



Spring Valley Lake Association
Administrative Monthly Report
Board of Director's Regular Meeting
October 27, 2015

- By now you have received a letter stating the association has changed accounting firm to Pro-Active. The mailing address changed and there is new paperwork for automatic payments. It's a new firm but we are working with the same people. Statements were mailed out earlier this month. First assessment is due November 1, 2015. Payments may be submitted at the association office by check or money order. On-line payments are still available; check your statement for your temporary password. Automatic payments are available or you may mail your payment to the address listed on the statement.
- All Governing Documents and financials are available on the association web-site.
- Volunteer on a committee, help your community! Applications are available on-line and in the Association Office.
- Sign-up for e-blasts; contact the association office to sign-up. All we need is your email address. A lot of information is communicated through emails. You also will find information about the association on our web-site, the association face-book page and in the Breeze.
- Just a reminder that tenants need to reapply for the new fiscal year.
- Pet tags are issued at the Association Office and they are free. Keep contact information up to date.
- Please let the association know if you change your phone number. If there is an emergency we need to have a way to contact you.
- Garage/Yard Sale Permits are issued and monitored by Public Safety. Public Safety issues the permits; they are located in the Community Building on Rolling Ridge Drive. Each property is allowed 4 yard/garage sales each year. They must be 30 days apart and can be up to a 3 day consecutive duration.
- Regular office hours are Tuesday through Friday 7:30 am to 6:00 pm.

Respectfully submitted,

Jeaneen Beam
Director of Admin & HR