

VILLAGES of GREEN VALLEY NEW HOMEOWNER INFORMATION

As a new homeowner in the Villages you are automatically a member of the Villages Homeowners Association (Association). 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 formerly 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 477 homes making the Villages one of the largest Associations in the area. We have a Recreation Center, business office, library, clay & art studio, kitchen facilities, pool/spa, shuffleboard, horseshoes, recumbent exercise machine, pickleball and tennis courts. There are 20 +/- acres of common area for which the Association is responsible. 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 Activities Group 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 and Rules help us to govern and manage the Association for the benefit of all, maintain property values, preserve a community feel and appearance 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 meetings are held each month Oct thru May and are open to all property owners. Meeting schedules are published in the Clip Board newsletter, Recreation 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 ad hoc groups that function in the Villages.

Newsletters: Two monthly newsletters, the **Village Voices** and the **Clip Board**, help keep all residents informed of affairs in the Villages. The Clip Board is used for Association business related information and announcements. The Voices primarily addresses the more social aspects of life in the Villages. Both newsletters are distributed via email to Villagers who have submitted an email address to the Business Office. They are also available on the Villages website (www.villagesofgreenvalley.org).

Association Communications: The Association and various social groups use numerous methods to communicate important information to residents. These include direct mailings, bulletin boards, Villages website, 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 (as recorded on your deed with Pima County).

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 two essential bulletin boards; one for HOA related business and one for social activities announcements. Please check them regularly.

Website: Our website contains the most up to date information regarding business & social activities, breaking news, announcements, governing documents, forms, meeting announcements etc. Visit your website frequently (www.villagesofgreenvalley.org).

Clip Board and Village Voices

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.

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, post light, in ground trash container and mailboxes. The Architectural Committee must approve any changes including exterior paint color. If the exterior is allowed to fall into disrepair, the Homeowner's Association may take steps to correct the conditions and charge the cost to the owner. 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 boats, trailers or motor vehicles.

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: Except for the Board approved color palette available from the business office, Architectural Committee approval is required for any alteration to the existing paint color/scheme. Original colors are grandfathered. Architectural request forms are available from the business office and from the Villages website.

Parking Restrictions: Vehicle parking restrictions are in place within the Villages to ensure safe and secure access for vehicles, pedestrians and emergency personnel and equipment (ambulance, fire truck etc.).

Residents are encouraged to familiarize themselves with all parking restrictions by reading the Association Parking Rule, dated April 25 2018, in Section 5 of the Homeowner Information Handbook.

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 not be less than 60 watts. Compact fluorescent

lamps (CFL's) or LED type lamps 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 out of doors and any droppings must be picked up and carried away by the pet owner.

No Smoking: Smoking of any kind is not permitted within the fenced area surrounding the recreation center, inside the recreation center buildings or within 20 feet of any entrance to the recreation center.

Swimming Pool/Spa and Recreation Center: There are no lifeguards at the pool. Residents and guests swim at their own risk. All entry gates must be kept closed at all times. If open for a temporary period an adult monitor person must be posted at the open gate until the gate is secured again. Rules are posted in the swimming area. 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.

Key Cards: Each property owner is issued two (2) key cards for access to the Recreation Center facilities. The cards are issued by the Association and are transferred to the buyer when a property is sold. Landlords are responsible to provide key cards to their tenants. In the event a key card is lost, a replacement may be obtained from the Association Business Office for a fee of \$10.

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 without prior written approval from the Board. Each Thursday morning during the winter season (Oct thru April) a group of volunteers spend 1-2 hrs maintaining the common areas. Volunteers are always needed. Significant savings in landscaping costs to the Association and its members are realized with this volunteer effort. Contact the Business Office if you are interested in a participating.

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 Recreation Center. Alternatively, suggestions and comments may be made directly to the Board in person at a regular monthly Board meeting.