



Spring Valley Lake Association

Administrative Monthly Report
Board of Director's Regular Meeting
July 23, 2013

- On your statement from Total Property Management is a temporary password. You are able to view your account, change contact information and pay your assessments on line with Total.
- Fourth Quarter assessment is due August 1st. Late fees will be assessed on the 16th of the month. Payments may be made in the association office, by mail or on the Total Property Management web-site.
- 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 weekly through emails.
- Summer is here and there are a lot of activities. So just a reminder: if you have not had your picture taken for your membership card you do need to do so. Always carry your membership card on you when you are on association property.
- Boat registration began January 2, 2013. Call the office to be sure we have all the paperwork and call Public Safety for your boat inspection.
- Third quarter assessments were due May 1, 2013. Payments may be made at the association office or mailed to the address on the statements.
- As a reminder, if you have tenants you **cannot** give them your guest cards 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. Tenants must reapply each fiscal year. Paperwork is available at the Association Office.
- 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.
- The Association Office will be open August 3rd 9:00 am – Noon.

Jeanene Beam
Director of Admin & HR