



Green Valley Villas West  
Condominium Association  
August, 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

**Current Office Hours:** 8am-12pm & 1pm-3pm

Monday – Friday by **Appointment Only** due to COVID-19

**Email address:** [admin@villaswest.org](mailto:admin@villaswest.org)

**Website:** [www.villaswest.org](http://www.villaswest.org)

**Board Email:** [villaswestboard@gmail.com](mailto:villaswestboard@gmail.com)

**General Manager:** JD Sotelo, email at  
[gm@villaswest.org](mailto:gm@villaswest.org)

**Bookkeeper:** Diane Lizarraga, email at  
[finance@villaswest.org](mailto:finance@villaswest.org)

**Administrative Assistant:** Liliana Ortega, email at  
[admin@villaswest.org](mailto: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 Fry:** 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

**Communications & Documents:**

Mary Meister

**Grounds:**

Chris Fisher

**Ad-Hoc Committees**

**Compliance Committee:** Jim

Becker (temp. for Chris Fisher)

**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 Report
- August 11, 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 Administrative Assistant.**

- Liliana Ortega, the Villas West new Administrative Assistant is originally from San Carlos, Sonora, Mexico and has been a Tucson resident for over 20 years. She enjoys spending time with her daughter who is just starting her last year in middle school. Part of her past work experience is in HOA Management, Banking and Accounting.

#### **Bulk Pick-Up by Villas West HOA Workers Coming on Saturday, August 29<sup>th</sup>!**

- Villas West is creating our own Bulk Trash Pick-up which will be held on Saturday, August 29, 2020 from 7:00AM – 1:00 PM. You will need to have your bulk trash that is too large for your regular garbage can on the street (Pena, Quinta, Sarta, Tierra, and Penasco) by 7:00 AM.
- **Acceptable items include:** old plastic patio furniture, ironing boards, shades, brooms, wood, cardboard boxes, umbrellas, tables or chairs.
- **The following will not be accepted:** electronics (TV's, Computers, Printers, etc.), flammable items, construction debris, refrigerators, mattresses or sofas.

## **What's New and Important (Continued)**

### **Pool Hours – COVID-19**

- Due to COVID-19, pools hours have/may change depending on circumstances. Currently pool hours are now Sunday thru Saturday from 7:00 AM – 5:00 PM. Check the Villas West Website or notices at the pool for up to date hours or call and check with the office.
- MEMBER USE ONLY - NO GUESTS. Members may not have guests use the pool facilities. DO NOT ENTER OR USE FACILITY IF YOU ARE SICK OR FEELING SICK.
- MAINTAIN SOCIAL DISTANCING OF AT LEAST SIX (6) FEET- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet - about 2 arms' length).
- RECOMMENDED LIMIT OF 10 PEOPLE- It is recommended that no more than ten (10) people be in the pool area at one time. WASH YOUR HANDS OFTEN.
- Come to the pool already showered and ready to swim.
- Limit your time to about an hour.
- Sanitize any furniture you may use before and after use. While Villas West employees will be cleaning and disinfecting periodically, you need to protect yourself and fellow pool users. The more everyone does their part, the more likely we will not have to close pools except by order of the Governor.

### **Parking Permits (Stickers)**

- We have begun giving out parking permits again.
- Please schedule an appointment with the office.
- You will need to bring your I.D. and need to wear your face mask. If you are a tenant we do need a copy of the lease if we don't already have it.

### **New Laundry Room & Pool Keys**

- New laundry/pool keys are being issued at the office by appointment only.
- You will need to bring your I.D. and need to wear your face mask.
- One key per villa, any additional keys are \$10.00. Forms of payments accepted are check or money order.

### **Villas West Forms**

- Most forms are now available outside Villas West Office as a self-serve option as well as online through our website at [www.villaswest.org](http://www.villaswest.org) under the FORMS tab.

## What's New and Important (Continued)

### **HVAC Filters**

- Our maintenance crew delivers all HVAC filters every Wednesday from 9:00am – 12:00pm.
- To have a filter delivered, contact the office to be placed on the list.
- You may also call ahead to pick up a filter and we will leave it outside the office door.

### **Villas West Trees**

- A big shout out and thanks to Maureen, We had numerous trees around our villas trimmed. Different companies were at Villas trimming, thinning and beautifying our trees.
- We did a majority of trees and will continue to do so every year.

### **Sewers**

- We have started our preventive maintenance program and have started clearing out all sewers.
- We will be removing bushes/trees that might be causing these problems.

### **Butierrez Painting**

- Butierrez has finished painting and did a great job. They have gone back to rectify any issues and have been very detailed on their work. We will be updating when we are ready to start the next phase of Condominiums. We will keep Homeowners informed once we have more information.

### **Street/Parking Areas Surface Treatment (H5) Project with Holbrook Asphalt Co.**

- Holbrook finished the coating project on May 16, 2020.
- Some crack repairs were not completed and we had Holbrook Asphalt come back to complete filling cracks on June 23, 2020.
- We will be scheduling Phase Two (2) Spring 2021 (Sarta, Tierra).

### **Titan Trash –Get Your Trash Out Early**

- Please remember that trash needs to be out before 5:30 AM on Trash Days. All Trash is picked up before 8:00 AM.

### **Compliance Committee will be starting up again soon.**

- The Compliance Committee has already made a lot of progress without using a heavy handed approach – they will initially assume a resident “just doesn’t know.”
- If you are interested in volunteering your time to be on this committee, please contact Jim Becker by leaving a message with the office or sending an email through the board email ([villaswestboard@gmail.com](mailto:villaswestboard@gmail.com)). Please include your name, phone number, Villa address and your email. See Committee reports for more details.

## **What's New and Important (Continued)**

### **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, assessments are monthly, so we must send out a statement each month.
- We are allowed to send owners the statement by email, but you must choose to OPT-IN for an emailed statement. You need to complete a form with signature and return it to the Villas West office (forms available online or at the office).

### **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](mailto: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, check work orders, check compliance issues and more.
- There is a YouTube video on the website 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.

### **Another Owner/Tenant "Board Listening Forum" – on hold until further notice due to COVID – 19.**

- 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. Next one To Be Determined due to COVID – 19.

## **What's New and Important (Continued)**

**Owner/Tenant Orientation Meeting: CANCELLED until further notice.**

- Stay tuned.

### **Monthly Assessment Payment Methods**

- Preferred method of payment is by ACH – forms available in the 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 #) 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**

- Villas West is still planning a Christmas Party at this time. More on this later in the year. No other activities until further notice due to COVID – 19.

**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

Greetings from the President,

Hello Villas West. I thought it was time for me to give all residents an update of what is going on at Villas West. First, as many of you know I spent the month of June and part of July recovering from COVID-19, but I am totally recovered and ready to help Villas West go forward.

We have been experiencing a very stressful time with the Coronavirus and turnover in employees, but we are finally positioned to do good things.

I want to thank everyone who joined in on our zoom Board Meeting. We had very good participation. I hope we addressed all the inquires and question that were sent in to the Board. If anyone has any more issues or questions please feel free to send any questions or comments to the Board email at [villaswestboard@gmail.com](mailto:villaswestboard@gmail.com).

As you all know the Villas West Maintenance and Landscape crew staged a work stoppage until their issues were addressed. The Board had an Emergency Executive Session on August 3, 2020 to address this issue. The Board came to the conclusion that our employees had legitimate concerns and that we needed to find a solution. The Board determined a solution and acted upon it and the employees returned to work on Tuesday morning August 4, 2020. The Board wishes to thank all residents and home owners that expressed their support of the employees.

Some of the projects we are working on are the following: 1) Grounds Beautification – We recognize that the last several months the grounds have been substandard due to a variety of issues, but we are developing a plan to get back to where we need to be and better. 2) ADA Ramps – The Board has been asked to review the possibility of adding ADA Ramps on the property. At this point we have determined our mason crew needs to continue to eliminate sidewalk hazards as this could be a serious legal issue. The ramp issue will be addressed at a later date. 3) Centralized Mailboxes – Because of many issues with delivering mail, one being invasion of privacy on patios, we decided to form a committee of volunteers to study the feasibility of installing centralized mailboxes. We are asking for volunteers to join this committee to complete a study and make recommendations to the board – if interested, email me at the Board email: [villaswestboard@gmail.com](mailto:villaswestboard@gmail.com)

I believe we are going forward to continually improve the Villas West property. The Board is definitely dedicated to maintaining high standards and property values of Villas West.

Thank you for all your concerns and support and be safe and stay healthy.

Jim

## **August 11, 2020 Board of Directors Meeting Summary of Managers Report by J.D. Sotelo**

We have had a lot going on over the last few months so I want to thank everyone for their patients and understanding in regards to this pandemic.

Liliana Ortega has started at Villas West as our new Administrative Assistant. She is at the office from 8:00 AM – 4:00 PM and will be assisting me and Diane in Finance. She is giving out parking permits and scheduling all our appointments. Liliana has also transferred all our information on HVAC's, HWH and Roofs from excel into our Caliber System.

I also want to give a big thank you to Diane in Finance. She has managed to update all of our homeowner files with phone numbers, correct emails and has entered all of our tenant forms into Caliber. We can now say we have correct information in our files.

With that being said, **all new Tenant applications will require a \$25.00 administration fee.** This administration fee covers all changes that need to be done by Green Valley Villas West every time there is a change of tenants (paperwork, questions by tenants directed to the office (vs. landlord), etc. Villas West office is not a substitute for the Owner/Landlord but provides materials and responds to tenant questions and issues for the benefit of all owners in maintaining a safe and enjoyable place to live. **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. **There is a form to complete available on the website or at the office.**

We have created a Preventive Sewer and roof project that we have started and will quarterly clean all sewer lines and Roofs. We have also started repairing utility closets and will be adding the address of the villas for better guidance. We are fully getting staffed and will start many projects to best enhance the community.

I will keep communicating with homeowners by E Blast. Make sure to check your spam or junk mail. We also update the website with all new updates. E-Blast only goes to homeowners we cannot send to tenants if you're a homeowner that has tenants please forward emails to them.



**August 11, 2020 Board Meeting**  
**Summary of Treasurer’s Report by Chris Fisher**

**Treasurer’s Report July 2020**

All Figures are Year to Date (January-June 2020)

**Operating Account as of June 30, 2020.**

Operating Income—Assessment fees \$903,493 (Total Income \$927,605)

Operating Expenses-\$661,596

Transfer to Major Maintenance (Reserve) Fund-\$240,000

Operating net income/loss-\$26,009

**Reserve Account**

Reserve Income (Interest, Gain/loss on investments, Contributions)-\$292,759

Reserve Expense-\$379,200 Variance-(-\$86,441)

- Roof replacement-\$90,756
- HVAC replacement-\$125,795
- Street Maintenance-\$62,429

Reserve Portfolio Summary—

- Opening Value (1/1/2020)-\$1,710,879
- Cash Withdrawn-\$150,000
- Closing Value (6/30/2020)-\$1,613,610
- Change in value for 2020-(-\$97,269)

1. Independent audits of the Operating Account and the Reserve Account will be performed later this summer. Due to the current restrictions related to COVID-19 both audits will be performed remotely, with financial information sent by the HOA office and the Board to our auditor.
2. Landscape and Maintenance wages are \$66.4K less than budgeted and \$46K less than 2019’s figures through June. The HOA is currently short 4 crew members, and we have also had several prior employees opt to quarantine the past few months and not return to work. The main reason for this is that they can collect more money on unemployment and the Paycheck Protection Program. The PPP benefit is currently scheduled to expire in August.
3. There was a hiatus in roof replacements this year as Red Mountain Roofers suspended operations for 3 months out of health concerns. Consequently, we have incurred \$44.6K in roof repairs performed by another vendor.
4. HVAC replacements are currently sitting at \$126K for the year, \$98K over budget and \$57K over las year for the same period.

# Green Valley Villas West Condominium Association – August, 2020 Newsletter

CONDENSED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION  
As of June 30, 2020

<b>OPERATIONS FUND</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<b>Receipts</b>			
Residential assessment	\$ 903,493	\$ 866,880	\$ 36,613
Late charges	489	1,000	(511)
Transfer fees	10,450	7,500	2,950
Laundry	8,204	7,500	704
Other Income	4,969	100	4,869
<b>Total receipts</b>	<b>927,605</b>	<b>882,980</b>	<b>44,625</b>
<b>Disbursements</b>			
Maintenance	376,102	353,452	(22,650)
Utilities	125,696	139,375	13,679
Administration	104,448	92,748	(11,700)
Insurance & Taxes	55,350	60,005	4,655
<b>Total disbursements</b>	<b>661,596</b>	<b>645,580</b>	<b>(16,016)</b>
Income / Deficit	266,009	237,400	28,609
 Transfer to Major Maintenance Fund	 240,000	 195,000	 (45,000)
<b>Net Increase / Decrease in operating fund balance</b>	<b>26,009</b>	<b>42,400</b>	<b>(16,391)</b>
 Operating Fund balance as of 12/31/2019	 35,903	 35,903	 -
<b>Operating Fund balance at end of period</b>	<b>\$ 61,912</b>	<b>\$ 78,303</b>	<b>\$ 16,391</b>
 <b>MAJOR MAINTENANCE FUND</b>			
<b>Receipts</b>			
Transfer from operations fund	\$ 240,000	\$ 195,000	(45,000)
Gain/(Loss) on Investments	34,367	-	(34,367)
Additional Reserve Allocation	-	-	-
Interest	18,392	17,500	(892)
<b>Total receipts</b>	<b>292,759</b>	<b>212,500</b>	<b>(80,259)</b>
<b>Disbursements</b>			
Roof replacements	90,576	116,000	25,424
Painting Outside Contractor	71,150	-	-
Street Maintenance	62,429	25,000	(37,429)
Pool equipment	11,200	1,400	(9,800)
HVAC replacement	125,795	23,000	(102,795)
Capital equipment	-	75,000	75,000
Tree Maintenance	-	7,500	7,500
Restoration - Gas Line Replacement	18,050	10,000	(8,050)
Contingency	-	17,500	17,500
<b>Total disbursements</b>	<b>379,200</b>	<b>275,400</b>	<b>(32,650)</b>
<b>Excess (deficit) of receipts over disbursements</b>	<b>(86,441)</b>	<b>(62,900)</b>	<b>(149,341)</b>
 Net Book Value of Fixed Assets	 631,441	 631,441	 -
Major Maintenance Fund Balance as of 12/31/2019	1,712,393	1,712,393	-
<b>Reserve Fund Balance at end of period</b>	<b>\$ 2,257,393</b>	<b>\$ 2,280,934</b>	<b>\$ (149,341)</b>
 <b>Total Funds</b>	<b>\$ 2,319,305</b>	<b>\$ 2,359,237</b>	<b>\$ (132,950)</b>

## August 11, 2020 Board Meeting Committee Reports

### Architectural Committee – Jim Becker

- We had 17 Architectural Requests since March 10th including Fence and Gates, Screen Doors, Security Doors, Tile, Water Heater Moving, Motion Lights, Windows and New Sheds. All requests were approved.
- I would like to reiterate that anytime you as a homeowner wish to change or update anything on common ground, windows, or doors please remember to complete an Architectural Request (forms available on website or at the office).

### Budget & Finance – Chris Fisher

- No meeting until FALL when we will be working on the 2021 Budget.

### Communications & Documents – Mary Meister

- The Communications/Documents Committee has not met since 2/19/2020 but all input from committee members for updating the Rules and Regulations are almost completed – a couple sections including parking are still being worked on. Once completed, the draft document will go to the Board for review/additional changes and eventual approval at a later Board Meeting. Thanks again to committee members for all their input, particularly Beth Munson for her final “fine tooth” combing – we needed that – also Barb Fisher, Carlene Otto and Inga Finney.
- Barb Fisher continues to update the Website along with our General Manager JD Sotelo as this function is being turned over to the office staff. We will also likely produce/help produce the August newsletter before turning this over to the office staff.
- The street sealing project required us to move only two vehicles and those were people who just happened to be hospitalized just before the project started. Thanks to all the residents for their great cooperation in making the sealing process as painless as possible. In preparation, the Communications/Documents committee created a list of snowbird open parking spots on Sarta and Tierra and asked the Village Mall for permission to park along the north end of Villas East, providing resident parking options during the process. The project was conducted over three days (different sections on different days) which also helped. Sandwich boards with project information were situated around the campus about two weeks prior to the project beginning along with announcements on the Website and postings on laundry room doors.

## August 11, 2020 Board Meeting Committee Reports

### Communications & Documents – Mary Meister (Continued)

- Letters were left early in the morning on all vehicles parked in the areas to be sealed about a week in advance and the contractor, Holbrook, left notices several days before the project began. This, plus notices of what streets were to be sealed in the January, February and March 2020 newsletter and Website seems to have helped this process go smoothly.
- The office has installed “self-serve” information boxes next to the front door for your convenience – now, during the pandemic and for the future. Copies of the latest newsletter will be available there too.
- JD Sotelo, the General Manager has also been utilizing the e-blasts through the new software system, Caliber, so be sure we have your email address on file if you wish to receive these.
- The Owner Survey has been tabulated and basic results will be included in an upcoming newsletter and on the website.
- Again, please visit the website often for up to date information (picking up new laundry/pool keys, pool protocol due to COVID-19 Virus, OPT IN for getting your assessment statements by email and sign in to Owner Portal.

## August 11, 2020 Board Meeting

### Committee Reports

#### Maintenance – Tim Schaid

- The Villas West Maintenance Committee met virtually over [www.zoom.us](http://www.zoom.us) on Friday, May 29, 2020 at Noon. Attending the meeting were me as Chairperson, Vice Chairperson Maureen Fry and committee members Dave Lash, Bruce Macleod and Jim Sullivan. Jim Becker and Mike Flynn were unable to attend the meeting. Villas West General Manager JD Sotelo was also in attendance. Several questions and recommendations by the committee were identified and passed along to JD and the Villas West Board of Directors. The next meeting of the Villas West Maintenance Committee will be scheduled about a week or so ahead of the October board meeting.
- We continue to follow our roof replacement schedule for 2020. Additionally, all four pool mechanical/restroom-shower building roofs have been replaced. Roof repairs are also going well.
- Pools were reopened on Friday, May 29, 2020. New pool gates and locks were installed during the pool closure period. A plan is in place for owners/residents to get their current key replaced for access to new locks that have been installed in pool gates and laundry doors.
- The streets/parking lots on La Canada, Pena and Quinta have had a surface treatment. The board is currently working with JD and the contractor to establish dates for the next phase of the project. We will contact them in the fall for spring dates.
- All 26 buildings that were scheduled to be repainted in 2020 have been completed. Another 26 buildings will be scheduled in 2021. Painting 26 buildings per year puts all of our buildings on a 7-year repainting schedule.
- JD and Marcos are currently working on the development of preventative maintenance plans and schedules for all sewer lines and roofs.
- It should also be mentioned that all repair and/or replacement work to date for HVAC's, HWH and roofs have been captured in the Caliber HOA Management System software in order to have more accurate information for our maintenance crews and homeowners.
- There have been a total of 203 work orders since the March 10, 2020 board meeting; 159 of those work orders were HVAC related, 39 were sewer related and 32 were roof related.

## August 11, 2020 Board Meeting

### Committee Reports

#### Grounds Committee – Maureen Fry

The Landscaping committee has not met together since 11 March. Because of COVID -19 we have not had the opportunity to meet together, but rather divided up projects to be worked on individually, for collective input into the overall plan. To date we have accomplished the following:

- Divided the 65 acres of our property up into quadrants, and labeled the 17 parks by street and number for easier identification, and effective communication with the GM and his crew.
- Labeled the assets in each of the 17 parks to include; picnic tables, benches, poop station, putting greens, shuffle board tables, and equipment sheds. Each of the assets was assigned a quality condition value, based on its need for repair or not.
- Two Master Gardeners have walked the property with me to provide an overall assessment of what can be done to improve the health and wellbeing of our landscape. The trees specifically have not been properly maintained in over 20 years. If they are not trimmed they become weak, limbs break and susceptible for diseases.
- On advice from Chick Parsons, Master Gardner from Desert Meadows, three VW Employees have taken and graduated from the University of Arizona, SMARTSCAPE Course (in Spanish) to improve education of landscape management.
- We had two Landscape Crews on property La Sierra and Land Tamers (LT). In 6 work days we were able to get 53 trees professionally trimmed, using bucket trucks, climbers, and chippers. Total cost was around \$9750.00 for the first go round. We have 17 parks on property, and for the good of them they trimmed some of the largest trees and the most neglected trees on the property. One villa had two huge branches (suspended by nylon rope) removed that were hanging over their roof and patio. High priority annual budget item. Tree maintenance should be done on an annual schedule by park, and common area quadrant yearly, in order to protect our landscape investment. This expense decreases annually, after 10 years.
- 60 Eucalyptus trees have been mapped on the property. The 3 Tree management companies agree that thinning them versus topping them or removing them, that allows us to keep them in optimum health and safety for the property. This will need to be addressed by the board as high priority consideration, as they have not been trimmed.
- The feeble bridge in T2 or Penasco Park has been completely rebuilt. The guys did a great job. Pavers should be installed before the bridge and after to prevent the walkway from being a muddy mess from the sprinklers. Gravel gets blown away during maintenance.
- Removal of the dangerous green metal banding throughout the parks. It's old, rusty, and has injured several of our Residents. We have begun removing the most egregious.
- Recommended landscaping equipment purchases (loppers and shears) upgrades, requested maintenance schedules be maintained, and repaired and traded out when necessary.

## August 11, 2020 Board Meeting Committee Reports

### Grounds Committee – Maureen Fry (Continued)

- Irrigation system failures are a common occurrence; however overspray of the sprinklers into the streets and onto the rocks is a daily occurrence in every single park. Water is expensive in the desert, and this is a high priority need for the HOA.
- Confirmed the need (GM's map and Larry Grigsby's map) for more curb ramps throughout the property for easier pedestrian accessibility, as well as mobility challenged individuals.
- Initiated a VW Parks Rehabilitation Project to the board on 2 July 2020. I have focused most of my energies since being elected in early March 2020, on the parks and properties surrounding the pools throughout the property, in order to make the greatest impact for the landscape and get a better handle on what sort of improvements would enhance the property and entice our residents to use the parks more.
- The proposal was to start with one small and manageable park, as a pilot project , to help determine approximate cost involved and level of participation of volunteers. I proposed ramps in line with the heavy foot traffic flow into the park, moving existing picnic tables and benches into the shade facing the mountains or the sunsets, out of the line of fire from the sprinklers, offering residents or volunteers the opportunity to do mosaic tile or paint murals on the picnic tables or benches; There is a program (see the article "Public art project brightens up Sahuarita) in the Green Valley news that talks about local artist that contribute their artwork to brighten up local parks. The same thing has happened in Desert Meadows Park off Abrego. It also involved doing some rock work and refreshing some gravel, planting shrubs around the water controllers, and remove the metal bands, and adding some niceties like the "Free lil Library" for book sharing, perhaps some comfortable swings. It was supposed to be Residents idea driven, with volunteers that donated labor and or materials. It can be done with minimal expense to the Association.

Thank you to all committee members, and those of you that have pitched in to help get a better handle on the property

### Compliance Committee – Jim Becker (taking over for Chris Fisher temporarily)

- We will be getting started again soon. JD Sotelo, General Manager, will be working on compliance with the committee.

**August 11, 2020 Board of Directors Meeting**  
**Motions Unanimously Passed by the Board**

- ❖ Confirm Approval of Insurance Policy and Workers Comp Policy with American Family Insurance.
- ❖ Confirm Approval of Employee Handbook (minor changes).
- ❖ Confirm Approval of Hamstra as HVAC Contractor.
- ❖ Confirm Approval of purchase replacement of two Utility Vehicles.
- ❖ Motion to create an ad hoc volunteer committee to look into Centralized Mailboxes.



## **August 11, 2020 – After Official Board of Directors Business Meeting**

### **Summary of Owner Input**

Based on Questions asked to the Board via the Board email. Questions were consolidated with the following responses by Jim Becker:

#### Unit Owner Input

1. Pools:
  - Pool Hours – We have increased the hours from 7:00 AM to 5:00 PM.
  - We do not have the same resources as GVR, but we try to clean the pools in order to maintain the proper cleanliness and safety for our residents.
  - Pool Closing due to weather – Our policy always has been to close pools if there is lightning and thunder in the area.
  - Locking of Gates – Over the past couple of years we have had abuse to the pools and outside people using the showers and pools. Since we had to replace the gates per Pima County Fire Code, we decided to better control the pool security.
2. Architectural Specs:
  - The architectural specs and instructions are located on the Villas West website.
3. Violations and Junk all over the property:
  - We have had to have the Compliance Committee postpone their activity because of COVID-19. We are going to start up again as soon as possible.
4. Rumor that a Board member is planning on spending a lot of non-approved money:
  - It is totally not true. Any major expenditures outside of budget is approved by the Board. All expenditures by Villas West require two Board members approval before paid.
5. ADA Ramps:
  - There is not a plan to add ADA ramps at this time. After some priority projects are completed, we will review whether we need to add a few ramps. If we add ramps in the future a thorough study and review will be completed. Villas West is not a Senior Care.
6. Hiring Tile Contractor:
  - We have not contracted with anybody. Once again, this an unsubstantiated rumor.
7. Hiring a Grass Contractor:
  - We do not need to hire a professional contractor. We are finally back to full strength on the Landscape Crew and are in the process of training employees. We should see a great deal of improvement in our landscape.
8. Board Members with violations:
  - It has come to the attention to the Board that a Board member has common ground violations. Board Members are not above the law and Compliance will be addressing the issue.

## **August 11, 2020 – After Official Board of Directors Business Meeting**

### **Summary of Owner Input (Continued)**

9. Reduction in employee hours (rumor):
  - There have not been any management decisions to reduce employee hours. There is not a plan do any reduction in hours.
10. Junkie Patios:
  - Several homeowners have complained about certain residents with junkie patios. The Board recognizes this problem and will look at what the Compliance Committee can do to minimize this issue.
11. Substandard Landscape:
  - Many residents have complained about the messy grounds the past few months. Unfortunately, we have had some limitations due to COVID-19 and some loss of staff. We now have a full staff and are attacking the problem. Hopefully we will be back to a beautiful landscape within the next few weeks.
12. Debris on Curb
  - There have been some questions on the procedure for landscape debris from resident's patio. The proper procedure is to leave it on the curb and our grounds crew will collect it daily. Please leave it before 2:00 PM each day and do not leave any debris after 2:00 PM on Friday so there is not debris on the property during the weekend. Also, do not leave debris on curb during the weekend.
13. Centralized Mailboxes:
  - There have been several issues with delivering mail and requests from homeowners to make the change. Therefore, we are going to look at the issue again by studying the feasibility and determining potential locations. I believe it is time to improve the efficiency of mail delivery and move into the 21st century.
14. Quarters for Laundries:
  - Residents are concerned because of the shortage of quarters for laundry. The laundry machines are owned by a private contractor and we can contact them to see if they can help with this issue.
15. Change in Board members:
  - There was a question from a resident as to whether there was a change in Board members. The answer is the Board remains intact. The only change is a shuffle in Committee Chairs.
16. Financial Reports:
  - A homeowner requested that we publish Financial Reports in a timelier manner. We will be looking at making that happen as the Board can use email to review and approve the reports then we can make them available on the website.
  - Financial reports will be a summary but a lot of detail goes into them and any homeowner who wants to look at any of the details is welcome to make an appointment with Chris Fisher (Treasurer) or Jim Becker if Chris not available and they will go over with you in the office and answer any questions.

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

### Other Questions

- **Work Stoppage:** A great deal of questions, not saying a lot at this time, working on the issue with some follow-up meetings. Because of confidentiality and legal issues, can't say a whole lot at this time. Once through this, we will provide full disclosure on this situation. Appreciate homeowners for their patience and I understand that you want to know and we want to let you know but can't answer any questions at this point.
- **Short term rentals:** Do we have a problem with VRBO – seen like 6 ads for. Villas West CC&R's state rental must be for a minimum of 30 days – anything 30 days or over is acceptable.

## **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, or in person.
- 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 should 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. The grassy areas 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 Sahuarita 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. A fee of \$25.00 has been instituted to reimburse the Association for administrative time related to rentals (short term rentals in particular).

### **Wildlife**

- Do not feed! Hummer feeder's 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 3<sup>rd</sup> Friday of each month – 11 a.m. just left of the office; and RSVP to the office is necessary. **(Currently on hold)**
- **Please check the website ([www.villaswest.org](http://www.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 self-serve rack outside the office door 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). Ad hoc committees include: Compliance and the Social Committee. There are many ways to contribute your talents.

**CLASSIFIED ADVERTISING**

**Classifieds**

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

Prices for newsletters are per issue, Web posting are per month. If you would like to renew for Web posting each month, please notify the office by the 5<sup>th</sup> 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.