



Green Valley Villas West Condominium Assoc.
460 South Paseo Quinta
Green Valley, Arizona 85614
(520)393-7891, www.villaswest.org

Rules and Regulations

EFFECTIVE DATE: February 12, 2024

The following Rules and Regulations have been adopted by the Green Valley Villas West Condominium Association (“Association”), through its Board of Directors (“Board”), pursuant to its authority under Article 6, Section 6.2 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Green Valley Villas West (“CC&Rs”).

These Rules and Regulations govern the general use of Villas West by owners, their tenants, and their guests, and have the same force and effect as the CC&R’s. Owners should provide a copy of these Rules and Regulations to their tenants and others occupying their villas. All forms referenced herein are available in the Villas West office and online at <https://villaswest.org/forms>.

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1. COMMON GROUNDS

- A. No articles (e.g., flowerpots, chairs, grills, bird feeders/houses/baths, decorative stakes, flags, artwork, sculptures, etc.) shall be placed on or in any of the common grounds except in the area directly under living room windows where plants or other decorative items may be placed.
- B. No resident may make changes or trim the landscaping in the common areas. Residents may make common grounds landscaping requests using the appropriate Association form (Landscape/Grounds Request).

2. PATIOS AND PORCHES

- A. Front patios and back porches must be kept clean and free of debris (including plant trimmings, trash, recyclable materials, and cleaning supplies such as buckets, rakes, shovels, brooms, etc.).
- B. Flowerpots, planters, etc. placed on patio walls must have a water collection saucer placed beneath it to prevent water staining/streaking and/or damage to patio walls and adobe blocks.
- C. No clotheslines may be placed on front patios or back porches. Clotheslines are available in the back of the laundry rooms for hanging laundry to dry. Small drying racks (approximately 36" in height) may be used as long as they cannot be easily viewed from another villa or common areas.
- D. Freestanding/movable panels (e.g. a 2-4 panel screen) may be used between villa patios if they do not obstruct the delivery of mail by the mail carrier between B and A villas and C and D villas, and do not extend beyond the patio roof.
- E. No upholstered furniture designed for indoor use is allowed on front patios or back porches. Outdoor furniture, bicycles, and a reasonable number of items customarily placed on patios are permitted subject to the following restrictions:
 - (1) Hot tubs and spas are prohibited
 - (2) Umbrellas cannot be larger than 10' in diameter
 - (3) Refrigerator/freezer cannot be larger than 36" in height
 - (4) Bright lights that disturb other residents are prohibited
 - (5) No more than one windchime
- F. All front patio trees and bushes must be pruned/trimmed so that no portion is in contact with any structure (e.g., building, patio walls, patio roofs, building roofs). Patio trees and shrubs must not overhang sidewalks so as to impede two people walking side by side on the sidewalk.

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3. FLAGS

The following flags may be displayed in the manner set forth in the Villas West Architectural Specifications.

United States Flag

POW/MIA flag

Arizona State flag

An Arizona Indian nations flag

Gadsden flag

First Responder flag

A first responder flag may incorporate the design of one or two other first responder flags to form a combined flag

Blue Star service flag or a Gold Star service flag

Any historic version of the American flag, including the Betsy Ross flag

4. (INTENTIONALLY LEFT BLANK FOR FUTURE ADDITIONS.)

5. HOLIDAY AND SEASONAL DECORATIONS

- A. Holiday/seasonal lighting and decorations may be displayed within the patio of each villa or under the living room window. Holiday decorations (other than Christmas) are limited to 2-3 weeks before the holiday and 1 week after the holiday. Christmas season decorations may be displayed from November 15 – January 15.
- B. A maximum of 5 exterior lighting devices (850 lumen/60-watt incandescent/13-watt compact fluorescent) are allowed. Lights on patios must be turned off by 10 p.m.

6. SIGNS

- A. In addition to the signs permitted under Section 4.13 of the CC&R's, residents may display political signs and Association-specific signs subject to the following restrictions:
- B. Political signs may be displayed on the villa including doors, walls or patios no earlier than seventy-one (71) days before a primary or general election; for non-advancing primary candidates, no later than fifteen (15) days after the primary election; and for the general election, no more than fifteen (15) days after the general election. The total aggregate dimensions of political signs shall not exceed nine (9) square feet.
- C. Association-specific election signs may be displayed from when election ballots are made available through three (3) days after the Association election.

7. STORAGE

- A. Storage of items (including cleaning supplies) is not allowed on patios or porches unless items are contained in an enclosed storage container no taller than 36" in height. Water heater closets may not be used for storage and items stored improperly therein are subject to removal.

8. (INTENTIONALLY LEFT BLANK FOR FUTURE ADDITIONS.)

9. VEHICLES

A. Registration:

- (1) Application: A Parking Permit Form must be turned into the Association office within two business days of the start of an individual's residency.
- (2) Identification: Parking stickers or temporary passes are required for all vehicles, including motorcycles, motorbikes, and golf carts parked in Villas West (annually, seasonally, and/or temporarily).
- (3) Location: Parking stickers must be affixed to the left side of the rear bumper or the left side of the rear windshield. Temporary passes must be hung from the inside review mirror or prominently displayed on the dash with the serial number clearly visible from outside the vehicle.

B. Parking

- (1) Residents: Residents (owners, renters, or guests) of each villa are limited to using no more than two (2) parking spaces (1 deeded and 1 overflow, subject to availability) unless the residents are given permission by another villa owner to use his/her deeded space using an "Owner gives permission to park" form.
- (2) Overflow: Overflow Parking is located on the west side of Paseo Tierra in the areas marked "Villas West Parking Only." The Association may designate parking spaces within the overflow parking areas for specific purposes/vehicle types and may assign spaces accordingly on a first come first serve basis. Residents and visitors shall not park in the designated/assigned spaces without permits and permission from the Office.

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- (3) Visitors: Visitor parking is reserved for persons (includes service providers, caregivers, etc.) who are visiting a resident. Vehicles that occupy a visitor parking spot for more than 48 hours shall be subject to towing at the vehicle owner's expense.
- (4) No vehicle over 21 feet in length shall be parked anywhere on the property.
- (5) Vehicles shall not overhang the sidewalk by more than 12 inches and may only extend beyond the parking lines by not more than 18 inches if necessary to accommodate vehicle length.
- (6) Motorcycle kickstands shall have protective material placed under the kickstand to prevent damage to the street or parking surface.
- (7) Residents shall not park in areas marked with a yellow curb (except for short periods of loading/unloading.)
- (8) No vehicles with expired license plates or license tabs may be stored or parked on any portion of Villas West.
- (9) Golf carts may not be parked anywhere except behind a villa on pavers or in a parking space. If in a parking space with a vehicle, the golf cart and vehicle must not use more - 235" combined total length.

C. Oversized and Recreational Vehicles and Equipment

- (1) No trucks (larger than 1 ton), campers, ATV's, trailers, boats, class A or C motor homes or other similar equipment or vehicles may be parked anywhere in Villas West. A temporary exemption, with the written consent of the office for a period not to exceed 48 hours for the purpose of loading may be granted.
- (2) Class B motorhomes are allowed as long as they do not exceed the length limit. These vehicles shall park at the south end of Paseo Tierra in the overflow parking and shall have a Villas West issued permit. The Office may assign spaces for these vehicles.
- (3) Polaris/Can Am type utility vehicles used as a primary vehicle may be parked in a Unit's parking space, must have a Villas West parking permit. If parked in a space with another vehicle the combined total length used must not exceed 235". Quads and ATVs are not allowed.

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- D. Repairs: Vehicle repairs (except for emergency repairs and flat tires) on Villas West property are prohibited.
- E. Leaking Vehicles: The owner of any vehicle observed to be leaking fluid must mitigate damage to Villas West property (e.g., place a drip pan or other containment device). The cost to repair any damage to the common grounds caused by a leaking vehicle shall be the sole responsibility of the owner of the vehicle.
- F. Washing: Car washing is not permitted on Villas West property, nor is the use of Villas West supplied water for off-site washing.
- G. Covers: Vehicle covers must be in good condition and properly secured to the vehicle. Torn, frayed, or loose vehicle covers may be removed by the Association after notification to the owner.
- H. Speed Limit: The speed limit in Villas West is 15 miles per hour. Drivers must observe the one-way directional signage at the roundabouts.

10. PATIO AND ESTATE SALES

- A. Patio Sales shall only be permitted twice per year in the spring and in the fall on dates determined by the General Manager.
- B. Estate sales or Move In/Move Out patio sales require prior written approval from the General Manager for a specific date(s) and time.

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11. POOL USE

- A. Guests: Children under 18 years of age must be accompanied by an adult and may only use the pools as follows:
- B. Hours
 - (1) November 1 through April 30: Between the hours of 11:00 AM and 1:00 PM and between the hours of 4:00 PM and 5:00 PM.
 - (2) May 1 through October 31: Between the hours of 11:00 AM and 1:00 PM and between the hours of 5:00 PM and 7:00 PM (subject to pool hours).
- C. Gates: Pool gates must be kept locked and closed at all times.
- D. Covers: No one is permitted to remove the pool cover except for Villas West staff.
- E. Flotation Devices: Only small floats for health and/or safety purposes are permitted – no large or full-body flotation devices allowed inside pool walls.
- F. Animals: No animals are allowed in the pool area other than service animals which must be under the control of the owner at all times with the use of a leash or harness. Service animals are not allowed in the pool.
- G. Prohibited Items: No alcoholic beverages, food, or glass containers of any kind are allowed in the pool areas.
- H. Smoking: No smoking is allowed inside the pool areas, nor outside the pool area walls and gates, extending to the curb.
- I. Conduct: No audible radios or audio playback devices, no running, or loud boisterous conduct are allowed. Pool Rules and Regulations are posted on the pool gates and inside the pool area and must be followed.

12. (INTENTIONALLY LEFT BLANK FOR FUTURE ADDITIONS.)

13. LAUNDRIES

- A. Usage: Laundry facilities are available for the exclusive use of Villas West residents (and their caregivers) and may only be used between the hours of 7:00 AM and 10:00 PM.
- B. Pet Laundry: Pet-associated items for laundering may only be washed in the designated pet washer in each laundry room.

14. QUIET HOURS

- A. Quiet hours are from 10 p.m. to 7 a.m. Noise complaints during quiet hours should be directed to the Green Valley Sheriff's Department at 520-629-9200.
- B. Villas West work crews may begin work at 6 a.m. during the period of April 15th through October 15th per Pima County Ordinance 1999-61 § 1, part 9.30.070 B. 2.

15. PETS

- A. Leashes: All pets must be on a leash no longer than 6 feet and under the control (leash being held) of the person walking the pet at all times when outside of a villa.
- B. Waste: Residents must dispose of all pet waste in a bag and in their own trash receptacle (inside heavy-duty trash bag) or designated Pet Waste Stations.
- C. Service dogs must be under the control of the owner at all times when outside a villa and with the use of a leash or harness.

16. (INTENTIONALLY LEFT BLANK FOR FUTURE ADDITIONS.)

17. WATER SERVICE

- A. Upon Vacancy: If a villa is to be vacant for more than seven (7) days, the owner/tenant/resident must request that the water to the villa be shut off.
- B. Request Method: All requests for water shut-off and turn-on must be made to the Association office in writing or by email to the office Administrative Assistant (Admin@villaswest.org) or with a Water Turn-On/Off Request Form.
- C. Prior Notice: The office must be notified at least three (3) working days prior to occupancy in order to have the water turned on. Water will be turned off or on only during the hours of 8:00 AM and 3:00 PM Monday through Friday.
- D. Entry Key: An entry key to the Villa must be available to staff at the time of water turn-on in order to check for any interior water leaks at the resumption of service.
- E. Notification: Unit owners are responsible for notifying their management/rental agents of this rule.

18. MAILBOXES

- A. Location: Mailboxes shall not be moved from their original locations (on the building or wall between villas A and B and on the building or wall between villas C and D), and shall be within arm's reach of one another.
- B. Access: At four-unit buildings there must be clear access for mail delivery from the center common walk through the B and C patios. At two-unit buildings both units must maintain clear access. Gates on the B and C units of four-unit villas, and both gates on two-unit villas may not be locked or blocked during mail delivery hours and pets must not be left unattended and/or be an obstacle to mail delivery.
- C. Replacement: Replacement of a mailbox must not be done unless in accordance with the Association architectural rules.

19. TRASH PICKUP

- A. Garbage: All garbage must be bagged and consolidated into one large bag (for easy removal – no loose small plastic bags or other trash) and placed in the in-ground garbage containers and lids must be closed. Nothing is to be left on top or beside these garbage cans.
- B. Landscape Debris: Residents may place plant trimmings only on the curbs near the street (with the exception of La Canada, where no bags may be placed). Landscape debris must be placed curbside before 1:00 PM on Mondays and Thursdays. NO recycle or other trash may be placed on the curb near the street.
- C. Bulk pickup: Large items may be disposed of on the 3rd Friday of every month by means of the Owner/Tenant signing up for the service in the office and paying the associated fee. This must be done at least two days prior to the pick-up date. Bulk pickup items must not be placed on the common grounds prior to pick up by the Association staff.

20. SEWERS

- A. Restricted: No paper towels, wipes, diapers, hygiene products, eggshells, oil or grease are permitted to be disposed of via Unit toilets, sinks, bath drains or clean-outs.

21. HEATING/AIR CONDITIONING

- A. Service: HVAC units, including thermostats are owned, maintained, and replaced by the Association. Owners must contact the office for service of these items.
- B. Filters: For year-round residences HVAC filters should be changed no less than four (4) times a year. Free replacement filters are available for pickup at the office or can be installed by maintenance personnel upon request. Failure to replace filters may result in the owner paying for repairs attributed to a dirty filter.

22. REQUIRED INFORMATION

- A. Owner: Each owner shall provide the Association with the following information and ensure that such information is kept current:
 - (1) Owner's name, villa address, phone number(s), email address, and mailing address
- B. Alternate: If the Villa is owner-occupied: the name, address, email, and telephone number of at least one (1) nonresident who the Association may notify in the event of an emergency (via a Homeowner's Contact Information Form) is requested.
- C. Tenant: If the Villa is occupied by a tenant or other non-owner, the name, email, telephone number, a photocopy of tenant's driver's license (55 + verification), description of the car (including make, model, color), license plate (state and number) and duration of the lease of each tenant shall be submitted via a Tenant Information Form within two business days of occupancy. Failure to submit the form shall be deemed to be a violation by the Owner.
- D. Changes: If any contact information changes, the new information must be given to the Association office (via an updated Homeowner's Contact Information Form).

23. EMAIL POLICY

- A. General: The Association recognizes that email provides its members with a convenient means of communication with the Board and administrative staff. This policy is intended to apply to all email communications between Association Members and Association Representatives (directors, committee members, and Villas West staff). By sending an email to the Association and/or one of its Representatives, each association member agrees to abide by this Policy.

- B. Manner of Communications: All email communications from Association members to Association Representatives concerning Association matters shall be sent to the following email addresses: admin@villaswest.org. Any email communication intended solely for the Board should be sent to email address: board@villaswest.org.

- C. Prohibited Communications:
 - (1) Offensive: Communication containing offensive language, including but not limited to insulting, defamatory, racist, or obscene remarks or statements that are intended to or that would cause a reasonable person to be seriously alarmed, annoyed, or harassed.

 - (2) Forwarded: Emails that are forwarded from someone other than the member sending the email or the Association.

 - (3) Disguised: Emails attempting to disguise the sender's identity or from an anonymous sender.

 - (4) Noxious: Potentially damaging emails including, but not limited to, mass or commercial messages, spam, or messages containing viruses.

- D. Sanctions: In addition to the imposition of monetary penalties, anyone who sends an email to an Association Representative in violation of this Policy may have his/her email address temporarily or permanently blocked by the Association's email accounts.

24. (INTENTIONALLY LEFT BLANK FOR FUTURE ADDITIONS.)

25. ENFORCEMENT POLICY

- A. General: The following procedures are intended to serve as a general guideline for the Board in enforcement matters. Nothing contained herein shall be interpreted as prohibiting the Association from referring an enforcement matter to its legal counsel and/or instituting other action against an owner at any time after a violation is observed, if the Board, in its sole discretion, determines that the nature of the violation warrants such action.
- B. Responsibility: Owners are responsible for violations of the CC&R's and Rules and Regulations by their tenants and guests.
- C. First Notice of Violation.
 - (1) The Association shall provide the owner with a First Notice of Violation informing the owner of the violation(s) of the CC&R's and /or Rules and Regulations and requesting that the violation(s) be corrected by a specific date. The owner is responsible for notifying the Association that the violation has been corrected.
- D. Second Notice of Violation.
 - (1) Failure To Correct: Should an owner fail to correct the violation(s) by the date set forth in the First Notice, the Association shall provide the owner with a Second Notice of Violation which shall include the following information:
 - (a) A description of the alleged violation(s) and the provision(s) of the CC&R's and/or
 - (b) Rules and Regulations that have been allegedly violated.
 - (c) The date of the alleged violation or the date that it was observed.
 - (d) The name of the person or persons who observed the alleged violation.
 - (e) The action required to restore the property to a conforming condition and the date by which such corrective action must be taken.
- E. Response: The owner may respond to a Notice of Violation in writing sent to the Association via certified mail within ten (10) business days of the date of the Notice.

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F. Hearing.

- (1) Notice: If the Association is considering imposing fines against the owner for the violation, the Association shall provide the owner with written notice of a date for a hearing before the Board of Directors which is no less than ten (10) days from the date of the Notice.
- (2) Representation: At a violation hearing before the Board, the owner (or his/her designated representative) shall be permitted to present evidence and/or witnesses on his/her behalf. If the owner wishes to present personal, health, or financial information for consideration at the hearing, the owner may make a written request to the Association that the hearing be held in executive session.

G. Fines.

- (1) At the conclusion of the hearing, whether or not the owner attends the hearing, the Association shall determine whether to impose fines against the owner and the amount of any such fines.
- (2) The Association reserves the right to waive fines if the owner is making a good faith attempt to correct the violation(s).
- (3) Fines may be continuing in nature for the duration of the violations.
- (4) The owner shall be notified in writing of the Board's decision within fifteen (15) days of the violation hearing.

Any past failure of the Green Valley Villas West HOA to enforce the Covenants, By-Laws, and restrictions of this community shall not be construed as consent to any homeowner to remain in violation, however long continuing. CC&Rs 10.1

With the exception of 30-day lease and Tenant notification violations, which are immediate, each day that a violation continues after written notice to cease has been mailed shall be considered a separate violation and subject to the imposition of the fine. CC&Rs 7.11.