



## Spring Valley Lake Association

Administrative Monthly Report  
Board of Director's Regular Meeting  
January 28, 2014

- Second quarter assessment will be due February 1, 2014. Just a reminder that late fees are assessed on the 16<sup>th</sup> of the month.
- 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.
- All tenants need to reapply for the new fiscal year. Letters have been mailed to any tenants that were members this past year. The property owner must approve their tenants to become members as they are responsible for the tenants.
- 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.
- 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.
- In order to be more assessable to the property owners the association office has new extended daily hours. The office will be open Tuesday through Friday 7:30 am to 6:00 pm.

Respectfully,

Jeanene Beam  
Director of Admin & HR

