



Green Valley Villas West
Condominium Association
January, 2021 Newsletter

Villas West Office

Mailing and Location Address:

460 S. Paseo Quinta, Green Valley, AZ 85614

Phone: (520) 393-7891

Fax: (520) 393-7893

After Hours Emergency**

(520) 256-5779

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

Email address: admin@villaswest.org

Website: www.villaswest.org

Board Email: villaswestboard@gmail.com

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

Bookkeeper: Dorothy Gates, 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)

Marcella Erler : Secretary
(term ends 2/2023)

Chuck Wallace: Director
(term ends 2/2022)

Standing Committees

Assignments

Architectural: Jim Becker

Budget and Finance:
Chris Fisher

Maintenance:
Tim Schaid

Communications & Documents:
Chuck Wallace

Grounds:
Marcella Erler & Chris Fisher

Ad-Hoc Committees

Compliance Committee:
Chuck Wallace

Mailbox Committee:
Colleen Hay & Jim Becker

Social Activities: Lila Szedlus

***Villas West Newsletter is the official document of the Board of Directors of Green Valley Villas West Condominium Association** and all published information herein constitutes notification to all members. The Board of Directors reserves the right to edit all submitted material. Advertising will be accepted at the discretion of the Green Valley Villas West office. Green Valley Villas West does not accept any responsibility for, nor does it endorse, any advertising material printed in the Newsletter.

What's in The Newsletter

- Summary of “What's New and Important”
- President's Message
- General Manager's Report
- November 10, 2020 Board Meeting Summary
- Homeowner Reminders
- Calendar of Events
- Classified Advertising (e.g. Rentals)
- Local Services/Titan Trash (Garbage and Recycling)

What's New and Important

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

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

New Bookkeeper – Dorothy Gates

- I would like to thank the Board and JD for inviting me to return to Villas West. I have missed you all over the last 15 months and I am so happy to be back “home”!
I have stepped in to the position as Bookkeeper and I look forward to working with each and every one of you. There are many names and faces I remember but there are quite a few new faces. For those of you who do not know me, I worked with Villas West from October 2014 until September 2019 in the position of Bookkeeper and Office Manager. Prior to working for Villas West, I worked in Title and Escrow for 9 ½ years. I have lived and worked in the Sahuarita/Green Valley area since 1979. In my spare time I enjoy spending time with my 3 grandchildren who tend to keep me very busy.

What's New and Important (Continued)

HOA Monthly dues increase

- The Villas West Board of Directors have voted to increase the yearly dues by \$5.00 per month to a total of \$220.00 in 2021.

North Pena Laundry Room Ramp

- We have now added a ramp to the North Pena Laundry Room.

Laundry Rooms – Library

- Feel free to take a book, read a book, share a book and enjoy a book. Located at all 4 laundry rooms.

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

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

VITA (Volunteer Income Tax Assistance)

- Provides free income tax service for Green Valley. To make an appointment call (520)329-3818 between 9am and 4pm, Monday thru Friday. For tax questions call Pat Murphy at (520)460-2011.
- VITA provides tax preparation in conjunction with the IRS to low income families and the elderly. Certified volunteers prepare, review, print and E-file the taxpayer's return. This Year we are at St. Francis Episcopal Church from February 15th to the end of the tax season.

What's New and Important (Continued)

Office Hours – Walk In AM/Appointments PM

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

Office Mailing Address – PO Box Eliminated

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

Parking Permits (Stickers) – Everyone Needs One!

- We have begun giving out parking permits again.
- Please schedule an appointment with the office.
- You will need to bring your I.D. and need to wear your face mask. If you are a tenant we do need a copy of the lease if we don't already have it.
- Parking permits are given out to homeowners, tenants and short-term tenants.
- We currently have new short-term (30 days, less than 91 days) hanging permits that are required to hang from the rear view mirror. They should be returned to the office once stay has concluded. If the permit is lost or not returned, a \$15.00 Fee will be assessed to the homeowner.
- We will also be painting the caution lines (Yellow) and the Red lines on our curbs/streets as well. More projects to come.

What's New and Important (Continued)

On-Site Updates

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

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

- Most forms are now available outside Villas West Office as a self-serve option as well as online through our website at www.villaswest.org under the FORMS tab.

Renting Your Villa - \$25.00 New Tenant Admin Fee

- Arizona Condominium Act (33-1260-01 C & D – related to leasing) allows the association to charge a fee of not more than twenty-five dollars (\$25.00) for administrative time related to rentals (particularly short term rentals). The fee may be charged for each new tenancy for that unit but may not be charged for a renewal of a lease.

HVAC Filters Being Delivered Again – Installed by Request Only

- Our maintenance crew delivers all HVAC filters every Wednesday from 9:00am – 12:00pm.
- To have a filter delivered, contact the office to be placed on the list.
- You may also call ahead to pick up a filter and we will leave it outside the office door.
- We are now installing air filters upon request **ONLY**. Our staff will be using face masks and gloves while doing so. Please wear a mask as well while they install the air filter.

What's New and Important (Continued)

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

- Due to COVID-19, pools hours have/may change depending on circumstances. Currently pool hours are now Sunday thru Saturday from 7:00 AM – 5:00 PM. Check the Villas West Website or notices at the pool for up to date hours or call and check with the office.
- MEMBER USE ONLY - NO GUESTS. Members may not have guests use the pool facilities. **DO NOT ENTER OR USE FACILITY IF YOU ARE SICK OR FEELING SICK.**
- MAINTAIN SOCIAL DISTANCING OF AT LEAST SIX (6) FEET- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet - about 2 arms' length).
- RECOMMENDED LIMIT OF 10 PEOPLE- It is recommended that no more than ten (10) people be in the pool area at one time. **WASH YOUR HANDS OFTEN.**
- Come to the pool already showered and ready to swim.
- Limit your time to about an hour.
- SANITIZE any furniture you may use before and after use. While Villas West employees will be cleaning and disinfecting periodically, you need to protect yourself and fellow pool users. The more everyone does their part, the more likely we will not have to close pools except by order of the Governor.

Owner/Tenant Orientation Meeting: CANCELLED until further notice.

- Stay tuned.

Upcoming Activities

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

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

Greetings from the President,

I want to thank everyone who joined in on our zoom Board Meeting. We had very good participation. I hope we addressed all the inquiries and questions that homeowners had. If anyone has any more issues or questions please feel free to send any questions or comments to the Board email at villaswestboard@gmail.com.

Some of the highlights of the meeting included continuation of utilizing a paint contractor and approving Golden Contractors to paint 26 buildings this year.

The Board confirmed the appointment of Charles "Chuck" Wallace to the Board to complete the term of Mary Meister. Chuck will be chairman of the Compliance Committee and has already developed a plan for that committee. Welcome aboard Chuck.

Also discussed at the meeting was a Street Maintenance Program. The Board determined they will take a proactive approach and determine a solution for street maintenance.

The Board discussed the Centralized Mailbox project and determined to look at more detail and options before making a decision on improving mail delivery.

Some of the inquiries we have received recently are the following:

1. A Resident asked to have individual email sites for the Board Member. – We have started email sites for each Board Member individually and we need to pursue that and make it public to homeowners.
2. A Homeowner had three compliance issues for the Board. 1. An observation that a nonresident was using the pools all summer. 2. Young people and their children were staying longer than allowed, and 3. Rentals not obeying time to rent. - In order to address these issues, management needs to be made aware of them with specific information.
3. A Homeowner complained about Villas West charging a fee for completing information questionnaire from a Bank for initiating a mortgage loan. Because Financial Institutions are requiring a detailed questionnaire from Villas West when a homeowner is applying for a mortgage. – We have been charging the institutions a fee for submitting this. If we did not complete it the financial institution will not complete the mortgage. The questionnaire is very detailed and requires a great deal of time.
4. A Homeowner requested the Board consider a fenced Dog park for pets to use. – Villas West does not have the capability of maintaining a dog park. We have several parks at Villas West that are pet friendly for residents to use. Also, there is a community dog park for Pima County residents to use.
5. It has been requested we put some furniture back in the pool areas. – We will not put any furniture in pools until such time as it safe and allowable.

January 12, 2021 Board of Directors Meeting
Summary of Managers Report by J.D. Sotelo

Managers' Report January 12, 2021

Welcome back everyone and Happy New Year.

We have had a lot going on over the last few months so I want to thank everyone for their patience and understanding.

Dorothy Gates has started back at Villas West as our Bookkeeper and is now back at the office.

A reminder as the website is always updated and all forms are now reflecting our 460 S Paseo Quinta Address please keep checking it for all our news. The E Blast will continue as we progress and have any correspondence for Villas West Homeowners, please make sure we have a good email for you.

If your Villas is a rental, please make sure we have all your tenant information on file, it makes it difficult if a tenant either comes by or calls the office to request something and we have no way to verify who they are. Make sure your new tenant or homeowner submit the \$25.00 Administrative fee.

Tim Schaid will recap on a few projects we have started and if you have any questions either myself or Tim would be happy to answer them.

I sent an E Blast late last week indicating the Villas West office hours are As follows:

9:00 AM – 12:00 PM Walk-in and 1:00 PM – 4:00 PM by appointment, please remember to wear your mask and maximum two (2) people at a time in the office.

Thank you,

JD Sotelo
General Manager
Green Valley Villas West Homeowners Association

**Treasurer's Report January 12, 2021
All Figures are through November 2020
Operating Account as of November 30, 2020.**

Operating Income – Assessment fees \$1,578,246 (Total Income \$1,618,483)
Operating Expenses - \$1,156,822
Transfer to Major Maintenance (Reserve) Fund - \$447,500
Operating net income/loss – \$14,161

Reserve Account

Reserve Income (Interest, Gain/loss on investments, Contributions) - \$511,192
Reserve Expense - \$699,650 Variance – (-\$310,066)
• Roof major repair and replacement - \$276,400 (\$296,734 in 2019)
• HVAC replacement - \$228,590 (\$208,590 in 2019)
• Capital Equipment - \$28,229
Reserve Portfolio Summary (as of 11/30/2020) –
• Opening Value (1/1/2020) - \$1,710,879
• Cash Withdrawn - \$275,000
• Closing Value (11/30/2020) - \$1,499,530
• Change in value for 2020 – (-\$211,349))

Inspection by an independent auditor of the Operating and Reserve Accounts was completed in December 2020 and found both accounts in compliance and accordance with accepted financial principles in the United States of America.

To keep Members up to date on HOA finances the Board of Directors is now approving Monthly Financial Summaries and posting them on the website.

More detailed information is available for inspection at the office by making an appointment with the President, Treasurer, and/or General Manager.

Respectfully Submitted,

Chris Fisher, Treasurer
Green Valley Villas West Condominium Association

**January 12, 2021 Board Meeting
Committee Reports**

Maintenance Report

The Villas West Maintenance Committee will hold their next meeting sometime in January or early February. I'd like to thank our committee members Jim Becker, Mike Flynn, Lou Kifer, and Jim Sullivan for serving on this committee. I'd also like to thank Villas West General Manager JD Sotelo for his valuable assistance to our committee.

To date in 2021 we have replaced 0 roofs and repaired 1 roof. Villas West continues to be very proactive with preventative maintenance on the roofs throughout the complex.

As most owners/residents know, new pool gates and locks were installed last spring. Any owner/resident who has not exchanged their old pool/laundry key for a new one should call the office to schedule an appointment to do so. Pool hours are now 10:00 AM to 5:00 PM.

Phase two of our street work will get started in the spring of 2021. We currently have 2 bids to resurface both Sarta and Tierra, which the board will be discussing later in the agenda today.

All 26 buildings that were scheduled to be repainted in 2020 were completed. We are trying to get another 26 buildings scheduled for painting in 2021. Bids have been received, which the board will be discussing later in the agenda today. Painting 26 buildings per year puts all of our buildings on a 7-year repainting schedule.

The preventative maintenance plan for the Villas West complex continues to go well. The plan divides the Villas West complex into 4 quadrants with a separate crew assigned to each quadrant to conduct regular and ongoing inspections and repairs of sewer lines/cleanouts, HVAC units, roofs and water heaters/closets.

Villas West is in the process of upgrading our emergency eyewash station and first aid kits to make sure these items are in compliance with current OSHA safety standards. New and up-to-date first aid kits will also be installed in all of the Villas West pool areas. We are working with the CINTAS Company on this project.

We also want to let homeowners know that JD and Marcos are working on a plan to begin removing oleanders throughout Villas West that are causing problems with sewer lines.

There have been a total of 50 work orders to date in 2021; 20 of those work orders were HVAC related, 3 were sewer related, 5 were roof related, 2 were grounds requests and 20 were issues related to hot water heaters.

Respectfully
Tim Schaid

**January 12, 2021 Board Meeting
Committee Reports**

Green Valley Villas West
Architectural Alteration Requests
12-Jan-21

Address	Request	Approved/Denied
329 A Pena	Satellite Dish	Approved
328 C Pena	Security Door	Approved
384 B Pena	Shed	Approved
384 B Pena	Windows	Approved
385 A Penasco	ADA Ramp (Revised Request)	Declined
385 A Penasco	Security Door	Approved
457 B Sarta	Shed	Approved
329 A Sarta	Windows	Approved
265 A Pena	Patio Gate	Approved
373 C Pena	Satellite Dish	Approved
160 C Pena	Shed	Approved
174 A Tierra	Windows	Approved
445 B Quinta	Shed	Approved

Approved - 13

Declined - 1

Compliance Committee Report 1/12/21

The Compliance Committee is responsible for ensuring that CC&Rs and Rules & Regs are being followed. Currently, we have two primary areas of focus: Parking Compliance and Covenant Compliance.

Parking Compliance ensures that all vehicles have properly displayed parking stickers, that Visitor spots are used appropriately, that deeded parking spots are honored, and that unauthorized vehicles are removed.

Covenant Compliance addresses rules which pertain to architectural and landscaping standards, conditions and appearance of Villa units/patios and use of common areas adjacent to them.

We are assigned by quadrants and walk about our areas checking for violations. We also receive notifications from owners and residents via the Parking and Covenant Violations report forms available on the web site or hard copies outside the office. We strive to maintain a cooperative approach with owners and residents in resolving any violations. Our mission is to inform, educate, and achieve mutually acceptable solutions.

We had made good progress early last year, but we essentially placed everything on hold when the pandemic hit. We reconvened in November.

I would like to thank our volunteers: Barb Fisher, Larry Grigsby, Carleen Otto, and Marty Skeldon for their hard work and dedication in helping ensure that Villas West remains a great place to live. Thank you also to our Office Administrator, Liliana Ortega and General Manager, JD Sotelo for their dedicated and essential support to our team.

Two of our members have recently moved away and we have a couple who are under the weather. If anyone would like to join our group, please e-mail me at the Villas West Board e-mail address: Villaswestboard@gmail.com

Since November, we reported approximately 110 vehicles without parking stickers. 100 owners/residents have acquired passes. We also towed one unauthorized vehicle from Tierra overflow area, and resolved a handful of Covenant compliance issues.

Respectfully submitted by

Chuck Wallace

**January 12, 2021 Board Meeting
Committee Reports**

Grounds Committee Report

After taking on the Grounds Chair position in November, I have enjoyed meeting with over 16 Villa owners that had submitted a Grounds Alteration Application. Your concerns, problems or ideas will be addressed in a timely fashion.

My goal is to maintain the green and growing beauty of Villas West that includes the common ground around your Villa. Please submit a Grounds Alteration Application instead of making requests of our busy working landscape crew.

Looking forward to meeting you, BUT now I have a few more items of concern. PLEASE put up a battery operated carbon monoxide detector (\$14 at Walmart). I am speaking from my own experience. If it happened to me, it CAN happen to you. Three (3) times my carbon monoxide detector alarm went off and saved my life. I could have slept away except for the loud annoying beeping. Yes, there where gas leaks.

You should also have a smoke detector. These are two (2) different alarms that detect different dangerous things. If your smoke detector is chirping - DO NOT take the battery out to stop the noise. Call 629-9200 (not 911) at the Fire Department. They will come to correct your "chirping battery".

To prevent the damage to your front door during an emergency, have a lockbox installed outside your Villa. This is a safety step provided by Fire Department at a set fee. I have all three (3) of the above items, thank goodness.

Next, I have put a box labeled Laundry Room Library on the window sill in each of the four (4) laundry rooms. When you are finished with a book, leave it, take another and enjoy. Such an easy way to recycle books.

Outside the office is a rack with all the above forms you need to stay safe.

Respectfully
Marcella Erler

**January 12, 2021 Board Meeting
Committee Reports**

Organization of Board

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

Board Officers:

President – Jim Becker

Vice President – Tim Schaid

Treasurer – Chris Fisher

Secretary – Marcella Erler

Directory at Large – Chuck Wallace

Committee Chairs:

Architecture Committee – Jim Becker, Chair

Maintenance Committee – Tim Schaid, Chair

Budget Committee – Chris Fisher, Chair

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

Documents/Communications – Chuck Wallace

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

Compliance Committee – Chuck Wallace, Chair

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

Thanks,

Jim

**January 12, 2021 Board of Directors Meeting
Social Activities**

Christmas Patio Light Contest Winners – 5 Villas/Gift Certificates

- 1st Place 206 La Canada - The Two Sisters, Midge and Sue
- 2nd Place 2 winners tied:
 1. 188 Pena - Leeanna Schuepp
 2. 369 Quinta - Kevin Oday
- 3rd Place 329 Quinta – Vicki Weaver
- 4th Place 456 Sarta – Pat and Linda Djapstrom

Thank you all for all the lovely Christmas lights and decorations, it made the Villas look cheerful.

All other activities are on hold until this virus is over.

Please stay safe wear your masks and keep your distance.

Social Activities Chairperson

Lila Szedlus

January 12, 2021 Board of Directors Meeting
Motions Unanimously Passed by the Board

Old Business:

- **Centralized Mailboxes.** – The Board determined to table a decision on this project for more detail and options.

New Business:

- **Confirmation of Charles Wallace** - A motion was made by Tim Schaid and seconded by Jim Becker to confirm appointment of Charles Wallace to the Board of Directors of Villas West. The motion was passed unanimously.
- **Street Maintenance** – The Board determined to table a decision on Street Maintenance and to be proactive on going forward.
- **Trash Collection** – A motion to maintain the garbage collection as an In-House task was made by Tim Schaid and seconded by Jim Becker.
- **Painting Contractor** – A Motion was made by Tim Schaid to contract with Golden Contractors to paint 26 Buildings as long as an appropriate warranty was provided by the contractor.

Homeowner Reminders

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

Contact Information

- Contact Information for Owners – please update with office by phone, email, or in person.
- Tenant information – please complete form and submit to office (on website or available in office)

Driving

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

Quiet Hours

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

Parking

- Parking Permits – everyone **must** have a permit for every car (owners and tenants).
- Park only in assigned parking unless granted written permission (need on file in office). If you have two cars, one should be parked in overflow parking off Tierra - **DO NOT use visitor parking** as your second spot, these are reserved for visitors.
- Please do not park over the sidewalk – it makes it easier for packrats to get in your engine and it makes it harder for people with scooters/wheelchairs/walkers to get down the sidewalk especially if someone is helping them by walking next to them.

Dogs/Pet Owners

- Dogs and cats must be restrained on a hand held leash outside unit. Pet waste must be cleaned up and disposed of in “doggie” trash containers or your garbage. Containers are placed through the complex for your convenience. The grassy areas around pools not dog areas.
- No pets are allowed at pools (unless Certified Service Dog – office needs a record). A dog swimming in the pool is a violation of Pima County Health Code and can cause us to lose our pool license.

Sewers

- NO EGGHELLS in your garbage disposal – they do not break down and get stuck in the sewer line – they don't flow through. NO GREASE down sink, grease goes in garbage.
- Do not put anything except toilet paper in your toilet (no paper towel, no WIPES of any kind, no diapers of any kind, nothing but toilet paper).
- Sewer lines are located mostly behind the villas (sidewalk in back). You will see the clean-out metal covers in the sidewalk. If you see one with anything coming out of it, call the office and let them know where it is.
- Oleanders will only be removed near the sewer lines.

Homeowner Reminders

Sidewalks

- Some sidewalks still have uneven pavement and are marked (with yellow paint) as a trip hazard. Please be careful. Report any trip hazards to the office that are not already marked – Thank you.

HVAC

- Be sure to change your filter at least every 3 months (or more often). Available at the office or call office and someone will come out and change it for you on Wednesdays.

Recycle and Trash (Trash pick-up Monday and Thursday)

- Please break down your boxes before putting in the bin so there is room for other people's recycle. See list of what can/cannot be recycled on last page and on website.
- Recycle material should be thrown in loose – not in plastic bags. NO GARBAGE (furniture, blinds, vacuums, and other "stuff" that does not fit into your garbage can). Larger garbage items must be taken to the Sahuarita transfer station on La Canada or kept until the next bulk item pick-up scheduled with Titan trash (to be announced in the future).

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

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

Villa Alterations/Satellite Dish, etc.

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

Painting

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

Pools (Review Pool Regulations at Pools) (During Covid 19 Pandemic – may not apply)

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

Homeowner Reminders

Insurance Coverage for Your Villa

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

Leasing Your Villa (CC&R's – 4.17)

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

Wildlife

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

Property Vesting Changes

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

Smoke and CO (Carbon Monoxide) Detectors

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

GV Fire Dept. Lock Box Program

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

Welcome Back – Returning for the Season

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

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

Leaving for the Season

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

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

Social Activities/Events and New Owners

The following highlights social activities around Villas West:

Shuffleboard

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

Horseshoes (Pit across from the office)

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

Fun in the Sun Coffee (and treats)

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

Yard Games on Loan in Office

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

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

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

New Owners

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

CLASSIFIED ADVERTISING

FOR RENT : 402 D Paseo Sarta in Villas West

Casablanca:

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

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

Two month minimum

Contact: Iona Stenhouse/David Otto

206 325-6765

206 369 0644 - cell

or ionastenhouse@gmail.com

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.