



Green Valley Villas West
Condominium Association
February, 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).

Golden Contractors – Painting Villas

- Golden Contractors started the painting schedule this month and will continue all the way through March and possibly part of April. They have been doing a great and efficient job.

January and February's Monthly Statements

- Due to system glitches and system updates the statements were not updated with the correct information, we apologize for the confusion. Going forward we will be mailing out the monthly statements the last week of each month. If you have further questions call the office and our staff would be happy to assist you.

Sun Land Asphalt Street Project- Crack Sealing

The crack sealing project will begin:

- February 22nd & 23rd on Paseo Sarta
- February 24th & 25th on Paseo Tierra
- February 26th on Camino Penasco

What's New and Important (Continued)

- Feel free to stop in to the office to obtain your “Parking Pass” in order to park across the street on Trader Ln.

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.

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.

What's New and Important (Continued)

Parking Permits (Stickers) – Everyone Needs One!

- 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.

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.

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.

HVAC Filters Deliveries – 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, pool 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

- **Special Session – Mail Delivery Meeting: Scheduled for February 19, 2021 @ 10:00am via zoom.**
- **Next Regular Board Meeting: Scheduled for March 9, 2021 @ 9:30am 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

February 9th, 2021 Annual Board Meeting

Presidents Message by Jim Becker

Hello Villas West. With the completion of the annual meeting and the election a Board of Director, I believe we are energized to continue to go forward in maintaining Villas West as a great place to be.

I would like to congratulate Tim Schaid at being elected to continue as a Director on the Board of Villas West.

In 2020 we had a lot of issues that that surfaced, a great deal caused by Covid-19 because we had to alter our way of doing business. Even though we had these issues Villas West survived and even improved in a lot of areas.

Also, we had a complete turnover in our administration in the office. JD Sotelo is doing a very good job as General Manager and Liliana Ortega has really taken hold of the duties of Administrative Assistant and I believe we have a good office crew now as we welcome Dorothy Gates back to our staff as bookkeeper.

I would like to thank our maintenance and grounds crews for the outstanding job of keeping Villas West at the high level of quality that we are accustomed to.

I would like to thank all homeowners that have commented or had recommendations on the Mail Delivery situation. The responses are very numerous and diverse giving the Board a real challenge to resolve the issue. Remember the Board will conduct a Special Session of the Board on February 19, 2021 at 10:00 via Zoom.

Also, as we go into the New Year, I would like to ask homeowners to help maintain Villas West at the high standard we are accustomed to by volunteering for one of our committees. The standing Committees are: Architecture, Maintenance, Grounds, Budget and Finance, Documents and Communications, and Compliance. If you are interested please let us know at the office or by emailing us at villaswestboard@gmail.com.

Thank you for your patience, understanding and great support.

Jim

Green Valley Villas West Condominium Association – February, 2021 Newsletter

CONDENSED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION

As of December 31, 2020

OPERATIONS FUND	ACTUAL	BUDGET	VARIANCE
Receipts			
Residential assessment	\$ 1,727,091	\$ 1,733,760	\$ (6,669)
Late charges	924	2,000	(1,076)
Transfer fees	18,925	15,000	3,925
Laundry	11,115	15,000	(3,885)
Other Income	<u>9,693</u>	<u>200</u>	<u>9,493</u>
Total receipts	1,767,748	1,765,960	1,788
Disbursements			
Maintenance	733,069	791,704	58,635
Utilities	258,593	278,750	20,157
Administration	196,141	185,496	(10,645)
Insurance & Taxes	<u>99,517</u>	<u>120,010</u>	<u>20,493</u>
Total disbursements	1,287,320	1,375,960	88,640
Income / Deficit	480,428	390,000	90,428
Transfer to Major Maintenance Fund	505,000	390,000	(115,000)
Net Increase / Decrease in operating fund balance	(24,572)	-	(24,572)
Operating Fund balance as of 12/31/2019	<u>35,903</u>	<u>35,903</u>	:
Operating Fund balance at end of period	\$ 11,331	\$ 35,903	(24,572)
MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 505,000	\$ 390,000	115,000
Gain/(Loss) on Investments	30,702	-	30,702
Additional Reserve Allocation	-	-	-
Interest	<u>35,195</u>	<u>35,000</u>	<u>195</u>
Total receipts	570,897	425,000	145,897
Disbursements			
Roof replacements and Major Repair	315,076	232,000	(83,076)
Painting Outside Contractor	71,149	-	(71,149)
Street Maintenance	62,429	50,000	(12,429)
Pool equipment	11,200	2,800	(8,400)
HVAC replacement	269,990	55,200	(214,790)
Capital equipment	28,229	15,000	(13,229)
Tree Maintenance	-	15,000	15,000
Restoration - Gas Line Replacement	21,651	20,000	(1,651)
Contingency	<u>42</u>	<u>35,000</u>	<u>34,958</u>
Total disbursements	779,766	425,000	(354,766)
Excess (deficit) of receipts over disbursements	(208,869)	-	(208,869)
Net Book Value of Fixed Assests	724,884	724,884	-
Major Maintenance Fund Balance as of 12/31/2019	<u>1,712,393</u>	<u>1,712,393</u>	:
Reserve Fund Balance at end of period	\$ 2,228,408	\$ 2,437,277	\$ (208,869)
Total Funds	\$ 2,239,739	\$ 2,473,180	\$ -

February 9, 2021 Annual Board Meeting

VILLAS WEST TREASURER'S YEAR END FINANCIAL REPORT FOR 2020

Operating Account as of December 31, 2020.

Operating Income – Assessment fees \$1,727,100 (Total Income \$1,767,750)

Operating Expenses - \$1,792,320 (\$26,350 over budget for 2020)

Operating net income/loss - \$24,600

Reserve Account

Reserve Income (Interest, Gain/loss on investments, Contributions) - \$570,900 \$163,00 increase from 2020

Reserve Expense - \$779,720 Variance - \$355,000 over budget

- Roof replacement - \$315,075
- HVAC replacement - \$270,000

Reserve Portfolio Summary (Year End 12/31/2020) –

- Opening Value (1/1/20) - \$1,710,000
- Cash Withdrawn - \$275,000
- Closing Value - \$1,502,000
- Change in value for 2020 – (\$208,000)

Despite facing a big curveball in 2020, your Villas West Board of Directors is confident in the HOA's performance. Relying on a strong foundation and resources we can rely on (successfully handling staffing furloughs, management guidance with social distancing policies, emergency standard operating procedures and communications, etc.), the HOA came out of the crisis stronger than before. We successfully managed budget and financial issues, finishing the year 1.4% over budget despite the unique circumstances of a pandemic. We were able to complete important capital improvement and maintenance projects, retain and support staff, and enhance cleaning and safety procedures.

An independent financial review was performed by Reggie Brooks CPA in December 2020. He reported to the Board and management that our books are accurately maintained and that there was no material weakness or discrepancies in our financial records.

Owners are always welcome to review Financial Documents in the office with the Board Treasurer and/or President. Please call the office for an appointment or send an email request to the Board's email address, villaswestboard@gmail.com. Relevant financial information is also posted on the Villas West Website.

Respectfully submitted,

Chris Fisher, Treasurer

**February 9, 2021 Annual Board Meeting
VILLAS WEST 2021 BUDGET PRESENTATION**

In your packet you have our annual budget for 2021. This budget of \$1,774,080 includes an assessment fee increase of \$5 a month, or a 2.3% increase from last year. It also shows a 2.7% increase in expenses, primarily due to cost of living increases and other factors. One of those factors is the recent minimum wage increase from \$12/hr to \$12.50/hr, a 4% increase from last year. As you can see, wages are a major expense of the budget – a projected \$815K for the year 2021.

Other major expenses include HVAC replacements (budgeted for \$184,000) and roof replacements (a \$104,000 item). These are our “best guess” numbers, and if any major items like these fail the HOA is responsible for replacing them, regardless of what is in the budget. For example, last year we spent \$270K on HVAC replacements, \$315K on Major Roof Repairs and Replacements, and \$62K on Street Maintenance.

In 2020, VVHOA reduced our Reserves by \$208K. HVACs, roofs, and streets are Major Maintenance (Reserve) expenses, and it is imperative that we build on our Reserves for future unforeseen expenses. Our Reserve account is currently in the mid-average range of where it should be according to our last review, and we need to keep contributing to get it back to where it has been in the past. This budget includes a \$420K contribution to the Reserve Fund for 2021, an increase of 7.7% from the 2020 Budget. Despite the very unique challenges that 2020 presented, and the higher-than-expected costs of roof and HVAC replacements, we were able to contribute \$505K to our Reserve Fund, \$115K more than was budgeted for in 2020.

As always, any Budget is based on our best approximation for the coming year. We are optimistic for 2021 but with the unexpected challenges we weathered in 2020 and a 2021 bringing yet more unknowns we must also be ready and flexible for the alternative. You trust your Board to make sound and responsible fiscal decisions and we will continue to do so to the best of our abilities.

Respectfully submitted,

Chris Fisher, Treasurer

February 9, 2021 Annual Board Meeting

Following is a summary of the highlights of 2020 and the 2021 Going Forward as presented at the Annual Meeting on February 9, 2021.

Highlights of 2020

- Personnel Changes in Office – In 2020 we had a complete change in our office personnel, JD Sotelo as GM, Liliana Ortega as Admin Assistant, and Dorothy Gates returned to the Bookkeeping position.
- Replaced and repaired several roofs.
- Replaced approximately 50 HVAC systems
- Painted 26 Buildings
- Survived a very trying year with the Covid Pandemic

Projects Going Forward

- Street Maintenance – Continue to improve and maintain our streets.
- Paint 26 more buildings
- Improve our parks and the park benches
- Resolve the Mail Delivery Issue
- Begin a systematic program to rebuild the reserves.

Thank you to all members for your support as we go forward.

January 12, 2021 Board Meeting Committee Reports

Grounds Committee Report

Because of the cold weather, we were snuggled down cozy in our villas. Not many common area requests were submitted.

Soon the project of rearranging, placing and repainting of the cement benches will begin. I hope to have this completed before our winter villa folks leave for their summer homes.

Mailbox type and placement will be discussed at a special, open to homeowners, zoom meeting on February 19th at 10 am.

Now seems like a good time for a Q & A. You asked and I'll try to answer.

Q: What's with the different colored lightbulbs in outside fixtures in front or back of villas??

A: A white bulb is fine for brightness, but do turn it off by 10 pm as they glare into your neighbor's windows.

A yellow bulb detours bugs. We have very few bugs in AZ and yellow has less of a glare.

The green bulb that you see around various villas has a very special meaning. Green is the color of renewal, hope and well-being. Change one light to green to honor our veterans, not only on November 11th, but all year around. By changing one lightbulb to green in a visible location (on you porch) as a symbol of appreciation and support for our veterans. I have 2 grandsons in service and had 3 Brothers (deceased) that served.

Q: Are the brown round brown tubular hand rails up to code?? Should there be spindles to block falling thru the curved hand rails??

A: The brown tubular hand rails ARE up to ADA standards. Your HOA will provide them for FREE if you fill out a Architectural Alteration Application. If you would like a different style and color (black metal with spindles) that will be at your expense. Be sure to fill out the Architectural Alteration Application before ordering and installing another type of handrail.

Q: Can anyone place a park bench in memory of loved one??

A: Yes, that would be a nice jester. We suggest black rod iron (at your expense) bench because they weather the best. There are presently 2 such benched in our parks, with memorial plaques.

Stay safe, wear your mask, we'll get thru this together.

Respectfully,
Marcella Erler

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 2022 at \$1,600/month

Two month minimum

Contact: Iona Stenhouse/David Otto

206 325-6765

206 369 0644 - cell

Or ionastenhouse@gmail.com

VILLA FOR RENT

1 OR 2 BEDROOM VILLA FOR RENT

FOR THE MONTHS OF:

FEBRUARY, MARCH AND APRIL 2022

CONTACT: SHIRLEY ELLIOTT

(253)302-0365

Selliott2826@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.