



Spring Valley Lake Association
Administrative Monthly Report
Board of Director's Regular Meeting
August 26, 2014

- 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.
- You must have your membership cards with you at all times when you are on Association Property. If you have guests they must have a guest card. Anyone 12 years old or older must have a card. There is a fee for replacement cards. When replacement cards are issued the old cards are canceled.
- 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.
- If you still need to register your boat call the office first to see what you will need to complete the registration. Call Public Safety to schedule your boat inspection.
- 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.
- Labor Day is September 1, 2014 which is the last day lifeguards will be on duty.
- The office is open Tuesday through Friday 7:30 am to 6:00 pm.

Respectfully,

Jeanene Beam
Director of Admin & HR