) bottles & jugs (milk, juice, liquid detergent, shampoo, etc.), aluminum cans, steel/tin cans (non-hazardous aerosol cans ok), glass food & beverage bottles and jars. All food contaminated items (containers) should be relatively clean and free of food residue.

NOT Recyclable: Plastic bags, yard/landscape debris, wide mouth plastic containers/tubs, buckets/pails, paper plates/cups, towels, napkins, tissue paper, Styrofoam/packing peanuts, aluminum foil/pie plates, hazardous items, medical supplies, electronics or batteries, clothes/fabric.