



**Spring Valley Lake Association**  
Administrative Monthly Report  
Board of Director's Regular Meeting  
March 24, 2015

- Semi-Annual Homeowners Meeting for Board Elections is Saturday, April 25, 2015 at 10:00AM
- Ballots have been mailed out; if you have not received yours by April 2<sup>nd</sup> you may come into the Association office to receive a replacement ballot. You will need to fill out an avadavat for the replacement. Be sure to follow the instructions carefully so that your ballot is counted. Your signature must be on the outer envelope.
- Boat registration began January 2<sup>nd</sup>. The tags are good for the calendar year. So register early. Be sure to schedule the inspection with Public Safety and to call the Association office to see what items will need to be updated in the file.
- 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; contact the association office to sign-up. All we need is your email address. A lot of information is communicated through emails. You also will find information about the association on our web-site, the association face-book page and in the Breeze. If you are unable to find the information you are looking for from these forms of communication please call the association office.
- 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 and monitored by Public Safety. Public Safety issues the permits; they are located in the Community Building on Rolling Ridge Drive. Each property is allowed 4 yard/garage sales each year. They must be 30 days apart and can be up to a 3 day consecutive duration.
- All the governing documents are available on the web-site.
- The office is open Tuesday through Friday 7:30 am to 6:00 pm.
- To Jonathan, Kenny and Ilene; it has been a pleasure working with you and you will be missed. Thanks for all you have done!

Respectfully,

Jeaneen Beam  
Director of Admin & HR