



Spring Valley Lake Association
Administrative Monthly Report
Board of Director's Regular Meeting
November 18, 2014

- Contact Information on File: If your contact info has changed be sure to contact the association office. Please keep your mailing address and phone number up to date.
- On your statement from Total Property Management is a temporary password. Log-in to Total and set-up your account. You are then able to view your account, change contact information and pay your assessments on line with Total. Payments may also be made in the association office or by mail. If you mail your assessment payment, be sure to put your account number on the check. Check or money order is only accepted in the Association Office.
- Sign-up for e-blasts and/or the e-breeze; contact the association office to sign-up. All we need is your email address. A lot of information is communicated through emails.
- Remember there are two marina slips #74 and #75 as Courtesy Slips that are available for registered boats to use for a maximum of two hours.
- Dog tags are issued at the Association Office and they are free. Keep contact information up to date.
- Garage/Yard Sale Permits are issued through Public Safety in the Community Building on Rolling Ridge Drive.
- All the governing documents are available on the web-site.
- The office is open Tuesday through Friday 7:30 am to 6:00 pm.
- Just a reminder that the Association Office will be closed November 27th and 28th for the Thanksgiving Holiday.

Respectfully,

Jeaneen Beam
Director of Admin & HR