

## Quick Guide for Owners, New Owners, & Visitors

**Rules & Regulations:** *Can be found on the Village Green website along with information on Board members and their phone numbers. This can also be found at both mailbox information boards. The website is [villagegreenazhoa.com](http://villagegreenazhoa.com) and password is village123.*

**Property Management Company is:** *Metro Property Services, community manager is Tracy Holstad 480-967-7182 Ext. 106. In case of emergency call 480-967-7182, press 1. This will connect you to the on-call manager.*

### Some helpful information you will want to know

**Trash:** Garbage is collected on Tuesdays and Fridays. Please put at the edge of your driveway in a plastic bag (**in a trash can, new mesa ordinance**) in the morning or night before. Truck may come anytime. They will accept trash, glass bottles, tin cans, for now recycle etc. (The recycle center for paper, cardboard, and plastic bottles is no longer available). The garbage truck may take a very small type branch if laying with trash bag but larger landscaping debris should be put by the street on Monday for the landscaping crew.

**Note:** Village Green will recycle your aluminum cans. Please deposit in large container by the pool building after crushing (using the crusher located on the building). Monies collected for aluminum cans will be used for (Village Green) new pool furniture, etc.

**When leaving your condo overnight:** It is most important to shut off your water supply in case of water leakage from your unit or to other units in your building. **When turning on or turning off water it is very important to move valve slowly.** We have 80 pounds of pressure in our water lines and if turned on quickly it may damage or break closet valves in your toilet or valves under sinks, etc. Also, when turning valve off ensure valve is straight across before locking your shut-off valve. The best thing to do is check inside sink faucet to make sure water is off all the way which takes pressure off your line at the same time. You should also turn off hot water heater and hot water recycle pump (if installed), Also Water Softner (if installed).

**Winter:** When you think of covering plants, so they won't freeze, also disconnect your hose from the spigot or pipe may freeze your valve and split. Some owners cover their outside spigot with foam or a towel during freezing conditions.

**Exterior Condo:** When wishing to make a change to the exterior (**including rooftop HVAC units**) please obtain a "Request for Alteration" form from web site, fill out, get board to sign & send in.

**Scuppers:** **Check often**, too ensure no nests or debris from trees are clogging the drain (scuppers) or **if you have drain down spouts go up and make sure they are not blocked and (clean out monthly if you have a pine tree close by)**. The roofs will not hold water, they are engineered to have water run off it. If the water cannot run off, it will eventually leak into the condo. Some Condos have Scuppers in Front & Back, please check all of them.

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**AED: Automated External Defibrillator Call 911 and have someone else call 480-986-6087.**

Fountain of the Sun has 3, 1. Main Pool, 2. Administration Office, & 3. Activity Center, just right of the main door as you enter before the library. Security also has one at Main Entrance at Broadway and 80<sup>th</sup> or if they are on patrol it may be in their pick-up. For the fastest AED call Front Entrance Gate and they will know where it is and bring one of them. **Call Front Entrance 480-986-6087**

## Pool & Spa

**Pool:** Please no diving. Have extra pool keys made to ensure gate is locked always (city code). Plastic bottles and acrylic glasses ok around pool but, **No Glass or Glass Bottles, (No Beer Bottles)**. Please read and follow directions on fence and building. Please leave pool area and furniture as you found it.

**Counter Clockwise** Please roll-up pool cover **Counter Clockwise (Bubble Side Down)**

**Rolling up** - Help on each end will be needed to keep straight

**Solar Cover** - Please cover with white plastic cover when on spool (rolled up)  
**when in the sun** (cover could get damaged in sun)

**Covering pool** - Please be cautious not to damage solar cover on edges.

**Solar covers** must be bubble side down when on water

**Solar covers** must be covered or in shade when not on water

To prevent wear on covers leave off until evening in warm weather

**Winter months** Cover Pool (Nov-Feb) when not in use

**Spring & Fall** Cover pool around sunset (to save wear taking on & off)

**Summer months** Leave Pool uncovered (when night temps ave. 80 degrees)

Only water resistant sun blocking lotions allowed in pools (Oils are prohibited)

Children 3 & under who are not completely potty trained must wear **swim diapers**

Pool - Cover must be off when in use

## SPA (HOT TUB)

**Spa** - Cover must be off when in use

**Spa** - Cover, when not in use

**Spa** - Must be 17 years or older to be in Spa (Hot Tub)

