



Green Valley Villas West
Condominium Association
February, 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: (currently recruiting) 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 2/2023)

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

Chris Fisher: Treasurer
(term ends 2/2022)

Maureen Frye: Secretary (term
ends 2/2023)

Mary Meister: Director
(term ends 2/2022)

Standing Committees

Assignments

Architectural: Jim Becker

Budget and Finance:
Chris Fisher

Maintenance:

Tim Schaid (Lead) & Maureen
Frye

Communications & Documents:

Mary Meister

Grounds: Maureen Fry (Lead) &
Chris Fisher

Ad-Hoc Committees

Compliance Committee: Chris
Fisher

Social Activities: Lila Szedlus

*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
- 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).

Board of Directors Election. The two Board Members elected at the Annual meeting were Jim Becker and Maureen Fry. Officers and committee assignments are noted on the previous page of this newsletter.

New General Manager Search. Cathy Russell resigned and is moving to an HOA that is fairly new (way less maintenance issues lucky woman)! We wish her all the best on her new endeavor and the Board is in the process of searching for a new General Manager (Cathy is here until 2/21). Position information available on the website.

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 9 digit 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, and 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.

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 – effective January 1, 2020.
- If HOA payments are once a year, the HOA only has to send out a yearly statement. 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.
- Be patient with our first e-mailing of statements – we are working out all the kinks in the first few e-mailing of statements.

Compliance Committee is Already Busy

- Based on input from the first "Listening Forum," compliance with various CC&R's and Rules and Regulations was brought up frequently with "parking," "rentals of less than one month," and using common areas for personal use (decorative items, pots, grills, chairs, storing bicycles, bird feeders, etc.) mentioned most. The Villas West Board has formed a Compliance Committee with Chris Fisher as the Chairperson at the January Board Meeting. The committee currently has 8 members from various quadrants of the property and they began by working on parking issues.
- The committee has walked the entire community at least twice and has met with appreciation for their work from 99.5% of residents. They have documented cars for tags, reminding owners and renters not to park in Visitors spaces, and identifying owners/residents who have multiple vehicles playing "musical chairs with their vehicles and just move them back and forth between spots regularly." So far, 118 new parking permits have been issued along with numerous temporary permits. The committee does not harass or confront residents, but instead, informs residents of the rules and regulation with a courtesy notice and offers solutions.
- Thanks to everyone for your cooperation with our work, and we will be looking at the Common Area Violations next (tables, chairs, plants, grills and other items not on deeded patios or directly under the living room window).
- 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.

What's New and Important

Painting Resumed With Butierez Painting

- You have probably noticed that painting of villas has resumed starting the week of January 13, 2020. We have contracted with Butierez Painting and will be moving to a 7 year rotation similar to that being used at Villas East. This means that roughly 26 buildings will be completed each year.
- This year a number of buildings have been identified as needing painting first due to their condition plus finishing up on La Canada and Tierra. Tentative order is as follows: 133 Sarta, 105 a 145 Sarta, 118 Quinta, 93 Sarta, 445 Esperanza, 102 Quinta, 90 Quinta, 91 Quinta, 263 Quinta, 275 Quinta, 384 Penasco, 264 Pena, 317 Quinta, 329 Quinta, 414 Sarta, 430 Sarta, 444 Sarta, 408 La Canada, 430 La Canada, 452 La Canada, 474 La Canada, 484 La Canada, 147 Tierra, 175 Tierra, 233 Tierra.

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 – **current plan is sometime during May.**
- 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.
- Cars/trucks parked on the streets to be coated (including parking areas and driveways) will need to be moved for a day or two (we will have a more exact schedule later related to the specific street dates).
- **Any “snowbirds” who leave cars parked here over the summer (La Canada parking areas, Pena, Quinta)** 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 (snowbird spots with no cars parked) as well as those who left “car mover” contact information. More to come on this project as we have more information on timing
- **If you know someone who has a car/truck parked on one of these streets and may not be aware of their need to move their car this summer, please let them know.**

What's New and Important

Another Owner/Tenant “Board Listening Forum” in the works (hopefully before next Regular Board Meeting 3/10)

- 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.”

New Office Staff and “Open” Office Hours (8 a.m. – 12 noon, 1-3 p.m. vs. 4 p.m. in past) – In Case You Haven’t Heard

- 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.)

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.

Owner/Tenant Orientation Meeting: 2/21 meeting CANCELLED. Held the 3rd Friday of the month (e.g. 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 here.

Surveys Returned and Voting:

- Thanks to everyone who returned surveys and voted (330 ish): Fair Housing Act Statement of Compliance (55+) – should have been returned by “everyone,” Water Usage Survey (reduce costs and helping to identify open parking spots for May street paving), Owner Survey (will help us better understand our community) and Voting (responsible community member – quorum required to elect Board, etc.).

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.

Pest Control

- Our pest control company (Horne Pest Control, formerly Borderlands) is at the Villas on Wednesdays. Each week our service person walks/assesses a different section North to South (all sections covered in a month). Our service no longer automatically sprays around all buildings regularly in order to prevent insects from building up tolerances to chemical applications (also safer for residents and pets).
- If you want to have them spray inside your front patio and/or around your villa, you can contact the office and your name/villa will be put on the list for Wednesday. If you want them to spray the inside of your villa, also contact the office – 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 let the office know and the specific location so the area can be put on the list for Wednesday.
- **Upcoming Activities**
- Next Board Meeting – March 10, 9:30 a.m. at Friends in Deed, 301W. Camino Casa Verde, Room D, Green Valley, AZ. Open to all Owners only.
- March Fun in the Sun – March 12, 9 a.m. to whenever coffee runs out! If you want to bring goodies, let Lila know so she will order fewer donuts. Last one April 9.
- St Patrick's Day Party – March 17, 1-3 p.m. at Penasco Park. Look for signs. Green beer, corned beef/cabbage/carrots/potatoes/onions provided. Bring dish to share for 10-12. Music – Dee is back!

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

Hello Villas West. Thanks to all who attended the Villas West HOA Annual Meeting on February 11, 2020. We had the best turnout in some time – over 150 people.

With the completion of the Annual Meeting and the election of two Board of Directors, I believe we are energized to continue to go forward in maintaining Villas West as a great place to be.

I would like to congratulate Maureen Fry to the Villas West Board of Directors and a very sincere “Thank You” to Lila Szedlus for her service on the Board. Lila has volunteered to continue leading the Social Activities into the future (Thanks Lila).

We have a solid plan to continue to repair and replace roofs and begin an intense preventive maintenance program. We have almost completed improving the sewer system by systematically inspecting and cleaning all sewer lines and will be implementing a systematic preventive maintenance program.

With 55 year old buildings, we are experiencing wear and tear and we are being very aggressive and proactive in improving our properties to maintain the beauty and value of Villas West.

Since we have implemented the new Caliber software, we need to upgrade our banking process and start a program of systematically rebuilding our Reserve Fund.

I would like to thank Marcella Erler, Lurna Seeger, Maureen Fry and Lila Szedlus for volunteering to run for the Board of Directors this year. Also, I want to thank Bob Opoka and his committee members for their duties as the Nominating Committee.

I would also like to thank Cathy Russell for everything she has done for Villas West over the past two years as General Manager to get all these projects under way and moving forward. We wish her the best as she moves to a much newer HOA with a lot less maintenance! Cathy's last day is 2/21/2020 if you wish to say good-bye.

Thank you all for your patience, understanding and great support.

Jim

General Manager's Last Message by Cathy Russell

I want to thank everyone for a blissful 2 years of being a part of such a wonderful community.

The friendships that were made will always be with me.

Villas West is on a solid foundation with good people that truly care and when everyone works together all things can be achieved.

We have accomplished a great deal over 2 years and I truly feel this has set the way for positive growth for all.

Goodbyes are not forever.

Goodbyes are not the end.

They simply mean I'll miss you

Until we meet again!

February 11, 2020 Annual Meeting Annual Summary by Jim Becker

Highlights of 2019

- Personnel changes in the office: Diane Lizarraga (Bookkeeper) and Kharmyn Cousins (Admin. Asst.).
- Replaced 12 main roofs and major repairs on several others.
- Replaced approximately 50 HVAC systems.
- Contracted with Butierez Paint Contractor to continue painting our buildings in a systematic professional manner and reducing our employee head count (21 to 19).
- Continue to repair sidewalks and eliminate trip hazards.
- Improved Villas West Website to better communicate to residents and home owners.
- Updated sewer system with more clean outs and repair of damaged or bad areas.
- Held “Listening Forum” to allow residents to voice their concerns for which the Board has addressed most issues. This will be a continuous process.
- Successfully implemented a new HOA software system called Caliber which is a huge improvement to our archaic TOPS system.

Projects Going Forward

- Street Maintenance – An improvement of our streets is planned in 2020 by Holbrook Paving. The project will be completed over the next two years.
- Roof Improvement Plan – Continue to replace and repair roofs systematically per the established priority list.
- Continue to improve communications to residents. We want to provide as much information to residents as we can within the constraints of time and money.
- Established a Compliance Committee to help assure residents are adhering to the Rules and Regulations and CC&R’s.
- Create systematic “Preventive Maintenance” schedules for cleaning roofs, maintenance of sewers and grounds, water heaters/closets, etc.
- Improve our banking process by upgrading to better and more up to date banking systems.
- Begin a systematic program to rebuild the Reserves.
- Thank you to all members for your support as we move forward.

February 11, 2020 Annual Meeting
Summary of Treasurer's Report by Chris Fisher

Operating Account as of December 31, 2019.

Operating Income: Assessment fees \$1,600,626 (Total Income \$1,629,826) Variance from budget (-\$15,964)

Operating Expenses: \$1,650,374 (Expenses plus transfer to Maintenance Fund)

Operating net income/loss (-\$20,539)

Reserve Account

Reserve Income (interest, gain/loss on investments, contributions): \$407,925

Reserve Expenses: \$573,520, Variance from budget (-\$208,520)

- Roof replacement – \$296,734 (-\$80,734)
- HVAC replacement - \$222,390 (-\$152,390)

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)
-
- **Please remember to put your 9-digit account number on your check** when paying your monthly assessment fee (if paying by check or **include for paying "online bill pay"**). Arizona State Law now requires us to send monthly statements in the mail. You may choose to "OPT-IN" to receive your monthly statement by email instead, saving your HOA time, paper and postage. Forms are available in the office and on our website.
 - **An independent financial review was performed** by Steven Keys, Director of HOA Services at the Larry Recker CPA firm in December 2019. He reported to the Board and management that our books are accurately maintained and that there was no suspicious activity in our accounts detected.
 - **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. Relevant financial information is posted on the Villas West Website.

Green Valley Villas West Condominium Association – February, 2020 Newsletter

CONDENSED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION

As of December 31, 2019

	ACTUAL	BUDGET	VARIANCE
OPERATIONS FUND			
Receipts			
Residential assessment	\$ 1,600,826	\$ 1,612,800	\$ (12,174)
Late charges	1,293	2,000	(707)
Transfer fees	15,060	15,000	60
Laundry	11,657	15,800	(4,143)
Other Income	1,200	200	1,000
Total receipts	1,629,836	1,645,800	(15,964)
Disbursements			
Maintenance	766,009	736,707	(29,302)
Utilities	277,362	278,675	1,313
Administration	199,588	180,408	(19,180)
Insurance & Taxes	117,416	120,010	2,594
Total disbursements	1,360,375	1,315,800	(44,575)
Income / Deficit	269,461	330,000	(60,539)
Transfer to Major Maintenance Fund	290,000	330,000	40,000
Net Increase / Decrease in operating fund balance	(20,539)	-	(20,539)
Operating Fund balance as of 12/31/18	56,442	56,442	-
Operating Fund balance at end of period	\$ 35,903	\$ 56,442	\$ (20,539)

MAJOR MAINTENANCE FUND

Receipts			
Transfer from operations fund	\$ 290,000	\$ 330,000	40,000
Gain/(Loss) on Investments	74,113	-	(74,113)
Additional Reserve Allocation	-	-	-
Interest	43,812	35,000	(8,812)
Total receipts	407,925	365,000	(42,925)
Disbursements			
Roof replacements	296,734	216,000	(80,734)
Street Maintenance	6,250	12,000	5,750
Pool equipment	2,793	5,000	2,207
HVAC replacement	222,390	70,000	(152,390)
Capital equipment	11,016	7,000	(4,016)
Tree Maintenance	-	15,000	15,000
Restoration - Gas Line Replacement	33,186	30,000	(3,186)
Contingency	1,181	10,000	8,819
Total disbursements	573,550	365,000	(208,550)
Excess (deficit) of receipts over disbursements	(165,625)	-	(165,625)
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	\$ 2,343,834	\$ 2,509,459	\$ (165,625)
Total Funds	\$ 2,379,737	\$ 2,565,901	\$ (186,164)

Green Valley Villas West Condominium Association – February, 2020 Newsletter

Villa's West Financials

Balance Sheet

December 31, 2019

Assets	Operating	Reserve	Totals
1128 WF Checking - Operating	30,903.06		30,903.06
1194 WF- Reserve		1,514.71	1,514.71
1196 WF Advisors Investments		1,710,878.50	1,710,878.50
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	35,903.06	2,343,834.10	2,379,737.16
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>			
Caliber Net Income	31,361.96	(38,768.35)	(7,406.39)
YTD TOPS Income/(Loss)	(51,900.56)	(126,856.77)	(178,757.33)
Sub-total Equity	(20,538.60)	(165,625.12)	(186,163.72)
Retained Earnings	(0.20)	-	(0.20)
Total Liabilities and Equity	35,903.06	2,343,834.10	2,379,737.16

**February 11, 2020 Annual Meeting
No Committee Reports**

Architectural Committee

Budget & Finance

Grounds

Maintenance (Next Scheduled Committee Meeting – 3/2 at 9 a.m. North Sarta Pool)

Communications & Documents (Next Scheduled Committee Meeting – 2/19 at 1 p.m. at South Pena Pool)

**February 11, 2020 Annual Meeting
Results of Election and Approval of Membership
for 2019 Annual Meeting Minutes**

- ❖ Bob Opoka, Nominating Committee Chairperson announced the results of the election:
 - Minutes of the 2019 Annual Meeting were approved by the membership
 - Election results: The two open positions on the Board of Directors of Villas West Homeowners Association: Jim Becker and Maureen Fry had the highest number of votes – their terms will run from 2/11/2020 through February 2023.

Bob thanked the Board for 2019 and his Nominating Committee members for their time and professionalism in carrying out the election ballot counting.

**2020 Budget Presentation by Chris Fisher (Treasurer)
February 11, 2020 Annual Meeting
Green Valley Villas West Condominium Association**

- In your packet you have our annual budget for 2020. This budget of \$1,765,960 includes an assessment fee increase of \$15 a month, or a 7.5% increase from last year. It also shows a 7% increase in expenses, primarily due to cost of living increases and other factors. One of those factors is the recent minimum wage increase from \$11/hr to \$12/hr, a 9% increase from last year. As you can see, wages are a major expense of the budget – a projected \$584,000 for the year 2020.
- Other major expenses include HVAC replacements (budgeted for \$55,200) and roof replacements (a \$232,000 item). These are our “best guess” numbers, and if any major items like these fail, the HOA is responsible for replacing them (regardless of what is in the budget). For example, last year we spent \$222,000 on HVAC replacements while only budgeting for \$70,000. With at least 200 HVAC units at 30 years old or older, it’s just a matter of time before those will need replacing, and probably sooner than later. We will also complete half of our street project this year at a cost of \$50,000.
- In 2019, VVHOA diminished our Reserves by \$165,600. HVACs, roofs, and streets are Major Maintenance (Reserve) expenses, and it is imperative that we build on our Reserves for future unforeseen expenses. Our Reserve account is currently in the mid-average range of where it should be according to our last review, and we need to keep contributing to get it back to where it has been in the past. The budget includes a \$390,000 contribution to the Reserve Fund for 2020, and increase of 18% from the 2019 Budget.
- As always, any Budget is based on our best approximation for the coming year. We are optimistic for 2020 but must also be ready and flexible for the alternative. You trust your Board to make sound and responsible fiscal decisions and we will continue to do so to the best of our abilities. We are all owners, and want what is best for the entire Villas West community.

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 2016 Reserves have decreased by \$300,000. Need to reverse that trend.

February 11, 2020 – After Official Board of Directors Business Meeting Summary of Owner Input

- One homeowner asked that people observe the “STOP” signs – observed 5 cars not stopping and going through the stop sign – a neighbor had just been getting ready to step off sidewalk and thank goodness she saw the car going through. You should stop and look before turning. A Board member also reminded everyone that the speed limit is 15 miles per hour.
- Question on whether the street project paving included the driveways on La Canada. (YES)
- Another question on when the street paving would be happening. (Sometime in May is the current plan).
- Again, the recycle bin area was brought up and that if items are included that are not recyclable, the whole container ends up in the landfill. It is “garbage.”
- Another owner (snowbird) appreciated the website, e-blasts. Many of the snowbirds can only come for a few of the meetings – could we live stream or video record or put on You-tube. A Board Member did mention that the minutes of the meetings are included on the website as they are available (also, newsletter is available on the website and it comes out soon after the board meeting and summarizes the meeting information).
- Another homeowner mentioned that he replaced a light bulb on the patio of an elderly neighbor - someone had told her that the HOA no longer will do that. Also, there was dripping from the front patio roof and someone said that was the responsibility of the homeowner. Board President indicated the practice has been that the HOA will install a light bulb for you as long as you have the light bulb to install. If you have one of the original light fixtures on your front patio and it fails, the Association will replace the fixture. If the fixture is not an original, it is the responsibility of the homeowner. The HOA is responsible for the Patio Roofs but not shed roofs – sheds are the responsibility of the homeowner.
- Question about the size of some of the trucks in the complex and how these impact the streets. Board member indicated there are dimensions in the CC&R’s (weight – 1 ton gross which is quite large). Board member indicated Compliance Committee could look into as it relates to trucks in the villas. The trucks used by our garbage pick-up provider are smaller than the previous supplier’s.
- Another homeowner wanted to know if maintenance is dealing with termites at one unit, will they be looking at the other units in the building since all may be impacted. Also, if there is a lot of noise from the H2O heater (bing, bang, bong), likely the bottom needs flushing. Board member indicated they should call the office and ask to have their H2O heater flushed. Maintenance will check for up to date code at same time. Homeowner suggested that flushing once every 1-2 years routinely would be good idea.

February 11, 2020 – After Official Board of Directors Business Meeting Summary of Owner Input (Continued)

- Another homeowner mentioned that her walker gets caught in the cracks in the sidewalks on her way from house to her parking spot (104 S Pena area). Another question on the Freon in air conditioners that is being phased out. Board member indicated we do not use Freon anymore – use the new approved refrigerant. (Board member went by and checked sidewalk – the sidewalk was quite level and those “cracks” are for expansion so sidewalk doesn’t crack. Not really feasible to fill these as they have a specific purpose.)
- Do we plan to spray the olive trees before they bloom? Board member indicated that yes, we have the equipment to do ourselves as you have to do it at a specific time in the bloom cycle. Even then, we can’t guarantee that we will have “every tree” sprayed at exactly the right time. We do the best we can. Another Board member indicated that it was almost impossible to spray the tops of the large trees –if want to get rid of all the olives, we would have to take out these trees and replace. Newer hybrids were not available when these trees were put in many years ago. (If you have olive trees in your patio and don’t want olives, you could also take out that tree and replace.)
- Another owner mentioned that things have gone missing off some people’s patios and indicated people should let the office know. A Board mentioned that the first call should be made to the Sheriff (911) if it is a theft as the office can do nothing but alert people (website, e-blast, notices in laundry). Another person mentioned that we should be looking out for each other – we should try to re-establish the community watch. A Board member indicated that he had recently checked in with the SAV (Sheriff’s Auxiliary Volunteers) about having them come out and talk about the program at one of the Fun in the Sun activities.
- Another owner asked about locking front gates (if you have) that lead to the front door. A Board member noted these must remain unlocked for the mail carrier (B and C units) as the community continued to want mail delivered to their unit when there was a vote on this a couple years ago (consider the newer centralized mail boxes many communities have). The recommendation is to put all your valuable belongings in your villas when you are gone for a long period of time (like snowbirds).
- A question about who is responsible for the electrical boxes – the entire “building” electrical on the outside of the building is the responsibility of the HOA but your inside electrical is the responsibility of the homeowner.
- Another resident noted that the SAV (Sheriff’s Auxiliary Volunteers) have a program where they will come by and check your “house” – check windows and doors and perimeter and will call the person listed as a contact if they notice anything suspicious.
- When in doubt – lock it up! (Bikes, propane tanks, sheds, etc.) Don’t make it easy to steal.

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.

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 EGGHELLS 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.
- Do not prop doors open to bathrooms – allows unwanted critters to move in.

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. Or, you can call the GV Fire Department who have programs for replacing batteries regularly and for installing detectors but you must actually get the 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.

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 in a file box for easy access – 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: Architectural, Maintenance, Budget and Finance, Communications, Documents and Grounds (defined in the By-Laws). Lots of ways to contribute your talents.

CLASSIFIED ADVERTISING

2 BR Villa for Sale

Fully furnished, Ready to move in

Open, light, airy space

Beautifully tiled

Dishwasher, Tiled walk-in shower

Great patio with tiled grill area

GVR

Text or call: 860.460.1720

\$97,500

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.