



Green Valley Villas West
Condominium Association
April, 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: board@villaswest.org

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 2/2024)

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

Ad-Hoc Committees

Compliance Committee:

Chuck Wallace

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
- April 13th, 2021 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

- We are happy to announce that the project has finished and it was a success. Our very own maintenance crew are now repairing and repainting the bricks to the assigned villas. Thank you for your patience and cooperation.

Sheds Painted – Expect an Invoice

- There was a system error and some homeowners received an invoice inadvertently. The issue has been resolved and no further action is needed.

Sun Land Asphalt Street Project- Poly-Chip

- Sun Land Asphalt will continue doing more work on our streets in July.
- S. Paseo Sarta will be poly chipped on Monday the 5th and Tuesday July 6th from 6:00am – 6:00pm.
- S Paseo Tierra will be poly chipped on Wednesday the July 7th and Thursday July 8th from 6:00am – 6:00pm.

What's New and Important (Continued)

Recycling Bins –

- Please help maintain our recycling bins.
- Place items in order, break down boxes, do not toss items over fence, do not leave items stacked in front of gate and do not place non-recyclable items.

Office Mailing Address – PO Box Eliminated

- *We are updated out 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.

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.

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 –

With some of the COVID protocol being reduced we have determined we can change the pool usage rules and protocol.

The Board has agreed to the following:

- Open pools to the following hours:

November 1 through April 30 – 8:00 AM to 6:00 PM

May 1 through October 31 – 6:00 AM to 10:00 PM

- Allow guests as long as accompanied by an adult resident.
- Allow visiting guest children of residents to use the pool during the following hours for children:

November 1 through April 30 – 11:00 AM to 1:00 PM and 4:00 PM to 5:00 PM

May 1 through October 31 - 11:00 AM to 1:00 PM and 5:00 PM to 7:00 PM

- Encourage residents to bring their own chairs and take them home when done. We will continue to have a table and four chairs at each pool. We will be adding some furniture in the next few weeks.
- Encourage residents to sanitize as they go. We will continue to sanitize on a routine basis.
- Require that the protocol for social distancing will continue.
- If these rules are abused then we will go back to limiting pool to the strict COVID Protocol.

These rules apply to all residents and homeowners and it is the expectation for all residents and homeowners to self-govern making sure they follow the rules.

Owner/Tenant Orientation Meeting: CANCELLED until further notice.

- Stay tuned.

Upcoming Activities

- **Next Regular Board Meeting: Scheduled for October 12th, 2021.**

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.

Greetings from the President,

I want to thank everyone who joined in on our zoom Board Meeting on April 13, 2021. We had very good participation. I hope we addressed all inquiries and questions that homeowners have.

Some of the highlights of the meeting included a decision to create a survey to get more input on mail delivery options. The Board will continue to pursue a solution to the mail delivery issues. Also, the Board approved the committee members of the various HOA committees.

As announced at the April 13, Board meeting Marlene and I Have accepted an offer to sell our villa. What this means is that I will need to resign from the Board of Directors.

I have been associated with Villas West for about nine years as a Board member or as a temporary General Manager. Villas West has been very dear to me and it has been great trying to help Villas West continue being a great place to live.

I am especially thankful for having the pleasure of meeting great residents and homeowners and appreciate their support. Also, I have had the pleasure of knowing and working with the employees and staff of Villas West. Our Office staff and Maintenance crew is made up of very good dedicated employees and I hope everyone will continue to support them.

Going forward, I believe the current Villas West Board will continue to make sure Villas West maintains its high level of value. Please continue to support them as you have been a great support for me.

I will be available for advice and suggestions to the Villas West staff and Board as I will continue to live in Green Valley.

Thank you, Villas West, for allowing me to be part of the history and future of Villas West.

Jim

Green Valley Villas West Condominium Association – April, 2021 Newsletter

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

As of February 28, 2021

OPERATIONS FUND	ACTUAL	BUDGET	VARIANCE
Receipts			
Residential assessment	\$ 348,118	\$ 295,680	\$ 52,438
Late charges	45	333	(288)
Transfer fees	3,750	3,000	750
Laundry	913	2,350	(1,437)
Other Income	<u>2,871</u>	<u>528</u>	<u>2,343</u>
Total receipts	355,697	301,891	53,806
Disbursements			
Maintenance	115,867	142,384	26,517
Utilities	39,783	41,839	2,056
Administration	39,251	32,777	(6,474)
Insurance & Taxes	<u>24,785</u>	<u>15,420</u>	<u>(9,365)</u>
Total disbursements	<u>219,686</u>	<u>232,420</u>	<u>12,734</u>
Income / Deficit	136,011	69,471	66,540
Transfer to Major Maintenance Fund	88,750	70,000	(18,750)
Net Increase / Decrease in operating fund balance	<u>47,261</u>	<u>(529)</u>	<u>47,790</u>
Operating Fund balance as of 12/31/2020	<u>11,331</u>	<u>11,331</u>	-
Operating Fund balance at end of period	\$ 58,592	\$ 10,802	47,790
MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 88,750	\$ 70,000	18,750
Gain/(Loss) on Investments	(3,572)	-	(3,572)
Additional Reserve Allocation	-	-	-
Interest	<u>4,167</u>	<u>5,000</u>	<u>(833)</u>
	89,345	75,000	14,345
Disbursements			
Roof replacements and Major Repair	55,050	17,333	(37,717)
Painting Outside Contractor	39,303	12,000	(27,303)
Street Maintenance	-	10,833	10,833
Pool equipment	-	2,500	2,500
HVAC replacement	50,600	30,667	(19,933)
Capital equipment	-	500	500
Tree Maintenance	-	1,667	1,667
Restoration - Gas Line Replacement	4,440	4,167	(273)
Contingency	<u>41</u>	<u>-</u>	<u>(41)</u>
Total disbursements	<u>149,434</u>	<u>79,667</u>	<u>(69,767)</u>
Excess (deficit) of receipts over disbursements	<u>(60,089)</u>	<u>(4,667)</u>	<u>(55,422)</u>
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>	-
Reserve Fund Balance at end of period	\$ 2,168,081	\$ 2,223,503	\$ (55,422)
Total Funds	\$ 2,226,673	\$ 2,234,305	\$ -

VILLAS WEST TREASURER'S FINANCIAL REPORT FOR FEBRUARY 2021

Operating Account as of February 28, 2021.

Operating Income – \$355,697

Operating Expenses - \$219,686

Operating net income/loss - +\$47,261 (after \$88,750 transferred to Major Maintenance Fund)

Reserve Account (Major Maintenance Fund)

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

\$89,345 Reserve Expense - \$149,434

- Roof Repair and replacement - \$55,050
- HVAC replacement - \$50,600
- Painting Outside Contractor – \$39,303

Reserve Portfolio Summary (**February 28,2021**) –

- Opening Value (1/1/21) - \$1,503,686
- Cash Withdrawn - \$0
- Closing Value - \$1,502,528

Important Numbers -

- HVAC units continue to be replaced regularly (28% of Annual Budget through 2/21)
- Roof Repairs and Replacements at 53% of Total Annual Budget in the first 2 months of 2021
- \$62,000 withdrawn for the Major Maintenance Fund through March 2021
- 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

Architectural Committee Report by Jim Becker

We had 11 Architectural Requests since March 9, 2021 security Doors, Windows and sheds. Ten requests were approved and one denied.

I would like to thank all parties that submitted requests.

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, April 13,
2021 Maintenance Report**

The April meeting of the Villas West Maintenance Committee was cancelled due to a lack of pertinent agenda items. The next committee meeting will be held next fall ahead of the October 2021 Villas West Board meeting.

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 occurred the last week of February with crack sealing work completed on Tierra, Sarta and Penasco. These streets will receive a poly-chip resurfacing process in early July 2021. JD Sotelo will be making contact with owners regarding which streets will be done on which dates and provide information about where to park cars.

Twenty Six buildings have been painted and completed for this 2021,

JD has collected bids from our current painting contractor for the repainting all of the lamp posts throughout Villas West, as well as the re-stenciling of parking stall numbers, parking stall lines and yellow and red curbs. The board is currently reviewing these bids.

There have been a total of 237 work orders to date in 2021; 79 of those work orders were HVAC related, 22 were sewer related, 12 were roof related, 36 were grounds requests and 68 were issues related to hot water heaters and 20 Water Turnoff/On.

Respectfully submitted

By Tim Schaid

Compliance Committee Report for March 2021

During March, the Compliance Committee reported 13 parking violations. The majority of those violations were failure to have a properly displayed parking sticker. I would like to remind owners who rent out their units to let their renters know that they must request a parking sticker or parking pass within 72 hours from their arrival. Request forms are available on the Villas West web site or in the self- service bins outside the Villas office.

During the same period, Villas West Office Administrator, Liliana Ortega issued 12 owner permits, 5 tenant permits, and 10 temporary passes.

There was one Covenant Violation reported during March pertaining to storage of a golf cart on a front patio. The owner was notified and relocated the cart.

I would like to thank our team of volunteers and office personnel for their hard work and dedication in helping ensure that Villas West remains a great place to live.

Respectfully submitted

By Chuck Wallace

**April 13th, 2021 Board Meeting
Grounds Report**

Address:	Request	Approved/Denied
482 B Pena.	Trim tall cedar tree, plant 2 cactus in back.	Approved
386 C Quinta.	Plant palm from patio to common area.	Approved
386 B & C Quinta.	Both owners agree = 4 cactus removal.	Approved
445 C Quinta.	New gravel front & back.	Approved
507 A Esperanza.	Install light fixtures around Villa and parking space.	Denied
144 C Sarta.	Remove large oleander in back, plant 1 cactus.	Approved

5 approved. 1 denied. From the 9 on hold from last month, 3 have been done and 6 will be done soon.

April planting has started. Thank you for your patience. To all that will be getting plants = please water them for a while. We are in a drought, the landscapers do not have time to return to each Villa to water.

All high and low walkway lights have been checked, in the dark of the evening. Eleven (11) bulbs have been replaced with energy efficient bulbs. Please call office if you notice a light bulb out near your Villa.

Active pool users now have all the furniture returned to each pool for your safety and comfort. Look up towards the new flags replaced at each pool. The rescue ring at each pool will be moved closer to shallow end of pool for easier access in an emergency.

Benches will be placed in the green grass park areas, soon. New coat of paint will freshen them up. If anyone would like to place a memory bench (at your expense) in a park please let the office know.

To refresh your memory - curbside colors have special meanings. Yellow = caution. Red = dangerous. Around the Villas you will see: Yellow - park side curb to load or unload packages and people. Red - no parking or stopping. Grey, unpainted, or white curb means you CAN park, unless prohibited by signage. All the w/c ramps are yellow. Curbs, parking spots will be painted after road work.

Respectfully submitted.
Marcella Eler, 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.

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.