



**Spring Valley Lake Association**  
Administrative Monthly Report  
Board of Director's Regular Meeting  
January 26, 2016

- Assessment 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. If you have automatic payments taken from your account be sure to fill out new paperwork. Second Quarter assessment is due February 1, 2016.
- February 12<sup>th</sup> is the deadline to submit your application to be a candidate for the Board of Directors. Applications are available in the Breeze and on the web-site.
- 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 at Public Safety. The tags 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.

Jeanene Beam  
Director of Admin & HR