



Spring Valley Lake Association
Administrative Monthly Report
Board of Director's Regular Meeting
September 23, 2014

- 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.
- The Budget and Policy Disclosures Packet will be in the mail this week. It is the required yearly disclosures and the new 2013-2014 Fiscal Year budget. The yearly assessment and quarterly payment amounts will be included. The 1st quarterly payment is due November 1, 2014.
- 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.
- 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.
- The office is open Tuesday through Friday 7:30 am to 6:00 pm.

Respectfully,

Jeanene Beam
Director of Admin & HR