



## Spring Valley Lake Association

Administrative Monthly Report  
Board of Director's Regular Meeting  
November 19, 2013

- Letters have been sent out on past due accounts. If you receive a letter please make contact with the association or Total Property Management. 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. If you mail your assessment payment be sure to put your account number on the check.
- 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.
- 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.
- 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. 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.
- Always have your membership card with you anytime you are on Association property.
- The Association office will be closed Thursday and Friday, November 28<sup>th</sup> and 29<sup>th</sup> for Thanksgiving.
- In order to be more assessable to the property owners the association office will have new extended hours starting December 3, 2013. The office will be open Tuesday through Friday 7:30 am to 6:00 pm.

Happy Thanksgiving and Happy Holidays,  
Jeaneen Beam  
Director of Admin & HR