



Green Valley

VILLASWEST

Condominium Association

460 South Paseo Quinta

(520) 393-7891 -fax (520) 393-7893

Email: villas-west@qwestoffice.net

Web site: www.villaswest.org

LIVING IN VILLAS WEST

A guide for all residents

*Thank you for your cooperation
Villas West Board of Directors and Management*

Green Valley *Villas West* Condominium Association

IMPORTANT PHONE NUMBERS



Administrative Office Phone: (520) 393-7891

Fax: (520) 393-7893

After Hours Emergency: (520) 256-5779

PO Box 120

Green valley, AZ 85622

Emergencies include ONLY heating, cooling, and exterior sewer line problems. However, we cannot respond after dark or during inclement weather. After hours emergency service is NOT available for turning on water and lighting hot water heaters.

Office location: 460 S. Paseo Quinta

Office hours: 8:00 am to 4:00 pm, Monday-Friday

Maintenance requests: 8:00am to 4:00 pm, Monday-Friday

Office email address: villas-west@qwestoffice.net

General Manager: Geoff Obral

email address: Gm.villas-west@qwestoffice.net

Bookkeeper: Carolyn Burleson

Administrative Assistant: Jessie Gortari

Snake removal: 629-9200

Police {Non Emergency}: 549-6711

Telephone Co.

CenturyLink New Service: (866) 209-3277

Electric Co.

Tucson Electric Power New Service: (520) 623-7711
Repairs (520) 623-7711
EMERGENCY: (520) 623-3451
Out-of-State: (800) 328-8853

Gas Co.

Southwest Gas New Service: (520) 889-1888
Repairs: (520) 889-1888 (regular hours)
EMERGENCY: (520) 746-1076 (after hours & gas leaks)
Toll Free: (800) 428-7324

Cable TV

Cox New Service: (520) 884-0133
Repairs: (520) 884-0133
Toll Free: (888) 751-9138

Waste
Saguaro

If no pick-up: (520) 745-8820

Green Valley Main Past Office
50 E. Continental Road, Green Valley
(520) 625-4221

INFORMATION LETTER FOR ALL RESIDENTS

WELCOME TO GREEN VALLEY AND VILLAS WEST!!!!

1. Join us for our monthly Fun In The Sun at the Tierra-Penasco Park. these get-togethers are usually held on the second Thursday of the month, but the time may vary with the season. Please call the office for information: 393-7891.
2. Villas West publishes a newsletter. Renters may pick one up at the office located at the south end of Paseo Quinta.
3. Villas West is divided into four quadrants, each of which has its own pool and laundry. There are shuffleboard courts, horseshoe pits and putting green available. You are welcome to use all of these. Your pool key opens all laundries and pools, including the pool restrooms. Please read all notices placed on bulletin boards in the pool and laundry areas.
4. Laundry rooms are open from 7:00 A.M. until 10:00 P.M. Included are coin operated washers and dryers and clotheslines (no clothespins) in the back of each laundry. Please...do not hang clothes outside your villa, on the back porch, patio, or on nearby bushes.
5. Bulletin boards are located inside all laundries and at the four pools. Information about Villas West events are posted there. A bulletin board is also located in the Villas West office.
6. Pools are available for the exclusive use of Villas West residents and their guests. Children under 18 years of age must be accompanied by an adult and may use the pools, November 1 through April 30 from 11:00am to 1:00pm and from 4:00pm to 5:00pm and from May 1 through October 31 from 11:00 am to 1:00pm and from 5:00pm to 7:00pm. Pool use guidelines are posted at each pool.

7. For safety reasons, there are no additional locks on the inside of the shower rooms at the pools. When you turn on the light, the outside light also comes on to let others know that the restroom is in use. The lights are on timers and will turn off automatically.
8. There is a 911 "Emergency Only" phone at each pool. When you pick up the receiver the phone will automatically dial 911.
9. A "Green Valley News" vending machine is located outside the north Sarta laundry. This local newspaper is published every Wednesday and Sunday.
10. One occupant of each villa must be fifty-five (55) years of age or older. Children under eighteen (18) years of age may visit a maximum of thirty (30) days in any one-year.
11. The Villas West car service provides transportation for residents to the various Green Valley/Sahuarita shopping malls, the library, medical centers and various recreation (GVR) centers. You must call the office at least 24 hours in advance to make reservations. Rides start at 9:00am Tuesday, Wednesday and Friday.
12. TV Channel 13 (CBS) does not come in clearly unless you have cable hook-up.
13. You must not feed wild animals. According to wildlife experts, putting out food attracts coyotes, javelinas and other predators which have been known to attack humans and/or their pets.

14. Saguaro trash company picks up on Mondays & Thursdays. Please bag all garbage and trash and place in the in-ground container. It is suggested that a large black plastic bag that lines the can is helpful to the workers. Your trash must be out before 7:00am. If a holiday falls on a Monday or Thursday, trash will be collected on the **next** scheduled day. If your trash is **not** picked up please call the company directly, at **520-745-8820**. It sometimes helps to leave a little “tail” of your plastic trash bag hanging out of the can so that the collector will know someone is in residence. See information flyer on last page for recyclables.
You may place plant trimmings on the curb (except on La Canada) before 1:00 p.m. Monday through Friday to be picked up by Villas West landscape personnel. Please.....yard debris only.
15. There is one legally deeded parking space for each villa. If you have a second vehicle, it can only be parked on the west side of Paseo Tierra in the areas marked “Villas West Parking Only”. See Rules and Regulations #7. Some restrictions apply. A permit is necessary for any vehicle using these spaces. Permits are available at no charge, from the Villas West office. Residents may not park in “visitor” parking spaces or in a space assigned to another unit even if that unit is not occupied. Also, park so that your car does not overhang the sidewalk.
16. Motorized vehicles (golf carts, mopeds, etc.) are not allowed on our sidewalks except to get to and from the street. The same is true for roller-blades, roller skates, scooters and bicycles. We have many residents here who use a walker and the above creates a hazard on the sidewalks.
17. You must not plant or place anything outside your patio on common ground.

18. All dogs and cats must be restrained on a hand-held leash at all times when outside. You must clean up after your pet. Bag the droppings and dispose of them in your trash receptacle or in the various park receptacles.
19. If you have a problem related to any of the maintenance items covered by the Association, call the Villas West office at 393-7891 between the hours of 8:00 am and 4:00 pm, Monday through Friday.

After hours or weekend emergencies involving heating, cooling or sewer problems, call 256-5779 and an on-call staff member will answer your call. This emergency service is only available during daylight hours and is not available for turning on water or lighting hot water heaters

20. If your unit will be unoccupied for more than 7 days, you must notify the office, in writing, to have the water turned off. You may, at the same time, request, in writing to have the water turned back on prior to your return. This can be by mail, email or fax. (See Rules and Regulations Rule #10). You must notify the office, in writing, at least 3 working days prior to your return to have the water service restored. If less than 3 working day's notice, there will be a fee to turn on the water. **Management must have a key to the unit to restore water service.**
 1. If a rental agency is involved, the owner must notify the agency of this Rule. There will be no exceptions.
 2. Neither management nor the Board of Directors will be responsible for any inconvenience encountered by anyone if the proper notification and access is not given to the management office in writing.

Rule #10- Water Service

If a unit is to remain vacant for more than 7 days, 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 management in writing. Management must be notified at least 3 working days prior to the resident's return in order to have the water restored. Owners shall be responsible for notifying their management/rental agents of this rule. Water will be turned off or on only during the the hours of 8:00AM and 3:00PM Monday through Friday.

21. For your convenience, as you prepare to leave, un-opened food products can be brought to the office for donation to the local food bank.
22. All residents must exercise reasonable care to avoid making or permitting to be made loud, disturbing or objectionable noise. Loud sounds of any kind are prohibited between the hours of 10:00pm and 7:00am.

A gentle reminder to smokers: Please remember that second-hand smoke is a health hazard. If you smoke outdoors, please be considerate of your neighbors. Always ask your neighbors if your smoking is bothering them in any way. In rental units, the "NO SMOKING" regulation includes not only the interior of the unit, but also the patio and back porch.

Thank you for your cooperation
**Villas West Board of
Directors**

VILLAS WEST CONDOMINIUM ASSOCIATION 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 plantings
- Hot water heater. Repair, service & replace (ALL UNITS)
- Roof
- Exterior paint
- Front & back doors and front wooden screen doors
- In-wall plumbing (including front and back faucets)
- In-wall electrical (including patio outlet)
- Existing *TV* antennas
- In-ground garbage can
- Repair and service to heating/air conditioner units & replacements as necessary
- Repair and service to evaporative coolers and replacements as necessary.
- Termite/Dry rot detection, treatment and repair, except for additions (i.e., Sheds & Arizona Rooms)
- Exterior pest control
- Patio light and back porch light (original fixtures)

INTERIOR ITEMS COVERED BY MAINTENANCE

- Apply stain inhibitor on ceiling and walls due to leaking roof but no painting or wallpaper replacement or repair.
- Damage sustained to walls and floor due to backup in plumbing caused by a sewer problem outside villa walls.

ITEMS SPECIFICALLY EXCLUDED

(From Association Maintenance Responsibility)

- Interior light fixtures, ceiling fans and 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 and 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, and annual spraying of olive trees on patios at homeowner's expense.
- Locksmith services
- Cable wiring repair or installation
- Window glass and hardware
- Door knobs and locks

GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION

RULE #10

Water Policy for Unoccupied Units – In the past, the Association has experienced a problem when a unit owner is gone for an extended period of time, and a pipe break or other water leak occurs within the unit. When water is running or leaking for a period of time, mold may begin to grow, which is detrimental not only to the unit experiencing water infiltration, but also to adjoining units. In addition, when water is running for an extended period of time, it could cause damage to adjoining units and, at the very least, can affect insurance premiums for the entire Association. In an effort to avoid water damage, the Board of Directors adopted Rule 10. It is important that all owners cooperate by complying with the provisions of this Rule:

Rule #10- Water Service

If a unit is to remain vacant for more than 7 days, 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 management in writing. Management must be notified at least 3 working days prior to the resident's return in order to have the water restored. 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 8:00AM and 3:00PM Monday through Friday.

