



Green Valley Villas West
Condominium Association
July, 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: BY APPOINTMENT ONLY

PLEASE CALL OFFICE BEFORE SHOWING UP

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: Liliana Ortega,
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”
- Homeowner Reminders
- Local Services/Titan Trash (Garbage and Recycling)

What's New and Important

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

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

New Administrative Assistant.

- Liliana Ortega, the Villas West new Administrative Assistant will be coming on board on Tuesday, July 7, 2020. We will be adding a Bio on Liliana next week please visit our website for updated information.

Pool Hours – COVID-19

- Due to COVID-19 Pools hours are Monday thru Friday from 8:00 AM – 2:00 PM
- MEMBER USE ONLY - NO GUESTS. Members may not have guests use the pool facilities. DO NOT ENTER OR USE FACILITY IF YOU ARE SICK OR FEELING SICK.
- MAINTAIN SOCIAL DISTANCING OF AT LEAST SIX (6) FEET- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet - about 2 arms' length).
- RECOMMENDED LIMIT OF 10 PEOPLE- It is recommended that no more than ten (10) people be in the pool area at one time.
- WASH YOUR HANDS OFTEN

What's New and Important (Continued)

Villas West Trees

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

Sewers

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

Butierrez Painting

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

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

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

Titan Trash

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

What's New and Important (Continued)

Parking Permits

- We will start giving out parking permits again on Monday July 13th, 2020.
- Please schedule an appointment with the office.
- You will need to bring your I.D. and need to wear your face mask.
If you are a tenant we do need a copy of the lease if we don't already have it.

Compliance Committee

- The Compliance Committee made a lot of initial 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.

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.

What's New and Important (Continued)

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

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

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

- Our Owner Portal is 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)

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.

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.

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.

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 feeder's okay – falling birdseed attracts rodents – keep clean. All garbage should be in your garbage container with the lid closed. Birdseed must be contained in your own patio – no birdseed dropping on common grounds.

Property Vesting Changes

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

Smoke and CO (Carbon Monoxide) Detectors

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

GV Fire Dept. Lock Box Program

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

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**) (5:30 a.m. during the summer)
- 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.