



Spring Valley Lake Association

Administrative Monthly Report
Board of Director's Regular Meeting
October 21, 2013

- The first quarterly statement should be on its way for the November 1 assessment. Payments may be made in the Association Office or by mail; on-line with Total or mail the payment to Total. Just a reminder that if your payment is not received by the 15th of September there will be late fees.
- 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.
- Letters have been sent out to past due accounts. If you receive one please make contact with the association or Total. Do not ignore the letter.
- 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.
- 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. 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.
- All the governing documents are available on the web-site.

Jeanene Beam
Director of Admin & HR