



Green Valley Villas West
Condominium Association
January, 2020 Newsletter*

Villas West Office

Mailing Address:

PO Box 120
Green Valley, AZ 85622

Location Address:

460 S. Paseo Quinta

Phone: (520) 393-7891

Fax: (520) 393-7893

After Hours Emergency**

(520) 256-5779

NEW Office Hours: 8am-12pm & 1pm-3pm

Monday – Friday (Closed during Board Meetings)

Email address: admin@villaswest.org

Website: www.villaswest.org

Board Email: villaswestboard@gmail.com

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: Lila Szedlus

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What's in The Newsletter

- Summary of “What’s New and Important”
- President’s Message
- General Manager’s Message
- January 14, 2020 Board Meeting Summary
- Homeowner Reminders
- Calendar of Events
- Classified Advertising (e.g. Rentals)
- 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).

New Caliber HOA Management Computer System Up and Running – Owner Portal ready for you to use – access via the Villas West Website.

Our Owner Portal is now live. You must call the office or email admin@villaswest.org to get your account number. You can then register with your own unique password. You will be able to view your payments (or make payments via Debit or Credit Card), check work orders, check compliance issues, update your contact information and more. There is a YouTube video that explains all you can do. If you are presently having your fees paid by automatic withdrawal, it will continue as before with no interruption to what you have previously set up to make your payment. If you want to switch to ACH automatic withdrawal, it is best to sign up for this by going through the Villas West Office. If done through the Caliber Portal, they will charge you each month for the withdrawal.

Increase in Monthly Assessment – In Case You Haven't Heard

- 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.

What's New and Important

Arizona Law Now Requires the Association To Provide Owners a Statement of Account Each Month as of January 1, 2020.

- This is a new addition to the laws governing HOA's that went into effect on January 1, 2020.
- If HOA payments are once a year, the HOA only has to send out a yearly statement; if HOA payments are quarterly, the HOA sends out a statement every 3 months. In our case, because our HOA assessment is monthly, we are required to send out a statement each month.
- You received a notice with your January 2020 statement that allows you to receive your future statement by email if you choose to OPT-IN (for statements sent by email vs. paper). You need to complete this notice and return it to the Villas West office.

New Office Staff and "Open" Office Hours (8 a.m. – 12 noon, 1-3 p.m. vs. 4 p.m. in past)

- Our new administrative assistant is Kharmyn Cousins and our new bookkeeper is Diane Lizarraga – both come to us with lots of experience and their positive impact is already being demonstrated – more smiles and help at the front desk and rapid transition to our the new HOA accounting system – the kinks are almost ironed out!
- Based on Board Members experience working in the office for several weeks and the addition of two new office staff members, it was decided to provide more "uninterrupted" time for training and office staff meetings in the future. That is why "open" office hours are now from 8 a.m. – 12 noon and 1 p.m. – 3 p.m. (vs. 4 p.m.)

Another Owner/Tenant "Board Listening Forum" in the works (hopefully before 2/11)

- Because the Regular Board Business Meetings have only a small amount of time for Owner input, the Board decided to hold periodic "listening forums" for owners and renters to provide input. The first one was conducted November 26, 2019 and we hope to have the next one soon while "snowbirds" are here. Watch for more information on website, Postings in Laundry and at Office, and "A Frame – Information Boards."

What's New and Important

Annual Meeting Tuesday, February 11 at GVR East Social Center, 7 South Abrego Drive, Green Valley, AZ. Voting Closes Friday, February 7 at 12 noon.

- We need a minimum of 224 valid ballots to meet our quorum requirement – that is only 1/3 of the membership so get your ballots in!
- Owner registration (meeting open to owners only) starts at 9:00 a.m.; meeting begins at 9:30 a.m.
- We have had some packets returned and have been trying to contact these owners by phone to update addresses. Please be sure your contact information is updated. You are required by the CC&R's to have accurate contact information on file. You can call the office or go to the Villas West Website and Log On to the Owner Portal (See notes above of Caliber System). You can update your personal information there. If you need another packet, you can go to the office and get one or call and have one sent to you. 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 by mail. Please return all forms/surveys.

Compliance Committee to Form

- The Villas West Board is in the process of forming a Compliance Committee to help ensure that owners and renters are adhering to all rules and regulations of Villas West. We are currently working to establish guidelines for this committee. Parking issues will be first on the agenda.
- We would like to have two or three volunteers per quadrant. If you are interested in volunteering your time to be on this committee, please contact Chris Fisher by leaving a message with the office or sending an email through the board email (villaswestboard@gmail.com). Please include your name, phone number, Villa address and your email.
- **Owner/Tenant Orientation Meeting:** Held the 3rd Friday of the month (e.g. January 17, February 21, March 20). Call the office to sign up. Meet at 11:00. in maintenance room south of the office. Covers many of the issues related to living in Villas West.

What's New and Important

Street/Parking Areas Surface Treatment (H5) Project With Holbrook Asphalt Co.

- Some crack repairs were completed in early December. Additional crack repairs will be completed before the first phase of the street coating – happening after the snowbirds leave to minimize disruption.
- The first half of the complex to be coated will include the parking areas and driveways on La Canada, all of Pena and all of Quinta. Next year (2021), Sarta and Tierra will be done.
- Cars/trucks will need to be moved on the streets being coated for a day or two (we will have a more exact schedule later related to the specific streets). Any “snowbirds” who leave cars parked here (La Canada, Pena, Quinta) over the summer will need to make arrangements to have their car moved – start thinking about a neighbor or friend in Green Valley who can move your car. The Office will need to have contact information (name, phone number, email address). Cars/trucks that are not moved when required will be towed at the owner's expense.
- Owners/renters who will be here during the process will be notified in advance of when they need to move their cars/trucks and possible locations to park temporarily. More to come on this project as we have more information on timing.

Pest Control

- Our pest control company (Horne Pest Control, formerly Borderlands) is at the Villas on Wednesdays.
- If you want to have them spray inside your front patio, you can contact the office and your name/villas will be put on the list for Wednesday.
- If you want them to spray the inside of your villa, you can also contact the office to have your villa included on the list. The cost is \$5 and you can leave cash or a check made out to Horne Pest Control at your villa.
- If you see “rat” holes around your villa perimeter or near buildings and cactus or other vegetation near buildings, you can let the office know (phone or email at admin@villaswest.org) where you have seen them specifically and they will come out and set up bait stations and bury bait in the rat holes on Wednesdays. Or, send a specific work order through the Villas West Portal (if you have set up your account) – on the Villas West website: Villaswest.org.

What's New and Important

Every Villa Unit Needs a Smoke Detector AND a CO (Carbon Monoxide) Detector

Recently a homeowner had her CO detector go off – carbon monoxide was building up from her stove. The gas company found what was wrong and told her you should never use tin foil on the bottom of the stove to catch grease – it can cover important venting and you won't know it. Because we have gas furnaces and many have gas stoves, all villas should have a CO detector and a smoke detector. They are easy to install and you can get them from the hardware store. The Green Valley Fire Dept. will install smoke detectors but NOT CO detectors – but you must get the smoke detectors through them – call Green Valley Fire Department Smoke Alarm Program for details (520) 393-7505.

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.

Sewers

- Main Sewer project almost finished (small section left – delayed due to illness - Valentine Plumbing). Includes: 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). No grease either – goes in garbage. We will be putting together a sewer maintenance plan and schedule which will include snaking problem areas on a regular schedule.**

Upcoming Activities

- February Fun in the Sun – February 13, 9 a.m. to whenever coffee runs out! Valentine's Day theme. If you want to bring goodies, let Lila know so she will order fewer donuts.

President's Message by Jim Becker

Thanks to all who attended the Villas West HOA Board Meeting on January 14, 2020.

We had a good meeting. It was determined to go forward with Butierez Painting Contractor to paint our buildings in a 7-year cycle. Also, the Board approved to update the telephone system in order to better serve the community and improve communications with homeowners and residents.

The Board has been working very diligently to update all of the systems and tools to help maintain Villas West as a great place to own and live.

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.

The Board will be conducting another **Board Listening Forum** to listen to all residents' issues, comments and concerns and to address the issues that were highlighted at the last "Forum". Look for the time and place on the web site, in laundry rooms, at the office and A frame boards. We want to work with all residents to assure Villas West continues to be a "Great Place" for all residents.

As we go forward in 2020, we are planning on continuing with improving roofs, sewers, buildings, streets and grounds improvement in a planned systematic manner.

Thank you for your great support, patience, and understanding as we continue to go forward.

Jim

General Manager’s Message by Cathy Russell

Happy New Year to all!

We had a great turnout at our January Board meeting and look forward to seeing everyone at the Annual Meeting February 11th. Reminder if you have not turned in everything from your Annual Packet, please do so (especially your ballot).

I want to take a moment to welcome Kharmyn Cousins as the newest member of our office staff – she is our new Administrative Assistant – the smile you will see when you walk in the office or call on the phone (yes, you can hear her smile).

A simple reminder to register for the Owner Portal and “OPT-IN” once you get your finance statement this month to receive future statements by e-mail. We are now required by AZ law to send these out monthly unless you “OPT-IN” to receive by e-mail. Let’s save some money and some trees everyone!

Thought for the Day:

“Go out into the world today and love the people you meet. Let your presence light new light in the hearts of others.” Mother Theresa

January 14, 2020 Board of Directors Meeting
Summary of Manager's Report by Cathy Russell

Welcome back everyone and Happy New Year.

We have had a lot going on over the last few months so I want to thank everyone for their patience and understanding.

Kharmyn Cousins has indeed started at Villas West as our new Administrative Assistant. If you have not had an opportunity to meet either Kharmyn or our new bookkeeper Diane Lizarraga, feel free to stop by and introduce yourselves. Both these ladies are a huge asset to our Villas.

As of January 1, Arizona Law requires that the Association provide owners with statements of account each month. When you get this letter with your statement you have an option to OPT-IN to have your statement emailed to you. We really encourage you to OPT-IN to help reduce copying and mailing cost.

If anyone did not get the information on our Owner Portal, it is up and running along with the online payment options. You will need your account number to register so please contact the office and we will provide that to you. If you go to the Villas West website there are instructions and a video on registering and utilizing the program.

A reminder – the website is constantly updated, please keep checking it. The E-Blasts will continue as we progress so please make sure we have a good email address for you.

If your Villas is a rental, please make sure we have all your tenant information on file, it makes it difficult if a tenant either comes by or calls the office to request something and we have no way to verify who they are (form available on website or at the office).

Tim Schaid will recap on a few projects we have started and if you have any questions, either myself or Tim would be happy to answer them.

I sent an E-Blast late last week about new Villas West office hours starting on Tuesday 1/21/2020: "open" hours are now **8 a.m. – 3 p.m.** (vs. 4 p.m.) – Office will continue to be **closed at lunchtime from 12:00 noon – 1:00 p.m.**

January 14, 2020 Board of Directors Meeting
Summary of Treasurer's Report by Chris Fisher

Operating Account as of November 30, 2019

Operating Income: Assessment fees \$1,440,632/Total Income \$1,468,259, Variance (\$40,776)

Operating Expenses: \$1,512,886 (Expenses plus transfer to Maintenance Fund)

Operating net income/loss (\$44,628)

Reserve Account

Reserve Income (interest, gain/loss on investments, contributions): \$376,106

Reserve Expenses: \$553,500, Variance (\$177,394)

- Roof replacement – \$296,734 (\$98,734)
- HVAC replacement - \$208,590 (\$144,427)

Reserve Portfolio Summary (Year End 12/31/2019)

Opening Value (1/1/2019): \$1,874,419

Cash Withdrawn: \$280,000

Closing Value: \$1,710,879

Change in value for 2019 (\$163,540)

An independent financial review was performed by Steven Keys, Director of HOA Services at the Larry Recker CPA firm. He focused on the transition from TOPS Software to our new Caliber Property Management Software, as well as the accuracy and integrity of our funds and accounts. He reported to Jim Becker (President), Chris Fisher (Treasurer), Cathy Russell (General Manager) and Diane Lizarraga (Bookkeeper) on December 19, 2019 that there was no suspicious activity in our accounts and our transition progress was ahead of schedule. It was 85% complete at that time, and thanks to the due diligence and hard work of our office staff we are now at 98%. Transition to Caliber delayed some reports initially, but is close to being back on schedule now with pertinent reports available. This new Caliber software is proving to be less expensive than our old software while offering many more features and reports that will be useful now and going forward.

Per Section 12.1 of our By-Laws, “. . . Financial records of the Association may be made reasonably available for examination in writing by any Member. The Association shall have ten (10) business days to fulfill a request for examination.” In short, Owners are always welcome to review Financial Documents in the office with the Board Treasurer and/or the President. Please call the office for an appointment, or send an email request to the Board's unique email address – villaswestboard@gmail.com. These are your records, and you have every right to inspect them. The Board and HOA do not keep these records secret or private. Relevant financial information is posted on the Villas West Website.

Green Valley Villas West Condominium Association – January, 2020 Newsletter

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

OPERATIONS FUND	ACTUAL	BUDGET	VARIANCE
Receipts			
Residential assessment	\$ 1,440,832	\$ 1,478,400	\$ (37,768)
Late charges	1,323	1,835	(512)
Transfer fees	14,185	14,800	(415)
Laundry	10,765	14,000	(3,235)
Other Income	1,354	200	1,154
Total receipts	1,468,259	1,509,035	(40,776)
Disbursements			
Maintenance	705,021	684,922	(20,099)
Utilities	256,024	255,475	(549)
Administration	180,634	164,017	(16,617)
Insurance & Taxes	108,708	109,780	1,072
Total disbursements	1,250,387	1,214,194	(36,193)
Income / Deficit	217,872	294,841	(76,969)
Transfer to Major Maintenance Fund	262,500	302,500	40,000
Net Increase / Decrease in operating fund balance	(44,628)	(7,659)	(36,969)
Operating Fund balance as of 12/31/18	56,442	56,442	-
Operating Fund balance at end of period	\$ 11,814	\$ 48,783	\$ (36,969)
MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 262,500	\$ 302,500	40,000
Gain/(Loss) on Investments	73,546	-	(73,546)
Additional Reserve Allocation			-
Interest	40,060	32,085	(7,975)
Total receipts	376,106	334,585	(41,521)
Disbursements			
Roof replacements	296,734	216,000	(80,734)
Street Maintenance	-	12,000	12,000
Pool equipment	2,792	5,000	2,208
HVAC replacement	208,590	70,000	(138,590)
Capital equipment	11,016	7,000	(4,016)
Tree Maintenance	-	15,000	15,000
Restoration - Gas Line Replacement	33,186	28,500	(4,686)
Contingency	1,182	9,000	7,818
Total disbursements	553,500	362,500	(191,000)
Excess (deficit) of receipts over disbursements	(177,394)	(27,915)	(205,309)
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	\$ 2,332,065	\$ 2,481,544	\$ (205,309)
Total Funds	\$ 2,343,879	\$ 2,530,327	\$ (242,278)

Green Valley Villas West Condominium Association – January, 2020 Newsletter

Villa's West Financials
Balance Sheet
November 30, 2019

Assets	Operating	Reserve	Totals
1128 WF Checking - Operating	6,764.75		6,764.75
1140 Petty Cash	50.00		50.00
1194 WF- Reserve		(5,940.54)	(5,940.54)
1196 WF Advisors Investments		1,706,564.58	1,706,564.58
1230 Shuffleboard Courts		4,400.00	4,400.00
1231 Office Equipment		40,992.03	40,992.03
1232 Maintenance Equipment		159,431.01	159,431.01
1234 Landscape Equipment		98,364.77	98,364.77
1240 Maintenance Building		66,094.11	66,094.11
1241 Office Building		72,989.14	72,989.14
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		746,050.05	746,050.05
1400 Heat Pumps		1,549,783.37	1,549,783.37
1499 Accumulated Depreciation		(2,459,765.34)	(2,459,765.34)
1510 Supplies On Hand	5,000.00		5,000.00
Total Assets	11,814.75	2,332,064.93	2,343,879.68
Liabilities and Equities			
<u>Current Liabilities:</u>	-	-	-
<u>Reserves:</u>			
2705 Operating Fund Balance	56,441.86		56,441.86
2706 Reserve Fund Balance		2,509,459.22	2,509,459.22
Sub-total Reserves	56,441.86	2,509,459.22	2,565,901.08
<u>Equity</u>			
Callber Net Income	7,273.65	(50,537.52)	(43,263.87)
YTD TOPS Income/(Loss)	(51,900.56)	(126,856.77)	(178,757.33)
Sub-total Equity	(44,626.91)	(177,394.29)	(222,021.20)
Retained Earnings	(0.20)	-	(0.20)
Total Liabilities and Equity	11,814.75	2,332,064.93	2,343,879.68

January 14, 2020 Board of Directors Meeting

Committee Reports

Architectural Committee – Jim Becker

- We had 15 Architectural Requests since November 12, 2019 including: extending patio, wrought iron fences and gates, sun shade, security doors, storm doors, one shed, sky light and solar tube, window replacement, door window inserts. All were pre-approved.
- Along with the Documents Committee the Architectural Committee will be working on updating the Architectural Specifications during the next few months.
- **Reminder:** anytime you, as a homeowner, wish to change or update anything on common ground, windows, or doors, shades or sheds, TV dishes, etc. 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.
- No meetings since the October meeting when the 2020 Budget was in development.

Grounds – Lila Szedlus

- Nine (9) grounds applications were pre-approved (trimming, removing decayed tree, planting paddle cactus, trim oleander, remove pancake cactus, trim Texas ranger, transplant small cactus, remove tree). Two (2) applications denied: transplanting of Ocotillo (protected by state), spot too small to plant a large tree. Criteria are being developed to better indicate what landscape issues require a grounds application and which are just basic work orders (trimming, removing dead shrubs, etc.).
- New project starting – trimming and removing overgrown cactus and bushes – will also help grounds crew cleaning up. First area was 135 Tierra – A. Removed a tree for safety reasons and a large dying cactus and a couple overgrown shrubs. Planted a small cactus instead. Owners were quite happy with how nice it looks now. Will be done over time throughout Villas as many plants are very old and likely need to be replaced.
- Also will be checking for trees in patios that are overhanging patio roofs and/or building roofs. Letters will be sent to owners. You can have a service come in to do, or contact the office and Marcos will see if one of the regular landscaping guys wants to do it after normal working hours – for a fee.

January 14, 2020 Board of Directors Meeting
Committee Reports (Continued)

Communications & Documents – Mary Meister

- Since November, the committee has been in “production” mode. Barb Fisher continues to be our Web Master and is keeping the Website updated. We continue to add more information as it is available with more to come. The Website is intended to be the repository of most things Villas West so everyone has access. If people use it, it will save lots of questions and provide lots of answers! We are also doing the Newsletter until both can be passed on to the new Administrative Assistant.
- Hopefully you all received the annual packet mailed in early December. If not, check with the office as it may have been returned because of address issues. A reminder that we need everyone to make sure their contact information is updated including email address – you can make changes using the new Owner’s Portal. I would like to thank the Communications/Documents Committee members (Carleen Otto and her neighbor June Lageveen, Board Member Chris, Lila and Jim, Kharmyn, Diane and Cathy from the Office and Alma our Custodian and Joseph our Shop Manager for assisting in collating, stuffing, stamping and labeling 650+ packets – it was quite the 1 day process. Thank goodness that is only once a year!
- We have also started testing using “A frame” sandwich boards to communicate some important information to the campus (board meeting, street crack sealing, patio sale, Xmas party notice, listening forum) in a cost effective way (printing boards is very expensive when you are doing more than 1 or 2. I think we almost have the system figured out. We have also tested leaving notices at individual units – this is going to be necessary for alerting people to the summer street coating project. While time consuming, it is important for projects that impact a lot of people and require people to take some sort of action (like moving their vehicles, etc.).
- We will be meeting formally after the Annual Meeting. I’m hoping that by then we can pass on a few of our time consuming jobs and start working on other documents (Rules and Regulations, Job Descriptions, Employee Manual, Surveys, etc.).

January 14, 2020 Board of Directors Meeting
Committee Reports (Continued)

Maintenance – Tim Schaid

- The Villas West Maintenance Committee met on Monday, January 6, 2020 at 9:00 AM. Committee members present were Jim Becker, Mike Flynn, Bruce Macleod, Bob Opoka and committee chairman Tim Schaid. Several questions and recommendations by the committee were identified and passed along to Cathy Russell and the Villas West Board of Directors. The next meeting of the Villas West Maintenance Committee will be on Monday, March 2, 2020 beginning at 9:00 AM at the north Sarta pool. The meeting is open to the members or their designative representatives to attend.
- 10 more roofs have been budgeted to be replaced in 2020 – The 10 roofs identified to be replaced are 145, 316, 414 and 360 Pena; 372, 93, and 264 Sarta; 357 and 262 Quinta; and 317 Tierra. One additional has been added: 366 La Canada.
- There are just two small sections of sewer inspections and repairs that remain to be completed just off the north side of Penasco on Sarta and Quinta.
- The first phase of the street repairs and resurfacing was completed last December. The second phase will be to repair and resurface the parking lots and driveways on La Canada as well as all of Quinta and Pena.
- The Tierra gating project will be starting up again this week. Marcos and Joseph are currently finalizing plans and creating a material pricing list for the project.
- The painting of the Villas West buildings throughout the complex started on Monday, January 13, 2020. Twenty-six building will be painted in 2020 with 15 of those 26 identified as in need of immediate painting. Plans are to paint 26 buildings per year, which creates a 7-year painting schedule. Later on in the agenda the board will consider approving Butierez Painting, Inc. as the contractor.

January 14, 2020 Board of Directors Meeting
Committee Reports (Continued)

Social Activities – Lila Szedlus

Fun in the Sun (December and January)

- Turnout was smaller than normal (only 25) for the December Fun in the Sun. But some hearty people showed up despite the cold and wind showing up around 9 and leaving around 11 a.m. January's Fun in the Sun was well attended with about 65 people attending – weather was cool but it was sunny and the wind didn't kick up until 11. Prospective Board Members were introduced to the group.
- **Patio Tree Light Contest** winners were announced. Twelve (12) villas participated. One group did the whole building so of course we had to give them all a prize (369 Quinta). Other winners: grand prize (160 La Canada), 188 B Quinta, 230 C Sarta, 206 A La Canada. Prizes were gift cards (Starbucks, Culvers, McDonalds, etc.).

Villas West Christmas Party (December 13,2019)

- The party was held at the American Legion #66 on Duval Mine Road with 91 tickets sold and 87 residents and guests attending. Everyone enjoyed the drinks, food and music from 4:30 – 9:00 p.m. Table gifts were the poinsettias on each table and the door prize was a larger poinsettia. Lee Ann also had a plate of cookies and candy for each table. The meal was wonderful and everyone sounded happy singing Christmas carols!
- We received a lot of toys and with the permission of the Marines (Toys for Tots), we gave to a different shelter this year, Prima Vera Foundation. They hadn't gotten signed up in time for the Marines list of recipients so we were able to help out and give these kids a happy Christmas – thanks to everyone who donated toys! Kharmyn Cousins did the shopping and she did a great job choosing gifts.
- I want to thank LeeAnna, Charlotte and Kharmyn for helping with the Christmas party.

January 14, 2020 Board of Directors Meeting

Motions Unanimously Passed by the Board

- ❖ Approved minutes of Nov. 12, 2019 Regular Board Meeting and Executive Meetings (11/20/2019, 12/19/ 2019, January 7 and 10, 2020).
- ❖ Accepted the Treasurer's Report Ending 11/30/2019.
- ❖ Approved the pre-approved Architectural requests.
- ❖ Approved the pre-approved Grounds requests and Denials.
- ❖ Confirmed approval to hire Butierez Painting LLC for painting buildings and sheds (charge back at cost - \$50 to homeowners).
- ❖ Approved Beth Munson to Communications/Documents Committee.
- ❖ Approved limiting parking at Villas West to 2 vehicles (parking permits) per villa (one in assigned legally deeded parking spot and one additional vehicle allowed in overflow parking on West Side of Tierra – all parking areas subject to same rules outlined in the CC&R's (4.10, 4.11 and 4.13) and Rules & Regulations (Rule # 7).
- ❖ Approve agreement with Cox for upgraded phone system.

Additionally: Ad-hoc Compliance Committee is being formed with Chris Fisher as Chairperson. Focus initially will be on parking – contact office if interested.

Discussion of 2020 Budget and Increase in Monthly Assessment In Case You Missed It

Roofs and HVAC's will continue to be a major expense in the future and the street coating project is \$120,000 over two years (2020 and 2021). We are not putting on "Band-Aids" any longer at Villas West – we are 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 recommended 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!

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

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.

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**

	<u>Budget</u>
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 \$80,000 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 2016 Reserves have decreased by \$300,000. Need to reverse that trend.

January 14, 2020 – After Official Board of Directors Business Meeting Summary of Owner Input

There was not a lot of extra time for owner comments, but the following are a few that we had time for:

- One homeowner asked if we paid for recycling since all of that is probably going to the dump since contaminated (homeowners not following guidelines).
- Another homeowner mentioned she had gas leak/build up issue that could have caused an explosion but her CO (carbon monoxide) alarm went off – open your windows and doors if this happens to you. The gas co. person who came out said to warn people they should not put tin foil on the bottom of their gas stove to catch the grease as it can impact the venting of the stove. **He also mentioned that everyone in villas should have a CO detector along with their smoke detector** since many have gas stoves and we have gas heating systems. The gas co. person also noted that the new HVAC units the Villas are installing are very good. Also, some of the buildings are pretty air tight because they are small and with newer windows. Make sure you use your stove fan/vent and open your window some when cooking – let some fresh air in now and then. Someone also mentioned that you can check with the fire department as they have a program (for a small free) to install Smoke and CO detectors.
- Another person mentioned seeing the “A Frame” about the Board Meeting and appreciated that they were placed near entrances – the one near Pena/Walgreens on Esperanza was a particularly good spot.

Homeowner Reminders

(Check Website, CC&R's, Rules and Regulations, Living in Villas West for More Details)

Contact Information

- Contact Information for Owners – please update with office by phone, email, in person using Caliber Portal (information on getting your unique ID for setting up your account can be found on the Villas West website: www.villaswest.org).
- 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 – it makes it easier for packrats to get in your engine and it makes it harder for people with scooters/wheelchairs/walkers to get down the sidewalk especially if someone is helping them by walking next to them.

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 pools (unless Certified Service Dog – office needs a record). A dog 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 on Wednesdays.

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 (No Recycling or Garbage!)

- 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. The Association will not be liable for any damage or loss to items left on the patio.

Pools (Review Pool Regulations at Pools)

- Do NOT remove covers on pools – maintenance dept. will remove covers when the temperature is expected to be above 60 degrees.
- Pool hours: Nov. 1 – April 30 (10 a.m. to 6 p.m.; children 11 a.m. – 1 p.m. & 4–6 p.m.); May 1 – Oct. 31 (6 a.m. – 10 p.m.; children 11 a.m. – 1 p.m. & 5 – 7 p.m.)
- All guests must be accompanied by an owner/tenant and all children under 18 by an adult.
- Be sure gate locks behind you when entering or leaving pool.

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).

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. Birdseed must be contained in your own patio – no birdseed dropping on common grounds.

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.

Smoke and CO (Carbon Monoxide) Detectors

All villas should have a working smoke and CO detector since many people have gas stoves, dryers and our water heaters and HVAC units are gas powered. You can buy both smoke and CO detectors at the hardware store and they are easy to install. The GV Fire Department has programs for replacing batteries regularly and for installing smoke detectors but you must actually get the smoke detector through the Fire Department (they will not install ones you purchased at the store). Call **GV Fire Dept. Smoke Detector Program** at (520) 393-7505. They **DO NOT install CO Detectors.**

GV Fire Dept. Lock Box Program

You might also want to consider getting a “lock box” (a box that is installed at your villa so the fire department can have access to a set of your keys to enter your unit in case of emergency). It costs less than \$100 for purchase and installation. For more information, call the GV Fire Dept. Lock Box Program (520) 625-9438.

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.

Leaving for the Season

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

- Change mailing address and contact information with the office.
- Make sure the office has a key to your Villa for emergency use.
- Ask someone to be your villa caretaker to check your unit during your absence.
- Request that your water be turned off when you leave. Remember that the office requires written notice for water turn on service (three business days).
- Set your thermostat to a reasonable temperature or on “off” to avoid high utility costs this summer.
- Make sure to close/cover all drains to avoid any pest issues.
- Make sure that your patio landscaping is trimmed away from all structures.
- If you are leaving a vehicle here, make sure that it is parked in your assigned space or in our over-flow area on Tierra.
- All vehicles must have a parking permit visible. If you do not have a permit, come by the office to obtain one.
- If you are covering your car, keep in mind that our summers are harsh on plastic and covers can be destroyed in the hot sun. Please have someone available to remove the cover should it become ragged.
- Check your toilet water supply line for wear and tear. Faulty repair lines and couplers can cause flooding in your unit. We highly recommend that you check these lines twice a year (spring and fall) and replace them if there are any signs of wear. Supply lines are inexpensive and can be purchased at any hardware store.
- Place a rock on your trash can lid to indicate that you do not need pick up when you are away.
- If you have unopened boxes and cans of food, they can be brought to the Villas Office. They will be donated to the local food bank

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, 9:00 a.m. until the coffee runs out 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. Check the Website, Office and Laundry Rooms often for notices of these activities.

New Owners

- We would like to welcome all our new Owners to Villas West.
- Please remember to sign up for our Monthly Owner/Renter 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 do not have internet access,** you should have received a copy of the CC&R's, By-Laws and Rules and Regulations. Other information is available at the office on the inside wall next to the door – Living in Villas West, Parking Permit forms, work order forms, etc.
- If you have an interest in running for our Board of Directors, contact the office and you will be connected with the Nominating Committee Chairperson. You may also 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 (defined in the By-Laws). Lots of ways to contribute your talents.

CLASSIFIED ADVERTISING

FOR RENT

GREEN VALLEY Casita for rent. April, May 2020.

**King-sized bed, walk-in shower, mountain view,
morning sun, GVR.**

Contact: Beth at (603) 208-9398
or bethdingman@gmail.com

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

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.