



Green Valley Villas West  
Condominium Association  
November, 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:** 8:00 am – 4:00 pm

**Email address:** [admin@villaswest.org](mailto:admin@villaswest.org)

**Website:** [www.villaswest.org](http://www.villaswest.org)

**Board Email:** [board@villaswest.org](mailto:board@villaswest.org)

**General Manager:** Dorothy Gates, email at [gm@villaswest.org](mailto:gm@villaswest.org)

**Bookkeeper:** email at [finance@villaswest.org](mailto:finance@villaswest.org)

**Administrative Assistant:** Liliana Ortega, email at [admin@villaswest.org](mailto: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**

**Chris Fisher:** President

(Term ends 2/2022)

**Tim Schaid:** Vice President

(Term ends 2/2024)

**Kermit Ketchum:** Treasurer

(Term ends 2/2023)

**Lou Kifer :** Secretary

(Term ends 2/2023)

**Lila Szedlus:** Director

(Term ends 2/2022)

**Standing Committees**

**Assignments**

**Architectural:**

Chris Fisher

**Budget and Finance:**

Kermit Ketchum

**Maintenance:**

Tim Schaid

**Communications & Documents:**

Chris Fisher

**Grounds:**

Lou Kifer

**Ad-Hoc Committees**

**Compliance Committee:**

Jim Crooks

**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 13, 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).

#### **Recycling Bins –**

- We have a new gated recycling bin area. The Pool/Laundry key is necessary to get in. Please watch your step and head while entering.
- We do ask your cooperation to lock the gate from inside the recycling bin area on your way out in order to prevent unauthorized people from using it.
- Please help maintain our recycling bins.
- Please break down boxes. Do not toss items over the fence, do not leave items stacked in front of gate, and do not place non-recyclable items in the bins.

#### **Sun Land Asphalt Street Project - Complete**

- We appreciate your cooperation and patience during the entire process.

## **What's New and Important (Continued)**

### **HOA Dues –**

- Our monthly HOA dues will increase by \$15.00 beginning January 1, 2022 The amount due will be \$235.00 per month.
- Please make the necessary changes with your Banking Institution in case you pay through bill pay.
- If your monthly payment is through ACH (Automatic Payments) no changes need to be made.

### **Board Meetings –**

- Going forward our board meeting will be held the second Wednesday of the Month via zoom and in person at Friends in Deed.
- Please use the door next to main lobby to access the area where the board meeting will be held.

### **Christmas Party – Date change**

- The annual Christmas Party will be on Friday December 3, 2021 at the American Legion.
- Menu options will be: Honey Balsamic Chicken or Apricot Glazed Ham and Strawberry Cheesecake for dessert.
- Please make sure to sign up at the office by November 3, 2021.

### **Office Drop Box**

- We have a drop box outside the *office* as an alternative way to deliver forms, checks, letters, etc. without having to come into the office. We encourage you to use it as we are constantly checking it.

**The Newsletter is no longer mailed** to owners unless you call the office to request a copy. Available in the office or on the Website – check Website often for new information.

## **What's New and Important (Continued)**

### **Parking Permits (Stickers) – Everyone Needs One!**

- Please stop by the office to get your parking permit.
- You will need to bring an I.D.
- Parking permits are given out to homeowners, tenants, and short-term tenants.
- We currently have 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 the 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 issued at the office.
- You will need to bring your I.D.
- One key per villa, any additional keys are \$10.00. Acceptable payments are by check or by money order.

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

- Most forms are available outside the office, a self-serve option, as well as online through our website at [www.villaswest.org](http://www.villaswest.org) under the FORMS tab.

### **Renting Your Villa - \$25.00 New Tenant Admin Fee**

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

## **What's New and Important (Continued)**

### **HVAC Filters Deliveries**

Our maintenance crew delivers all HVAC filters every Wednesday from 8:00am – 10:00am.

- To have a filter delivered, contact the office ahead of time to be placed on the list.
- You may also pick up a filter at the office.
- We install air filters upon request **ONLY**.

### **Upcoming Activities**

#### **Nov 15, 2021: PATIO CHRISTMAS TREE LIGHTS CONTEST**

- Contest starts Nov 15 – Jan 15,
- Contest judging begins the week of Christmas
- Jan 15, 2022 Take down all patio lights. Gift Card prizes.
- SIGN UP AT THE OFFICE TO WIN PRIZE
- THIS CONTEST IS FOR OWNERS AND RENTERS.

#### **Nov 19, 2021: CHRISTMAS CRAFT SHOW IN PENASCO PARK. (8-12)**

#### **Dec 3, 2021: CHRISTMAS PARTY FOR OWNERS AND RENTERS.**

- Cost: Owners and Renters \$13.00 Guests \$18.00
- 5:00pm Check-In
- 6:00pm Dinner (Chicken or Ham)
- 7:00pm – 8:00pm Music
- Place: American Legion 66
- Each person should bring a toy valued at \$5.00 or more.

**You must sign up in the office by Nov 26, 2021.**

**Villas West HOA BOARD OF DIRECTORS MEETING  
November 9, 2021**

Hello Friends and Neighbors!

It's nice to see all of you this morning, in what will hopefully be our last "virtual" ZOOM meeting. We were able to secure the meeting room at Friends in Deed beginning in January for our Board Meetings with one slight change. Board meetings will be on the second **Wednesday** of the month at 9:30 in the morning. The Annual Meeting is scheduled for 9:30 AM Tuesday, February 8, 2022, in the Desert Hills Auditorium. East Center was not available. Meeting dates and reminders will be posted at the office and emailed out to all Owners.

I have some exciting news to share with you today! The Green Valley Villas, East and West, have been chosen as recipients of the National Heritage Award. This award is given to historically documented properties which, by their unique qualities, are a major cut above surrounding properties and have maintained their original distinctive features. The Villas were designed and created by Don Maxon in the 1960's and are based on his visit to the 339-year-old Mexican Colonial community of Alamos, Sonora, Mexico. As a National Heritage Award winning site, this designation will increase the inherent value of our community and should elevate the pride of those living here. There is no cost for this award, and it puts us in some very prestigious company, including the original hotel in the Sonoma wine country town of Glen Ellen, the Chauvet.

It is now, more than ever, our job to maintain the original design and beauty of Villas West. Dorothy, Liliana, our crew, the Board, and a handful of volunteers can only do so much. We need everyone's help, please. Anything that you can do is welcomed and very much appreciated. If you see a need, take the lead! For example, Colleen Hay saw the need for community mailboxes and the project took on a life of its own. It is still not finished, but we're closer than ever to a decision. Lou Kifer saw the need to salvage the Cactus Garden, so she joined the Board and toils weekly to bring it back to life.

The cactus blooms next spring should be spectacular! Barbara Fisher saw the need for a new, easy to use website and we now have one of the best websites in Green Valley. I understand that we cannot all do great things, but we **can** do small things great. We need candidates for the Board of Directors and volunteers for all the committees. Things get solved when you get involved.

The National Heritage Award should unite us all in a singular goal – to make the Villas the best it can be. If we all do our part, big or small, we can maintain the historic beauty of our community. And the bonus we will all enjoy is more unity by helping our community. Thank you all.

Respectfully,

Chris Fisher, President

**Board of Directors Meeting**  
**November 9, 2021**  
**Summary of Managers Report by Dorothy Gates**

October was a busy month for us. The landscape crew finished the over-seeding and are back to their zones. We are working with a shortage on staff and after an active monsoon season we had several areas that are overgrown and in serious need of attention. Our crew is working extremely hard to get caught up. Until they are able to get to you area, please report any safety issues, otherwise they will trim and clean when they are in your zone.

They are finishing the fog seal on South Sarta and Tierra today and will be striping later today. They will be working on North Sarta and Tierra tomorrow and Thursday. Please move your vehicles early in the morning as I cannot tell you what time they will be working in your area.

Over the summer we enclosed the recycle area. You must use your pool/ laundry key to enter. Please be careful entering; there are some who will hit their head and you have to step up and over the bottom support. We are looking at ways we can remedy the issue.

I have contacted roofers to take over the repair and replacements of roofs. If you have a TPO roof, there is no good repair that can be made, and they must be replaced. Other roofs may be repairable depending on the shape of the decking. One company offered the built-up system, and the other company is proposing to use a polyurethane foam. I am excited about the foam roofs and will have our first roof started on the 30<sup>th</sup>. The benefits of this roofing process are it is lightweight, it adds insulation to the roof, it can be applied over existing roofs, shorter installation period and best of all, there are no seams that can allow water in. The foam will be sprayed up the parapet walls and built up in low spots. It can be applied to direct water to the scuppers to reduce ponding.

We are looking for a new paint contractor also. One company came in and did a review but never turned in a bid. I have another company coming in next week to give an estimate. They will bid each unit prior to painting as we have several variances. ( block, stucco, duplex, and quad).

We are looking into Landscape companies to help us out. Once I have all the estimates in the board will review and decide what is best for Villas West.

Our techs are once again up on the roofs cleaning and inspecting so don't worry if you hear someone on the roof. They will be cleaning and inspecting not only the roof but the HVAC's also. Their reports will be a huge help in prioritizing repairs and replacements.

**VILLAS WEST HOA TREASURER'S REPORT**

**November 9, 2021**

**Summary of Managers Report by Dorothy Gates (Continued)**

We are preparing to mail out annual packets in the next couple of weeks. We are still looking for two volunteers to step up and run for the open spots on the Board. We need your applications in so we can include them in the packets. Also, make sure we have your current mailing address---we have many outdated addresses and receive the packets back.

Here are a few reminders for you:

---No rentals for less than 30 days per our CC&R's.

You must complete a tenant information form and pay the \$25 admin fee before we can hand out parking permits, give keys or take any requests for your tenants.

I will leave you with this thought

“No act of kindness, no matter how small, is ever wasted.” —Aesop



**VILLAS WEST HOA TREASURER'S REPORT**

**November 9<sup>th</sup>, 2021**

Treasurer's Report: 9/30/2021

Operating Account as of 9/30/ 2021

Operating Income – \$1,385,735.95

Operating Expenses - \$1,373,454.09

Operating net income/loss - 12,281.86

Reserve Account as of 9/30/2021 (Major Maintenance Fund)

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

351,686.64 Reserve Expense - \$851,533.34

Net Reserve income - (\$499,846.70)

Net Income ( Operating + Reserve ). - (\$487,564.84)

Reserve Portfolio Summary (9/30/2021) – • Opening Value (1/1/21) - \$1,501,734.60

- Cash Withdrawn - \$520,757.00
- Change in Value - (\$6,243)
- Estimated accrued Interest \$2641.70
- Closing Value - \$977,576.30

Respectfully submitted,

Kermit Ketchum, Treasurer

## Green Valley Villas West Condominium Association – November 2021 Newsletter

### Operations Fund:

	<u>Budget</u>
Receipts:	
Assessments	1,774,080
Late Charges	1,000
Transfer Fees	20,000
Laundry	9,000
Other Income	13,300
Total Receipts	1,817,380
Disbursements:	-
Maintenance	795,400
Utilities	246,800
Administration	174,810
Insurance & Taxes	124,020
Total Disbursements	1,341,030
Income/Deficit	476,350
Transfer to Maintenance Fund	420,000
Net Increase/Decrease	56,350

### Major Maintenance Fund:

Receipts:	
Transfer from Operating Fund	420,000
Interest	25,000
Total Receipts	445,000
Expenditures:	
Roof Replacements	200,000
Painting-Outside Contractor	72,000
Street Maintenance	-
Pool Equipment	10,000
HVAC Replacement	253,000
Capital Equipment	2,000
Gas Line Restoration	10,000
Tree Management	5,000
Contingency	2,000
Total Expenditures	554,000
Income/Deficit	(109,000)

Net addition to Reserves	(52,650)
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### Summary:

The Budget Committee has reviewed and analyzed this proposed budget for 2022, and has determined that there will be no increase in assessment fees for 2022.

### Assumptions

Maintenance costs reflect contracting with an outside vendor for landscaping services.

- Administration costs should decrease from 2021 with the hiring of a CPA firm for accounting.

Reserve contributions will not be increased in 2022

In 2022 we are estimating 10 roof repairs/replacements, and 50 HVAC replacements.

Other Reserve expenses forecast are the painting of 26 Villas and tree management.

## **Villas West HOA Maintenance Report Tuesday, November 9, 2021**

The Villas West Maintenance Advisory Committee met Tuesday, November 2, 2021. Attending the meeting was committee and Villas West board member Lou Kifer as well as Villas West board president Chris Fisher and Villas West General Manager Dorothy Gates.

Maintenance Advisory Committee members Jim Sullivan and Mike Flynn were unable to attend the meeting. The next Villas West Maintenance Advisory Committee meeting is scheduled for Tuesday, January 4, 2022, at the South Pena Pool at 9:30 AM. While Villas West committee meetings are not public meetings, they are open to the public.

To date in 2021 we have replaced 0 roofs, repaired 47 roofs, and repaired 10 scuppers. As of November 2 we still did not have a contract with any roofing company; however, an interview was scheduled to occur with another company on November 3, 2021.

Fog sealing on Tierra, Sarta and Penasco was scheduled to begin on November 8. Notices went out to owners and residents on November 5 asking that vehicles be removed from these streets while the work is being completed. Parking stalls will be striped after the work is completed; however, re-stenciling of the parking stall numbers on the curbs has been put on hold due to budget constraints.

Twenty-seven buildings have been painted in 2021. We currently do not have a painting contractor for 2022; however, an interview was scheduled to occur with another contractor on November 3, 2021.

Dorothy is currently working to implement new preventative maintenance plan; however, the main preventative maintenance plan priority right now is checking on and cleaning roofs.

To date in 2021 there have been a total of 2,019 work orders. 199 of those work orders were roof related, 261 were HVAC related, 94 were water heater related and 362 were water turn on/off requests.

Tim Schaid

## Villas West HOA Grounds Committee Report November 9, 2021

To date, all plant markers in the cactus garden have been installed and identification flyers have been placed in the kiosk. It has been fertilized, grubbed, and watered for the last time until March.

Also, we have worked on the 25 circles by cleaning them out, removing dead or over grown plants and in many cases, replanted cactus in needed areas. We will be also fertilizing, grubbing, and watering all the circles in the coming week.

Next my plan is to gather unused large rocks and developing a raised bed around one of the saguaros in the cactus garden. Presently, I have cuttings of many different varieties propagating on my patio. They need at least 3 months to root so this project will be continued in early spring.

Thank you to all who have donated cactus for our circles. Also, all the positive gratitude you have given us while we are working. It's very encouraging to meet everyone and appreciate helping to keep Villas West a beautiful community where we live.

A great suggestion was to have an open area where we could put our plants for the propagation process.

I think it's a wonderful idea with the offer of a couple villa owners willing to help tend to it. This will be a project after the winter because it must be done correctly. We have pack rats and mice, and they love to munch on the tender growths. Also, the javelina are to be considered. We would need the area to be fenced and traps set. For this winter, the plants are fine on my patio.

The landscape crew has been working zone to zone cleaning the grounds, trimming, and working on the requests submitted. Thank you for your patience. We have a limited crew, more work because of the storms and then the green space seeding. We are back on schedule providing grounds maintenance.

Respectfully,

Lou Kifer

**Villas West HOA Architectural Committee Report**

**November 9, 2021**

We had one architectural request submitted in the month of October 2021. It was for Window replacements and was approved.

If you would like to submit an architectural request for your Villa, please remember to obtain, read, and complete the Architectural Alteration Application and submit it to the office for review by the Committee before any work may begin. The form and related documents are available on-line or in the office.

Respectfully submitted,

Chris Fisher, Chairman

GVVW Architectural Committee

**COMMUNICATION AND DOCUMENTS COMMITTEE REPORT**

**November 9, 2021**

Chairman – Chris Fisher

Vice-Chairman – Tim Schaid

Members at Large – Colleen Hay, Barbara Fisher

The Communications Committee did not meet in October. A copy of the Centralized Mailbox Survey is available for previewing on the Villas West website, and the survey will be included in the Annual Packet mailed out to all owners.

In November, we will be working on compiling and preparing to mail the Annual Packet. Please watch for it in your mail and please complete all the surveys included in the paperwork.

Respectfully submitted,

Chris Fisher

## **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 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 – the crew will pick up when they are on their rounds. (Try to have out before 1 p.m.). Garbage that does not fit in your can is your responsibility – take to the 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.

## 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. 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 an 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. You may also call the GV Fire Department that has a program for replacing batteries regularly and for installing detectors. You must get the detector through the Fire Department (they will not install ones you have purchased at the store). Call GV Fire Dept. Smoke Detector Program at (520) 393-7505.

### **GV Fire Dept. Lock Box Program**

- You might 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 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

### 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 3<sup>rd</sup> 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](http://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 want to run for our Board of Directors, contact the office and they will connect you to the Nominating Committee Chairperson .You can pick up an application at the office or download the form on the website.

You may also volunteer to be on one of our committees:

- Standing defined by the by-laws: Architectural, Maintenance, Budget and Finance, Communication and Documents, and Grounds.
- Ad hoc: Compliance and Social Committees

### 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 5<sup>th</sup> of each month or the ad will be taken off the Web.

Business Card:	\$10.00	Half Page:	\$20.00
Full Page:	\$30.00	Quarter Page:	\$15.00

## 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 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.*