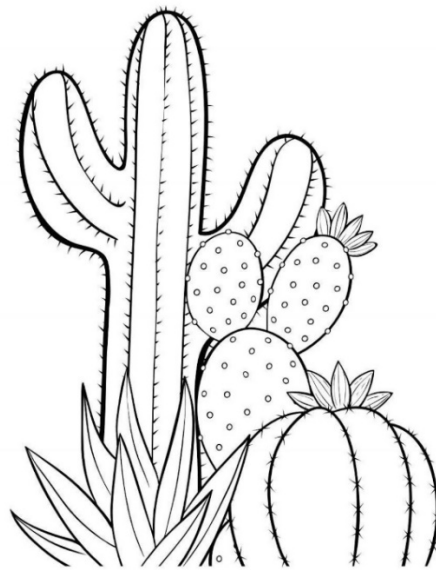




LIVING IN VILLAS WEST!



Rules & Regulations Policies & Procedures and *MORE!*

**Villas West Board of Directors
and Management**

Revised March 2023

Updated Living in Villas West

We are happy to present the new look of “Living in the Villas”.

Our goal was to hopefully create a document that was easier to access, eliminated duplication, merged free standing documents into “Living in Villas West”, and sometimes cleared up the verbiage.

We made absolutely no changes of any type to the Rules and Regulations as that requires board approval. We will continue to work on those proposed changes throughout the summer and present them to the board next fall/early winter.

As new policies and procedures are implemented by the Board or Administration, they will be:

- Included in the GM weekly update.
- Posted in the newsletter.
- Added to the “What’s New” tab on the website.
- Inserted into “Living in the Villas”

We have spent an unbelievable number of hours working on this, but we sincerely hope it will help everyone to have a quick and accurate reference to pertinent information.

Sincerely, **Documents and Communications Committee**

LINDA DJUPSTROM, DOROTHY GATES, JUDY PALMER,

ZEE HUSSAIN, MARK EWELL, TRACY SWAIM

😊 Thank you for your compliance! 😊

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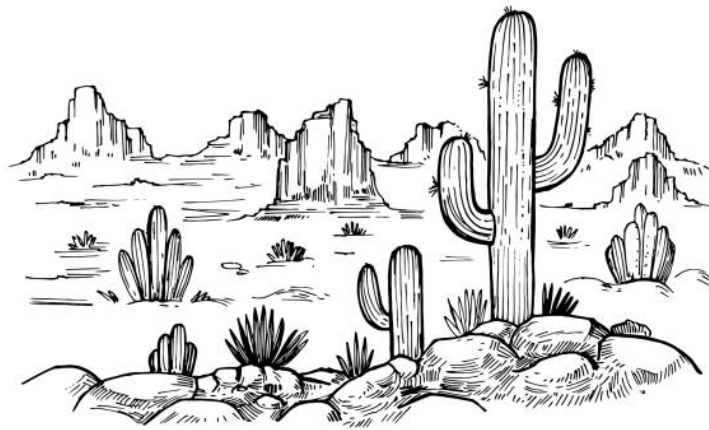
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LIVING IN VILLAS WEST!



Section I

Tenants & Owners

*Always check website for the most up to date
version of this document*

<https://villaswest.org/>

Welcome Owners & Tenants

Villas West, which was founded in 1964, is an **age-restricted* 55+** residential community for full time and seasonal residents who are ready to take advantage of the mild winter climate offered by the southern Arizona desert.

Villas West is governed by a Homeowners Association with an elected board of directors. Governing documents include State, County, By-Laws, Covenants, Conditions and Restrictions (CC&Rs) with Declaration of Horizontal Property Regime, Rules and Regulations and any published policies and procedures.

For more information: <https://villaswest.org/governing-documents>

Villas West includes: 672 individual units, 189 buildings, 4 swimming pools and 65 acres of "common area". Villas West is divided into four quadrants and each quadrant has its own pool and laundry facility. Maps of Villas West can be downloaded from the website:

<https://villaswest.org/maps-of-villas-west> or be picked up at the Villas Office.

Villas West is included in the Green Valley Recreation (GVR) zone. For more information contact Green Valley Recreation: <https://www.gvrec.org/>

*One occupant of each villa **must be at least fifty-five (55) years of age**. Children **under eighteen years of age may visit for a maximum of thirty (30) days** in any calendar year. Our shuffleboard courts, putting greens, and horseshoe pit are available to all residents and tenants.

Contact Information for HOA

Green Valley Villas West Condominium Association
460 South Paseo Quinta, Green Valley AZ, 85614

(520) 393-7891

Walk-in Office Hours: Monday – Friday 8:00am – 2:00pm
Appointments: Monday – Friday 2:00pm – 4:00pm

Information and the answers to most questions can be found on the website:
www.villaswest.org

Behavior Toward HOA Personnel Refer to Rule & Regulations No. 15

After Hours Emergency (520) 256-5779

Calls will be answered before 8:00 pm. After 8:00 P.M., leave a voicemail.

After Hours Emergencies include:

- Heating
- Cooling
- Exterior sewer line

Portable heaters and air conditioning units are available at the office during regular business hours for temporary use.

We cannot respond after dark or during inclement weather. Emergency service does not include turning on/off the water or lighting water heaters.



Communications

→ Refer to **Rules & Regulations** No. 14

All communication from owners and tenants to the Board of Directors, Committee Members, and Villas West staff are sent to the following email addresses:

| | | |
|---------------------------|--------------------------|--|
| Dorothy Gates | General Manager | gm@villaswest.org |
| Liliana Ortega | Assistant Manager | am@villaswest.org |
| Ashden Armstrong | Administrative Assistant | admin@villaswest.org |
| Board of Directors | | board@villaswest.org |
| Linda Djupstrom | Board President | president@villaswest.org |

Bulletin Boards are located inside all laundries, at pools and in front of the Villas Office. Residents may post advertisements on the bulletin boards by contacting the Villas Office for details.

Villas West Newsletter is published after each regularly scheduled Board of Directors Meeting. The newsletter is available via email, can be found on the website (<https://villaswest.org/newsletters>), and hard copies are available at the Villas Office. Residents are welcome to post advertisements in the newsletter. Contact the Villas Office for details.

Green Valley Newspaper is published on Wednesday and Sunday. Vending machines are in front of the **North Sarta laundry** and at the corner of Walgreen's.

Contact Information Update

→ Refer to **Rules & Regulations** No. 13

Provide Current Contact Information to the Office so they know how to **reach you in case of an emergency**.

Tenants - provide **current contact information to the Office** in case of an emergency. The **Tenant Information Form** is available at the Villas office or from the website: <https://villaswest.org/forms>

Owners - It's the **responsibility of the Owner to notify the Villas Office of any address changes**. When you return to your primary home, **update the Office so they know how to contact you**. The **Owner Contact Update Form** can be downloaded from the website (<https://villaswest.org/forms>) or pick a copy of form from the Office.

Community Activities

Villas West hosts several **social events** throughout the year. Details are posted in all laundries, pools, Villas Office and listed in the newsletter. All events are open to owners and tenants. Attendees **are required to sign up** at the office and obtain a ticket. The events are held at Penasco Park, located on the west side of Camino Penasco.

Fun in the Sun is held the second Thursday of the month from October through April. This is a casual meet and greet with coffee and treats provided. No sign up is required.

Penasco Park is available for residents' use for group gatherings. Residents must contact the office to make reservations prior to the event. Residents are responsible for clean-up and trash disposal.

Rental Agreements

To reside in our community and in accordance with Arizona Statute (ARS 33-1806.01 C 2019), renters are required to provide the Villas West office with a **government issued photo ID** confirming one of the tenants is fifty-five (55) or older.

Tenant contacts the owner(s) with Maintenance issues, except for emergency maintenance issues relating to heating/cooling, sewer or roof leaks. The owner is to contact the office with any issues, including Grounds and Architectural requests, outside of the emergency ones listed above.

Orientation Meetings (Temporarily on Hold)

Monthly orientation meetings for owners and tenants are scheduled for the **second Friday of each month at 11:00 AM**. Space is limited. If you would like to attend, please RSVP no later than five days prior to the Orientation Meeting by calling the office **(520) 393-7891** or sending an email to admin@villaswest.org to book your spot.

Keys

Keys are only provided to owners; tenants must contact the unit owner for key replacement. There is one multi-use access key that opens all pools, laundry rooms and recycling area. **Owners may have lost keys** replaced at the office. Replacement costs may be found on the Fee Schedule located in Section II of this document.

HVAC (Heating, Ventilation & Air Conditioning)

→ Refer to **Rules and Regulations** No. 12
Read the rules for Filter changing requirements.

Snake Removal

Call the Green Valley Fire Department. **(520) 629-9200**

Smoke Detectors

Green Valley Fire District offers two programs to help ensure all Owners have properly working smoke alarms in their homes:

- First, is a Smoke Alarm Battery Program which allows Owners to have their **smoke alarm batteries changed on a regular schedule for a small fee** for a standard number of alarms (8 or fewer).
- The second program is the Smoke Alarm Replacement Program, which allows residents to **purchase hard wired with a battery backup smoke alarms** directly from the Fire District and installed by Fire Corps volunteers.

For more details, contact the Green Valley Fire Department **(520) 629-9200**



Sidewalks

Be careful as some sidewalks may have uneven pavement and are marked with yellow paint to indicate a trip hazard. **Report any trip hazards to the office** that are not already marked.

Feeding Wild Animals

Do not feed wild animals. In accordance with the Arizona Fish and Game Commission and Arizona State Law (ARS 13-2927), feeding wildlife is punishable by a fine. Putting out food for wild animals attracts predatory animals such as coyotes and javelinas which have been known to attack humans and/or their pets. You may use Hummingbird feeders. Do not put out birdseed; it attracts packrats and other rodents.

Pets

→ Refer to **Rules and Regulations** No. 8-E, Common Facilities/Pets

In accordance with **Covenants, Conditions & Restrictions** 4.7 these also apply:

- **Restricted to Reasonable Number.** No animal, bird, fowl, poultry, or livestock, other than a reasonable number of generally recognized household pets, shall be maintained of kept in any unit or any other portion of the Condominium, and then, only if they are kept, bred or raised solely as domestic pets and not for commercial purposes.
- **Definition of “Generally Recognized household Pet”.** For the purpose of this Section, a “generally recognized household pet” shall mean a dog, cat or household bird.
- **Nuisance.** No pet shall be allowed to make an unreasonable amount of noise, cause an odor, endanger the health of residents, or to become a nuisance. The Board of Directors, in its sole discretion, shall determine whether the number of pets in a Unit is “reasonable” and whether the presence of the pet constitutes a nuisance. If a pet is determined to be a nuisance, the pertinent Unit Owner shall be fined in accordance with applicable rules and regulations or said pet may be forbidden from coming upon the Condominium.
- **Required Use of Leash and Clean-Up.** All dogs and cats shall be restrained on a hand-held leash when outside a Unit, and all dogs and cats shall always be directly under the Units Owner’s control. An owner must clean up after his/her pet and dispose of droppings, **bagged**, in a trash receptacle. Any Unit or Limited Common Element where a pet is kept or maintained shall always be kept in a neat and clean condition.
- **No Structure for Animals.** No Structure for the care, housing, confinement, or training of any animal or pet shall be maintained on any portion of the Common Elements or in any Unit so as to be visible from the exterior of the building in which the Unit is located.
- **Determination of Non-Compliance.** Upon the written request of any Unit Owner, the Board of Directors, in its sole discretion, shall determine whether, for the purposes of this Section, the number of pets within a Unit is reasonable; whether pet is a nuisance or is making an unreasonable amount of noise or it is causing an odor.

Pima County Ordinance 6.04.030 is enforced by animal control.

In addition: Please do not tether your dog with a long leash to a post on the back porch and leave it unattended. This is not allowed as you do not have complete control of the animal. The grass area around the pools is not a dog area. We are a close-knit community and excessive barking of dogs may lead to complaints from neighbors.

Water Service

→ Refer to **Rules & Regulations** No. 9

Sewers

Do not put anything except toilet paper in your toilet.

- **No paper towels.**
- **No wipes of any kind**
- **No diapers**
- **Nothing but toilet paper!**

Our Sewer systems were not designed to handle disposable wipes.

Do not flush them.

No eggshells in your garbage disposal as they do not break down and they clog/block the sewer line; they don't flow through.

No grease down the sink; grease goes in the garbage.

Most sewer lines are located behind the villas under the sidewalk. There are clean-outs with metal covers. If you see a metal cover with anything coming out of it, call the office and let them know where it is occurring.

Pools

→ Refer to **Rules and Regulations** No. 8 – A, Common Facilities/Pools.

→ Refer to **County code** 8.32.110 for more information.

In addition: The multi-use access key is required to open the gate. Our pools are for the exclusive use of Villas West residents, tenants, and their guests.

All guests must be accompanied by an owner or tenant. Do not prop open the bathroom doors as this allows unwanted critters to move in.

For safety reasons, there are no additional locks inside of the shower rooms at the pools. When the inside light is turned on an additional outside light is lit to indicate the shower room is in use. These lights are on timers and will turn off automatically.

Dogs swimming in the pools is a violation of Pima County Health Code and may result in us losing our license.

Laundry Rooms

→ Refer to **Rules and Regulations** No. 8-B, Common Facilities/ Laundry.

In addition: Laundry room doors requires the multi-use access key. There are coin operated washers and dryers and are open for residents and tenants from **7:00 AM until 10:00 PM**. There are clotheslines located outside behind each laundry; however, you must provide your own clothespins.



Quiet Time

→ Refer to **Rules and Regulations** No. 8 – C, Common Facilities/Quiet Hours.

In addition: Living so close to each other and respecting our neighbors, quiet time is observed from **10:00 PM – 7:00 AM**.

Parking

→ Refer to **Rules and Regulations** No. 5, Parking & Vehicles.

In addition: **Parking Permits are required for all resident and tenant owned vehicles.**

- For stays longer than 48 hours, a properly attached parking permit is required.
- Temporary parking permits are available for more than 48 hours to less than 30 days and these are displayed on the dash of the vehicle. Please return the permit to the office when your visit is over.
- Parking permits are the property of Villas West and **MUST** be returned to the office. They are not to be passed on or shared from person to person (\$25 non-return).

There is **one legally deeded parking space for each villa** and is marked in the parking lot with villa number and unit letter. Second vehicles are required to park, subject to availability and with an office-approved permit, on the west side of Paseo Tierra in the areas marked **“Villas West Parking Only”**.

Residents may not park in a visitor parking space. These spaces are designated for vehicles of persons visiting a resident for less than 48 hours.

Patio, Back Porch, and Water Heater Closet

→ Refer to **Rules and Regulations** Rule No. 4, Front Patios, Back Porches, and Water Heater Closets

In addition:

- **Outer Patio Walls.** Stopping water penetration into the brick and mortar and protection of the masonry and paint is an HOA priority, **therefore no bricks, blocks, pavers, or rocks are to be placed on top** of or in the slots and openings of the patio walls.
- Gates may be installed according to Villas West Architectural specifications however other items may not be placed in the patio entrance in lieu of a gate.
- **Patio Interiors / Back Porches** Refer to Rules & Regulations No. 4
- **No storage cabinets or shelving over 36” high.** Shelves and cabinets may not be attached to the walls or posts.
- **Plants and trees must be kept trimmed away from walls and buildings.** Refer to Rule & Regulation No. 2, Landscape & Common Grounds.
- The HOA Grounds crew will trim Pyracantha bushes that hang above or over the patio wall. The Owner may submit a work order to request the Grounds crew to trim or remove a Pyracantha bush that is inside the patio wall. Contact the office concerning the fee for this service.
- **Hoses should be neatly hung** on porches or on the shed wall.

Common Grounds

→ Refer to **Rules & Regulations** No. 2, Landscaping & Common Grounds

In addition:

Landscape crew will remove any unauthorized items on the common grounds.

No vegetation on the common grounds should be watered without specific directions (including timeframe) from the General Manager and Grounds Committee. Cactus care instructions for patio plants are available on the website.

Golf Carts, Motorcycles, or Bicycles

→ Refer to **Rules & Regulations** No. 6, Golf Carts

In addition: Golf carts may be parked on authorized golf cart pads or in deeded parking spaces. No motorized vehicles, including golf carts, motorcycles or bicycles may be parked anywhere on common ground.

Satellite Dish / Cable Installation

At the recommendation of the insurance company, no persons are authorized to be on the roofs. Installations must be coordinated with the office during normal working hours, Monday to Friday. This applies to any alterations you might be considering, including satellite dishes, cable installation or anything else that may involve the roof or penetration of the exterior wall.

Trash

→ Refer to **Rules and Regulations** No. 11, Common Facilities – Trash Pickup

In addition: **Trash** is scheduled for pick up on **Mondays and Thursday**. If a trash collection day falls on an official holiday, the trash will be collected on the next calendar day. Trash collection begins in the early morning so ensure **trash is out before 7:00 AM. All garbage needs to be bagged and consolidated into one large plastic trash bag.** If you leave a little tail showing such as the handle of the large black bag, it helps the garbage collector recognize occupied units.

Garbage that does not fit in your garbage can is your responsibility. Drop it off at **Sahuarita Landfill** located at 16605 S. La Canada.

Bulk Trash Pickup

Bulk trash pickup for other kinds of debris occurs on the 3rd Friday each month. Bulk pickup has a cost which is determined by the size and item(s) being discarded. We are charged by weight at the landfill and the larger items typically weigh more and cost more. Here are some examples:

| | | |
|--------|---------------------------|---------|
| Small | Microwave or TV | \$5.00 |
| Medium | Mattress <u>or</u> Couch | \$10.00 |
| Large | Mattress <u>and</u> Couch | \$15.00 |



Recycle

- To access the Recycle area, you will require the multi-use access key.
- The recycling area is open Monday to Friday 8:00 am – 3:00 pm and closed on weekends.
- The area is monitored by cameras.
- There are fines and possible banning for misuse of recycling.
- Recycle containers shall be used only for approved items.
- There are two garbage cans for aluminum and plastic bags.
- One dumpster is marked for Cardboard Only.
- Cardboard boxes need to be broken down.
- Bottles and cans need to be washed and free of food residue.
- Recycled materials are to be thrown loose and not put in plastic bags.

These items can be recycled:

- Newspapers
- Brown paper bags
- Flattened corrugated cardboard
- Paperboard - cereal & shoe boxes
- Milk cartons & drink boxes
- Molded fiberboard - egg cartons
- Magazines & catalogs
- Phonebooks
- Printer / writing paper
- Mail – windows & labels okay
- Brochures, folders, card stock
- PETE Plastic bottles – soda, water
- HDPE Plastic bottles - milk, juice
- Cans – aluminum
- Steel / tin cans
- Non-hazardous aerosol cans are ok
- Glass food & beverage: bottles, jars
- Food containers (reasonably clean)

These items CANNOT be recycled:

- Plastic bags
- Yard / landscape debris
- Wide- mouth plastic containers – buckets, pails
- Paper plates, cups, towels, napkins, tissue paper
- Styrofoam / packing peanuts
- Aluminum foil / pie plates
- Clothes / fabric
- Hazardous items – medical supplies, electronics
- Batteries

PLEASE, do not put construction debris, furniture, computers, vacuum cleaners, automobile parts, etc. in the recycle bins.

Yard Trimmings and Landscape Debris

Plant trimmings in a bag or box can be placed on curb near the street on the day of pick up. This is to be done on the day of pick up only and before 1:00 PM Mondays and Thursdays so the crew can pick up the trimmings. The exception is along La Canada as no bags may be placed.

Contractor & Remodeling Debris

The owner and their contractor are responsible for the removal of remodeling debris. This debris does not qualify for Bulk Pickup. It is not to be put curbside nor is it to be put into the dumpsters. It needs to be taken by your contractor or you can drop off at the Sahuarita Landfill at 16605 S. La Canada.

Return Checklist

Submit a work order to **turn water on**, check your heating and cooling unit and to turn on the hot water heater. We need a 3-business day notice (email, letter or using the website Portal). The work order can be downloaded from the website (<https://villaswest.org/forms>) and submitted using the portal on the website: <https://villaswest.org/portal-instructions> or dropped off at the office.

We must have a **key on file** in order to enter your unit to check for water leaks and to see if your HVAC is working properly.

Change your email address and contact information with the office. The Home Owner Contact Update Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office.

Change your **air filter every three months**. Call the office or submit a work order to have someone install the filter for you.

Look for any **water stains** that possibly occurred during monsoon season. If there is any damage, please notify the office.

Make sure your patio landscaping is **trimmed back from all structures** including roofs and patio walls.

Check your **heating and cooling systems** to see if they are working properly. If you encounter problems, call the office as soon as possible so we can get a Tech to check out your system.

If **your thermostat is not working**, check your batteries to see if they need to be replaced. Submit a work order if you want someone to change the batteries for you.

If your **multi-access key** (pool/laundry/recycle) is not working, you can pick up a replacement key at the office, except tenants first need to contact Villa owner.

All vehicles must have a **parking permit**, including long and short-term tenants. The permit must be visible on the rear bumper or rear window of the vehicle. The Parking Permit form is available on the website (<https://villaswest.org/forms>) or picked up at the office. The office will register a new vehicle or provide a replacement parking sticker.

Checklist for Tenants

IMPORTANT: Office requires **Tenant Information Form** be completed and submitted to the office **within 72 hours** of the start of residency.

Please Read and Initial

Lease/Rental Agreement Term

It is required that all rental agreements are in writing and submitted to the office. All rental agreements must be for a term of **not less than 30 days**.

Tenant Information Form

The form is available at the Villas office or from the website: <https://villaswest.org/forms>

Parking Sticker

All tenants must register their vehicle at the office and obtain a **parking sticker** whether they are short or long term. Details are captured on the Tenant Information Form and submitted to the office.

Proof of Age

One occupant **must be at least 55 years of age**. A government issued identification that bears a photograph and confirms the tenant meets the age restriction is required and must be presented to the office. Children **under eighteen (18) years of age may visit for a maximum of thirty (30) days** in any calendar year.

Important Documents

Documents for tenants are available at the office or can be emailed directly to individual(s):
Most information is included in “Living in Villas West”; Rules and Regulations, Policies and Procedures, and More

Communication

Tenants are encouraged to check the **bulletin boards** in the pool and laundry areas as well as the office for information regarding Villas West.

Water Service

If unit is vacant for more than 7 days, contact Villa owner to have water shut off. A water turn on date can also be scheduled.

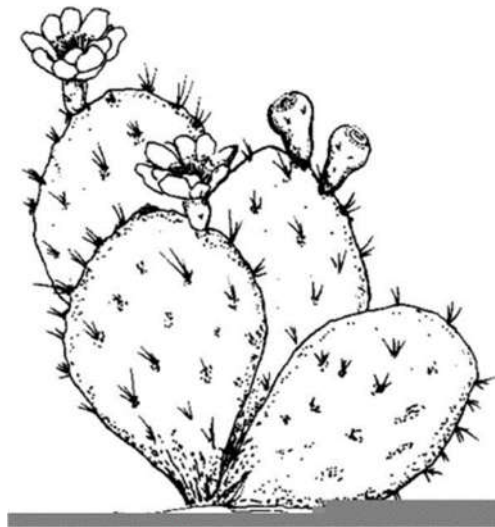
Tenant Signature: _____ **Date:** _____

One Copy: Tenant

Original Copy: Villa File



LIVING IN VILLAS WEST!



Section II

ADDITIONAL INFORMATION FOR OWNERS

*Always check website for the most up to date
version of this document*

<https://villaswest.org/>

Insurance Coverage for Your Villa

In accordance with **Covenants, Conditions & Restrictions 5.1**: The association is **not responsible for damage to the inside of the villa** caused by roof leaks.

In addition:

- **HO6**. All villas' owners should have **their own "HO6" policy** to cover their personal property and any betterments made to their villa.
- **Gap Insurance**. American Family is the Association's liability carriers, and they provide "gap insurance" on any "HO6" policy written for a villa. You should check your insurance policy to see if it currently provides for "gap insurance". This insurance would cover the \$5,000.00 deductible if the villa owner(s) benefitted from a claim.

Ensure 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 may want **"loss of income"** due to an insurance claim.
- If you have long term renters, consider **"renter's insurance"** to cover tenant's personal property and the cost of housing in case they must move out of their villa due to some insurance claim.

Leasing Your Villa

→ In accordance with **Covenants, Conditions & Restrictions 4.17**

In addition:

- If you lease your villa(s), all leases must be in writing for a term of not less than thirty (30) days.
- One occupant must be fifty-five (55) years of age or older.
- Provide a copy of the Government issued identification to the Villas West office that confirms the tenant meets the age restriction requirement.
- Children under eighteen (18) years of age may visit for a maximum of thirty (30) days in any calendar year.
- Upon leasing your unit(s), you must promptly notify the Villas office of:
 - commencement and termination dates
 - names of each lessee or other person(s) who will be occupying the unit during the term of the lease.
- Submit the completed Tenant Information Form and the Tenant Checklist to the Villas Office with a copy of the lease agreement. This Tenant form can be found online (<https://villaswest.org/forms>) or at the Villas office.
- Unit Owners are responsible for violations of the CC&R's and/or Rules and Regulations by their tenants and guests. The office is not a "rental agent/landlord" substitute for you. Stop by the villas office and pick up a copy of the following for your tenants, or download from the website:
 - **Living in Villas West with Rules & Regulations**
 - **Tenant Information Form** (<https://villaswest.org/forms>)
- Tenants register their vehicle and must have a parking permit that is available on the website (<https://villaswest.org/forms>) at no charge from the office.

- If the tenant is only staying in Villas West for a month (30 days) a paper temporary parking permit to be placed where visible on the dashboard
- If the tenant is in Villas West for over 30 days, they will need to have a properly attached red sticker placed in left rear window or bumper)
- Unit Owner's blue stickers are unique to their vehicles and shall not be given to renters.
- Every new tenant must obtain their own unique parking sticker/permit upon arrival.
- Parking permits and stickers are property of Villas West and are not to be passed on or shared from tenant to tenant.
- The Arizona Condominium Act (33-1260-01 C&D – related to leasing) allows the association to charge a fee of twenty-five dollars (\$25.00). This fee applies for each new tenancy for that unit and may not be charged for a renewal of a lease. The fee reimburses the Association for administrative time and costs related to short-term rentals. This fee is listed on the Fee Schedule in this document.

Tenant Contacts Owner(s) First

It is your responsibility to **ensure your tenant contacts you, the owner(s)** first concerning a Maintenance issues, except for Emergency issues relating to heating/cooling, sewer, or roof leaks. The owner is to contact the office with any issues including Maintenance, Grounds, and Architectural requests, except for the emergency ones listed in Section I.

Owner Contact Information

→ Refer to **Rules and Regulations** No. 13

It's the **responsibility of the Owner to notify the Villas Office of any address changes.** Remember, when you return to your primary home, the office needs to be updated as to how to contact you. Make sure the office knows **how to reach you in case of an emergency** and be certain the office has a unit key on file.

If you rent out your villa, **provide contact information of your tenants to the Office** in case they need to be contacted in an emergency. The Tenant Information Form is available at the Villas office or from the website: <https://villaswest.org/forms>. The Owner Contact Update Form can be downloaded from the website: (<https://villaswest.org/forms>) or pick a copy of form from the Office.

Painting

In addition:

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

All sheds will be painted when the unit is painted unless the office is notified beforehand that you will be painting the shed yourself. Refer to the fee schedule in this document. If the Owner is seasonal and chooses to paint the shed, this must be completed within 30 days of your arrival.

Architectural Modifications/Villa Alterations

→ Refer to **Rules & Regulations No. 1**

Maintenance Items Covered by the HOA

- Common Elements
- Pools
- Laundromats
- Roadways and Sidewalks
- Common area lights
- Water
- Exterior sewer lines
- Trash collection
- Outside walls of villa
- Outside woodwork
- Patio walls, unless damaged by growth of interior patio planting.
- Hot water heater repair, service & replace.
- Roof
- Exterior paint
- Front & Back doors & front wooden screen doors.
- This section is under review
- This section is under review
- Existing TV Antennas
- In-ground garbage can
- Repair & service to heating/air conditioner units & replacement as necessary.
- Repair & service to evaporative coolers & replacements as necessary
- Termite/Dry rot detection treatment & repair including sheds, additions, Arizona Rooms
- Exterior pest control
- Patio light & back porch light (original fixtures)
- Damage sustained to inside walls & floor due to back up in plumbing caused by a sewer problem outside villa walls.

Maintenance Items Excluded From HOA

- Interior light fixtures, ceiling fans & bathroom fans
- Interior plumbing fixtures, including but not limited to faucets, sinks, drains, shower heads, toilets & garbage disposals.
- Sewer backups of sinks or bathtubs which are caused by an obstruction in the interior sewer lines (generally caused by the improper use of the garbage disposal)
- Interior gas lines or interior gas leaks
- Interior painting
- Exterior alterations, such as motion lights, house numbers, etc.
- Wooden or wrought iron gates attached to the front patio or rear porch.
- Security, storm, or screen doors which have been added or replaced by the Owner.
- Improvements to the patio area, including but not limited to paver bricks, patio blocks, sprinkler or irrigation systems.
- Sidewalks which have been added by the Owner.
- Plumbing or electrical additions or alterations

- Any type of maintenance, repair or painting to additions (sheds and Arizona Rooms) except for painting during the normal painting schedule & billed to the Owner.
- Normal maintenance items if the result of remodeling, additions, or alterations.
- Landscaping in the patio area, **except for trimming of the pyracantha bushes & annual spraying of olive trees on patios at Owner's expense.**
- Locksmith services
- Cable wiring repair or installation
- Window glass & hardware
- Doorknobs & locks

Fee Schedule

Bulk pickup

| | | |
|-----------------------|--|---------|
| Small | Microwave or TV | \$5.00 |
| Medium | Mattress <u>or</u> Couch | \$10.00 |
| Large | Mattress <u>and</u> Couch | \$15.00 |
| Lease Admin Charge | | \$25.00 |
| Olive Tree Spraying | Current Market Price – Inquire at Office | |
| Painting Sheds | Current Market Price – Inquire at Office | |
| Arizona Rooms | Current Market Price – Inquire at Office | |
| Wrought Iron Railings | Current Market Price – Inquire at Office | |
| Replacement Keys | | \$10.00 |
| Trash Can Relocation | \$50.00* (*\$300.00 fee if trash can needs to be replaced) | |

Board Meeting Etiquette

- Board Meetings are for the purpose of giving you, the owners, an update on the Association standing and information on ongoing and upcoming projects and events. The Board also uses this time to make motions and pass actions.
- No Letters and or reports regarding a single unit or owner shall be read by either the Board or member/owner.
- All “owner input” should be for the good of the whole community and not for any single individual agenda or villa.
- All private matters should be discussed with the Board in private. You can contact your Board through our office either by letter delivered to their mailbox, by request that you be contacted, or by using the Board email address: board@villaswest.org.
- The Board will not tolerate any offensive language, insults, harassment, racist or obscene remarks.
- Except for matters that the Board must legally address in Executive Session, Members will be permitted to attend regular and special meetings (including workshops) and speak at an appropriate time before the Board takes any action on any matter.

→ Refer to: **Covenants, Conditions & Restrictions 7.3** and **Arizona Condominium Act Article 3** (Management of the Condominium) 33-1248; E-4

HOA Payment Method

HOA Assessment fees are paid monthly and are due on the 1st and are past due on the 15th. The current fee is **\$275.00/month**.

Account statements are sent out monthly (Arizona State Statutes). If you do not want to receive a paper copy, an email copy will be sent once an **HOA Fees Email Opt-IN** form, found on the Villas West website, has been submitted to the office. A form may also be picked up at the office.

There are a few options available to pay the fee:

- The preferred method of payment is by **Automated Clearing House* (ACH)**. HOA Fee Payment Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office. Fees are deducted by the 5th of the month.
- Use **online “Bill Pay”** through your bank. This is a paperless option as it is an electronic payment.
- Paper checks may be dropped off at the Office or mailed to:
Villas West
460 South Paseo Quinta
Green Valley, AZ 85614

Your **checks or the online Bill Pay must contain** the following information:

- **Name of Property Owner** – this must match the name on your Deed
- **Account Number** – this is a 9-digit number beginning with 100, **or**
- **Lot Number** – found on your property tax document: Haven Green Valley West Condominium Lot, or on your Deed
- **Address of the Villas West Property**. Example: 123 S Paseo Pena

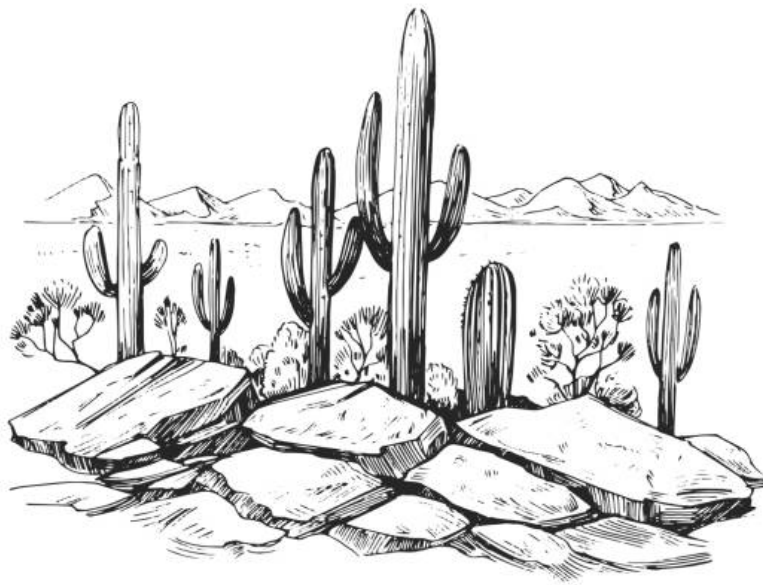
**ACH – Automatic Clearing House is the automated network that coordinates electronic payments and automated money transfers.*

Heading Home Checklist

- Change mailing address with office. The Owner Contact Update Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office.
- Make sure the Office has a key to your villa for emergency use.
- Request the water be turned off when you leave. We need a 3-business day notice (email, letter or using the website Portal). The work order can be downloaded from the website (<https://villaswest.org/forms>) and submitted using the portal on the website: <https://villaswest.org/portal-instructions> or dropped off at the office.
- Ask someone to be a caretaker to check your unit during your absence. Set your thermostat to a reasonable temperature or turned off to avoid high utility costs over the summer.
- Make sure to close &/or cover all drains to avoid pest issues.
- Make sure your patio landscaping is trimmed away from all structures.
- If you are leaving a vehicle, make sure it is parked in your assigned space. Another option is obtain Office approval to park in one of the overflow spaces on Tierra.
- All vehicles must have a parking permit visible. The permit must be visible on the back rear bumper or rear window of the vehicle. The Parking Permit form is available on the website (<https://villaswest.org/forms>) or picked up at the office.
- If you are covering your car, keep in mind 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 supply line for wear and tear. Faulty lines and couplers can cause flooding in your unit. We strongly recommend these lines get checked twice a year (spring & fall) and replace them if there are signs of wear. Supply lines can be purchased at any hardware store and are inexpensive.
- If you have unopened boxes and cans of food, they can be brought to the Office. They will be donated to the local food bank.



LIVING IN VILLAS WEST!



Section III

RULES and REGULATIONS

*Always check website for the most up to date
version of this document*

<https://villaswest.org/>

Villas West Condominium Association

Rules and Regulations

Revised May 2021

Approved May 11, 2021

Pages 1-15

The Green Valley Villas West Condominium Association (“Association”), through its Board of Directors (“Board”), adopts the following Rules and Regulations pursuant to its authority under Article 6, Section 6.2 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Green Valley Villas West (“CC&R’s”).

These Rules and Regulations govern the use of the Condominium by Unit Owners, their tenants, and their guests and are supplemental to and shall have the same force and effect as the CC&R’s. As to any matters not covered by these Rules and Regulations, please refer to the CC&R’s.

Article 6, Section 6.2 Rules and Regulations.

The Board of Directors, from time to time and subject to the provisions of this Declaration and the Condominium Act, may adopt, amend, and repeal rules and regulations. The Rules and Regulations may, among other things, restrict and govern the use of any area by any Unit Owner, by the family of such Unit Owner, or by any invitee, licensee, or lease of such Unit Owner. The Rules and Regulations shall have the same force and effect and shall be enforceable in the same manner as provisions of this Declaration.

Any past failure of the Green Valley Villas West Condominium Association to enforce the CC&R’s, By-Laws, and Rules & Regulations of this community shall not be construed as consent to any homeowner in violation, however long continuing.

Definitions

- Condominium means the real property located in Pima County, Arizona, which is described in the Declaration of Submission to Horizontal Property Regime of Haven Green Valley West, a Condominium, pursuant to the provisions of Sections 33-551 through 33-561, Arizona Revised Statutes, for Haven Green Valley West, a Condominium, which was recorded on March 25, 1976, in Book 5234, at Page 1, et seq., office of the Pima County Recorder.
- Condominium Act means the Arizona Condominium Act, A.R.S Section 33-1201, et seq., as amended from time to time.
- Unit means a portion of the Condominium designated for separate ownership or occupancy.
- Common Elements means all portions of the Condominium other than the Units. (Example: pools, laundries, grounds)
- Limited Common Elements means a portion of the Common Elements specifically designated in the CC&R’s and allocated for the exclusive use of one or more but fewer than all of the Units. (Example: patios, parking spaces).
- Unit Owner means the record owner, whether one or more persons of beneficial or equitable title (and legal title if the same has merged with the beneficial or equitable title) to the fee simple interest of a Unit (Not a lessee or tenant of the unit).

RULE NO. 1 – ARCHITECTURAL MODIFICATIONS

All architectural modifications MUST:

- **be pre-approved by the Board (Architectural Committee) prior to construction and installation, and**
- **have the permits and/or inspections required by Pima County, and**
- **be inspected and approved by the Board (Architectural Committee) upon completion.**

“VWAS” refers to the “Villas West Architectural Specifications” which may be obtained from the Association’s Office or on the Villas West website (www.villaswest.org).

All architectural modifications made to the “original” Unit building (e.g., doors, windows, sheds, gates, skylights, etc.) become the responsibility of the current and future Unit Owners. The following list is not all-inclusive.

A. Gates, Doors, Rails, Fences

Owners may install the following items:

- Wrought iron: security doors, gates, handrails, and fences on back porches (must be painted black)
- Wooden gates and front doors (must be painted Villas West brown)
- Front or rear aluminum screen doors (must be dark brown or bronze)

B. Windows

- Replacement windows may be installed in accordance with VWAS 10.
- No reflective material may be used on windows (inside or outside).

C. Sheds, Porches

- Sheds and/or porches may be built or installed in accordance with VWAS 01.
- Replacement of existing sheds and porches may be installed in accordance with VWAS 01.
- Back porches: The cement floor shall be:
 - unpainted, or
 - painted with approved outdoor concrete paint of tan or Villas West Brown only
 - have an installed tan or brown colored tile with a non-slip surface.
- A non-attached indoor/outdoor area rug in good condition is allowed.
- No replacement of old carpeting or installation of new carpeting on back porches is permitted (no glued down or unfinished edged carpeting).

D. Solar Screens

- Solar screens may be installed on all windows
- All existing solar screens that met existing rules when installed are to be grandfathered and will not have to meet any new rules until the Unit Owner chooses to replace them, they become unserviceable, or upon the sale of the Unit.

E. Exterior Rolling Shades

- Exterior rolling shades installed on front patios shall be solid white, brown, or tan.
- Exterior rolling shades on rear porches shall be brown or tan on all units.
- Exterior rolling shades shall be placed as close as possible to a supporting beam (holding up patio roof).
- No rolling screens shall be placed over the exterior living room window.
- All existing rolling shades that met existing rules when installed are to be grandfathered and will not have to meet any new rules unless until the Unit Owner choses to replace them, they become unserviceable, or upon the sale of the Unit.

F. Antennas and Cable Service

- No television or radio antenna shall be installed in such a manner that it penetrates the walls, roofs, or windows of the buildings without the prior written approval of the Board.
- Existing television antennas are furnished and maintained by the Association.
- Cable service is permissible at the Unit Owner's expense. All wiring necessary for cable installation shall be underground and entry into the unit shall be made through the side or rear walls of the Unit.
- Cable installation must follow Architectural Specification guidelines in accordance with VWAS 14. **NO UNAUTHORIZED PERSON SHALL GO ON THE ROOF AT ANY TIME.** Installation must take place only during regular working hours (8 a.m. – 3 p.m.; Monday through Friday) and must be supervised by the Villas West Maintenance Supervisor or designate.
- Unit Owner is to advise Cable company/installer of Association requirements or Unit Owner will be responsible for any damages and expenses incurred in correcting faulty installation.

G. Satellite Dishes

- A satellite dish may be installed on the front patio or rear porch in accordance with VWAS 06.
- If a resident is unable to obtain an acceptable signal on the front patio or rear porch, a satellite dish may be placed on the roof of the building in accordance with VWAS 06.
- **NO UNAUTHORIZED PERSON SHALL GO ON THE ROOF AT ANY TIME.** Installation must take place only during regular working hours (8 a.m. – 3 p.m.; Monday through Friday) and must be supervised by the Association Maintenance Supervisor or designate.
- Unit Owner is to advise Satellite Dish company/installer of Association requirements or Unit Owner will be responsible for any damages and expenses incurred in correcting faulty installation.

H. Electrical Wiring, Appliances

- No electrical wiring may be changed or added in the walls or ceilings of a Unit without obtaining any necessary permits and/or inspections from Pima County.
- **Changes and/or additions to electrical wiring must be performed by a licensed electrician.**
- Electric hot water heaters, electric clothes dryers and electric stoves shall not be installed until a new underground power line is connected from the transformer to the Owner's Unit at his/her expense.
- Tucson Electric Power must approve any new line installation.

I. **Vents**

- Vents for clothes dryers may be installed through the rear exterior wall of a Unit or shed in accordance with VWAS 12.

J. **Skylights**

- Curb mount or tubular frame skylight may be installed in accordance with VWAS 09. Existing skylights are the responsibility of the Unit Owner and the cost of any roof damage caused by existing skylights will be charged to the Unit Owner.

K. **Solar Panels**

- A solar panel for the hot water heater may be installed on the roof of the villa in accordance with VWAS 11.

L. **Flags**

The following flags may be installed/displayed in accordance with VWAS 08:

- American Flag
- POW/MIA Flag
- Arizona Indian Nations Flag
- Arizona State Flag
- Gadsden Flag
- an official flag of the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard

M. **Supplemental Sidewalks**

- Supplemental sidewalks may be installed in accordance with VWAS 07.
- Any Unit Owner who installs a supplemental sidewalk shall be responsible for maintaining the sidewalk in good condition at his/her sole expense unless such sidewalk has been approved by the Board as a reasonable modification pursuant to the Fair Housing Act.

RULE NO. 2 – LANDSCAPING AND COMMON GROUNDS

- Common grounds include all areas outside front patio walls and back porch/sheds.
- **No articles (e.g., flowerpots, chairs, grills, bird feeders/houses/baths, decorative stakes, flags, artwork, sculptures, etc.) shall be placed by Unit Owners and/or residents on or in any of the common grounds.** The exception is the area directly under living room windows where plants or other decorative items may be placed.
- The Association assumes no liability for loss or damage to any article owned by a Unit Owner, renter, or guests that is placed on the common grounds. The Board may have any article removed from the common grounds at its discretion.
- Association grounds/landscaping staff is solely responsible for the maintenance and installation of landscaping in the common grounds as directed by the Board.
- Unit Owners/residents may not make changes to the landscaping in the common grounds. Unit Owners/residents can make common grounds landscaping requests using the appropriate Association form (Landscape/Grounds Request).
- Unit Owners/residents are responsible for all landscaping within their individual patios.

- It is the Unit Owner's responsibility to trim all front patio trees and bushes so that no portion thereof is in contact with any structure (e.g., building, patio walls, patio roofs, building roofs).
- Any damage to patio walls/roofs, and/or building walls/roofs caused by the Unit Owner's plantings will be repaired by the Association's Maintenance staff at the Unit Owner's expense.
- Patio trees and shrubs must not overhang sidewalks so as to impede two people walking side by side on the sidewalk (allow for someone helping another using a walker, etc.).

RULE NO. 3 – PAINTING

- The Association's Maintenance staff or its licensed contractor is responsible for painting the exterior of the Units.
- In order to ensure that the Units maintain a uniform appearance, the following structures shall be painted by the Association at the sole expense of the Unit Owner at the time the building is painted:
 - Sheds and Porches: \$50.00
 - Arizona Rooms: \$50.00 (Arizona Rooms are no longer allowed)

RULE NO. 4 – FRONT PATIOS, BACK PORCHES, AND WATER HEATER CLOSETS

- Unit Owners/residents shall keep supplemental sidewalks, front patios, back porches, carports, and the common grounds around their Units clean and free of debris (including plant trimmings, trash, recyclable materials, and cleaning supplies such as buckets, rakes, shovels, brooms, etc.).
- Flowerpots, planters, etc. placed on patio walls must have a water collection saucer placed beneath it to prevent water staining/streaking and/or damage to patio walls and adobe blocks.
- Water heater closets may NOT be used for storage. Anything stored in the water heater closet will be removed by the Association Maintenance staff when found.
- No upholstered furniture designed for indoor use is allowed on front patios or back porches.
- No front patio, back porch, or carport may be used for storage unless items are contained in an enclosed storage unit no taller than 36" in height.
- No cleaning supplies (e.g., buckets, rakes, shovels, brooms, etc.) may be stored on patios or porches where they are easily visible from the common elements or another Unit.
- No item shall be placed on any patio or porch that is visible from any portion of the common elements or another Unit except the following items which shall be maintained in good condition:
 - patio furniture (e.g., table, chairs, swings, etc.) NO hot tubs.
 - standard umbrellas (no larger than 10' in diameter)
 - grills
 - enclosed storage units (no taller than 36" in height)
 - small refrigerators or freezers no taller than 36" in height
 - live or artificial plants (if in good condition – not tattered and faded)
 - bicycles
 - water fountains/features
 - rolling sunshades (see Rule 1 subsection E)
 - ceiling fans and misters
 - holiday/seasonal lighting (during specified dates)
 - "string lights" or lamps (non-holiday specific)
 - bird feeders (no spillage into common areas or on patio walls – spillage must be contained inside Unit patio and kept clean as it attracts rats and other wildlife)
 - Hanging or other decorations such as sculptures, whirligigs, ceramics, etc.

- The following restriction shall be followed for holiday/seasonal lighting and decorations: decorations may be displayed within the patio of each unit or under the living room window. Holiday decorations, with the exception of Christmas, should be limited to 2-3 weeks before the holiday and 1 week after the holiday. Christmas season decorations may be displayed from November 15 – January 15.
- Additional lighting on patios must be turned off by 10 p.m. so they do not bother other residents.
- A maximum of 5 exterior lighting devices (850 lumen/60-watt incandescent/13-watt compact fluorescent) is allowed per Pima County lighting regulations 401.5).
- No mirrors or similar reflective items may be used on patios or porches.
- No general laundry may be dried on clotheslines on front patios or back porches. Clotheslines are available in the back of the laundry rooms for hanging laundry to dry. Small drying racks (approximately 36" in height) may be used as long as they cannot be easily viewed from another Unit or common areas.
 - No latticework or other type of visual barrier shall be installed on or attached to any patio or wall. Any latticework installed prior to July 2004 shall be removed prior to any Unit sale or transfer of ownership.
 - Freestanding/movable panels (e.g. a 2-4 panel screen) may be used between Unit patios as long as they do not obstruct the delivery of mail by the mail carrier between B and A units and C and D units.

RULE NO. 5 – PARKING AND VEHICLES

Parking and vehicle policies apply to anyone residing in a Unit for any length of time. Visitor parking spaces are available for vehicles of persons visiting a resident.

A. Parking Permits

- Parking stickers or temporary passes are required for all vehicles (including motorcycles and motorbikes) of persons residing in Villas West (annually, seasonally, and/or temporarily) that are parked within the Association property.
- A Parking Permit Form (available at the Association Office or on the Villas West website (www.villaswest.org) is required to be completed and turned in to the Association office within 72 hours of the start of residency.
- Parking stickers and parking passes must be visible from the outside of the vehicle.
- Parking stickers must be affixed to the left side of the rear bumper or the left side of the rear windshield. Temporary passes must be hung from the inside review mirror or prominently displayed on the dash with the serial number clearly visible from outside the vehicle

B. Parking Spaces

- Two parking spaces are available for each condominium unit: the deeded parking space assigned to the unit and the use of one Overflow Parking space. Residents (owner, renter, or guest) are limited to two parking spaces within Villas West Condominium property unless they have written permission from an owner (grantor) of another unit to park in the grantor's parking space. Written permission must be documented and on file with the Villas West Office utilizing the "Owner gives Permission to Park" form available at www.villaswest.org or in hard copy at the Villas West Office
- Overflow Parking is located on the west side of Paseo Tierra in the areas marked "Villas West Parking Only."

- Visitor parking is reserved for persons (includes service providers, caregivers, etc.) who are visiting a resident. Vehicles that occupy a visitor parking spot for more than 48 hours shall be subject to towing at the vehicle owner's expense.
- Vehicles shall not overhang or obstruct the sidewalk and/or extend beyond the parking lines.
- All types of motorcycles that have kickstands shall have a protective material under the kickstand to prevent damage to the street surface.
- Residents shall not park in areas marked with a yellow curb (except for short periods of loading/unloading.)
- No vehicles with "expired" license plates or license tabs may be stored or parked on any portion of the Condominium property.

C. Oversized and Recreational Vehicles and Equipment

The following shall not be parked, kept, maintained, constructed, reconstructed, or repaired on any portion of the Condominium property except as noted under "Temporary Parking" below:

- Commercial vehicles (other than those associated with immediate delivery of services to residents)
- Vehicles exceeding two-hundred and thirty-five (235) inches in length
- Mobile homes,
- Travel trailers,
- Tent trailers,
- Trailers,
- Camper shells,
- Detached campers,
- Recreational vehicles (except golf carts),
- Boats,
- Boat trailers,
- or other similar equipment or vehicles.

D. Temporary Parking of Oversized Vehicles

- Parking of oversized vehicles is permitted for a period not to exceed 24 hours for the purpose of loading and unloading- must be coordinated with the Association office.
- Oversized vehicles may be parked in the Overflow Parking area (west side of S. Paseo Tierra) marked "Villas West Parking Only," for a period not to exceed five (5) days. Requires notification to the Association office (must display a temporary parking pass).
- All vehicles must have a properly displayed parking sticker/temporary pass or be subject to towing at owner's expense.

E. Vehicle Repairs; Inoperable Vehicles; Leaking Vehicles

- Except for the repair of flat tires, no motor vehicle (including motorcycles and motorbikes) shall be constructed, reconstructed, serviced, or repaired on any portion of the Condominium property. No inoperable or unregistered vehicle may be stored or parked on any portion of the Condominium property.

- The owner of any vehicle observed to be leaking fluid must take immediate action upon notification by the Board or General Manager to mitigate damage to Condominium property (e.g., place a drip pan or other containment device). The vehicle owner shall be required to have a leaking vehicle removed as expeditiously as possible. Proof of repair must be provided before the vehicle will be allowed to return.
- The cost to repair any damage to the common grounds caused by a leaking vehicle shall be the sole responsibility of the owner of the vehicle.

RULE NO. 6 - GOLF CARTS

- Golf carts shall not be parked anywhere on the Common Elements of the Condominium property except as noted:
- A golf cart may be parked behind the Unit on pavers or within a constructed parking space in accordance with Architecture Specification VWAS04.
- A golf cart may be parked in the Unit Owner's designated parking space, separately or with another vehicle as long as the golf cart and vehicle fit within the designated parking space front to back; (the golf cart and vehicle must not exceed 235 inches combined total length).
- A golf cart may not be parked on the front patio. Golf carts parked in a designated parking space or in Overflow Parking must have a properly displayed parking sticker.

RULE NO. 7 – PATIO SALE; ESTATE SALES

- Patio Sales shall only be permitted one time per year in the spring (when most Units are occupied) on a date determined by the General Manager.
- Estate sales or Move In/Move Out patio sales require prior written approval from the General Manager for a specific date(s) and time.

RULE NO. 8 - COMMON FACILITIES (POOLS AND LAUNDRY)/QUIET HOURS/ TRAFFIC RULES/PETS:

A. POOLS

- **Pools** are available for the exclusive use of Condominium residents and their guests and may only be used during the hours specified below. Guests must be accompanied by an adult resident.
 - **November 1 through April 30:** Between the hours of 10 AM and 6:00 PM
 - **May 1 through October 31:** Between the hours of 6:00 AM and 10 PM
- Children under 18 years of age must be accompanied by an adult and may only use the pools as follows:
 - **November 1 through April 30:** Between the hours of 11:00 AM and 1:00 PM and between the hours of 4:00 PM and 5:00 PM.
 - **May 1 through October 31:** Between the hours of 11:00 AM and 1:00 PM and between the hours of 5:00 PM and 7:00 PM.
- All residents and their guests must comply with the guidelines posted at each pool.
- Pool gates must be kept locked and closed at all times.
- No lifeguard is on duty, swim at your own risk. For your safety, please leave the pool area during high winds, thunder, lightning storms, and heavy rains.
- Only small floats for health and/or safety purposes are permitted – no large or full-body flotation devices allowed inside pool walls.

- No swimming while the pool is covered. If the pool is covered, only the staff or designee will remove the cover. Residents, tenants, or guests are **NOT** permitted to remove the cover.
- Only service animals are allowed in the pool area. Service animals must be under the control of the owner at all times with the use of a leash or harness unless the disability prevents their use (Americans with Disabilities Act; 2010 Revised Requirements). The animal is NOT allowed in the pool.
- No alcoholic beverages, food, or glass containers of any kind are allowed.
- No Smoking allowed inside or outside the pool areas – this includes the Common Elements around the pool extending to the curb.
- No running or loud, boisterous conduct will be tolerated.
- Pool Rules and Regulations are posted on the pool gates and inside the pool area and must be followed.

B. LAUNDRY

- **Laundry facilities** are available for the exclusive use of Villas West residents (and their caregivers) and may only be used between the hours of 7:00 AM and 10:00 PM.
- Pet laundry may only be washed in the designated pet washer in each laundry room.

QUIET HOURS

- Quiet time is from 10 p.m. to 7 a.m. If you have a noise complaint during quiet hours, contact the Green Valley Sheriff's Department at 520-629-9200 to make a report. (Pima County Ordinances - Title 9 – Public Peace, Morals and Welfare, 9:30 Regulation of Excessive, Unnecessary and Annoying Noise)

D. TRAFFIC RULES

- Speed Limit is 15 miles per hour.
- Drivers must observe the One-Way directional signage at the roundabouts.

E. PETS

- All pets must be on a leash no longer than 6ft (per Pima County regulations) and under the control (leash being held) of the person walking the pet at all times when outside of a Unit.
- The person in control of the pet(s) must clean up all pet waste in a bag and dispose of in their own trash receptacle (inside heavy-duty trash bag) or designated Pet Waste Stations.
- Cats, dogs, or other household pets may be kept as long as the pet does not become a nuisance or danger to other residents (for example: barking dogs during quiet time, free-roaming cats or dogs, aggressive dogs).
- Service dogs must be under the control of the owner at all times and with the use of a leash or harness unless the disability prevents their use (Americans with Disability Act; 2010 Revised Requirements). Only service animals are allowed in the pool area (but NOT in the pool).

RULE NO. 9 – WATER SERVICE:

- If a Unit is to remain vacant for more than 7 days, Unit Owners should request that the water to the Unit be shut off.

- All requests for water shut-off and turn-on must be made to the Association office in writing or by email to the office Administrative Assistant (Admin@villaswest.org).
- The Association office – Administrative Assistant (Admin@villaswest.org) must be notified at least 3 working days prior to the resident’s return in order to have the water restored.
- Unit Owners shall be responsible for notifying their management/rental agents of this rule. Water will be turned off or on only during the hours of 8:00 AM and 3:00 PM Monday through Friday.
- A Water Turn-On/Off Request Form is available at the Association Office or on the Villas West website (www.villaswest.org)
- An entry key to the Unit must be available to staff at the time of water turn-on in order to check for any interior water leaks at the resumption of service.

RULE NO. 10 – MAILBOXES

- All mailboxes must be painted white or black and shall not be moved from their original locations (on the building or wall between units A and B and on the building or wall between units C and D) and shall be within arm’s reach of one another.
- There must be clear access for mail delivery from the center common walk through the B and C patios. Gates on the B and C units may not be locked during mail delivery hours and pets must not be left unattended and/or an obstacle to mail delivery.

RULE NO. 11 - TRASH PICKUP

- All garbage must be bagged and consolidated into one large bag (for easy removal - no loose small plastic bags or other trash) and placed in the in-ground garbage containers and lids must be closed. Nothing is to be left on top or beside these garbage cans.
- Residents may place plant trimmings only on the curbs near the street (with the exception of La Canada, where no bags may be placed). Landscape debris must be placed curbside before 1:00 PM (M – F) to be picked up by the grounds crew. **NO recycle or other trash** may be placed on the curb near the street.

RULE NO. 12 - HEATING/AIR CONDITIONING UNITS (HVAC); ROOFS and WATER HEATERS

A. HVAC’s

- HVAC units including thermostats are owned, maintained, and replaced by the Association.
- Air conditioner/heater return air filters must be changed no less than four (4) times a year to prolong the life of the unit (more often is recommended if you have pets). Free replacement filters are available for pickup at the office or can be installed by maintenance personnel upon the homeowner’s request. Failure to replace filters may result in the homeowner paying for repairs attributed to a dirty filter.

B. ROOFS and WATER HEATERS

- Roofs and water heaters are owned, maintained, and replaced by the Association.
- The Association will repair ceiling discoloration caused by roof and water heater leaks with stain-blocking white paint if reported within 10 days of the cause.
- The Association is not responsible for damages to the inside of the Unit caused by a roof leak except in cases of gross negligence (**Section 5.1 of the CC&R’s**).

NOTE: If there is an insurance claim applicable to the Association Policy which has a \$5,000.00 deductible, the Unit Owner(s) benefitted by the claim are responsible for the deductible. All Unit Owners should have their own “HO6” insurance policy to cover their personal property and any betterments made to their Unit. (Also check to see if it provides for “gap” insurance to cover the \$5,000.00 deductible.) You should also check to see if your insurance covers “loss of use” in the event you cannot stay in your villa due to some insurance claim.

RULE NO. 13 – CONTACT INFORMATION:

In order for the Association to notify residents of maintenance affecting the common elements or their Unit and/or for notification purposes in the event of an emergency (concerning the resident’s life, safety, health, or property), each Unit Owner shall provide the Association with the following information and ensure that such information is kept current:

- **If any of the Unit Owner’s contact information has changed:** the new information must be given to the Association office. (Homeowner Contact Update Form is available at the Association Office or on the Villas West website - www.villaswest.org). Owner information includes: name, villa address, phone number(s), email address, mailing address including a current “Fair Housing Statement of Compliance” form (available in the Association Office or on the Villas West website – www.villaswest.org).
- **If the Unit is owner-occupied:** the name, address, email, and telephone number of at least one (1) nonresident who the Association may notify in the event of an emergency. (Emergency Contact Form is available in the Association Office or on the Villas West website - www.villaswest.org)
- **If the Unit is occupied by a tenant or other non-owner:** the name, email, telephone number, a photocopy of tenant’s driver’s license (55 + verification), description of the car (including make, model, color), license plate (state and number) and duration of the lease of each tenant. (Tenant Information Form available in the Association Office or on the Villas West website - www.villaswest.org). Reminder: No subleasing of a Unit is allowed; any lease must be for no less than 30 days.

RULE NO. 14 - EMAIL POLICY Statement

Green Valley Villas West Condominium Association (“Association”) recognizes that email provides its members with a convenient means of communication with the Association’s Board of Directors and administrative staff. This policy is intended to apply to all email communications between Association Members and Association Representatives (directors, committee members, and Villas West staff). By sending an email to the Association and/or one of its Representatives, each association member agrees to abide by this Policy.

Manner of Communications

- All email communications from Association members to Association Representatives concerning Association matters shall be sent to the following email addresses: admin@villaswest.org.
- Any email communication intended solely for the Board of Directors should be sent to: villaswestboard@gmail.com.

Prohibited Communications

No email communication shall contain any of the following.

- Offensive language, including but not limited to insulting, defamatory, racist, or obscene remarks.

- Comments that are intended to or that would cause a reasonable person to be seriously alarmed, annoyed, or harassed.
- Forwarded email or an attachment that is from someone other than the member sending the email or the Association.
- An attempt to disguise the sender's identity or an anonymous sender.
- Potentially damaging emails including, but not limited to, mass or commercial messages, spam, or messages containing viruses.

Sanctions

Any Association member who sends an email to an Association Representative in violation of this Policy shall be subject to the following sanctions by the Board.

- Having his/her email address temporarily or permanently blocked by the Association's email accounts.
- After providing the member with written notice of the violation and an opportunity to be heard by the Board, the imposition of a monetary penalty.
- The Association reserves its right to pursue legal action against any Association member for continuing or egregious violations of the Policy and/or to report criminal conduct to the Pima County Sheriff's Department.

RULE NO. 15 BEHAVIORS TOWARD OFFICE, MAINTENANCE, AND GROUNDS PERSONNEL

- The Association will NOT tolerate offensive language, including, but not limited to insulting, defamatory, racist, and obscene remarks in the Association office and/or directed towards any Association personnel by members (or their tenants) as they go about their work on campus.
- The Association will NOT tolerate comments or behavior that are intended to or that would cause a reasonable person to be seriously alarmed, annoyed, or harassed in the Association office and/or directed towards any Association personnel by members (or their tenants) as they go about their work on campus (including yelling at, aggressively confronting, spraying water hose on or other such behavior).
- Association personnel will report abusive behavior (verbal or physical) from Association members (and/or their tenants) to the General Manager and the Board of Directors and are free to refuse service to the member/tenant at that time.

Sanctions

Any Association member (or their tenant) who violates this policy shall be subject to the following sanctions by the Board.

- Being temporarily or permanently banned from entering the Association office or speaking to Association office, maintenance, or grounds personnel.
- After providing the member with written notice of the violation and an opportunity to be heard by the Board, the imposition of a monetary penalty.
- An Association member against whom a sanction is imposed shall be notified thereof, in writing, no more than ten (10) days after the sanction's effective date.
- The Association reserves its right to pursue legal action against any Association member for continuous or egregious violations of this Policy and/or to report criminal conduct to the Pima County Sheriff's Department.

ENFORCEMENT POLICY (See CC&R's Article 6.7 – Enforcement Procedures in greater detail).

These Rules and Regulations and the CC&R's shall be enforced as follows.

A. FIRST NOTICE OF VIOLATION

- The Association shall provide the Unit Owner with a ***First Notice of Violation*** informing the Unit Owner of the violation(s) of the CC&R's and /or Rules and Regulations and requesting that the violation(s) be corrected by a specific date.
 - The Unit Owner is responsible for notifying the Association that the violation has been corrected.
- ### **SECOND NOTICE OF VIOLATION AFTER NONCOMPLIANCE OF THE FIRST NOTICE OF VIOLATION**
- Should a Unit Owner fail to correct the violation(s) by the date set forth in the First Notice, the Association shall provide the Unit Owner with a ***Second Notice of Violation*** which shall include the following information:
 - A description of the alleged violation(s) and the provision(s) of the CC&R's and/or Rules and Regulations that have been allegedly violated.
 - The date of the alleged violation or the date that it was observed.
 - The name of the person or persons who observed the alleged violation.
 - The action required to restore the property to a conforming condition and the date by which such corrective action must be taken.
 - The Unit Owner may respond to the Notice by providing a written response to the Association via certified mail within ten (10) business days of the date of the Notice.
 - If the Association is considering imposing fines against the Unit Owner for the violation, the Notice shall provide the Unit Owner with a date for a hearing before the Board of Directors which is no less than ten (10) days from the date of the Notice. The Unit Owner is responsible for notifying the Association that the violation has been corrected.

B. HEARING

- At a violation hearing before the Board, the Unit Owner (or his/her designated representative) shall be permitted to present evidence and/or witnesses on his/her behalf.
- If the Unit Owner wishes to present personal, health, or financial information for consideration at the hearing, the Unit Owner may make a written request to the Association that the hearing be held in executive session.

C. NOTICE OF ACTION

- At the conclusion of the hearing, whether or not the Unit Owner is present, the Association shall determine whether to impose fines against the Unit Owner and if so, the amount of such fines.
- The Unit Owner shall be notified in writing of the Board's decision within fifteen (15) days of the violation hearing.

D. FINES

- In accordance with Arizona law, the Board may impose reasonable fines against a Unit Owner.
- The Association reserves the right to waive fines if the Unit Owner is making a good faith attempt to correct the violation(s). Each day that a violation continues after written notice to cease has been mailed shall be considered a separate violation and subject to the imposition of the fine.

- Payment of a fine does not constitute a variance for the violation. All violations must be corrected regardless of the fines imposed.
- Collection of delinquent fines may be enforced by seeking a personal judgment against the Unit Owner and upon obtaining a judgment, recording a lien against the Unit Owner's property.

Schedule of Fines

Level 1 (\$10)

- **Parking (Rules and Regulations Rule 7)**
 - Failure to register a vehicle or obtain a parking sticker
 - Failure to park in an assigned parking spot
 - Illegal parking of trucks, trailers, campers, boats, abandoned vehicles (**CC&Rs 4.10**)
 - Repeated parking in 48-hour visitor spots
 -
- **Pets (CC&Rs 4.7):**
 - Failure to keep animal on a leash
 - Failure to clean up after an animal
 - No animal, bird, fowl, poultry, or livestock shall be maintained in or on any portion of the Condominium
 - Nuisance, unreasonable noise, or odor

Level 2 (\$25)

Common Area (CC&Rs 4.4)

- Placing unauthorized items in the common area (furniture, grills, artwork, trash cans, signs)
- **Front porch (Rules and Regulations Rule 5)**
 - Storage and shelving units over 36 inches high
 - Accumulated mess
 - Parking of motorcycles or scooters
 - Trashcans and recycle bins
 - Hanging clothes
- **Back porch (Rules and Regulations Rule 5)**
 - Storage and shelving units over 36 inches high
 - Accumulated mess
 - Parking of motorcycles
 - Trashcans and recycle bins - 4.5 of CC&Rs
- **Use of Unit (CC&Rs 4.1)**
 - Conducting trade or business in violation of **Section 4.1 of CC&Rs**

Level 3 (\$50)

- **Rental of Unit (CC&Rs 4.17)**
 - Short term leases (less than 30 days)
 - Rental to underage persons
 - Failure to notify HOA of rental of a unit

Level 4 (\$150)

- **Unlawful use of Unit and Nuisances and Offensive Activity (CC&Rs 4.14, 4.15, 10.14)**
 - Sale of illegal substances
 - Drunk and disorderly behavior
 - Threatening with a deadly weapon
 - Immoral, offensive, improper, unlawful use
 - Offensive, detrimental, or annoying behavior
 - Exterior speakers, horns, bells, whistles, other sound devices
 - Guests or tenants failing to comply with the HOAs covenants, by-laws, and restrictions
- **Unauthorized Architectural Modification (Rules and Regulations Rule 1)**
Subject to removal by the Association if necessary

Any past failure of the Green Valley Villas West HOA to enforce the Covenants, By-Laws, and restrictions of this community shall not be construed as consent to any homeowner to remain in violation, however long continuing. CC&Rs 10.1

Each day that a violation continues after written notice to cease has been mailed shall be considered a separate violation and subject to the imposition of the fine. CC&Rs 7.11

E. TENANTS AND GUESTS

- Unit Owners are responsible for violations of the CC&R's and/or Rules and Regulations by their tenants and guests.

F. LEGAL ACTION

- The procedures set forth in this Rule are intended to serve as a guideline for the Association's Board of Directors in enforcement matters.
- Nothing contained herein shall be interpreted as prohibiting the Association from referring an enforcement matter to its legal counsel and/or instituting other action against a Unit Owner at any time after a violation is observed if the Board of Directors, in its sole discretion, determines that the nature of the violation warrants such action.