



Living in Villas West
Information Guide

Green Valley Villas West Condominium Association

460 S Paseo Quinta, Green Valley AZ, 85614

Office Hours: 9 - 12 Monday – Friday

By Appointment 1-4

(520) 393.7891 Fax: (520) 393.7893

After Hours Emergency (520) 256.5779

Email: admin@villaswest.org

Website: www.villaswest.org

Thank you for your compliance

Villas West Board of Directors and Management

Revised 10-2019

Welcome owners & tenants:

Villas West is a 55+ Community

One occupant of each villa must be **fifty-five (55) years of age or older**.

Children under eighteen (18) years of age may visit for a maximum of **thirty (30) days** in any calendar year.

All rental agreements shall be for a **minimum of thirty (30 days)**.

To reside in our community and in accordance with revised Arizona Statute (ARS 33-1806.01 C 2019), all renters are required to provide the Association with a **government issued photo ID** confirming the tenant are fifty-five (55) or older.

The Villas West Campus

Villas West is divided into four quadrants. Each quadrant has its own pool and laundry facility. (Maps of the campus can be downloaded from the website or picked up in the Villas Office.)

Keys are only provided to owners. Lost keys may be replaced by going to the office. There is a key replacement charge of \$10. This one key will open all pools and laundries.

Our shuffleboard courts, putting greens, and a horseshoe pit are available to all residents and tenants. In addition, there are Corn Hole, Bocce Ball, Disc Golf, and Croquet Sets that can be checked out in the Villas Office, you must provide a Photo ID and agree to a \$50 charge if the games are not returned. Renters must provide a copy of their lease. All games must be returned by 10:00 on the following business day,

Orientation Meetings – **Suspended until further notice (Covid)**

Monthly orientation meetings for owners and renters are scheduled for the third Friday of each month at 11:00 in the maintenance building. (South door of the Villas Office). Space is limited. If you would like to attend, please RSVP no later than five days prior to the Orientation Meeting. You may call the office **(520) 393-7891** or send an email to: **admin@villaswest.org**

Communication

All communication from owners and tenants to the Board of Directors, Committee Members, or Villas West staff shall be done through the office and sent to the following email address

Our office email address: admin@villaswest.org

To email the Board of Directors: board@villaswest.org

Villas West Newsletters are available at the Villas Office, 460 S Paseo Quinta, and one the website. Residents are welcome to post advertisements in the newsletter; contact the Villas Office for details.

Our Green Valley Newspaper: published on Wednesday and Sunday. GV News contains information about the town of Green Valley and the surrounding Santa Cruz Valley. Lots of things to do, places to visit, and local news articles. There are vending machines in front of the **North Sarta laundry** and at the corner Walgreen's.

Community Activities

Event flyers are posted in all laundries, pools and at the Villas Office.

Fun in the Sun at Penasco Park is held the second Thursday of the month from October through April. This is a casual meet and greet with coffee and treats provided. **Suspended - Covid**

Annual social events include **Oktoberfest, Christmas Dinner and a St. Patrick's Day Party.**

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

The **Christmas decorating contest** takes place from late November through the beginning of January.

Quiet Time

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

Driving and Parking

The speed limit in the Villas West campus is **15 MPH**. This ensures the safety of our residents who must walk with canes or walkers, and those who use wheelchairs.

Parking stickers are required for all vehicles of persons residing in Villas West (annually, seasonally, or temporarily and shall be affixed to the left side of the bumper or rear window. Parking stickers should be visible from the outside of the vehicle. Permits are available in the Villas Office at no charge.

There is **one legally deeded parking space for each villa** (marked in the parking lot with villa # and unit). Second vehicles are required to park in overflow parking on the west side of Paseo Tierra in the areas marked "Villas West Parking Only". Restrictions are noted in Rules and Regulations #5.

Residents may not park in a visitor parking space or a space assigned to another unit (even if that unit is unoccupied). With written permission from the owner, arrangements can be made to park in a space assigned to another unit. This written permission shall be forwarded to the Villas Office.

Permission to park in a visitor parking space may be given by the board for special circumstances (vehicle will display a special permit signed by the board).

When parking, your vehicle shall not hang over the sidewalk. This can help to protect your engine from packrat infestation. It also helps ensure the safety of our residents that face mobility challenges. Residents who use scooters, wheelchairs, or walkers need full sidewalk access.

Pets

All dogs and cats shall be restrained on a hand-held 6 ft leash when outside of your unit or patio. (Pima County Ordinance 6.04.030)

You must clean up after your pet. Bag their droppings and dispose of them in your trashcan or in one of our four park receptacles. The grass area around the pools is not a dog area. No pets are allowed at the pools (certified service dogs are an exception; the office will need a record). Dogs swimming in the pool is a violation of Pima County Health Code and can cause us to lose our license.

Cats, dogs, or other household pets may be kept as long as the pet does not become a nuisance or dangerous to other residents (for example: barking dogs during quiet time, free roaming cats or dogs, aggressive dogs).

Laundry Rooms

Our laundry rooms include coin operated washers and dryers. At the far end of the row of laundry machines, is a designated washer for ***pet bedding only***. There are clotheslines located behind each laundry; however, you must provide your own clothespins. Our laundry rooms are open for residents and tenants only from 7:00 A.M. until 10:00 P.M.

Pools

<p>November 1 – April 30: 10 AM – 6 PM If the temperature is above 60°</p> <p>May 1 – October 31: 6 AM – 10 PM</p>
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Our pools are for the exclusive use of Villas West residents, Village West tenants, their guests, and their caregivers. The hours for our pools and additional rules are posted at the entrance of each of our four pools.

Do not prop open the bathroom doors. This allows unwanted critters to move in.

Be sure that the pool gate locks behind you to prevent unauthorized people from using our pools.

Children's Hours

November 1 – April 30:

11 AM – 1 PM 4PM - 5 PM

May 1 – October 31:

11 AM – 1 PM 5PM – 7 PM

All guests must be accompanied by an owner or tenant.

Children under the age of 18 must be accompanied by an adult and may only use the pools at specific times.

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

Snake Removal

Please call the Green Valley Fire Department (520) 629.9200

HVAC (Heating, Ventilation, & Air Conditioning)

Be sure to change your filter at least every three months. Filters are available (free) at the Villas office. You may call and one of the maintenance crew will change it for you.

Sidewalks

Some sidewalks still have uneven pavement and are marked as a trip hazard with yellow paint. Please be careful. Report any trip hazards to the office that are not already marked.

Sewers

No eggshells in your garbage disposal- they do not break down and they get stuck in the sewer line; they don't flow through.

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

Do not put anything except toilet paper in your toilet. (No paper towels, no wipes of any kind, no diapers, nothing but toilet paper!)

Sewer lines are located mostly behind the villas (sidewalk in the 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 located.

Garbage, Recycle, & Yard Trimmings

Trash: Titan Trash & Recycling is scheduled to pick up the trash on Mondays and Thursday. Trash collection begins in the early morning; ***your trash should be out before 7:00 AM.*** All garbage must be bagged and placed in the in-ground garbage containers. Nothing is to be left on top or beside these garbage cans. ***These containers shall be lined with a large black plastic trash bag.*** If you leave a "little tail", the handle of the large black bag showing, it helps the garbage collector recognize occupied units.

Garbage that does not fit in your garbage can is your responsibility- take to Sahuarita Landfill located at 16605 S. La Canada. If a trash collection day falls on an official holiday, the trash will be collected on the next calendar day.

Landscape Debris: You may place *plant trimmings only* on the curbs. Your landscape debris must be placed curbside before 1:00 PM (M – F) to be picked up by the crew. You may not place debris of any kind on La Canada. We have bulk trash pickup twice a year for other kinds of debris. Date and time will be announced.

Contractor's & Remodeling Debris: The owner and their contractor are responsible for the removal of their debris. It is not to be put curbside. It is not to be put in our dumpsters. It should be taken to the Sahuarita Landfill at 16605 S. La Canada.

Recycle: Our recycling container shall be used only for approved items. All cardboard boxes shall be broken down before being put in the recycle bin. Bottles and cans should be washed and free of food residue. Recycle material should be thrown in 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
- Magazines & catalogs
- Phonebooks

- Printer / writing paper
- Mail – windows & labels ok
- Brochures, pamphlets, folders, card stock
- PETE Plastic bottles – soda, water
- HDPE Plastic bottles -- milk, juice,
- Liquid detergent, shampoo
- Cans – aluminum
- Steel / tin cans – non-hazardous aerosol cans are ok
- glass food & beverage – bottles and jars

These items cannot be recycled:

Plastic bags

Yard / landscape debris

Wide- mouth plastic containers – buckets, pails

Paper plates,

Aluminum foil / pie plates

Clothes / fabric

Hazardous items – medical supplies, electronics

Batteries

DO NOT ABUSE OUR BINS

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

Feeding Wild Animals

You must not feed wild animals; in accordance with the Arizona Fish and Game Department and Arizona State Law (ARS 13-2927). 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.

Hummingbird feeders are okay. Falling birdseed attracts packrats and other rodents so please don't put out birdseed.

After Hours Emergencies

Emergencies involving heating, cooling, and exterior sewer line problems only. We can not respond after dark or during inclement weather. Emergency service does not include turning on the water or lighting water heaters.

Insurance Coverage for Your Villa

The association is not responsible for damages to the inside of the villa caused by roof leaks. (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 "H06" policy** written for a villa. In addition, check your insurance policy to see if it currently provides for "gap" insurance to cover the \$5,000.00 You may want to be sure your insurance policy covers "**loss of use**" in the event you cannot stay in your villa due to some insurance claim.

If your villa is being leased, you should also talk to your insurance company about "loss of income" due to some insurance claim. If you have long term renters, you should also talk to them about having

“renter’s 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)

It is required that 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 tenants must register their vehicle at the office and obtain a parking sticker whether they are short or long term. (Form available online or at the villas office)

Upon leasing your unit(s), you must promptly notify the Villas Office of the commencement date and the termination date of the lease, the names of each lessee or any other person who will be occupying the unit during the term of the lease. (Tenant form online or at the villas office)

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.

Encourage tenants to check the bulletin boards in the pool and laundry areas and the office for information regarding Villas West.

As the owner, you are responsible for your tenants. The office is not a “rental agent/landlord” substitute for you. Stop by the villas office and pick up a copy of **Living in Villas West** and the **Rules & Regulations**.

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. The 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). This fee may be charge for each new tenancy for that unit. It may not be charged for a renewal of a lease. The Board has not yet instituted this fee, but it may consider charging on in the future to reimburse the Association for administrative time and costs related to short term rentals.

Painting

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

Villa Alterations / Satellite Dish, etc.

Check with the office for any alterations you might be considering; they will give you the forms required. (You may also download forms from the website.) This includes satellite dishes, cable installation or anything else that may involve the roof or penetration of exterior wall. Installations requiring someone to be on the roof must be coordinated with the office during normal working hours (M-F).

Guidelines for Outdoor Patio and Back Porch Décor and Furniture

Outer Patio Walls Items may be placed on top of the walls, but not attached to the top or face of the wall. Pots should have a dish or tray under them if they drain. This helps to protect the masonry and paint.

No bricks, blocks, pavers, or rocks are to be placed on top of or in the slots and openings of the patio walls.

Fencing, chicken wire, lattice, trellises, shelving, decorations, or similar items **may not be mounted** to the inside or outside of the walls. Gates may be installed according to Villas West specifications, but other items may not be placed in the opening in lieu of a gate.

Patio Interiors Patio furniture, standard umbrellas (no bigger than 8' in diameter), grills, swings, live potted plants, ceiling fans, holiday/seasonal lighting, bird feeders, and hanging decorations are welcomed.

Flags or banners are appropriate if they adhere to Rules and Regulations (Rule No 1 L).

No storage cabinets or shelving over **36" high**. Shelves and cabinets may not be attached to walls or posts.

Plants and trees must be kept trimmed away from walls and buildings. Exterior rolling shades are permitted on patios and back porches but must be brown, tan or white (only if used on white buildings). Rules and Regulations (Rule No 4)

Back Porches Tables, chairs, benches, grills, pots and decorations that meet specifications are allowed on back porches.

Only black wrought iron fencing may be used on porches.

Back porches shall be painted with approved outdoor concrete paint (tan or Villas West "Keystone Brown")

Hoses should be neatly hung on porches or on the shed wall.

Common Areas The space under the living room window must be kept orderly and attractive, such as live potted plants.

Nothing can be placed on any common area outside of the patio and rear porch.

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

MAINTENANCE ITEMS COVERED BY THE ASSOCIATION

- 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 & Front Patio Roof
- Exterior paint
- Front & Back doors & front wooden screen doors
- In-wall plumbing if original (including front & back faucets)
- In-wall electrical if original (including patio outlet)
- 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 except sheds and for additions and Arizona Rooms
- Exterior pest control
- Patio light & back porch light (original fixtures)

INTERIOR ITEMS COVERED BY MAINTENANCE

- Apply stain inhibitor on ceiling & walls due to leaking roof but not wallpaper replacement or repair
- Damage sustained to walls & floor due to back up in plumbing caused by a sewer problem outside villa walls

ITEMS SPECIFICALLY EXCLUDED

From Association Maintenance Responsibility

- 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 (this is 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 homeowner
- 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 homeowner
- Plumbing or electrical additions or alterations

- Any type of maintenance, repair or painting to additions (sheds and Arizona Rooms) except for painting that is done during the normal painting schedule & billed to the homeowner
- Normal maintenance items if the problem is 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 homeowner's expense**
- Locksmith services
- Cable wiring repair or installation
- Window glass & hardware
- Doorknobs & locks