



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

Villas West Office

Mailing Address:

PO Box 120
Green Valley, AZ 85622

Location Address:

460 S. Paseo Quinta

Phone: (520) 393-7891

Fax: (520) 393-7893

After Hours Emergency**

(520) 256-5779

NEW Office Hours: 8am-12pm & 1pm-3pm

Monday – Friday (Closed during Board Meetings)

Email address: admin@villaswest.org

Website: www.villaswest.org

Board Email: villaswestboard@gmail.com

General Manager: JD Sotelo, email at
gm@villaswest.org

Bookkeeper: Diane Lizarraga, email at
finance@villaswest.org

Administrative Assistant: Kharmyn Cousins,
email at admin@villaswest.org

****Emergencies include:** major water leaks,
heating/cooling and exterior sewer line problems.
However, we cannot respond after dark or during
inclement weather. After hours emergency service is
NOT available for turning on water/lighting water heater.

Board of Directors

Jim Becker: President

(term ends 2/2023)

Tim Schaid: Vice President

(term ends 2/2021)

Chris Fisher: Treasurer

(term ends 2/2022)

Maureen Fry: Secretary

(term ends 2/2023)

Mary Meister: Director

(term ends 2/2022)

Standing Committees

Assignments

Architectural: Jim Becker

Budget and Finance:

Chris Fisher

Maintenance:

Tim Schaid (Lead) & Maureen
Fry

Communications & Documents:

Mary Meister

Grounds: Maureen Fry (Lead) &

Chris Fisher

Ad-Hoc Committees

Compliance Committee: Chris

Fisher

Social Activities: Lila Szedlus

***Villas West Newsletter is the official document of the Board of Directors of Green Valley Villas West Condominium Association and all published information herein constitutes notification to all members. The Board of Directors 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 Message
- January 14, 2020 Board Meeting Summary
- Homeowner Reminders
- Calendar of Events
- Classified Advertising (e.g. Rentals)
- Local Services/Titan Trash (Garbage and Recycling)

What's New and Important

CC&R's, By-Laws, Rules and Regulations . . .

“ . . . All of which are for the purpose of enhancing and protecting the value, desirability and attractiveness of the Properties” (Villa West).

New General Manager.

- JD Sotelo, the Villas West new General Manager was introduced at the Board Meeting. He started the week of March 2, 2020. See General Manager Message in Newsletter for a little about JD. We are thrilled to have someone with a strong property management/HOA background who can hit the ground running.

Document Shredding at Long Realty Saturday, Marcy 14, 2020 from 8:30 – 11:00 am (or until truck is full) at Green Valley Office - 275 W Continental Rd

- Document shredding and hard drive recycling. Please bring a monetary donation or canned/package food items for each box you want to shred – proceeds collected will benefit Community Food Bank of Green Valley. **ONLY HARD DRIVES** are being accepted for recycling – hard drives can be in computers but no other recycling!

~CANCELLED~

St. Paddy's in the Park Party – March 17th – Penasco Park

What's New and Important (Continued)

Villas West Patio Sale Saturday, March 28, 8 a.m. – 12 noon. Participants must sign up at the office (or call 520-367-4062 or email admin@villaswest.org).

- Must register by Wed., March 25, 2:30 p.m. (no late comers). Maps available in the office March 26 and 27. Participants must provide their own balloons to ID their patio as participating. Sandwich Boards will be placed at several entrances announcing sale and directing public to look for balloons.

Annual Bulk Pick-Up – Thursday, April 9, 2020 from 6 a.m. – 10 a.m.

- A large item pickup has been arranged for April 9th. This will be the only large item pick-up of the year. Large items must be placed by the curb (Pena, Quinta, Sarta, Tierra) but not in our parking lots. Nothing may be left on La Canada, Esperanza or Apero. All items for pick-up must be curbside by 6:00 am.

Items that will be picked up:

- Furniture, moving/storage items, approved appliances (washers/dryers, water heaters, televisions), yard waste, are examples of bulk items to put out on pickup day.
- Yard waste must be bundled, tied, or boxed in a container so that it can be easily picked up by hand.
- Most electronics will be picked up as long as they do not contain hazardous materials.

Items that will not be picked up:

- Generally, any liquid: oils/automotive fluids, medical waste, flammable materials, fluorescent bulbs, batteries, wet paint, cooking oil, or any other toxic waste as defined by laws and regulations.
- Refrigerators and other items containing Freon.
- Heavy construction materials including but not limited to concrete, brick, tile, steel, tires. These items are dangerous to lift as well as potentially damaging to our equipment.
- Any materials generated by an independent contractor including landscaping, remodel construction or any other work.
- If there is any question about the item, the items will not be picked up .

What's New and Important (Continued)

Compliance Committee is Already Busy

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

Arizona Law Now Requires the Association To Provide Owners a Statement of Account Each Month as of January 1, 2020.

- This is a new addition to the laws governing HOA’s – effective January 1, 2020.
- If HOA payments are once a year, the HOA only has to send out a yearly statement. In our case, assessments are monthly, so we must send out a statement each month.
- We are allowed to send owners the statement by email, but you must choose to OPT-IN for an emailed statement. You need to complete a form with signature and return it to the Villas West office (forms available online or at the office).
- Be patient with our e-mailing of statements – we are working out all the kinks in the first few e-mailing of statements.

New Caliber HOA Management Computer System Up and Running – Owner Portal ready for you to use – access via the Villas West Website.

- Our Owner Portal is now live. You must call the office or email admin@villaswest.org to get your 9 digit account number. You can then register with your own unique password. You will be able to view your payments (or make payments via Debit or Credit Card), check work orders, check compliance issues, and update your contact information and more. [There is a YouTube video on the website that explains all you can do.](#)
- If you are presently having your fees paid by automatic withdrawal, it will continue as before with no interruption to what you have previously set up to make your payment.
- If you want to switch to ACH automatic withdrawal, it is best to sign up for this by going through the Villas West Office. If done through the Caliber Portal, they will charge you each month for the withdrawal.

What's New and Important (Continued)

Painting Resumed With Butierez Painting

- We have contracted with Butierez Painting to paint villas. They began with the first 26 buildings in January – we are moving to a 7 year rotation with roughly 26 buildings completed each year.
- Painting will continue through the beginning of April. All villas to be painted have received a letter delivered to the villa weeks in advance. Half have already been painted . . . units coming up include: 414, 430 and 444 Sarta; 408, 430, 452, 474, and 484 La Canada; 147, 175 and 233 Tierra.

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

- Some crack repairs were completed in early December. Additional crack repairs will be completed before the first phase of the street coating – happening after the snowbirds leave to minimize disruption – **current plan is sometime during May.**
- The first half of the complex to be coated will include the parking areas and driveways on La Canada, all of Pena and all of Quinta; next year (2021), Sarta and Tierra.
- Cars/trucks parked on the streets to be coated (including parking areas and driveways) will need to be moved for a day or two (we will have a more exact schedule later related to the specific street dates and alternative parking).
- **Any “snowbirds” who leave cars parked here over the summer (La Canada parking areas, Pena, Quinta)** will need to make arrangements to have their car moved (or park in the overflow parking on Tierra) – start thinking about a neighbor or friend in Green Valley who can move your car. The **Office will need to have contact information** (name, phone number, email address). Cars/trucks that are not moved when required will be towed at the owner's expense.
- Owners/renters who will be here during the process will be notified in advance when they need to move their cars/trucks and of possible locations to park temporarily (snowbird spots that are open) as well as those who left “car mover” contact information. More to come on this project as we have better information on timing
- **If you know someone who has a car/truck parked on one of these streets and may not be aware of their need to move their car this summer, please let them know.**

What's New and Important (Continued)

Another Owner/Tenant “Board Listening Forum” – on hold until further notice due to current work load of new Board, and new General Manager and staff.

- Because the Regular Board Business Meetings have only a small amount of time for Owner input, the Board decided to hold periodic “listening forums” for owners and renters to provide input. The first one was conducted November 26, 2019 and the Board has or is responding to many of the issues raised (compliance being a major one). Watch for more information on this in the future.

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

- Based on Board Members experience working in the office for several weeks and the addition of two new office staff members, it was decided to provide more “uninterrupted” time for training and office staff meetings in the future. That is why “open” office hours are now from 8 a.m. – 12 noon and 1 p.m. – 3 p.m. (vs. 4 p.m.)

Owner/Tenant Orientation Meeting: CANCELLED until further notice.

- Held the 3rd Friday of the month at 11:00 in the maintenance room south of the office. Sign up with the office is required. With recent changes in the office staff and new General Manager, these meetings will be cancelled until new staff is ready to resume. Stay tuned.

Surveys Returned and Voting – Thanks to everyone who participated!

- Roughly 330 surveys were returned and qualified ballots counted: Fair Housing Act Statement of Compliance (55+) – should have been returned by “everyone,” Water Usage Survey (reducing costs and helping to identify open parking spots for May street paving), Owner Survey (will help us better understand our community) and Ballots (responsible community member – need a quorum to elect Board, etc.).

What's New and Important (Continued)

Monthly Assessment Payment Methods

- Preferred method of payment is by ACH – forms available in the office or on the website – fees deducted by the 5th of each month. If using online bill pay or paper check, need the following information: name of property owner (from Deed), 9 digit account # beginning with 100 (call office for #) OR Lot Number (found on Deed or Property Tax documents) and address of the Villas West property (e.g. 123 S Paseo Pena – A). Payment is due 1st of the month; past due on the 10th. Paper checks can be dropped off at the office or mailed to PO Box 120, Green Valley, AZ 85622.

Pest Control

- Our pest control company (Horne Pest Control, formerly Borderlands) is at the Villas on Wednesdays. Each week our service person walks/assesses a different section North to South (all sections covered in a month). Our service no longer automatically sprays around all buildings regularly in order to prevent insects from building up tolerances to chemical applications (also safer for residents and pets).
- If you want to have them spray inside your front patio and/or around your villa, you can contact the office and your name/villa will be put on the list for Wednesday. If you want them to spray the inside of your villa, also contact the office – the cost is \$5 and you can leave cash or a check made out to Horne Pest Control at your villa.
- If you see “rat” holes around your villa perimeter or near buildings let the office know and the specific location so the area can be put on the list for Wednesday.
- **Upcoming Activities**
- Next Board Meeting – April 14, 9:30 a.m. at Friends in Deed, 301W. Camino Casa Verde, Room D, Green Valley, AZ. Open to all Owners only.
- April Fun in the Sun – April 9, 9 a.m. to whenever coffee runs out! If you want to bring goodies, let Lila know so she will order fewer donuts. Last one April 9.

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

President's Message by Jim Becker

Hello Villas West. With the completion of the annual meeting and the election of two Board of Directors I believe we are energized and continue to move forward in maintaining Villas West as a great place to live.

I would like to congratulate and welcome Maureen Fry to the Villas West Board of Directors and a very sincere Thank You to Lila Szedlus for her service on the Board.

We have a solid plan to continue repairing and replacing roofs as we begin an intense preventive maintenance program.

We have almost completed improving the sewer system by systematically inspecting and cleaning all sewer lines and implementing a systematic preventive maintenance program.

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

Since we have successfully implemented the new Caliber software, we need to move forward upgrading our banking process and starting a program of systematically rebuilding our Reserve Fund.

I would like to thank Marcella Ehrler, Lurna Seeger, Maureen Fry, and Lila Szedlus for volunteering to run for the Board of Directors.

I also want to thank Bob Opoka and his committee members for performing their duties on the Nominating Committee.

Thank you for your patience, understanding and great support.

Jim

General Manager's Message – Introducing JD Sotelo

This month we will use this space to introduce you to JD Sotelo, Villas West Condominium Association's new General Manager. JD attended his first Board Meeting on March 10, 2020 and started work March 4, 2020.

We want to welcome him to Villas West and look forward to a long and productive working relationship. Please welcome JD when you see him around campus.

JD has over 10 years of experience in Property Management in Tucson, AZ starting his career in the finance and Business Management field and moving into HOA Property Management.

He is a native from Nogales, AZ with an agricultural background. His children and significant other love to travel and find little hidden paradises, attend festivals, concerts and just to be outdoors.

JD Sotelo holds his CMCA (Certified Manager of Community Association). With JD's diverse background, he understands and can easily adapt to meet the needs of the clients he works with. He is problem solver; he enjoys helping people and making a difference.

He firmly believes that customer service is the most important part of our industry.

Again, welcome JD!

March 10, 2020 Board of Directors Meeting
Summary of Manager's Report by Jim Becker

- Because the new General Manager has been with Villas West for only a week, and the new Board has just met after the February elections, Jim Becker reported on some general directions for moving forward (see President's Message).
- In addition:
 - We have upgraded to a new phone system which should help getting calls to the right person and providing better follow-up.
 - Finally, we have had incidences of rude home owner behavior in the office. This kind of behavior will not be tolerated. If necessary, the Board will take appropriate actions with offenders.
 - Thanks to all homeowners for your patience and support.

March 10, 2020

Summary of Treasurer's Report by Chris Fisher

Operating Account as of January 31, 2020.

- Operating Income – Assessment fees \$183,148 (Total Income \$185,470) Variance - +\$38,307
- Operating Expenses - \$119,255
- Operating net income/loss – +\$66,215

Reserve Account (As of January 31, 2020)

Reserve Income (Interest, Gain/loss on investments, Contributions) - \$58,192

Reserve Expense - \$72,833 Variance – -\$29,578

- Roof replacement - \$37,395
- HVAC replacement - \$27,600
- Painting - \$7,838

Reserve Portfolio Summary (01/31/2020)

- Opening Value (1/1/19) - \$1,710,879
- Cash Withdrawn - \$35,000
- Closing Value - \$1,681,587
- Change in value for 2019 – (-\$29,292)

The Major Maintenance Fund paid out the following expenses in January 2020 - \$37,393 in roof replacements, \$7,338 for painting Villa units, and \$27,600 for HVAC units. The Tierra gating project was completed under the \$5000 Budget and the finishing touches will be added to the block wall on Penasco soon. These include metal artwork like the main entrance at La Canada and lighting at night. Looking forward, we will be spending \$12,000 for new pool gates at all 4 pools. All old gates were 55 years old, not secure, and did not pass our most recent GVFD safety inspection. The choice was to either get upgraded secure gates now or close the pools, not really an option.

The recent volatility in the stock market has not impacted our Reserve Account portfolio, which as of January 31, 2020 accounted for 98.3% of our Reserve total, plus cash and sweep balances. Interest was being earned at the rate of 2.3% at the end of January and remained at 2.3% at the end of February. All of our investments with Wells Fargo Securities are in Fixed Income Securities.

Per Section 12.1 of our By Laws, "...Financial records of the Association may be made reasonably available for examination in writing by any Member. The Association shall have ten (10) business days to fulfill a request for examination. " In short, Owners are always welcome to review Financial Documents in the office with the Board Treasurer and/or President. Please call office for an appointment, or send an email request to the Board's unique email address, villaswestboard@gmail.com. Relevant financial information is also posted on the Villas West Website.

Green Valley Villas West Condominium Association – March, 2020 Newsletter

CONDENSED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION
As of January 31, 2020

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
OPERATIONS FUND			
Receipts			
Residential assessment	\$ 183,148	\$ 144,480	\$ 38,668
Late charges	30	167	(137)
Transfer fees	1,000	1,250	(250)
Laundry	1,116	1,250	(134)
Other Income	176	16	160
Total receipts	185,470	147,163	38,307
Disbursements			
Maintenance	70,316	65,975	(4,341)
Utilities	19,585	23,229	3,644
Administration	20,259	15,458	(4,801)
Insurance & Taxes	9,095	10,001	906
Total disbursements	119,255	114,663	(4,592)
Income / Deficit	66,215	32,500	33,715
Transfer to Major Maintenance Fund	52,500	32,500	(20,000)
Net Increase / Decrease in operating fund balance	13,715	-	13,715
Operating Fund balance as of 12/31/2019	35,903	35,903	-
Operating Fund balance at end of period	\$ 49,618	\$ 35,903	(\$13,715)
MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 52,500	\$ 32,500	(20,000)
Gain/(Loss) on Investments	1,750	-	(1,750)
Additional Reserve Allocation	-	-	-
Interest	3,942	2,917	(1,025)
Total receipts	58,192	35,417	(22,775)
Disbursements			
Roof replacements	37,395	19,333	(18,062)
Painting	7,838	-	(7,838)
Street Maintenance	-	4,167	4,167
Pool equipment	-	233	233
HVAC replacement	27,600	4,600	(23,000)
Capital equipment	-	1,250	1,250
Tree Maintenance	-	1,250	1,250
Restoration - Gas Line Replacement	-	1,867	1,867
Contingency	-	2,917	2,917
Total disbursements	72,833	35,417	(37,416)
Excess (deficit) of receipts over disbursements	(14,641)	-	(14,641)
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	-
Reserve Fund Balance as end of period	\$ 2,329,193	\$ 2,343,834	(\$14,641)
Total Funds	\$ 2,378,811	\$ 2,379,737	\$ (28,356)

Green Valley Villas West Condominium Association – March, 2020 Newsletter

Villa's West Financials
Balance Sheet
January 31, 2020

<u>Assets</u>	<u>Operating</u>	<u>Reserve</u>	<u>Totals</u>
1128 WF Checking - Operating	44,617.02		44,617.02
1194 WF- Reserve		16,184.89	16,184.89
1196 WF Advisors Investments		1,681,567.35	1,681,567.35
1230 Shuffleboard Courts		4,400.00	4,400.00
1231 Office Equipment		40,992.03	40,992.03
1232 Maintenance Equipment		159,431.01	159,431.01
1234 Landscapo Equipment		98,364.77	98,364.77
1240 Maintenance Building		66,094.11	66,094.11
1241 Office Building		72,989.14	72,989.14
1320 Pool Area Equipment		149,160.13	149,160.13
1340 Park Benches		2,208.60	2,208.60
1360 Street Improvements		201,733.02	201,733.02
1380 Roof Additions		746,050.05	746,050.05
1400 Heat Pumps		1,549,783.37	1,549,783.37
1499 Accumulated Depreciation		(2,459,765.34)	(2,459,765.34)
1510 Supplies On Hand	5,000.00		5,000.00
Total Assets	49,617.02	2,329,193.13	2,378,810.15
<u>Liabilities and Equities</u>			
<u>Current Labilities:</u>			
<u>Reserves:</u>			
2705 Operating Fund Balance	35,903.06		35,903.06
2706 Reserve Fund Balance		2,343,834.10	2,343,834.10
Sub-total Reserves	35,903.06	2,343,834.10	2,379,737.16
<u>Equity</u>			
YTD Income/(Loss)	13,713.96	(14,640.97)	(927.01)
Sub-total Equity	13,713.96	(14,640.97)	(927.01)
Retained Earnings			
Total Liabilities and Equity	49,617.02	2,329,193.13	2,378,810.15

March 10, 2020 Board Meeting Committee Reports

Architectural Committee – Jim Becker

- We had 11 Architectural Requests since January 1st including Railings and Gates, Storm Doors, Security Doors, Windows and new sheds. All requests were approved.
- Along with the Documents Committee, the Architectural Committee will be working on updating the Architectural Specifications during the next few months.
- 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.

Budget & Finance – Chris Fisher

- First meeting of the committee is March 11, 2020.

Communications & Documents – Mary Meister

- The Communications/Documents Committee has continued to keep the Website updated, producing the Newsletter, putting up A Frame announcements, updating/creating forms, distributing painting letters, and reviewing and making recommended updates to the Rules and Regulations to present to the Board of Directors in the near future.
- The Committee met on 2/19/2020 to review and make initial recommended updates in the Rules and Regulations document. All the data from the Owner Survey has been input into an excel spreadsheet and will have some results to report in the near future. Thanks to all who completed their Owner Survey, Age Compliance and Residency by month forms which helps us save on sewer costs.
- I would again like to thank Barb Fisher, in particular, for all her work on spreadsheets, the website, creating and updating forms – without her “love” of working on the computer, we would not be this far along.
- Again, please visit the website often for up to date information, OPT IN for getting your assessment statements by email, and sign in to the Owner Portal so you can view your unit financial information, work orders, keep your contact information up to date, etc.
- I thank the committee members (Barb Fisher, Carleen Otto, Inga Finney and Beth Munson) for their time this past year and thank them for signing up for another year.

March 10, 2020 Board Meeting Committee Reports

Maintenance – Tim Schaid

- The Villas West Maintenance Committee met on Thursday, March 5, 2020 at 8:30 AM. Attending the meeting was me as Chairperson, Vice Chairperson Maureen Fry and committee members Mike Flynn, Dave Lash, Bruce Macleod, and Jim Sullivan. New Villas West General Manager JD Sotelo was also in attendance and introduced to the committee. 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 on Thursday, April 2, 2020 beginning at 9:00 AM at the north Sarta pool. The meeting is open to the public.
- We continue to follow our roof replacement schedule for 2020. Roof repairs are also going well.
- The sewer inspections, clean outs and repairs of our sewer systems have been completed and we are now a strategically designed system of sewer inspections and repairs.
- We remind owners and residents that phase two of our street resurfacing and repair project will begin late this spring and summer and will be to repair and resurface the parking lots and driveways on La Canada as well as all of Quinta and Pena. Owners and residents who are not residing in Villas West after the winter season should be making plans now to make sure all vehicles are moved off of these lots and streets before they leave.
- The Tierra gating project has been completed.
- The painting of the Villas West buildings throughout the complex started in January 2020. Twenty-six building will be painted in 2020 with 15 of those 26 identified as in need of immediate painting. Plans are to paint 26 buildings per year, which creates a 7-year painting schedule. Butierrez Painting, Inc. was approved last January as the contractor.
- Our pools were inspected by the Green Valley Fire Department in mid-February and 3 of our 4 pools security gates failed that inspections. We are working to bring all of our pool security gates up to code. Residents and owners are reminded that all security gates are to be closed and locked whenever you are using the pool and/or after you leave the pool.
- There were a total of 326 work orders to date in 2020, 112 of those work orders were HVAC related, 58 were sewer related and 27 were roof related.

March 10, 2020 Board Meeting Committee Reports

Grounds Committee – Maureen Fry

- The Landscape committee met on March 5, 2020 at 11 A.M. Members in attendance were Maureen Fry (Chairperson), Chris Fisher (Vice Chairperson), and committee members, Linda Saint, Crystal Powers, Frank Sennelly, and Nancy Secaur. JD Sotelo, new General Manager for Villas West also attended. Several questions and recommendations were discussed by committee members and provided to the GM. The next scheduled meeting for the committee is March 11, 9:00 AM at the Villas West office. Thank you to all committee members.
- There were 5 landscaping requests. One (1) was approved and four (4) were approved with modifications based on area size or a more conservative approach, initially.
- Master Gardener Training.
- Useful website: www.amwua.org/plants.
- Document provided; Landscape maintenance considerations for HOA's.
- ***Irrigation System leaks**, errant and broken sprinkler heads and suspension of grounds watering during sustained rains. Need Homeowner help to identifying leaks. If you can place something at the leak site, and contact the office with location (520-393-7891).
- ***Olive Tree ID Program**. If you have an olive tree on your property, or on the surrounding common grounds, and you want it sprayed to eliminate fruit, then sign the sheet on the table, or go into the office and put your name on the list. We will be attempting to use equipment that reaches the tops of the trees this year to eliminate the blossoms.
- As the grounds committee is newly formed, we will be walking the grounds by quadrant, to establish a baseline of areas necessary for care, and those needed more attention. We look forward to meeting you as we move through the property.

*Need homeowner assistance

Social Committee – Lila Szedlus

- Feb. 13 Fun in the Sun Coffee had 50-60 attendees with coffee, hot chocolate, donuts, cookies and scones.
- Next coffee hour is March 12, 2020 – coffee ready at 9:00 a.m. in Penasco Park. New GM JD Sotelo will stop by for meet and greet – let's give him a warm welcome.
- St. Patrick's Day on March 17 2020 Party **~CANCELLED~**
- Patio Sale, March 28, 2020 from 8 am until 12 noon. Sign up at office.
- Last Fun in the Sun Coffee is April 9th at 9 a.m. – last one until October.

March 10, 2020 Board Meeting

Committee Reports

Compliance Committee – Chris Fisher

- After giving out packets that included quad maps (4), spreadsheets for documenting parking stickers, a “gentle” reminder of Villas West parking rules and forms for parking, the committee members walked their quads and turned in their survey documentation. Their information was then transferred to a master spreadsheet. Data from this new spreadsheet was compared to the existing office parking sticker file. A new more complete file documenting: name, address, sticker #, license plate #, make, model, and color of vehicle was created starting with the Parking Permit Forms from November 2019 to the present. The old file will be updated as new information is obtained from more current data. The 8 people on the committee have walked the parking areas and given out gentle reminders. Quad members are getting good at recognizing “problem” vehicles.
- As a result of the Compliance Committees documentation, about 200 new parking stickers were issued. Eight “problem” parkers received a First Letter of Parking Violation Form. Three of their cars are now parked in their deeded spots or in the Overflow Parking Area on Tierra. Five of the eight obtained parking stickers. One non-resident was given a towing sticker and promptly removed his vehicle. A person selling a car removed their car from visitor parking.
- With help from Maureen by contacting the relatives of the big black trailer parked in the Overflow Lot, we were able to have it removed.

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

- ❖ Confirm the approval of T&R Iron Works for new Pool Gates.
- ❖ Approve the Architectural Requests/Pre-Approvals
- ❖ Approve the Grounds Requests/Pre-Approvals - Some with Modifications
- ❖ Approve the following Board Minutes: January 14, 2020 Regular Meeting, February 11, 2020 Organizational Meeting, March 3, 2020 Executive Meeting, March 5, 2020 Executive Meeting
- ❖ Approve Villas West Condominium Association to spray olive trees on individual villa patios at no cost to homeowner.
- ❖ Approve Villas West Committee Members
 - Landscape: Maureen Fry (Chair), Chris Fisher (Co-Chair), Frank Senelly, Linda Saint, Nancy Secaur, Crystal Powers
 - Maintenance Committee: Tim Schaid (Chair), Maureen Fry (Co-Chair), Mike Flynn, Bruce Macleod, Jim Sullivan and Dave Lash
 - Finance Committee: Chris Fisher (Chair), Jim Becker, Chuck Wallace, Donna O'Leske, Jeff Miller
 - Architectural Committee: Jim Becker (Chair), Jim Sullivan
 - Communications/Documents Committee: Mary Meister (Chair), Barb Fisher, Carleen Otto, Inga Finney, Beth Munson and Larry Grigsby
 - Compliance Committee: Chris Fisher (Chair), Chuck Wallace, Carleen Otto, Barb Fisher, Debby Lundell, Irma Thaibault, Larry Grigsby, Marcella Eler, Marty Skeldon, Melissa Poli
- ❖ Approve initial Fine Schedule (now required by AZ State Condominium Act) with ability to add and subtract from in the future. (see next page)

March 10, 2020 Board of Directors Meeting
Motions Unanimously Passed by the Board (Continued)

Fine Schedule

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

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

Level 1 (\$10)

- **Parking (Rules and Regulations Rule 7)**
 - Failure to register vehicle or obtain parking sticker
 - Failure to park in assigned parking spot
 - Illegal parking of trucks, trailers, campers, boats, abandoned vehicles (CC&Rs 4.10)
 - Repeated parking in 48-hour visitor spots
- **Pets (CC&Rs 4.7):**
 - Failure to keep animal on a leash
 - Failure to clean up after animal
 - No animal, bird, fowl, poultry, or livestock shall be maintained in or on any portion of the Condominium
 - Nuisance, unreasonable noise or odor

Level 2 (\$25)

- **Common Area (CC&Rs 4.4)**
 - Placing unauthorized items in the common area (furniture, grills, artwork, trash cans, signs)
- **Front porch (Rules and Regulations Rule 5)**
 - Storage and shelving units over 36 inches high
 - Accumulated mess
 - Parking of motorcycles or scooters
 - Trashcans and recycle bins
 - Hanging clothes
- **Back porch (Rules and Regulations Rule 5)**
 - Storage and shelving units over 36 inches high
 - Accumulated mess
 - Parking of motorcycles
 - Trashcans and recycle bins - 4.5 of CC&Rs
- **Use of Unit (CC&Rs 4.1)**
 - Conducting trade or business in violation of **Section 4.1 of CC&Rs**

March 10, 2020 Board of Directors Meeting
Motions Unanimously Passed by the Board (Continued)

Fine Schedule (Continued)

Level 3 (\$50)

- **Rental of Unit (CC&Rs 4.17)**
 - Short term leases (less than 30 days)
 - Rental to underage persons
 - Failure to notify HOA of rental of unit

Level 4 (\$150)

- **Unlawful use of Unit and Nuisances and Offensive Activity (CC&Rs 4.14, 4.15, 10.14)**
 - Sale of illegal substances
 - Drunk and disorderly behavior
 - Threatening with a deadly weapon
 - Immoral, offensive, improper, unlawful use
 - Offensive, detrimental, or annoying behavior
 - Exterior speakers, horns, bells, whistles, other sound devices
 - Guests or tenants failing to comply with the HOAs covenants, by-laws, and restrictions
- **Unauthorized Architectural Modification (Rules and Regulations Rule 1)**
 - Subject to removal by the Association if necessary

March 10, 2020 – After Official Board of Directors Business Meeting

Summary of Owner Input

- Should continue to post a list of new owners in the newsletter like we used to do – like to know who is moving in to Villas. Pool chairs already falling apart (only 3 years old). Board Member indicated we should assume they will only last 3-4 years and plan a rotation for replacement (like one pool a year). Hard to find chairs that will hold up to the AZ weather.
- Another owner indicated that it would help to push back pool chairs under the awning during the summer when fewer people here – maybe that would help them to last longer.
- Another owner wanted to give “kudos” (praise) to the Maintenance Department – they have been courteous and efficient in her dealings with them and wanted to praise them.
- Another owner mentioned that it was apparent from the meetings that the Board is working hard and wanted to thank them for all the time they are spending.
- Another owner wanted to acknowledge the painting contractor and using outside professionals – doing 2 villas a week – working 40 hrs/8 per day, don’t disturb residents more than necessary, getting fair value for work they do. More productive than having own crew. Interested in potentially looking into doing same with grounds/maintenance – for profit businesses who could do the same job for grounds – when our guys did the grass reseeding created dust storm that wasn’t healthy. Maybe consider native grasses for grass area. Board Member indicated that East Villas uses all outside contractors – skill level of contractors guys same as ours.
- Another owner indicated that we know our crew and she likes that.
- Another owner mentioned that the painters are doing a great job and they were the ones that noticed a gas leak. Some homeowners are hindering their work – not getting their stuff moved. She thinks the contractor has a very good crew –efficient. Also mentioned that our grounds crew with more guidance will do a better job. Also mentioned that everyone should have a carbon monoxide alarm and a smoke alarm.
- Another lady has had air ducts cleaned and thought it helped. Oasis – they were reasonably priced and were neat and tidy. Call Oasis if you are interested.
- Another suggestion was that maybe in future could try to extend our meetings from 1.5 hours to 2 hours.
- Another mentioned that maybe we could also look at having additional Town Hall meetings.

Homeowner Reminders

(Check Website, CC&R's, Rules and Regulations, Living in Villas West for More Details)

Contact Information

- Contact Information for Owners – please update with office by phone, email, in person using Caliber Portal (information on getting your unique ID for setting up your account can be found on the Villas West website: www.villaswest.org).
- Tenant information – please complete form and submit to office (on website or available in office)

Driving

- Speed limit is 15 miles per hour. Remember there are lots of older people in Villas West.

Quiet Hours

- From 10:00 p.m. to 7 a.m.

Parking

- Parking Permits – everyone **must** have a permit for every car (owners and tenants).
- Park only in assigned parking unless granted written permission (need on file in office). If you have two cars, one 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 Sahaurita transfer station on La Canada or kept until the next bulk item pick-up scheduled with Titan trash (to be announced in the future).

Curbside Pick-Up for Landscape Debris Only (No Recycling or Garbage!)

- Bag your leaves and trimmings (large branches stacked) and leave at the curb near the street – crew will pick up on their rounds (try to have out before 1 p.m.). Garbage that does not fit in your can is your responsibility – take to Sahuarita Landfill located at 16605 S. La Canada.

Villa Alterations/Satellite Dish, etc.

- Best to check with the office on any alterations you might be considering. They will give you the appropriate forms required. This includes satellite dishes, cable installation or anything else that may involve the roof or penetration of exterior walls. Always best to just check with the office first. Installations must be coordinated with the office during normal working hours (M-F) between 8 am – 12 pm.

Painting

- Letters are sent out prior to painting with all the information you need. The Association will not be liable for any damage or loss to items left on the patio.

Pools (Review Pool Regulations at Pools)

- Do NOT remove covers on pools – maintenance dept. will remove covers when the temperature is expected to be above 60 degrees.
- Pool hours: Nov. 1 – April 30 (10 a.m. to 6 p.m.; children 11 a.m. – 1 p.m. & 4–6 p.m.); May 1 – Oct. 31 (6 a.m. – 10 p.m.; children 11 a.m. – 1 p.m. & 5 – 7 p.m.)
- All guests must be accompanied by an owner/tenant and all children under 18 by an adult.
- Be sure gate locks behind you when entering or leaving pool.
- Do not prop doors open to bathrooms – allows unwanted critters to move in.

Homeowner Reminders

Insurance Coverage for Your Villa

- The association is not responsible for damages to the inside of the villa caused by roof leak (Section 5.1 of the CC&R's). Also, if there is an insurance claim applicable to the Association policy which has a \$5,000.00 deductible, the villa owner(s) benefitted by the claim are responsible for the deductible.
- All villas owners should have their own "HO6" insurance policy to cover their personal property and any betterments made to their villa. In addition, check with your insurance policy to see if it currently provides for "gap" insurance to cover the \$5,000.00 deductible. American Family is the current Association's liability carrier and they provide gap coverage on any "HO6" policy written for a villa. You may want to be sure your insurance policy covers "loss of use" in the event you cannot stay in your villa due to some insurance claim.
- If your villa is being leased, you should also talk to your insurance company about "loss of income" due to some insurance claim. If you have long term renters, you should also talk to them about having "renters insurance" to cover their personal property and the cost of housing in case they must move out of their villa due to some insurance claim.

Leasing Your Villa (CC&R's – 4.17)

- Requires all leases are in writing, for a term of not less than 30 days, and one occupant must be at least 55 years of age. All residents must register their vehicle at the office and obtain a parking sticker whether they are short or long term.
- Upon leasing your unit(s), you must promptly notify the Association office of the commencement date and termination of the lease and the names of each lessee or other person who will be occupying the unit during the term of the lease as well as government issued identification that bears a photograph and confirms the tenant meets the age restriction requirement.
- You are responsible for your tenants; the office is not a "rental/landlord" substitute for you. Stop by and pick up a copy of Living in Villas West and the Rules and Regulations. Encourage tenants to check the bulletin boards in the Pool and Laundry areas and the office for information regarding Villas West.
- Advise tenants to call the office with heating/cooling problems and roof leaks. All other issues must be reported to you the owner first. Grounds and Architectural requests must come from the owner of the unit.
- Arizona Condominium Act (33-1260-01 C & D – related to leasing) allows the association to charge a fee of not more than twenty-five dollars (\$25.00). The fee may be charged for each new tenancy for that unit but may not be charged for a renewal of a lease. The Board has not instituted a fee, but may consider one in the future to reimburse the Association for administrative time related to rentals (short term rentals in particular).

Wildlife

- Do not feed! Hummer feeders okay – falling birdseed attracts rodents – keep clean. All garbage should be in your garbage container with the lid closed. Birdseed must be contained in your own patio – no birdseed dropping on common grounds.

Property Vesting Changes

- It is imperative that the office be notified if there are any changes in vesting on your property. If you have recorded a “Beneficiary Deed,” transferred property into an LLC or if one owner has passed, the office needs documentation to update your records.

Smoke and CO (Carbon Monoxide) Detectors

All villas should have a working smoke and CO detector since many people have gas stoves, dryers and our water heaters and HVAC units are gas powered. You can buy both smoke and CO detectors at the hardware store and they are easy to install. Or, you can call the GV Fire Department who have programs for replacing batteries regularly and for installing detectors but you must actually get the detector through the Fire Department (they will not install ones you purchased at the store). Call GV Fire Dept. Smoke Detector Program at (520) 393-7505.

GV Fire Dept. Lock Box Program

You might also want to consider getting a “lock box” (a box that is installed at your villa so the fire department can have access to a set of your keys to enter your unit in case of emergency). It costs less than \$100 for purchase and installation. For more information, call the GV Fire Dept. Lock Box Program (520) 625-9438.

Welcome Back – Returning for the Season

For those of you returning for the season, the following is a quick checklist:

- We need a 3-business day written notice (email or letter) to turn the water on (form available on the website or in the office if needed), turn on the hot water heater and check your heating/cooling unit. We must have a key on file in order to enter your unit to check for water leaks and that the HVAC is working properly. (Entry Permission Form available on website or in the office).
- Change mailing address/contact information with the office.
- Change air filter. Call office if you would like someone to come out and install. Installations done on Wednesdays. Filters are available in the office.
- Look for any water stains that possibly occurred during our monsoon season; if damage is noticed, please contact our office.
- Remove rock from trash can lid.
- Make sure that all patio landscaping is trimmed back from all structures such as roofs and patio walls.
- Upon returning, check your heating and cooling for proper working condition. If you encounter any problems, call our office as soon as possible so we can get a Tech out to check your system.
- If your thermostat is not working, check your batteries and see if they need to be replaced. Our staff will be happy to help in changing them out.
- All vehicles must have a parking permit including all tenants, long and short term. Please make sure your parking sticker is visible on your vehicle (back rear bumper or rear window). Or, come in to the office to register a new vehicle or to receive a replacement sticker.
- If your pool/laundry key is not working, come to the office for a replacement key.

Leaving for the Season

For those of you leaving for the season, the following is a quick checklist:

- Change mailing address and contact information with the office.
- Make sure the office has a key to your Villa for emergency use.
- Ask someone to be your villa caretaker to check your unit during your absence.
- Request that your water be turned off when you leave. Remember that the office requires written notice for water turn on service (three business days).
- Set your thermostat to a reasonable temperature or on “off” to avoid high utility costs this summer.
- Make sure to close/cover all drains to avoid any pest issues.
- Make sure that your patio landscaping is trimmed away from all structures.
- If you are leaving a vehicle here, make sure that it is parked in your assigned space or in our over-flow area on Tierra.
- All vehicles must have a parking permit visible. If you do not have a permit, come by the office to obtain one.
- If you are covering your car, keep in mind that our summers are harsh on plastic and covers can be destroyed in the hot sun. Please have someone available to remove the cover should it become ragged.
- Check your toilet water supply line for wear and tear. Faulty repair lines and couplers can cause flooding in your unit. We highly recommend that you check these lines twice a year (spring and fall) and replace them if there are any signs of wear. Supply lines are inexpensive and can be purchased at any hardware store.
- Place a rock on your trash can lid to indicate that you do not need pick up when you are away.
- If you have unopened boxes and cans of food, they can be brought to the Villas Office. They will be donated to the local food bank

Social Activities/Events and New Owners

The following highlights social activities around Villas West:

Shuffleboard

- Join group for shuffleboard 8:30-9:00 a.m. Fridays (N Sarta Courts), Mondays (S Pena Courts). Don't know how to play – no problem, they will teach you. Coffee provided and treats are welcomed.

Horseshoes (Pit across from the office)

- Join the group on Thursdays at noon. Bring your drink of choice and a chair.
- Please keep in mind that the staff parking spots are for staff and may be empty as they are on lunch and will be back. Please do not block office access and make sure your vehicle is not impeding traffic or parking.

Fun in the Sun Coffee (and treats)

- Second Thursday of every month, October through April, 9:00 a.m. until the coffee runs out in Penasco Park.

Yard Games on Loan in Office

- The office has: Corn Hole, Bocce Ball, Disc Golf and Croquet available – check with the office on procedures for checking out for use by all residents.

Oktoberfest, Christmas Party, St. Patrick's Day Party

- As these types of get-togethers are planned, additional information will be provided. Check the Website, Office and Laundry Rooms often for notices of these activities.

New Owners

- We would like to welcome all our new Owners to Villas West.
- Please remember to sign up for our Monthly Owner/Renter Orientation on the 3rd Friday of each month – 11 a.m. just left of the office; and RSVP to the office is necessary. **(Currently on hold)**
- **Please check the website (villaswest.org) often** – this is the best way to get timely information regarding Villas West.
- **If you do not have internet access,** you should have received a copy of the CC&R's, By-Laws and Rules and Regulations. Other information is available at the office in a file box for easy access – Living in Villas West, Parking Permit forms, work order forms, etc.
- If you have an interest in running for our Board of Directors, contact the office and you will be connected with the Nominating Committee Chairperson. You may also pick up an application at the villas office or download a form from our website. Standing Committees include: Architectural, Maintenance, Budget and Finance, Communications, Documents and Grounds (defined in the By-Laws). Ad hoc committees include: Compliance and the Social Committee. There are many ways to contribute your talents.

CLASSIFIED ADVERTISING

Villa for Rent – 2021

Available Jan.-Feb.-Mar.-Apr 2021

One bedroom plus sofa bed.

Fully furnished with all tile floors and parking in front. GVR available.

Close to laundry, pool and Walgreens.

175 B Paseo Quinta

Call: (520) 398-7698

Classifieds

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

Prices for newsletters are per issue, Web posting are per month. If you would like to renew for Web posting each month, please notify the office by the 5th of each month or the ad will be taken off the Web.

Business Card:	\$10.00
Quarter Page:	\$15.00
Half Page:	\$20.00
Full Page:	\$30.00

Local Services

Emergency: 911

Pima County Sherriff Dept.: report crime/suspicious activity (520) 351-4900,
Green Valley District Office (520) 351-6711

Snake Removal: (520) 629-9200

Telephone/Internet: Cox (520) 884-0133, Century Link 1-800-491-0118

Electric: Tucson Electric Power (520) 623-7711, (800) 328-8853,
Electric Emergency Call (520) 623-3451

Gas: Southwest Gas Company (877) 860-6020, Emergency (520) 746-1076

Cable TV: Cox (520) 884-0133, (888) 751-9138

Trash/Waste: Titan Trash – if no pickup (520) 393-7891

Mail: (520) 625-4221, Green Valley Main Post Office, 50 E. Continental Rd, Green Valley, AZ 85622

Newspaper: Green Valley News (520) 625-5511

Titan Trash – Recycling List (Office: 520-382-1009)

Customerservice@titantrash.biz

- Have materials out by 7:00 a.m. on day of pick-up (**Monday and Thursday**)
- Box sharp items such as thorns and cactus or syringe needles – drivers may not pick up unless contained.
- We **DO NOT accept:** wet paint, motor oil, automotive waste, construction materials, or any materials generated by an outside contractor.
- Plastic Bags are not recyclable. All **large items** (vacuums, rugs, wood, TV's, etc.) must be taken to the local landfill – we will not haul these off.

Recycle these items: Newspapers, brown paper bags, paperboard (cereal/shoe boxes), milk cartons & drink boxes, molded fiberboard (egg cartons), magazines, catalogs, phonebooks, printer/writing paper, mail (windows and labels ok), brochures, pamphlets folders, card stock, plastic (PETE) bottles such as soda, water, plastic (HDPE) bottles & jugs (milk, juice, liquid detergent, shampoo, etc.), aluminum cans, steel/tin cans (non-hazardous aerosol cans ok), glass food & beverage bottles and jars. All food contaminated items (containers) should be relatively clean and free of food residue.

NOT Recyclable: Plastic bags, yard/landscape debris, wide mouth plastic containers/tubs, buckets/pails, paper plates/cups, towels, napkins, tissue paper, Styrofoam/packing peanuts, aluminum foil/pie plates, hazardous items, medical supplies, electronics or batteries, clothes/fabric.