



Spring Valley Lake Association

Administrative Monthly Report
Board of Director's Regular Meeting
August 27, 2013

- The new Fiscal Year Disclosure packet is at the printers and will be mailed out by September 30th. The first quarterly statement will be sent out in October for the November 1 assessment.
- 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 plan on registering a boat give the office a call to be sure we have all the paperwork needed and call Public Safety for your boat inspection.
- 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