



Spring Valley Lake Association

13325 Spring Valley Parkway

7001 SVL Box

Spring Valley Lake, CA 92395

Reference #: _____

Tract/Lot: _____

Date: _____

Homeowner Request Form

Name: _____ Phone #: _____ Account #: _____

Physical Address: _____ Email: _____

(Please select which department your request/ complaint corresponds with.)

- Public Safety Maintenance Management Management Staff Committees
- Board of Directors Code Enforcement Recreation Other _____

Complete this form to report any matter you believe requires SVLA attention. Use a separate form for each request and submit all copies. The last copy will be given to you by staff as a receipt with reference number assigned.

It is not necessary to write a second request since this first submittal will remain "active" until disposition. If you have not received a response within 30 to 45 days indicating the action or progress relative to this request, call the office with the above reference number. Some committees only meet once per month, thus a response may take longer than 30 days.

**If you are reporting a Code Enforcement issue, list the address of property where you believe the offending violation is located.*

Subject: _____

Description of Request/Complaint: *(If more space is needed use a separate form)*

Membership List Requests:

The Spring Valley Lake Association membership list is a corporate asset, which contains the record of our member's names and addresses. Without consent of the Board of Directors, the membership list or any part of it may not be:

- Used to solicit money unless that money will be used solely to solicit the vote of members in the Spring Valley Lake Association election.
- Used for any purpose which the user does not reasonably believe will benefit the corporation.
- Used for any commercial purposes.
- Sold or purchased by another person.

Membership list requests: I certify that the use of the membership list provided to me by the Spring Valley Lake Association will be in compliance with Section 8338 of the California Corporation Code as summarized above. I ask that I be provided with a list of members. The purpose for my request is:

I understand that my information request must be approved first by the Board of Directors, its agents or designees. I also understand that an approval by the Board of Directors may cause a delay in my receiving that information I have requested. I understand that there may be a fee for preparation of the items I have requested, which must be paid upon approval.

_____ ***I understand the information I receive is for my personal use only, as a property owner, and that I do not have consent to share or reproduce the information.***
Initial

Name (Please Print)

Signature

Date

Mailing List Fee

\$25.00

Office use only:

Received By: _____ Approved By: _____

Date Logged: _____ Approval Date: _____

Logged By: _____ Response Date: _____

Association Office: 760-245-9756

Fax: 760-245-3076

www.svla.com