



Green Valley Villas West  
Condominium Association  
October, 2021 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:** 8:00 am – 4:00 pm

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

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

**Board Email:** [board@villaswest.org](mailto:board@villaswest.org)

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

**Bookkeeper:** 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**

**Chris Fisher:** President

(Term ends 2/2022)

**Tim Schaid:** Vice President

(Term ends 2/2024)

**Kermit Ketchum:** Treasurer

(Term ends 2/2023)

**Lou Kifer :** Secretary

(Term ends 2/2023)

**Lila Szedlus:** Director

(Term ends 2/2022)

**Standing Committees**

**Assignments**

**Architectural:**

Chris Fisher

**Budget and Finance:**

Kermit Ketchum

**Maintenance:**

Tim Schaid

**Communications & Documents:**

Chris Fisher

**Grounds:**

Lou Kifer

**Ad-Hoc Committees**

**Compliance Committee:**

Jim Crooks

**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
- April 13<sup>th</sup>, 2021 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).

### **Recycling Bins –**

- We have a new gated recycling bin area. The Pool/Laundry key is necessary to get in. Please watch your step and head while entering.
- We do ask your cooperation to lock the gate from inside the recycling bin area on your way out in order to prevent unauthorized people from using it.
- Please help maintain our recycling bins.
- Please break down boxes, do not toss items over the fence, do not leave items stacked in front of gate and do not place non-recyclable items in the bins.

### **Sun Land Asphalt Street Project - Fog Seal**

- Sunland Asphalt Company will be working on a Fog Seal in November for Sarta, Tierra and Penasco streets only.
  - ❖ South Tierra, South Sarta (South of Penasco) and Penasco Street 11/08 and 11/09
  - ❖ North Tierra and North Sarta (North of Penasco) 11/10 and 11/11



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

- We appreciate your cooperation in moving your vehicles in a timely manner in order to avoid your vehicle being towed.

### **Office Drop Box**

- 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!**

- Please stop by the office and get your parking permit.
- You will need to bring an I.D.
- Parking permits are given out to homeowners, tenants and short-term tenants.
- We currently have 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.

### **Laundry Room & Pool Keys – Pick Up at Office**

- Laundry/pool keys are being issued at the office.
- You will need to bring your I.D.
- One key per villa, any additional keys are \$10.00. Forms of payments accepted are check or money order.

### **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.

## What's New and Important (Continued)

### **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.

### **HVAC Filters Deliveries – Installed by Request Only**

- Our maintenance crew delivers all HVAC filters every Wednesday from 8:00am – 10:00am.
- To have a filter delivered, contact the office ahead of time to be placed on the list.
- You may also pick up a filter at the office.
- We install air filters upon request **ONLY**.

### **Upcoming Activities**

- **Nov 9<sup>th</sup>, 2021 :**            **Board Meeting @ 9:30am. Location TBD.**
  
- **Nov 11<sup>th</sup>, 2021:**            **COFFEE HOUR IN THE PARK**  
   **9am till 11:30am or until the coffee is gone**  
   **serving coffee, tea, hot chocolate, donuts**  
   **everyone welcome owners and renters.**
  
- **Nov 13<sup>th</sup> & 14<sup>th</sup>, 2021:** **PATIO SALE**  
   **Our annual patio sale will be held over the weekend**  
   **Saturday & Sunday from 8:00am – 1:00pm.**  
   **Please sign up at the office by Wednesday November 10<sup>th</sup>.**  
   **Maps will be available in the office.**

## What's New and Important (Continued)

- **Nov 15<sup>th</sup>, 2021:**      **PATIO CHRISTMAS TREE LIGHTS CONTEST**  
Contest starts Nov 15<sup>th</sup> – Jan 15<sup>th</sup> 2022  
Contest judging begins the week of Christmas  
Jan 15<sup>th</sup>, 2022 Take down all patio lights. Gift Card prizes.  
**SIGN UP AT THE OFFICE TO WIN PRIZE**  
**THIS CONTEST IS FOR OWNERS AND RENTERS.**
  
- **Nov 18<sup>th</sup>, 2021:**      **TITAN TRASH – BULK PICK UP**  
Please see attached flyer from TITAN TRASH for more information.
  
- **Nov 19<sup>th</sup>, 2021:**      **CHRISTMAS CRAFT SHOW IN THE PARK. 8AM -12PM**  
Please let us know by signing up in the office, we need at least 10 people to sign up. There are many residents who make craft items - great for Christmas gifts.  
Please respond by NOV 12, 2021.
  
- **Dec 4<sup>th</sup>, 2021:**      **CHRISTMAS PARTY FOR OWNERS AND RENTERS.**  
Time: 5:00pm \* Check-In  
          6:00pm \* Dinner  
          7:00pm – 8:00pm \* Music  
Place: American Legion 66  
Cost: Owners/Renters \$13.00/ Guest \$18.00  
Menu: Chicken or Salmon  
You must sign up in the office by Nov 29<sup>th</sup>, 2021.  
Please bring one toy per person of at least \$5.00 or more.

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



8387 North Oracle Road, Suite 100

Tucson, AZ 85704

(520) 382-1009

customerservice@titantrash.biz

## Villas West BULK PICKUP

**WHEN: Thursday, November 18, 2021 @ 6:00 am**

**INCLUDES: 4'x4' area** (or standard truck bed)

- Approved appliances: tv's, washing machine / dryer, water heater
- Yard Waste: bundled, bagged, boxed cactus/thorns
- Furniture
- Most electronics as long as they do not contain hazardous materials

### **NOT Included:**

- Hazardous materials: oil (including cooking), automotive fluids, medical waste, flammable materials, fluorescent bulbs, batteries, paint, liquids, any other toxic waste
- Refrigerators or other items with Freon (per Pima Co. DEQ)
- Construction materials: concrete, bricks, tile, rocks, or materials / landscaping generated by a contractor or landscaper. If this is in question, items will not be picked up.
- Tires of any sort

We will complete one pass through; please be sure to have everything out by 6:00 am. If you have questions about a specific item, please call, email or text the office.

[www.TitanRecycleandTrash.net](http://www.TitanRecycleandTrash.net) [www.Facebook.com/titanrecycleandtrash](http://www.Facebook.com/titanrecycleandtrash)

## Villas West HOA BOARD OF DIRECTORS MEETING

OCTOBER 12, 2021

### PRESIDENT'S MESSAGE

Good morning and welcome back to our Members and the Board. Thank you all for attending today's virtual Board Meeting via ZOOM. It's been an eventful 6 months since our last Open Meeting, and I'll update you on some of the happenings around Villas West.

You'll notice some new faces on the Board. We lost 3 Board members over the summer as two board members moved from Villas West and one member stepped down. New Board members are Lou Kifer (Secretary), Kermit Ketchum (Treasurer), and Lila Szedlus (Member-at-Large). They have been extremely helpful and productive in the brief time they've been with us – welcome and thank you all. This also gives me the opportunity to mention that there are two Board Members whose terms expire in February 2022, and I invite any of you who are interested to consider running for the Board this year. Applications are available in the office and on-line at the villaswest.org website.

The Villas West Board is also pleased to announce the selection of Dorothy Gates as the new General Manager of Villas West HOA. She brings many positive qualities to the office, including integrity, interpersonal skills, knowledge of our Rules and Regulations, and a strong familiarity with our software system. Welcome aboard, Dorothy!

We have also contracted with Epic Business Solutions, a local Green Valley CPA firm, to manage our bookkeeping services. This will provide us with professional services at a 45% savings over hiring an in-office bookkeeper.

The weather was not kind to us this summer. After enduring a record heatwave in June and early July, which resulted in replacing 75 HVAC units, we had the third highest rainfall on record in Tucson during the Monsoon season (17.5 inches of rain in Green Valley). Roofs were being repaired as quickly as the weather allowed, with 47 roofs repaired through September 9, 2021.

On May 13<sup>th</sup>, I started a series of "Listening Sessions" with Members as well as tenants to become more familiar with our residents and hear their concerns and questions. I would like to thank the 14 residents who came in to talk to me from May through September. I enjoyed seeing some fresh faces as well as some familiar ones. I am discontinuing these scheduled sessions, but if you'd like to meet with me or any Board member, please contact the office and they can arrange an appointment time.

Thank you all for your patience as we "weathered the storms" through the summer. We are all looking forward to the future for Villas West.

Chris Fisher, President



**Board of Directors Meeting**  
**October 12th, 2021**  
**Summary of Managers Report by Dorothy Gates**

Happy Fall!

I would like to take a moment and thank our Board and Owners for their support and trust in me. Liliana, our Maintenance and Grounds crews along with myself will continue to serve Villas West to the best of our ability.

As this is my first week in this new position I do not have much to report at this time. We are working on getting some new roofing bids and hopefully can contract a new roofer before our next meeting.

I have been approached by a few homeowners asking what we can do to retain our wonderful staff. I have received approval to look into some benefits to help our employees yet remain feasible for Villas West. In the meantime we have placed an appreciation box in the office. Any donations received will go directly to our staff to help with benefits and appreciation functions.

I look forward to working with you all.

Dorothy Gates

**VILLAS WEST HOA TREASURER'S REPORT  
OCT 12,2021**

Operating Account as of 8/31/ 2021

Operating Income – \$1,244,200

Operating Expenses - \$1,264,157

Operating net income/loss - (\$19,957)

**As of August 2021**

Maintenance Fund) Reserve Account (Major Maintenance Fund)

Reserve Income (Interest, Gain/loss on investments, Contributions) –

\$280,000 Reserve Expense - \$754,391

- Roof Repair and replacement - \$224,828
- HVAC replacement - \$274,788
- Painting Outside Contractor – \$105,75
- Street repair - 149,000 approximately with \$27,470 still due in November

Reserve Portfolio Summary (September 30, 2021) – • Opening Value (1/1/21) - \$1,503,686

- Cash Withdrawn - \$470,757.00
- Closing Value - \$1,027,196.09

**Items of concern:**

- HVAC units are being replaced at an accelerated rate, 77 so far this year and on target for 100+ for the entire budget cycle.
- Roof Repairs and Replacements have been another of our major expenses with \$224,828 spent so far

Kermit Ketchum, Treasurer

## **Villas West HOA Maintenance Report Tuesday, October 12, 2021**

The Villas West Maintenance Committee has not met since last March. I'd like to thank our committee members Mike Flynn, Lou Kifer, Chris Fisher and Jim Sullivan. The next committee meeting will be held a week or so ahead of the November 2021 Villas West Board meeting.

Through September 9, 2021 we have replaced 0 roofs, repaired 47 roofs and repaired 10 scuppers. We currently have no roofing company that we are working/contracting with; however, Chris Fisher met with a local company on October 6 that is local, licensed and insured, to discuss a roofing bid and a roofing maintenance plan. This roofing company was recommended to us by Mike at Ace Hardware.

The street resurfacing project is not complete. Sunland will be back on November 11-14 for fog sealing. This will require all cars to be moved again (see map image below). Letters will be mailed out to all residents with a copy of the map image soon.

Tim Schaid

## Villas West HOA Grounds Committee Report October 12, 2021

As of my appointment to grounds in the spring, my committee and I have cleaned up and attended to the cactus garden. It had been fertilized and grubbed at that time as well as in late Sept. Watering has not been needed since the monsoon season this summer. We have purchased new plant markers and are in the process of identifying all the plants providing sheets to put in the kiosk at the garden.

We also have combed the VW sidewalks assessing the condition of all the circles. Conclusion is all but two need attention. We were given permission from Chris, to go ahead and work on them. I will be guiding all decisions for proper plantings in these circles. I have also purchased 3 trees from the TEP grow a tree program. These will get planted in the proper location with the help of Marcos. These trees are offered for \$5 each for TEP customers.

Our budget for the year for plants is \$1,000. To date, approximately \$800 has been spent. My goal is to stay in within budget.

At the HOA meeting on the 12th, I will give this report as well as solicit the homeowners to donate any cactus to us for replanting. I, for example, have a couple I don't want on my patio anymore and will offer more of a variety to our cactus garden.

Lou Kifer

## Villas West HOA Compliance Committee Report

**October 2021**

The Compliance Committee has not had a formal meeting for a few months, but members have walked the 1<sup>st</sup> and 2<sup>nd</sup> quadrants and submitted their report to the General Manager. Their goal is to maintain the aesthetic appearance and enhance the value of all Villas West property.

In the past few years compliance issues have been put on the back burner, but rules and regulations have their purpose and must be followed. Some issues are serious and require repainting or repair and others are just behaving as a considerate neighbor by following the rules.

Back porches may only be painted brown or tan. The Compliance committee found 18 porches of assorted colors and 3 porches with torn or unsightly carpet (no new carpet is to be installed

The trim of screen windows and screen doors should be painted brown; Security doors should be painted black. Patio gates, if wooden, are brown but wrought iron gates should be painted black.

Mirror film, tin foil, blankets, and beach towels are not allowed to cover windows. Indoor screens, blinds, or curtains should be used instead. Six units have privacy screens or bricks on the shared wall blocking the mail delivery. Storage units should not be visible over the patio wall. They should be under 36 inches high.

Common grounds violations including grills, pots, furniture, shelving, wood piles, and decorative items are the most prevalent offense. Seventeen units have assorted junk stored on their patios. Two units have blocked their slots with rocks or bricks. This is not permitted.

Bicycles are to be kept in the front patio, not in the common area. Motorcycles and golf carts may not be parked on the front patio.

An important thing to remember is that these violations were found in only HALF of our community. If all owners and renters will abide by the rules and regulations, Villas West will again show its pride of residency. Let's all be respectful of our neighbors. A last reminder, an easy fix, please hang or roll up your hose when you are finished watering.

The Compliance Committee is still needing volunteers for all 4 quadrants.

Respectfully submitted,

Chris Fisher, Chairman Pro Tem of the Compliance Committee

**COMMUNICATION AND DOCUMENTS COMMITTEE REPORT  
October 12, 2021**

Chairman of Committee – Chris Fisher

Vice-Chairman – Tim Schaid

Members at Large – Colleen Hay, Barbara Fisher

The Communications Committee has concentrated its efforts on producing a survey for the Annual Packet (mailed to all Owners) relating to Mailbox Delivery Service. With minimal revisions, a fair, balanced, and unbiased survey has been put together giving the Board a good idea of the needs and wishes of Villas owners. When you receive your packet, please take a few minutes to evaluate the three options and chose the one that you prefer.

I'd like to express my appreciation especially to Colleen Hay for her many miles of walking and documenting for this project and to Jim Tidwell for his very professional renderings of the three location options for the Centralized Mailboxes, subject to USPS approval.

A preview of this survey will be available for your viewing beginning tomorrow on the "What's New" tab on the villaswest.org website.

Our next task is to prepare the Annual Packet mailed to all Owners by early December. Please make sure we have your correct mailing address, and you that complete all the surveys included.

Respectfully submitted,

Chris Fisher

## **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 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

### 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 want to run for our Board of Directors, contact the office and they will connect you to the Nominating Committee Chairperson. You can pick up an application at the office or download the form on the website.

You may also volunteer to be on one of our committees:

- Standing defined by the by-laws: Architectural, Maintenance, Budget and Finance, Communication and Documents, and Grounds.
- Ad hoc: Compliance and Social Committees

## • **VILLAS WEST P/T HOUSEKEEPING JOB OPENING**

- We are looking for a professional Housekeeper
- able of attending to our facilities with integrity and
  - attention to detail.
- If interested please contact the office at:
  - (520)393-7891

# **WINDOWS & HOME IMPROVEMENTS**

**WINDOWS  
DOORS  
ROOFS  
SIDING  
CONCRETE WORK  
BATHROOM/KITCHEN REMODELS**

**520-603-0916**

**DURANBUILT, LLC**

**181 CALLE TIBURON, RIO RICO, AZ 85648**

**ROC # 207100 B**

**JULIAN DURAN@MSN.COM**

**CUSTOM  
MADE  
PRODUCTS**

**LABOR &  
MATERIALS**

**LOW E  
GLASS**

**ARGON GAS**

**INSULATION**

**CAULKING**

**CLEANUP &  
HAUL AWAY**

**COMPLETE  
JOB**

**INSURED &  
BONDED**

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	Half Page:	\$20.00
Full Page:	\$30.00	Quarter Page:	\$15.00

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 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.*