



Spring Valley Lake Association
Administrative Monthly Report
Board of Director's Regular Meeting
October 25, 2016

- First quarter assessment is due November 1, 2016. Your quarterly amount is \$265.00. Payments may be made on-line, check your statement for directions. Payments may be mailed to ProActive or to the association office. Automatic payments are an option. Payments may also be paid at the association office. Check, money order or cashier's checks are the only forms of payment accepted at the office. Payments must be made by November 15th. Late fees are assessed on November 16th.
- 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.
- Any tenants wishing to continue their membership with the association must reapply for the new fiscal year. If you have any questions please contact the association office.

Jeaneen Beam
Director of Admin & HR