

VILLAGES of GREEN VALLEY

HOMEOWNER GENERAL INFORMATION

As a homeowner in the Villages you are a member of the Villages Homeowners Association (HOA). With the exception of 3 part time employees, the Association is managed by a Board of Directors and residents who volunteer their time and talent to enrich the Villages experience and quality of life. The following will give you an overview of our community, the Association, your role as a member of the Association, communications and the many social groups and functions operating year round.

Our Community: The Villages of Green Valley Homeowners Association was formally incorporated in 1978 as an age restricted Master Planned Community. Home construction started in the late '70's and was essentially completed in the mid '80's. The Villages is comprised of 475 homes making the Villages one of the largest Associations in the area. We have a Rec Center with two large meeting/event rooms and pool table, business office, library, clay & art studio, kitchen facilities, pool/spa, BBQ area, shuffleboard, pickle board and a tennis court. There are 20 +/- acres of common area for which the Association is responsible. The Villages has a mix of County and Private roads. All the named streets in the Villages are County maintained roads. The cul-de-sacs and direct access driveways from a County road serving some townhomes are part of the Association common area. There are 2 major entry/exit roads serving the Villages. The main entrance is on the east side at San Ignacio & La Canada. A second is on the north side at Duval Mine Rd & Rio Altar.

Resident's Role: Volunteerism is the hallmark of Green Valley. It is the richness of our life experience and our willingness to share it for the benefit of all that makes Green Valley such a desirable place to live. So it is with the Villages. The Villages is a reflection of each one of us and will be the kind of community we want it to be only if we help make it so. Volunteers are always needed and welcome. It is volunteers who keep the Clubs, the Association and the social activities alive and well. Look over the Village Voices and Clip Board each month and see how you can participate and where you can contribute.

Governance: The Association is governed by a Board of Directors whose responsibilities are defined by 3 documents, Articles of Incorporation, Bylaws and Conditions, Covenants & Restrictions (CC&R's). All of the governing documents are available to homeowners on line at the Villages website (www.villagesofgreenvalley.org). The CC&R's help us to govern and manage the Association for the benefit of all, maintain property values and enable us to live together in harmony. In addition to the CC&R's, the Board adopts Rules from time to time to further clarify and guide homeowners in the interpretation and application of the CC&R's.

Board of Directors: The Board of Directors is comprised of at least 3 and up to 9 directors who are volunteers elected to a 2 year term by the homeowners. Elections are held in January. Ballots are mailed to homeowners in December. Homeowners in good standing are entitled to cast a vote (one vote per property owned). Cumulative voting is permitted. Results are announced at the Annual Member meeting held on the 3rd Monday in January. All homeowners are encouraged to attend the Annual Meeting. Regular Board and Planning meetings are held each month Oct thru May and are open to all property owners. Meeting schedules are published in the Clip Board newsletter, Rec Center bulletin board and the Villages website. You are encouraged to become active in your Association by attending meetings, becoming a Board member or Committee member or volunteering for the many social groups that function in the Villages.

Two monthly newsletters, the **Village Voices** and the **Clip Board** are published October thru May. The Voices primarily cover the social activities in the Villages. The Clip Board covers Association business related subjects. Newsletters are primarily emailed to residents. Alternatively, the Voices and Clip Board are available on the Villages website (www.villagesofgreenvalley.org). Paper copies are available in the Library or Business Office. Residents must ensure the Office has their current email address to ensure they receive the Voices and Clip Board.

Association & Social Activity Communications: The Association and various social groups use several methods to communicate important information to residents. These include direct mailings, bulletin boards, the Villages website and the Village Voices and the Clip Board.

Direct Mail: Used primarily by the Association for sending Board of Directors election materials, item specific ballots, annual assessment statements, HUD compliance requests and owner specific communications. Residents have the primary responsibility to ensure the business office has their correct and current mailing address. This is critical if the resident is seasonal and wants mail from the Association to go to a specific address. In the absence of an address change request, the Association will mail to current address of record, typically the Pima County tax records.

Bulletin Boards: You will find bulletin boards at the Recreation Center that are used for posting items of interest and meeting announcements to residents. There are four essential bulletin boards; 3 for HOA related business and one for Social Activities announcements. Please check them regularly.

Website: Availability is 24/7, worldwide, with internet access. The website contains the most up to date information regarding Association & social activities, latest news, announcements, governing documents, forms, meeting announcements etc. Visit your website frequently (www.villagesofgreenvalley.org).

Email: Email is used to distribute the Clip Board and Village Voices newsletters. It is also used to disseminate time sensitive social or business activity information.

Clip Board: Published and emailed monthly by the Association (Oct through April). Paper copies available in the Library and Business Office.

Village Voices: Published and emailed monthly (except for June, July and August). Paper copies available in the Library and Business Office.

Resident's Responsibilities: By legal contract, each owner, upon accepting the deed to a property in the Villages, agrees to abide by the provisions of the Articles of Incorporation, the By-Laws, the Covenants, Conditions and Restrictions (CC&R's) and all Rules and Regulations of the Villages. In the case of a lessee or renter, the landlord is required to ensure conformance of his/her tenants to these same requirements. Copies of these documents may be obtained from the HOA at a nominal cost. Alternatively, these documents are available on the Villages website (www.villagesofgreenvalley.org). Landlords are also required to inform the business office of tenant's name, age, rental address, telephone number, duration of tenancy and tenant's home address/telephone number if different from the rental address.

All documentation should be reviewed carefully as these are requirements that each of us, owners and renters alike, must adhere to and implicitly agree to by purchasing or renting a property.

Rec Center Access Cards: Each property owner is issued one access card to enable access to the Rec Center facilities. Access cards are issued by the Association and uniquely identify the user (owner) to whom it is assigned. The cost for a 2nd is card is \$5. In the event an access card is lost, a replacement may be obtained from the Association Business Office for a fee of \$10. Please notify the Office when a card is lost so that it can be disabled, thereby minimizing the owner's liability for misuse. Landlords are responsible to provide an access card to their tenants. Owners who rent their home are responsible for the access card and any loss or misuse of the access card.

Some of the more common (though not comprehensive) and understandably more important rules for living amicably with one's neighbors and the HOA are as follows:

Exterior Maintenance: Exterior maintenance of all homes is the sole responsibility of the homeowner. For standalone homes, this includes appurtenant structures, mailboxes, post lights and the area between the sidewalk and the street. For townhomes, this includes appurtenant structures and post light lamps. For townhomes the Association has responsibility for mailboxes and the areas between the sidewalk and street. Provisions in the CC&Rs permit the Association to assess townhomes for costs associated with repair and maintenance of mail boxes. The Architectural Committee must approve any and all exterior changes. If the exterior is allowed to fall into disrepair, the CC&Rs authorize the Homeowner's Association to take steps to correct the conditions and assess the owner for costs incurred. Townhouse driveways and cul-de-sacs will be maintained by the HOA under the direction of the Board.

Each resident, owner and renter alike, is responsible for keeping the adjacent area surrounding their homes neat and free from weeds and trash. Maintenance of the Recreation Center and Common Areas is the sole responsibility of the Homeowner's Association.

No unsightly articles shall be permitted to remain on the property so as to be visible from the adjoining property, from the streets or from the public way. Garbage or trash containers shall be kept within an enclosed structure or appropriately screened from view except when necessary to make available for collection.

Clotheslines, water softeners, machinery, storage piles, weed piles and grass, shrub or tree clippings shall be kept within an enclosed structure appropriately screened from view or adjoining property, from the street, or from a public way.

Trailers, motor homes, trucks, boats, tractors, vehicles other than private automobiles, campers not on a truck, shall be kept in the carport or garage. At NO time shall there be any outside storage of recreational vehicles such as boats, campers, trailers or motorhomes.

Exterior Additions/Alterations: Any addition or alteration to the exterior of any property must be approved, in writing, by the Architectural Committee *prior* to the commencement of any work. Architectural request forms are available from the business office and from the Villages website. The Architectural Committee is comprised of volunteer residents who have expertise in the areas of design, construction and planning and as such can be a significant help to homeowners. Architectural Committee approval of a project does not change the requirements of other governmental bodies. Existing law permits the installation of solar heating devices and certain satellite dishes, but the Architectural Committee must approve the

type and placement of them before installation. Presently, a building permit must also be obtained from the Pima County Building Code Department, 131 W. Congress St., Tucson AZ if structural changes, plumbing or electrical wiring are involved. Refer to the Pima County website for more detailed requirements (www.pimaxpress.com).

Exterior Painting: Architectural Committee approval is required for any alteration to the existing paint color/scheme. Original colors are grandfathered and require Architectural Committee approval. Architectural request forms are available from the business office and from the Villages website.

Parking Restrictions: Vehicles that cannot be parked either inside or outside of the carport or garage area of a homeowner's driveway may be parked in the east or west parking lot outside the recreation center for a period not to exceed 72 hours during any consecutive 30-day period. A parking permit is required and may be obtained during normal business hours at the Villages business office.

A parking permit is required for vehicles parked temporarily on common areas, typically Townhome cul-de-sacs, east and west parking lots.

Parking on unpaved common areas is prohibited.

No "For Sale" or other such signs shall be displayed on any vehicle left standing or parked in the right of way of any street within the Villages of Green Valley.

No vehicle, except for service vehicles being used to service a residence and a private passenger vehicle, shall be parked outside a carport or garage area in a homeowner's driveway. However, recreational vehicles including, but not limited to, motor homes, travel trailers, campers, boats, utility trailers and all similar vehicles are allowed to park outside the carport or garage for period not to exceed 72 hours, four times per calendar year maximum as long as they are parked completely within the area of the driveway and do not extend across public sidewalks. Private passenger vehicles are defined as any automobile, van, pickup truck, sport utility vehicle or similar vehicles used for the conveyance of people and not used for commercial purposes. Vehicles used for commercial purposes must be parked within the garage or carport at all times.

Generally, parking is not permitted on paved common areas of the Villages, typically in cul-de-sacs, to ensure compliance with fire department regulations. Short-term parking is permitted for visitors, deliveries, etc. Permanent or seasonal residents in these areas may apply to the Board of Directors for permission to park one personal vehicle outside their residence. The Board shall grant such permission on a one by one basis based on substantiated justification, fire department restrictions and adherence to Board procedures. All permissible vehicles that may be parked within the community must be in good repair and currently licensed. The application must specify the year, make, model, state and license plate number of and on the vehicle. If the permitted vehicle changes, the resident shall provide the new vehicle information to the Business Office. All permits issued shall be in the form of a letter from the HOA to the requestor, will be TEMPORARY and may be rescinded as determined by the board to comply with State Law and Safety. The foregoing does not apply to parking in common area direct access driveways.

Post Lights: The post light in front of each property should be controlled by a light sensor that turns the light on at dusk and off at dawn. It is the responsibility of each resident to replace burned- out bulbs immediately **and to keep the power on during absences.** As we don't have streetlights in the Villages, keeping these lights operating adds a measure

of security and safety during the hours of darkness and is a courtesy to your neighbors who may be out after dark. If you are planning to be away for any length of time, you should make arrangements with a neighbor to replace the bulb should it burn out. The bulb should be a standard one of not less than 60 watts. Compact fluorescent lamps (CFL's) are recommended as they have a longer life and use less energy to operate.

Pets: No animals of any kind shall be raised, bred or boarded for commercial purposes. A reasonable number (2 pets per household) is permissible. All animals must be kept on a leash when out of doors and any droppings must be picked up and carried away by the pet owner.

Common Area Landscape Maintenance: Common area landscape maintenance is the responsibility of the Association. No trees or other plant life may be added, trimmed or removed by a homeowner without prior written approval from the Board.

Swimming Pool/Spa: Applicable rules are posted at the recreation center. **THERE ARE NO LIFEGUARDS MONITORING THE POOL.** A member of the Association must accompany children under 16. In most cases, adult guests may use the pool without a member being present. Children under 16 may use the pool only during the posted hours. Please note that winter and summer times differ. For health and safety reasons no child under the age of 10 will be allowed in the spa. **Under no circumstances should anyone attempt to use the spa or pool while the covers are in place. This is an extremely dangerous thing to do.**

Rec Center Access Gates: These gates are controlled by card access and must be closed at all times per County Ordinance. Under no circumstances shall a gate be left open as a convenience to other residents and guests. If it is essential that a gate be left open, a monitor must be posted at the open gate at all times the gate is open. Gates are a primary safety feature to prevent unauthorized personnel from using the pool and spa. Security cameras are recording 24/7 and are subject to review by Board members on an as needed basis. Any resident or guest found to be in violation of Gate Closure/Monitor requirement may be subject to a loss of Rec Center privileges for a period of 30 days for each violation.

Video Monitoring: Another level of security is provided by video cameras located at strategic points to monitor activity within the Rec Center complex and the east and west parking lots. Security cameras are recording 24/7 and are subject to review by Board members on an as needed basis. Violation of the Rec Center Rules, damage to or loss off Association property may, in part, result in the loss of Rec Center privileges and/or reimbursement to the Association for damages to Association property. If reimbursement is not forthcoming the Association may levy an assessment against the owner. Such assessments are lienable. If a guest of an owner or a tenant causes the damage or loss, the Owner will be held liable by the Association.

Tobacco Products: The entire rec center within the fenced area is a no smoking area. No smoking of tobacco products is permitted within 20 feet of an entrance to the Rec Center.

Complaints and Suggestions: Complaints must be submitted in writing or email to the Business Office and signed before any action can be taken. Suggestions are always welcome and they may be made in writing or email and sent to the business office or dropped in the suggestion box located at the Rec Center. Alternatively, suggestions and comments may be made directly to the Board in person at the beginning of each Board meeting (Open Forum).