



Spring Valley Lake Association

Administrative Monthly Report
Board of Director's Regular Meeting
April 22, 2014

- Board of Directors Election is Saturday, April 26th at 10:00 AM. Ballots must be received by mail Thursday, April 24th at 5:00 PM at TIE. You also have the option of hand carrying your ballot to the meeting on April 26th between 9:45 AM and 10:00 AM. The meeting is held at the Community Building.
- We are still in need of volunteers to help open the ballots at the Election meeting. If you can help please see me after the Board meeting.
- The 3rd Quarter Assessment is Due May 1st.
- 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.
- Sign-up for e-blasts and/or the e-breeze; contact the association office to sign-up. All we need is your email address. There is a lot of information communicated weekly through emails.
- If you have tenants you **cannot** give your guest cards to them to use. Tenants may apply for membership, but as the property owner you will need to give permission for them to become associate members. The property owner is ultimately responsible for their tenants. Tenants are then able to use the facilities the same as a property owner. The one privilege they do not have as associate members is voting.
- Summer is coming. Avoid the rush. All boats need to be register for the 2014 year.
- 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.
- 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.
- Always have your membership card with you anytime you are on Association property.
- The office is open Tuesday through Friday 7:30 am to 6:00 pm.

Respectfully,

Jeaneen Beam
Director of Admin & HR