



**Spring Valley Lake Association**  
Administrative Monthly Report  
Board of Director's Regular Meeting  
September 27, 2016

- The Budget and Disclosure Packet is in the mail. Included in the packet is the assessment information and all disclosure documents that the Association is required to distribute once a year.
- All Governing Documents and financials are available on the association web-site.
- Volunteer on a committee and 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, the Breeze and bulletin boards through-out the community.
- Always have your membership card with you when you are on association property.
- Do not give your guest cards to your tenants. Tenants must apply for their own membership.
- 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. Also contact the association if you change your mailing address.
- 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.
- Hope to see everyone at the Hoe Down Saturday night.

Jeaneen Beam  
Director of Admin & HR