



**Green Valley Villas West  
Condominium Association  
November, 2020 Newsletter**

**Villas West Office**

**Mailing and Location Address:**

460 S. Paseo Quinta, Green Valley, AZ 85614

**Phone:** (520) 393-7891

**Fax:** (520) 393-7893

**After Hours Emergency\*\***

(520) 256-5779

**Current Office Hours:** 9am-12pm - Walk Ins & 1pm-4pm by **Appointment Only**. Monday – Friday

**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)

**Marcella Erler :** Secretary  
(term ends 2/2023)

**Chuck Wallace:** Director  
(term ends 2/2022)

**Standing Committees**

**Assignments**

**Architectural:** Jim Becker

**Budget and Finance:**  
Chris Fisher

**Maintenance:**  
Tim Schaid

**Communications & Documents:**  
Chuck Wallace

**Grounds:**  
Marcella Erler & Chris Fisher

**Ad-Hoc Committees**

**Compliance Committee:**  
Chuck Wallace

**Mailbox Committee:**  
Colleen Hay & Jim Becker

**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 reserves 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 Report**
- **November 10, 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 Board Members:**

#### **Marcella Erler, Secretary**

Committee: Grounds Chair

Term Expires: 2/14/2023

As a career nurse of over 40 plus years, I worked in O.R, E.R & ICU. Plus I have a business background, stock broker and financial services, retirement meant leaving cold, snowy and icy Minnesota for sunny Arizona. For nearly 15 years I have lived full time as Villa owner, occupant I have pride and ownership for the lush green areas, four (4) crystal clear pools, walking sidewalks, 2 shuffle board courts, etc. that exist here in the Villas. I will do the best that I can to maintain the quality and beauty of Villas West.

#### **Chuck Wallace, Director**

Committee: Documents/Communications; Compliance Chair

Term Expires: 2/8/2022

My wife Linda and I have owned in Villas West for almost six years. We were Snow Birds until February of this year when we decided to become full time residents. We love it here and are certain that southern Arizona will be our forever home. We moved here from Washington State where I retired from Boeing after a 32 year career in IT operations management. We have one son and daughter-in-law who live in Olympia, Washington. Our granddaughter lives in Enumclaw, Washington and is a fireman/paramedic. I am a Vietnam era Navy veteran and a member of the American Legion.

## What's New and Important (Continued)

### **HOA monthly dues increase:**

The Board of Directors of the Green Valley Villas West Condominium Association is responsible for maintaining the standards of appearance, safety, and values of our neighborhood for the property owners that live here. The board must plan for future repairs, replacements, expenses, legal fees, etc. that may arise from managing the neighborhood, as well as maintain adequate Reserve Funds for costly repairs, replacements, and unexpected major expenses. This mission is made possible through yearly homeowner dues. Payments that are past due restrict the association's ability to fulfill its mission and maintain the neighborhood in which you live.

We want to express our appreciation to our homeowners who have been diligent in paying their monthly fees and fulfilling their obligation to the HOA so that we can perform our duties as needed. Thank you so very much for your commitment to support your community and your HOA.

**The Villas West Board of Directors has voted to increase the yearly dues by \$5.00 per month to a total of \$220 in 2021.** This small increase is needed to help us operate in a balanced budget and follows the cost of living increase for our area in the past year. The ever increasing costs of services to our community to include HVAC and roof repairs and replacements, landscaping, insurance, maintenance repairs, and street maintenance. These are but a few of the necessary expenses paid for with HOA dues.

These challenging economic times have affected all of us. We've spent the past months looking at all of our financial models and forecasts. We waited until all the information was available to make informed financial decisions about our economic stability this year and in the future.

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

**Contracting with employees to do your personal jobs after work hours.** Effective immediately our employees are ready to do after hours work with prior management authorization. Please note that any work done by our employees after hours **IS NOT THE HOA'S RESPONSIBILITY – it is a contract between you and the employee.** If the employee needs to be contacted, it will be after hours only. For any additional questions or concerns please contact the office.

### **Office Hours – Walk In AM/Appointments PM**

- Our Office Hours have recently changed to Monday – Friday from 9:00am – 12:00pm (Walk-Ins Welcomed) and 1:00pm – 4:00 pm (By Appointment Only).
- Face Mask is required and maximum of 2 people at a time.

### **Office Mailing Address – PO Box Eliminated**

- We are updated our mailing address to the office address which is: 460 South Paseo Quinta Green Valley, AZ 85614 and **ELIMINATING** the PO Box 120, Green Valley AZ 85614.
- We have a drop box outside the office which is used as an alternative way to deliver (forms, checks, letters, etc.) without having to go in the office. We encourage you to use it as we are constantly checking it.

### **Parking Permits (Stickers) – Everyone Needs One!**

- 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.
- Parking permits are given out to homeowners, tenants and short-term tenants.
- We currently have new short-term (30 days, less than 91 days) hanging permits that are required to hang from the rear view mirror. They should be returned to the office once stay has concluded. If the permit is lost or not returned, a \$15.00 Fee will be assessed to the homeowner.
- We will also be painting the caution lines (Yellow) and the Red lines on our curbs/streets as well. More projects to come.

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

### **North Sarta Pool**

- Pool will be CLOSED from November 30 thru December 5 for Plastering.

### **New Caliber Portal Information- Update URL**

- Our account portal URL address has changed from :  
[https://caliber.cloud/CaliberWeb2\\_GreenValley](https://caliber.cloud/CaliberWeb2_GreenValley) to  
[https://frontsteps.cloud/CaliberWeb2\\_GreenValley](https://frontsteps.cloud/CaliberWeb2_GreenValley)
- For the next 30 to 60 days Caliber will redirect the URL's automatically.

### **Updated Rules and Regulations (October, 2020) approved by the Board**

- Available on the website (Governing Documents) or at the office. The Documents Committee tried to consolidate from various locations into one updated document.

### **New Laundry Room & Pool Keys – Pick Up at Office (By Appointment)**

- 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.

### **On-Site Updates**

- We have created a Maintenance Preventive Plan (roofs, sewers, hot water heaters, HVAC's) and it has been working Great!
- The ramp project is complete and all ramps are finished.

### **Villas West Forms – Available Outside the Office as Self-Serve**

- 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.

### **Renting Your Villa - \$25.00 New Tenant Admin Fee**

- 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) for administrative time related to rentals (particularly short term rentals). The fee may be charged for each new tenancy for that unit but may not be charged for a renewal of a lease.

## What's New and Important (Continued)

### **Pool Hours – COVID-19 – May Change Depending on Circumstances**

- 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.

### **HVAC Filters Being Delivered Again – Installed by Request Only**

- 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.
- We are now installing air filters upon request ONLY. Our staff will be using face masks and gloves while doing so. Please wear a mask as well while they install the air filter.

## What's New and Important (Continued)

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

- Stay tuned.

### **Upcoming Activities**

- **November Fun in the Sun: CANCELLED until further notice.**

- **Christmas Party: CANCELLED**

- **Christmas Tree Lights Decoration:**

Decorating your patio will be on this year starting Nov. 15th till January 15 2021.

We will be having prizes.

#### **❖ Rules for the Tree lights decoration**

1. Call the Office

a. Give your name

b. Villa address

c. Phone number to be reached by.

d. Contest starts Nov. 15 to Jan 15, 2021

e. Judging will be done around Dec. 27/28 between 5pm-10pm

Please turn your Patio lights on

2. Anybody can decorate (owners and renters)

Prizes will be given only to the people who have signed up at the office anytime time up to the judging date.

Report by Lila Szedlus, Social Actives

- **Next Board Meeting: Scheduled for January 12, 2021 via Zoom.**
- **Annual HOA Board Meeting: Scheduled for February 9, 2021 via Zoom.**

## President's Message by Jim Becker

Greetings from the President,

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 questions that homeowners had. 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).

Some of the highlights of the meeting included continuation of utilizing a paint contractor, approving a budget for 2021, confirming appointment of Marcella Erler to the board, and all of the committee reports.

The Board approved the proposed budget for 2021 as presented by the Budget Committee which included a \$5 per month increase in monthly dues. As we look at the status of Villas West we realize because we have old buildings and Heating and Air Conditioning and roofs that we have had to spend a great deal of money for since the end of 2017 for major maintenance and repair. We needed to spend \$544,830 from January 2018 through October 2020. Therefore, we included in the budget an increase in major maintenance expense or Reserve expenditures to cover the estimated needs for 2021. Thank you to Chris Fisher and the Budget Committee for a thorough job of creating this budget.

The Board has filled the vacated positions on the Board. We have confirmed the appointment of Marcella Erler. Also, since the Board meeting the Board has approved an appointment to the Board of Chuck Wallace. Welcome Marcella and Chuck. I believe we have a good Board now once again.

Some of the inquiries we have received recently are following:

1. Blowers in morning were noisy and dusty. We are looking at a better way to maintain cleanliness and utilize blowing debris more efficiently.
2. Concerns about misuse of the overflow parking area. The Compliance Committee is going to start reviewing parking issues among other violations. The committee has been inactive due to Covid-19, but we are going to get things on track once again.
3. We have had some unauthorized rummage sales. At Villas West we try to have a total association patio sales once or twice a year. Estate Sales are authorized with the approval of Villas West management.
4. Several violations of unauthorized parking and motorcycles parked in unauthorized locations have been observed. Once again this will be addressed by the Compliance Committee,

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.



**November 10, 2020 Board of Directors Meeting**  
**Summary of Managers Report by J.D. Sotelo**

Greetings,

I want to thank all homeowners for their patience and understanding while we get back on track.

We are back on track and have finished a total of 13 ramps around Villas West. We have also painted all laundry rooms and gave them a face lift. We keep working together with our Maintenance crew and following thru with our Preventive Maintenance Plan.

We are in the process of bidding out asphalt project for spring as well as for painting our villas. Schedule will be sent out as soon as we finalize and approve. T

Once again thank you all of Villas West. Happy Thanksgiving.

JD Sotelo – General Manager

**Treasurer's Report November 2020**

**All Figures are Year to Date (January-September 2020)**

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

Operating Income – Assessment fees \$1,310,000 (Total Income \$1,341,000)

Operating Expenses - \$927,500

Transfer to Major Maintenance (Reserve) Fund - \$382,000

Operating net income/loss – \$30,000

**Reserve Account**

Reserve Income (Interest, Gain/loss on investments, Contributions) - \$318,000

Reserve Expense - \$442,500 Variance – (-\$77,500)

- Roof major repair and replacement - \$218,525 (through September 2020)
- HVAC replacement - \$191,790 (through September 2020)
- Capital Equipment - \$25,900 (through September 2020)

Reserve Portfolio Summary (as of 9/30/2020) –

- Opening Value (1/1/2020) - \$1,710,879
- Cash Withdrawn - \$225,000
- Closing Value (9/30/2020) - \$1,545,120
- Change in value for 2020 – (-\$165,759)

1. Landscape and Maintenance wages are \$82,400 less than budgeted. This reflects a number of employees opting out of work during the current pandemic. Staff is currently back to full strength.
2. Major roof repairs and replacements have totaled \$218,000.
3. To keep Members up-to-date on HOA finances the Board is now approving Monthly Financial Summaries and posting them on the website. More detailed information is available for inspection at the office by making an appointment with the President, Treasurer, and/or General Manager.

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

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

|   | ACTUAL                  | BUDGET                  | VARIANCE                |
|---|-------------------------|-------------------------|-------------------------|
| <b>OPERATIONS FUND</b>                            |                         |                         |                         |
| <b>Receipts</b>                                   |                         |                         |                         |
| Residential assessment                            | \$ 1,308,288            | \$ 1,300,320            | \$ 7,968                |
| Late charges                                      | 759                     | 1,500                   | (741)                   |
| Transfer fees                                     | 14,550                  | 11,250                  | 3,300                   |
| Laundry   | 10,073                  | 11,250                  | (1,177)                 |
| Other Income                                      | 6,903                   | 150                     | 6,753                   |
| Total receipts                                    | 1,340,573               | 1,324,470               | 16,103                  |
| <b>Disbursements</b>                              |                         |                         |                         |
| Maintenance                                       | 509,594                 | 593,777                 | 84,183                  |
| Utilities   | 198,032                 | 209,062                 | 11,030                  |
| Administration                                    | 149,093                 | 139,122                 | (9,971)                 |
| Insurance & Taxes                                 | 71,577                  | 90,007                  | 18,430                  |
| Total disbursements                               | 928,296                 | 1,031,968               | 103,672                 |
| Income / Deficit                                  | 412,277                 | 292,502                 | 119,775                 |
| Transfer to Major Maintenance Fund                | 292,500                 | 292,500                 | -                       |
| Net Increase / Decrease in operating fund balance | 119,777                 | 2                       | 119,775                 |
| Operating Fund balance as of 12/31/2019           | 35,903                  | 35,903                  | -                       |
| <b>Operating Fund balance at end of period</b>    | <b>\$ 155,680</b>       | <b>\$ 35,905</b>        | <b>(\$119,775)</b>      |
| <br><b>MAJOR MAINTENANCE FUND</b>                 |                         |                         |                         |
| <b>Receipts</b>                                   |                         |                         |                         |
| Transfer from operations fund                     | \$ 382,500              | \$ 292,500              | (90,000)                |
| Gain/(Loss) on Investments                        | 34,458                  | -                       | (34,458)                |
| Additional Reserve Allocation                     | -                       | -                       | -                       |
| Interest  | 24,821                  | 26,250                  | 1,429                   |
| Total receipts                                    | 441,779                 | 318,750                 | (123,029)               |
| <b>Disbursements</b>                              |                         |                         |                         |
| Roof replacements and Major Repair                | 218,526                 | 174,000                 | (44,526)                |
| Painting Outside Contractor                       | 71,149                  | -                       | (71,149)                |
| Street Maintenance                                | 62,429                  | 37,500                  | (24,929)                |
| Pool equipment                                    | 11,200                  | 2,100                   | (9,100)                 |
| HVAC replacement                                  | 191,790                 | 41,400                  | (150,390)               |
| Capital equipment                                 | 25,879                  | 11,250                  | (14,629)                |
| Tree Maintenance                                  | -                       | 11,250                  | 11,250                  |
| Restoration - Gas Line Replacement                | 18,950                  | 15,000                  | (3,950)                 |
| Contingency                                       | -                       | 26,250                  | 26,250                  |
| Total disbursements                               | 599,923                 | 318,750                 | (281,173)               |
| Excess (deficit) of receipts over disbursements   | (158,144)               | -                       | (158,144)               |
| 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>\$ 2,343,834</b>     | <b>\$ 2,343,834</b>     | <b>\$ (158,144)</b>     |
| <br><b>Total Funds</b>                            | <br><b>\$ 2,499,514</b> | <br><b>\$ 2,379,739</b> | <br><b>\$ (277,919)</b> |

**November 10, 2020 Board Meeting  
Committee Reports**

**Grounds Committee – Jim Becker:**

- Requests:  
We have received four requests for Grounds Requests. At this point, all requests are pending approval. The Grounds Committee needs to review and recommend actions.
- Committee Members: Marcella Eler has been appointed as Chairperson and Chris Fisher as Vice Chair of this committee. If anyone is interested in becoming a Grounds Committee member please let us know by sending a message to the Board email site [villaswestboard@gmail.com](mailto:villaswestboard@gmail.com).
- Status of Grounds:  
The Landscape crew has completed a great deal of improvements to the grounds. Also, the over seeding of the parks has been completed and the parks are looking good and green.  
The crew will be redoing the landscape gravel and rocks where needed. Also, as we go forward, we will be updating parks with a program to eliminate or improve the park grounds and vegetation.

**Architectural Committee Report by Jim Becker**

- We had 4 Architectural Requests since October 13, 2020 including Railings, Gates, Satellite Dish and Golf Cart pad. All requests were approved. We still have one still pending from last Board meeting waiting for further information.
- The one pending request was for combining two one-bedroom units. The Board and discussed the request and determined to allow it based on an approval of the homeowners documented plan.
- 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.

## November 10, 2020 Board Meeting Committee Reports

### Maintenance Committee – Tim Schaid

- The Villas West Maintenance Committee met virtually over [www.zoom.us](http://www.zoom.us) on Tuesday, November 10, 2020 at 9:30 AM. Attending the meeting were myself as Chairperson, and committee members Jim Becker, Lou Kifer, and Jim Sullivan. Mike Flynn was 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 held about a week prior to the January board meeting with the date, time and venue to be determined at a later date.
- To date in 2020 we have replaced 3 roofs and repaired 26 roofs. Villas West continues to be very proactive with preventative maintenance on the roofs throughout the complex.
- As most owners/residents know, new pool gates and locks were installed last spring. Any owner/resident who has not exchanged their old pool/laundry key for a new one should call the office to schedule an appointment to do so. Pool hours are now 7:00 AM to 5:00 PM.
- Phase two of our street work will get started in the spring of 2021; however, JD is currently collecting bids to have the remaining streets of Sarta and Tierra completely resurfaced instead of just resealing. Since it was just done a few years ago we will only be doing any needed repairs on Penasco.
- All 26 buildings that were scheduled to be repainted in 2020 have been completed. The painting of another 26 buildings will be scheduled in 2021. Last month I mentioned that JD and Marcos thought doing the painting in house may be cheaper than outsourcing the project. It has now been determined that outsourcing the project is not only cheaper but more efficient as the crews doing the painting are larger so they are able to paint each building much more quickly than an in house crew could. Painting 26 buildings per year puts all of our buildings on a 7-year repainting schedule.
- The preventative maintenance plan for the Villas West complex continues to go well. The plan divides the Villas West complex into 4 quadrants with a separate crew assigned to each quadrant to conduct regular and ongoing inspections and repairs of sewer lines/cleanouts, HVAC units, roofs and water heaters/closets.
- 13 new ADA ramps have been constructed throughout Villas West by the Villas West masonry crew.

## **November 10, 2020 Board Meeting Committee Reports**

### **Maintenance Committee – Tim Schaid (Continued)**

- Villas West is in the process of upgrading our emergency eyewash station and first aid kits to make sure these items are in compliance with current OSHA safety standards. New and up-to-date first aid kits will also be installed in all of the Villas West pool areas. We are working with the CINTAS Company on this project.
- All Villas West laundry facilities have been repaired and repainted.
- There have been a total of 236 work orders to date in 2020; 143 of those work orders were HVAC related, 36 were sewer related 45 were roof related and 12 grounds requests.

### **Mailbox Committee – Colleen Hay, Chair**

- The Committee has not met since the last Board Meeting. However, there is a plan to review the property for potential locations of mailboxes with the Post Office representatives. Covid-19 tends to slow progress.
- Once potential locations are identified the committee will complete a plan to the Board of Directors for approval. Hopefully we can complete the plan and submit it to be approved in January 2021.

### **Documents and Communications Committee Report by Jim Becker**

- The Documents Committee has not met since earlier this year. However, with the leadership of Mary Meister helping to create an updated Rules and Regulations that the Board approved the committee has accomplished a great deal. Also, during Mary's tenure as Chair we have improved the communications at Villas West a great deal.
- Chuck Wallace has been appointed as the chair of this committee going forward. One of the projects is that we need to review and update (if necessary) the Architectural Specifications.

### **Compliance Committee – JD Sotelo**

- JD mentioned in his earlier report that they have started sending out letters and these have been very productive so far. More will be sent in the future as the Compliance Committee gets back working again.

## November 10, 2020 Board Meeting Committee Reports

### Organization of Board

- Since we have added two new Board members we needed to reorganize the offices and duties of the Board. Following is an organization chart approved by the Board.

### Board Officers:

President – Jim Becker

Vice President – Tim Schaid

Treasurer – Chris Fisher

Secretary – Marcella Erler

Directory at Large – Chuck Wallace

### Committee Chairs:

Architecture Committee – Jim Becker, Chair

Maintenance Committee – Tim Schaid, Chair

Budget Committee – Chris Fisher, Chair

Grounds Committee - Marcella Erler, Chair – Vice Chair Chris Fisher

Documents/Communications – Chuck Wallace

Social Committee – Lila Szedlus, Chair – Jim Becker, Board Consultant

Compliance Committee – Chuck Wallace, Chair

Adhoc Mailbox Committee – Colleen Hay, Chair – Jim Becker, Board Consultant

Thanks,

Jim

**November 10, 2020 Board of Directors Meeting**  
**Motions Unanimously Passed by the Board**

- ❖ The Board approved to continue utilizing a Paint Contractor to continue the building painting process. The General Manager, JD Sotelo, will obtain bids for the Board to review.
  
- ❖ The Board unanimously approved the 2021 Budget as presented by Chris Fisher, Board Treasurer. The budget included a monthly increase of Assessment Dues of \$5 per month increase.
  
- ❖ The Board of Directors confirmed the approval of the appointment of Marcella Eler to the Board of Directors filling the vacancy of Maureen Fry.



## **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) (During Covid 19 Pandemic – may not apply)**

- 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 overflow 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**

**FOR RENT : 402 D Paseo Sarta in Villas West**

*Casablanca:*

Furnished 2 bedroom - Newly upgraded  
Queen bed and 2 twin beds  
East facing patio with mountain view  
Wheel chair accessible, close to pool/laundry  
Cable/DVD/Wi-Fi/Music system  
Unit has GVR

**Available: December-March 2020 at \$1,600/month**

Two month minimum

Contact: Iona Stenhouse/David Otto

206 325-6765

206 369 0644 - cell

or [ionastenhouse@gmail.com](mailto:ionastenhouse@gmail.com)

**CLASSIFIED ADVERTISING**

**FOR RENT : 430 S. Paseo Pena #B, Villas West Furnished 1 bedroom –  
nicely appointed**

**Queen bed. Has its own laundry East facing  
patio with mountain views Cable/Wi-Fi/all utilities,  
linens, included (just bring you personal items and  
relax)**

**50 yards to a villa pool**

**Plus, unit has GVR membership Available: Now  
through-May 2020/2021**

**\$1,600/month. One month minimum Contact: Owner,  
Roy King**

**530-680-8494 cell/text**

**[lionking@snowcrest.net](mailto:lionking@snowcrest.net)**

**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.