



Dear Villas Homeowner,

You are part of a great community, and we know you will enjoy living here. We have prepared this welcome guide to help you learn a little bit about the Villas. It contains important information to keep for future reference.

The Villa's website (sbvillas2.com) contains a great deal of helpful information. Here you can find meeting dates, the Villas' member roster with contact information, information about our governing documents and Board, useful forms, photos of recent social activities, and homeowner documents.

The Villas Board meetings are usually held monthly in the winter season. The Board of Directors encourages all Villa owners to attend.

'TIDBITS' will provide you with some practical helpful information on how things work in the Villas.

Your Villas Neighbors

The SaddleBrooke Villas Board of Directors wishes to express its sincere appreciation to the following residents for making this Welcome Guide a reality.

***Susan Keating
Kathy Kontos
Deb Kresnicka
Barbara Ueckert***

“TIDBITS”

--PRACTICAL INFORMATION--

- If you are reading this Welcome Guide, you have already found the Villas website! Please spend a few minutes exploring the information that is available on the site. The first important thing for you to do, if you haven't already done it, is to go to the link on the Home page 'Roster – New Member & Change Form' and fill out the form in order to be included in the Villas Roster.
- Note that when you fill out forms or conduct official business with either HOA2 or Villas HOA, you may be asked for your Unit and Lot #. This is widely used throughout the administration of the HOAs to identify 'you'. As a Villa resident you will have a Unit# of 35 or 35A and a Lot # of 1-141. If you forget your Unit/Lot #, an easy way to find it is to simply look at the street-facing side of your electric/power service box on the outside of your garage. Learn your Unit/Lot, as a member of SaddleBrooke Two and The Villas, you will use it often.
- The SaddleBrooke Source Book, which you received when you bought your home, has a wealth of useful information inside, including a telephone listing of all SaddleBrooke residents. To be included in the listing, you will need to fill out the form on the first page of the Source Book and mail to 9532 E. Riggs Rd., Sun Lakes, AZ 85248 or go to www.saddlebrookeprogress.com and click on the link “update your Source Book info”.
- The Tucson daily newspaper is the Arizona Daily Star, which you can have delivered to your door. Saddlebag Notes and SaddleBrooke Progress are monthly SaddleBrooke newspapers which are hung on your mail tube or placed in your mailbox.
- The Villas Voice, a newsletter of the Villas HOA, is available on the Villas website. The For the Record is an HOA2 magazine available at the office and in the HOA2 Monday Message which is sent to your email address.
- Pets must be leashed when not inside the residence. “Pooper-scooping” is required as a courtesy to neighbors.

- Walkers should use pathways/sidewalks when provided. When they are not available, walk in the street, along the curb, facing traffic.
- Villas social events are planned by the Social Committee. There will be notification emails with sign-ups sent out to all residents. Everyone is welcome. Some venues have limited space.
- Tickets for shows at DesertView Theater are sold at the HOA2 Administration Building, next to the MountainView Clubhouse.
- The SaddleBrooke Two Patrol, in white marked vehicles, patrol the entire community.
- Garage doors should be KEPT CLOSED TO PREVENT “CRITTERS”, such as snakes, javelinas and packrats from entering per HOA2 rules.
- Trash pickup is on Tuesdays. Recyclables pickup is on Fridays. Depending on where you are and which day it is, the pickup time can vary from early in the morning (before 8:00) to quite late in the afternoon (3:00). Garbage and recycling containers should not be put out until the morning of the pickup. (Javelinas may raid and overturn the garbage cans if they are put out the night before pickup.)
- Secure the services of someone who will check on your home while you are away. They will handle problems with your home while you are vacationing. Homeowners are responsible for the well-being of their homes at all times – even while not in residence. There are several ‘home-minders’ who live in SaddleBrooke. Check with your neighbors to see who they use or check on the local NextDoor online forum.
- The Golder Ranch Fire Department (GRFD) sponsors a Key Lock Box project which helps to ensure the safety of our residents. To purchase a box, call Senior Village at SaddleBrooke, (520) 314-1042. A lock box will be installed by your front door to allow emergency entry. GRFD has the only key to unlock the box.
- GRFD will replace the batteries in your smoke alarms (supply your own batteries). Dial 311 (non-emergency number).
- If you observe a snake in or around your property, you should call 911. The GRFD will respond, capture, and relocate it.

Villas Board of Directors and Committee Information

(Information current at the time this document was published – August 2026)

Visit the website for up to date 'Contact Information' (password required)

Board of Directors:

Brian Gallup, President

Kathy Kontos, Vice President

Fran Meckler, Secretary

Jim Galka, Treasurer

Larry Crabb, Member-at-Large

Committee Chairs and Liaison:

ASC (ASSOCIATION SUPPORT COMMITTEE)

Chairperson – (OPEN)

Board Liaison – (OPEN)

COMMUNICATION COMMITTEE

Chairperson – Russ Soderberg

Webmaster – Phil Hafvenstein

Board Liaison – (OPEN)

FINANCE COMMITTEE

Chairperson – Russ Soderberg

Board Liaison – Jim Galka

Board Liaison – Brian Gallup

NEC (NOMINATING AND ELECTIONS COMMITTEE)

Chairperson – Kathy Schoenwetter

Board Liaison – Brian Gallup

LANDSCAPE COMMITTEE

Chairperson – Oz Saunders

Communications Director – Linda Wunder

Board Liaison – Fran Meckler

IRRIGATION – SUBCOMMITTEE UNDER LANDSCAPE

Chairperson Richard Webber

Board Liaison – Fran Meckler

URBAN FOREST – SUBCOMMITTEE UNDER LANDSCAPE

Chairperson – Susan Dinga

Board Liaison – Fran Meckler

PAINTING AND EXTERIOR

Co-Chairperson – Dan Craig

Co-Chairperson – Keith Vinje

Board Liaison – Kathy Kontos

PERMITS COMMITTEE

Chairperson (Satellite Dishes) – Ted Johnson

Chairperson (All Other Permits) – Frank Motley

Board Liaison – Brian Gallup

PEST CONTROL

Chairperson – Dwight Cox

Alternate Contact – Bill Todd

Board Liaison – (OPEN)

UNIT REPS

Co-Chairperson – Deb Kresnicka

Co-Chairperson – (OPEN)

Reports Directly to Communications Committee

Landscape and Architectural Guidelines

(For comprehensive Rules and Guidelines visit the Villas website sbvillas2.com – Click on Homeowner Documents > Villa Rules / Guidelines > Architectural Guidelines (the document is ‘SaddleBrooke Villas Association Architectural Rules, Landscaping Regulations and Guidelines’)

The Landscape Committee joins in welcoming you to the Villas. Our goal is to keep the landscaping around your Villa, and all the Villas, looking good!

We have contracted with Yellowstone Landscaping to care for all property outside your Villa. Their duties include blowing/removing debris, trimming bushes, trimming low hanging tree limbs, redressing gravel rock where possible, fix irrigation leaks and plant removal to name a few. The landscape crew is here Monday-Friday, from 7:00 AM through 2:00PM. A weekly update email is sent to all Villa residents on Monday morning which includes the schedule of where the crew will be for that week.

All property surrounding our 213 Villas is controlled by the Villa Landscape Committee and the Yellowstone crew takes their direction from designated members of the Landscape Committee. Residents have no individual control of the landscaping: trees, inground plantings, rock cover and irrigation.

We ask that Villa residents refrain from making requests or interrupting the crew while they are working. If you have questions or comments, please contact the chairperson listed below.

Note: Villa residents are allowed to have planted pots on their patio and along your front entrance/sidewalk. The owner is responsible for the care and watering of the potted plants. Owners may not connect into the Villas irrigation system. Please be aware, when choosing plants for your pots, that SaddleBrooke is host to wildlife (javelina and deer) who are happy to eat your plants. It is recommended that owners choose appropriate desert-type plants. There are plant lists that are javelina and deer **resistant** on the internet to consider. However, be aware that if the desert critters are thirsty/hungry enough they will eat anything.

Villa Owners with questions, issues or requests concerning landscape issues should contact:

LANDSCAPE - Oz Saunders, Landscape Chair – 253-224-5516

saundersoz49@gmail.com

IRRIGATION - Rich Webber, Irrigation Chair – 408-489-2490

irrigation@SBVillas2.com

Urban Forest (Trees) - Susan Dinga, Urban Forest Chair – 408-206-4930

susandinga27@gmail.com

Examples of Acceptable/Unacceptable Yard and Wall Art

ACCEPTABLE* Generally – Sonoran Desert Motif	UNACCEPTABLE* Not Sonoran Desert Motif
Buzzards	Bicycles/Wagons (Wooden or Metal)
Cactus Items	Bowling Balls
Cowboys	Cherubs
Coyotes	Flamingos
Indian Artifacts	Gargoyles
Traditional Kokopellis (unadorned)	Gazing Balls
Pottery (pots)	Geese
Quail	Japanese Pagoda Lanterns
Roadrunners	Skis
Sun/Moon	Windmills
Wall Triptychs in Iron or Copper (Southwestern)	Yard Signs with "Quaint Sayings"
	Religious Articles

More extensive and detailed information can be found in **Section V. Specific Guidelines, Requirements and Prohibitions** in the SaddleBrooke Villas Association Architectural Rules, Landscaping Regulations, and Guidelines. (see the directions to find this document at the beginning of this Landscape section)

Website Reference Guide for Villa Residents

If you are looking for:	You will find it here:	Access :
Villas Certificate of Insurance	sbvillas2.com	public
Villas Work Order Form	sbvillas2.com/FirstService	public
Villas Governing Documents	sbvillas2.com	public
SB 2 HOA Governing Docs	sbhoa2.com	public
FirstService Residential	sbvillas2.com	public
Villas Login Page on FirstService	saddlebrookevillas. connectresident.com	password
Villas Board Roster	sbvillas2.com	Villas password
Villas Social Calendar	sbvillas2.com	public
Villas Satellite Dish Form	sbvillas2.com	public
Villas Voice Newsletter	sbvillas2.com	public
Villas Owner Roster	sbvillas2.com	Villas password
SB HOA2 Owners Roster	sbhoa2.org	HOA2 password

Passwords:

- **Villas Website** sbvillas2.com : *Password is changed each year (March 1) and is emailed to all current Villa owners of record for their use during the year in order to access Owner Roster, Board Roster, and Financials on the SB Villas website. If you forget the password or didn't get the email you can request to have it emailed to you from the Villas Rosters link on the Home screen.*
- **FirstService Residential – Villas Site Management Team:** *Access the FirstService Link from the Home screen of the Villas website. You create your personal password the first time you access the FirstService Villas webpage or create your payment account. This is primarily where/how you make your monthly Villas HOA fee payment arrangements.*
- **SaddleBrooke Two HOA** sbhoa2.org : *You created a password for the sbhoa2.org website the first time you logged into that site. If you have not logged into the HOA2 website previously, you can simply use your HOA2 member number that is on your ID card. For example: if your member number is 10550010817A1A, you would type that number in both fields (email address and password). It is case-sensitive. After you are logged in you can change your login information to suit you.*

WHO IS RESPONSIBLE

SADDLEBROOKE VILLAS 35/35A

	HOMEOWNER	ASSOCIATION	COMMENTS
LANDSCAPING			
Tree trimming/removal		X	Landscaping including trees and plantings are managed by the Association. Homeowners are not authorized to modify.
Removal of plantings		X	Homeowner may request with Work Request. Association may trim or remove at its discretion.
New plantings		X	Homeowner may request with Work Request. Association may remove at its discretion. Direction is to reduce plantings. Limited new plantings may be made in areas where plantings have been removed. New plantings will not be on a one on one basis. All new plantings will be reduced water need plantings.
Irrigation		X	Association will maintain/replace at its discretion. Homeowners may not tap into, or modify, irrigation system. Leaks should be reported using Work Request system.
Animal waste	X		Domesticated & wildlife
WINDOWS			
Original windows or previously replaced by Association			
Broken from exterior		X	No coverage if windows have sun tinting applied.
Broken from interior	X		
Seal leakage, fogging	X		
Latches, locks, jammed, screens	X		
Homeowner replaced windows	X		Homeowner responsible for maintenance/repair/replacement. Association may provide caulking. HOA2 and Villas permit required for replacement.
Patio doors / screens	X		
Cleaning	X		Service personnel are not allowed on roofs without prior approval by Paint & Exterior Committee, or Board liaison to committee. If access to roof is required, a roof inspection by Association contractor at homeowners expense may be required after work is completed.
CONCRETE			
Driveways and walkways to front door		X	Association will replace, repair, raise, grind to level at its discretion.
Developer installed patios		X	Association will replace, repair, raise, grind to level at its discretion.
Driveway, walkway, patio coatings	X		Homeowner responsible to maintain coatings, including recoating any areas treated by Association.
Garage floor	X		
EXTERIOR			
Painting		X	Association will establish a schedule for painting. Association will determine color schemes to be used and which scheme will be used on any villa. Installed satellite dishes and gutters will be painted at time of exterior painting. Homeowner responsible for painting of satellite dishes and gutters at time of installation, and maintaining between scheduled exterior painting.

WHO IS RESPONSIBLE

	HOMEOWNER	ASSOCIATION	COMMENTS
Security door painting	X		May be done by Association contractor at time of exterior painting or installation. Depending on color, may not require painting.
Security door maintenance			
Garage light fixture covers		X	Association will repair/replace at its discretion. Electrical repair is homeowners responsibility. Covers are a Villas standard and may not be replaced with non standard covers. Homeowners are responsible for replacement cost if homeowner breaks.
Patio lights and fans	X		Modification or installation may require a Phal County, HOA2, Villas permit. Homeowner responsible for any damage to exterior surface caused by installation or failure of device.
Patio screening	X		HOA2 and Villas permit required.
Door bells	X		
Door	X		The physical door is a homeowner responsibility. Replacement doors must meet HOA2 and Villas guidelines.
Door hardware	X		Locks, knobs, handles, hinges, etc.
Door surface painting		X	Will be painted at time of scheduled exterior painting. Doors may be painted only approved Association colors. Varnished doors will be varnished based on schedule established by Association. If varnished door surfaces will no longer support varnishing the door will be painted by the Association or be replaced by homeowner.
Exterior modifications	X		Modifications to exterior are very limited. If approved, homeowner is responsible for all repair to surface, including painting and stucco.
Gutter and downspout cleaning Gutter maintenance	X		Service personnel are not allowed on roofs without prior approval by Paint & Exterior Committee, or Board liaison to committee. If access to roof is required, a roof inspection by Association contractor at homeowners expense may be required after work is completed. Association roofing contractor generally offers this service. If used, a separate roof inspection is not required.
Improvements	X		Patio extensions, shade screens, patio enclosures, window replacement, security doors, etc. All approved, or not approved, modifications. Not approved may require removal and repair at homeowners expense.
Garage Doors	X		Homeowner is responsible for repair, replacement, and maintenance. Association will paint door during the normally scheduled painting cycle. Homeowner is responsible for painting of replacement panels or full door replacement.
PLUMBING	X		Homeowner is responsible for all interior and exterior plumbing. This includes all sewer and water lines serving building. Homeowner is responsible for repair to yard related to any work performed on sewer or water lines.
HVAC	X		Heating, ventilating, air conditioning. Homeowner is responsible for all HVAC. Replacement of outside air conditioning compressors must be located in same spot as original equipment.
Air conditioning exterior pad	X	X	Association will repair erosion to pad area. Homeowner responsible for pad replacement and leveling.
Dryer vent	X		Replacement of, or cleaning of. Service personnel are not allowed on roofs without prior approval by Paint & Exterior Committee, or Board liaison to committee. If access to roof is required, a roof inspection by Association contractor at homeowners expense may be required after work is completed.
Water heater	X		Includes repair of damage done to building.

WHO IS RESPONSIBLE

		HOMEOWNER	ASSOCIATION	COMMENTS
ELECTRICAL, CABLE, TELEPHONE, ETC		X		This includes interface boxes on side of building. Any modification impacting exterior of building will generally require a permit.
	Solar	X		See Association policy.
PEST CONTROL				Association has a Pest policy covering in more detail Association provided services.
	Termites	X	X	Association provides termite control through a licensed extermination contractor for exterior and interior termite presence. Termite presence should be reported through the Work Request system. Association will repair damage to outside surface of building. Homeowner is responsible for repair to any inside surface, trim, flooring, etc., or structural damage. Association may, at its discretion, provide an annual inspection service.
	Insects		X	Association will provide a scheduled treatment of the exterior slab. Association is not responsible for any insect damage.
	Pack rats	X	X	Association will provide licensed removal service of pack rats inside building. Association may its discretion provide for exterior treatment of rats. Damage caused by rats is homeowner responsibility.
	Bees	X	X	Association will provide for licensed treatment of bees and sealing of entrance areas. Homeowner is responsible for removal of hive and any damage caused by hive or removal thereof.
ROOFS		X	X	Roofs will be inspected and replaced based on schedule established by Association. No one, other than an Association approved contractor, is authorized to be on roofs. If homeowner allows a contractor, or any person, access to roof, the homeowner is subject to fine and cost of damage repairs. An inspection by an Association contractor may be required at homeowners expense. No opening may be made in the roof structure without a permit. Permits are seldom given. This includes fireplaces, vent fans, dryer vents, solar lights, etc. Openings made without a permit may be closed by the Association at homeowners expense. Satellite dishes, or similar devices, may not be mounted on the roof areas.
	Roof leaks	X	X	Homeowner should report roof leaks using the Service Request system. Association will repair ceiling drywall damaged by roof leaks. Association is not responsible for damage to insulation or any interior surface or furnishings.
INSURANCE		X	X	Association provides "walls out" insurance coverage on buildings. There is limited earthquake insurance provided. Association also provides certain liability and other coverages. There is a per occurrence deductible which is Homeowner responsibility. Homeowner should carry insurance for the interior portion of the building and furnishings as well as personal liability insurance. Homeowners should consult with their insurance agent to make sure there are proper coverages for any loss they may suffer.
STRUCTURAL DAMAGE		X		The Association has no responsibility for structural failures or issues.
MAILBOXES		X		Homeowner is responsible for mailboxes and the standard they are placed on. Homeowner must maintain mailboxes and standards to HOA2 and Villas rules and guidelines.
	3/18/2024			

WHO IS RESPONSIBLE

The above information is provided as a summary and is not all inclusive. If there is a conflict between this summary and the Tract Declaration, the Tract Declaration takes precedence. Homeowners should be familiar with the Villas Rules, including the Villas Architectural and Landscaping Rules; Board Resolutions; and other Villas governing documents. Please assure you have the most current version as these document change from time to time. Homeowners should also be familiar with SaddleBrooke HOA #2 regulations and guidelines as they take precedence over Villas Declaration and Rules, **except** where the Villas' are more restrictive.