



Green Valley Villas West
Condominium Association
March, 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 Painting have done an amazing job at painting the villas. They have 2 – 3 more weeks before the assignment is completed.

Sheds Painted – Expect an Invoice

- We are in the process of mailing out invoices for those sheds that have been painted. When received please mail in payment at your earliest convenience.
- Those who have already paid will not receive an invoice.

Sun Land Asphalt Street Project- Crack Sealing

- Sun Asphalt completed the project of sealing the cracks on Sarta, Tierra and Penasco Roads. The cleaning up did not go as expected and for that reason we had our Villas West Team finish up the cleaning.
- We apologize for the inconvenience and would also like to thank you for your understanding and cooperation for making this project run smoothly.

What's New and Important (Continued)

Rummage Sale – Sign up

- We are happy to inform that we will be having our first Villas West Rummage Sale for 2021 on Saturday March 20th, 2021 from 8:00am – 1:00pm.
- Please call the office and sign up by Wednesday March 17th, 2021.
- We will make a map with all participating villas. Maps will be available March 18th & 19th.

Laundry Room & Pool Keys – Pick Up at Office

- 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.

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!

- 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.

What's New and Important (Continued)

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 8:00am – 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 10:00 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 April 13th, 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

March 9th, 2021 Board Meeting

I want to thank everyone who joined in on our zoom Board Meeting on March 9, 2021. We had very good participation. I hope we addressed all inquiries and questions that homeowners have. 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.

At the meeting the Board confirmed the decision to contract with Sunland Asphalt to continue improving our streets. Also, the Board confirmed the decision to rescind the motion made on January 12, 2021 to bring the trash collection service in-house. It was decided to continue with Titan Trash for this service.

The Board determined that the stop signs on Penasco served a good and necessary service and will remain in place.

Also, the Board determined that it would be ok to return some of the pool furniture and encourage the residents to self-discipline by sanitizing their furniture during their use. Villas west routinely will sanitize, but not after each use.

There also was discussion on the Mail Delivery issue as the Board is in the process of identifying mail delivery options and plan to meet with Postal Service to understand the feasibility of each option.

Following are some of the options the Board is investigating. The bold highlighted comments are my personal comments.

- A. Cluster Mail Boxes in one location – **This option is not feasible because of the inconvenience of being too far for most residents.**
- B. Four location at pools for Cluster Mail Boxes – **This is a better option than option A, but still does not maximize the convenience issue, and other potential issues.**
- C. Moving mailboxes to rear door – **Possibly a solution. It would require approval from Postal Service, and purchase of 672 new mailboxes to assure security.**
- D. The “Gold Standard”, Remain the same – **Does not take care of the security or privacy issues.**
- E. Move the mailboxes to the front of each patio eliminating crossing the B & C units – **Would have to be approved by Postal Service and 672 new mailboxes would be needed to assure security.**
- F. Strategically install Cluster Mailboxes in locations that significantly reduces any inconvenience to residents - **The Board and the Mail Delivery Committee are be working on location options.**

Thank you for your patience, understanding and great support.

March 9th, 2021 Board of Directors Meeting
Summary of Managers Report by J.D. Sotelo

We started the year off great! Golden contractors were scheduled to paint twenty six buildings (26) and project will be completed at the end of this month.

We also contracted with Sunland Asphalt. Weeks prior they cracked sealed S Paseo Tierra, S Paseo Sarta and Camino Peñasco. Please make note that the POLYCHIP has been scheduled for the following days:

S PASEO SARTA: WEDNESDAY, JULY 7th, 2021 FROM 6:00 AM – 6:00 PM

S PASEO TIERRA: THURSDAY, JULY 8th, 2021 FROM 6:00 AM – 6:00 PM

* * * ALL VEHICLES NEED TO BE MOVED OR THEY WILL BE TOWED * * *

We have many more projects to come this year that include; Curb Painting and Re-stenciling parking stalls, Lamp Post refurbishing, Oleander removal plan and Beautifying our Parks and Benches.

I will keep communicating with Homeowners by E-Blast. Make sure to check your spam or junk email. We also update the website with all new updates. E-Blast only goes to homeowners we cannot send to tenants if you're a homeowner that has tenants please forward emails to them.

We will be having a Rummage sale on Saturday, March 20th 2021 from 8:00 AM to 1:00 PM ** Please Sign up at the office by Wednesday, March 17th. We will mark a map with all participating villas. Maps will be available March 18th & March 19th.

Respectfully,

JD Sotelo
General Manager
Villas West Condominium Association

Green Valley Villas West Condominium Association – March, 2021 Newsletter

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

OPERATIONS FUND	ACTUAL	BUDGET	VARIANCE
Receipts			
Residential assessment	\$ 202,764	\$ 147,840	\$ 54,924
Late charges	-	167	(167)
Transfer fees	1,050	1,500	(450)
Laundry	913	1,175	(262)
Other Income	<u>1,496</u>	<u>528</u>	<u>968</u>
Total receipts	206,223	151,210	55,013
Disbursements			
Maintenance	56,697	71,192	14,495
Utilities	22,315	20,919	(1,396)
Administration	25,352	16,389	(8,963)
Insurance & Taxes	<u>15,434</u>	<u>7,710</u>	<u>(7,724)</u>
Total disbursements	<u>119,798</u>	<u>116,210</u>	<u>(3,588)</u>
Income / Deficit	86,425	35,000	51,425
Transfer to Major Maintenance Fund	53,750	35,000	(18,750)
Net Increase / Decrease in operating fund balance	32,675	-	32,675
Operating Fund balance as of 12/31/2020	<u>11,331</u>	<u>11,331</u>	<u>=</u>
Operating Fund balance at end of period	\$ 44,006	\$ 11,331	32,675
MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 53,750	\$ 35,000	18,750
Gain/(Loss) on Investments	(928)	-	(928)
Additional Reserve Allocation	-	-	-
Interest	<u>2,575</u>	<u>2,500</u>	<u>75</u>
Total receipts	55,397	37,500	17,897
Disbursements			
Roof replacements and Major Repair	18,050	8,667	(9,383)
Painting Outside Contractor	4,615	6,000	1,385
Street Maintenance	-	5,417	5,417
Pool equipment	-	1,250	1,250
HVAC replacement	32,200	15,333	(16,867)
Capital equipment	-	250	250
Tree Maintenance	-	833	833
Restoration - Gas Line Replacement	-	2,083	2,083
Contingency	<u>-</u>	<u>-</u>	<u>-</u>
Total disbursements	<u>54,865</u>	<u>39,833</u>	<u>(15,032)</u>
Excess (deficit) of receipts over disbursements	532	(2,333)	2,865
Net Book Value of Fixed Assets	724,484	724,484	-
Major Maintenance Fund Balance as of 12/31/2020	<u>1,503,686</u>	<u>1,503,686</u>	<u>=</u>
Reserve Fund Balance at end of period	\$ 2,228,702	\$ 2,225,837	\$ 2,865
Total Funds	\$ 2,272,708	\$ 2,237,168	\$ -

March 9, 2021 Board Meeting

VILLAS WEST TREASURER'S FINANCIAL REPORT FOR JANUARY 2021

Operating Account as of January 31, 2021.

Operating Income – Assessment fees \$202,764 (Total Income
\$206,223) Operating Expenses - \$173,548

Operating net income/loss - +\$32,675

Reserve Account

Reserve Income (Interest, Gain/loss on investments, Contributions) –

\$55,397 Reserve Expense - \$54,865

- Roof Repair and replacement - \$18,050
- HVAC replacement - \$32,200
- Painting Outside Contractor – 4,615

Reserve Portfolio Summary (**January 31, 2021**) –

- Opening Value (1/1/21) - \$1,503,686
- Cash Withdrawn - \$0
- Closing Value - \$1,502,000

Looking Forward –

- Paving (Sarta, Tierra, Penasco) - \$175,00 (Budgeted \$65K for previous contractor)
- HVAC units continue to be replaced regularly (Budgeted for \$184K, \$386K at current replacement rate) \$270K in 2020
- Our previous independent CPA for our annual audit has retired and the Board is looking into a professional and certified replacement.
- 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,
Chris Fisher

March 9, 2021 Board Meeting
Architectural Committee Report by Jim Becker

We had 21 Architectural Requests since January 12, 2021 including Railings, Gates, Satellite Dish, Windows and sheds. Twenty requests were approved one cancelled.

I would like to thank all parties that submitted requests. There appeared to be more than usual, that means homeowners are continuing to improve their property.

I would like to reiterate that anytime you as a homeowner wish to change or update anything on common ground, windows, or doors please remember to complete an Architectural Request.

Villas West Board Meeting Tuesday, March 9, 2021 Maintenance Report

The Villas West Maintenance Committee held their last meeting on March 2, 2021 over Zoom.us. Attending the meeting were Chairman Tim Schaid and committee members Lou Kifer and Jim Sullivan. Villas West Board member Chris Fisher and Villas General Manager JD Sotelo were also in attendance. Committee members Jim Becker and Mike Flynn were unable to attend.

To date in 2021 we have replaced 0 roofs and repaired 6 roofs. Villas West continues to be very proactive with preventative maintenance on the roofs throughout the complex.

Phase two of our street resurfacing project began the last week in February with crack sealing work done on Tierra, Sarta and Penasco. These streets will receive a poly-chip resurfacing process on July 7, 8 and 9. JD Sotelo will be making contact with owners regarding which streets will be done on which date and provide information about where to park cars.

Fourteen buildings have been painted thus far in 2021, with 12 more to go to complete the scheduled painting for 2021.

JD reported the removal of Oleander shrubs that are problematic to our sewer lines will begin soon. In addition, he reported that the old signage throughout the Villas West complex is now starting to be replaced with new signage that clear and easy to read. Finally, JD reported that curb painting and the re-stenciling of parking stalls will begin soon.

JD is working with our painting contractor to see if they can repaint all of the lamp posts throughout Villas West, after which our maintenance crew can begin to replace the glass reflector plates on the lamp posts that are not in good condition.

The committee discussed several other thoughts, suggestions and ideas for future maintenance projects in Villas West. These have been passed on the full board and JD for consideration.

There have been a total of 136 work orders to date in 2021; 45 of those work orders were HVAC related, 11 were sewer related, 12 were roof related, 28 were grounds requests and 40 were issues related to hot water heaters.

The next meeting of the Villas West Maintenance Advisory Committee will be on Tuesday, April 6, 2021 at 9:30 AM. The venue chosen for this meeting is TBA at a time closer to the meeting.

Later in the agenda today the board will be approving Villas West advisory committees. As chair of the Villas West Maintenance Advisory Committee I am recommending the following Villas West owners be approved for membership on this committee: Jim Becker, Mike Flynn, Lou Kifer and Jim Sullivan.

March 9, 2021 Board Meeting

Documents and Communication Report for February 2021

The Documents and Communications Committee continued to review documents such as Architectural Regulations and Specifications that are referenced in the updated Rules and Regulations to ensure consistency across all related documents.

Committee members assisted with resident notification of the street maintenance (crack sealing) that was performed last week by distributing flyers to every car parked on Paseo Sarta, Paseo Tierra, and Penasco on the days prior to the work performed by Sunland Asphalt.

Respectfully submitted by Chuck Wallace

March 9, 2021 Board Meeting

Compliance Committee Report for February 2021

During February, the Compliance Committee reported 29 parking violations. The majority of those violations were failure to have a properly displayed parking sticker. Every vehicle parked on Villas West property must have one of the following: A blue sticker which is assigned to a Villa owner/resident; a red sticker which is assigned to a long-term (more than 90 days) tenant; or a temporary pass assigned to tenants/guests for 30 to 90 days.

During the same period, Villas West Office Administrator, Liliana Ortega issued 24 owner permits, 11 tenant permits, and 9 temporaries.

I would like to remind everyone that only two vehicles per resident are allowed to be parked on Villas West property. One vehicle may be parked in an assigned deeded parking spot. A second vehicle must be parked in the overflow parking area located on the west side of Paseo Tierra. Visitor parking spots throughout Villas West are reserved for Visitors.

There were no new Covenant Violations reported during February.

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. Please join me in welcoming our newest member, Diane Westerhof.

Respectfully submitted by Chuck Wallace

March 9, 2021 Board Meeting

Grounds Committee Report

Address	Request	Approved/Denied
328 C Quinta	Plant purple cactus along sidewalk.	Approved
387 C Quinta.	Plant colorful shrub to replace Rosemary.	Approved
234 D Quinta	Replace Paloverde tree previously removed	Approved
316 A Sarta	Replaced dead shrubs.	Approved
372 B Sarta	Remove dead tree behind laundry	Approved
316 B Sarta	Change rocks, termites inspection.	Approved
102 A Quinta	Remove dead bush, cactus replacement	Approved
415 C Sarta	Remove dead bush, cactus replacement	Approved
328 C Pena.	Remove dead 20' high pine/shrub, shape TR, Plant Barrel cactus.	Approved
133 C Sarta	Plant cactus in lg sidewalk area.	Approved
274 B Quinta	Remove cactus from front window.	Approved
402 B Quinta.	Rock replacement.	Approved
189 C Sarta	Palm tree outside No. patio wall or 2 bushes.	Approved
177 D Sarta	Trim, shape, clean out Pyracantha outside patio.	Approved
456 C Sarta	Remove dead Tex Ranger, plant cactus, change rocks.	Approved
138 B La Canada	Change out rock boarder.	Approved

**Please remember that large plantings will be done in April.
Rock changes are from sharp jagged edges to smooth round edges.
Some smaller plantings are on hold because of building repairs and painting.**

Approved: **16** Denied: **0** Temporarily on Hold: **9**

Respectfully submitted by Marcella Erler, Grounds Chair

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.