



Spring Valley Lake Association
Administrative Monthly Report
Board of Director's Regular Meeting
June 23, 2015

- New guest cards will be mailed out soon to all property owners. These cards are only replacing the guest cards. Membership cards with your picture are not being replaced. If you have lost your membership card a replacement can be issued at the association office. There is a fee for replacement cards.
- Property owners shall not give their cards to tenants.
- 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. Check or money order is only accepted in the Association Office.
- 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. If you are unable to find the information you are looking for from these forms of communication please call the association office.
- 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.
- Pet tags are issued at the Association Office and they are free. Keep contact information up to date.
- 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.
- All the governing documents are available on the web-site.
- Regular office hours are Tuesday through Friday 7:30 am to 6:00 pm.
- In observance of the Independence Day Holiday the office will be closed July 3, 2015.

Respectfully,

Jeaneen Beam
Director of Admin & HR