



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

- April 30, 2016 will be the Semi-Annual Homeowners meeting for the purpose of the Board of Directors Election. There are four seats open on the Board and four candidates. This seems simple and some ask “why should there be an election?” The governing documents require an election to take place and a quorum to be met. 25% of the property owners must return their ballot correctly filled out in order to make quorum and have a successful election meeting. If quorum is not met there would need to be a second meeting and this is an addition cost to the association. So please tell your neighbors and friends to return their ballots. Votes do not need to be cast on the ballot but it does need to be filled out correctly and returned.
- If anyone is interested in volunteering to help with the ballots on April 30<sup>th</sup> please see me after the board meeting.
- All Governing Documents and financials are available on the association web-site.
- Volunteer on a committee and help your community! All committee members must reapply in May. 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.
- 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.
- 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.
- To the outgoing board members, it has been a pleasure to work with you during your several years of service to the association. You have truly served your community. You will be missed.

Sincerely,

Jeaneen Beam  
Director of Admin & HR