



SEPTEMBER TWO THOUSAND TWENTY THREE  
A TREE TOPS RESORT HOMEOWNERS PUBLICATION

**WHERE CAN I FIND THE *OAKTREE TIMES* NEWSLETTERS? Beginning with the 2024 Spring Newsletter, you will find all newsletters online at [treemontresorts.com](http://treemontresorts.com). On the website select Tree Tops Resort and then select Owner Information to see current and archived newsletters.**

**RESORT MANAGER'S UPDATE**

It's beginning to look like fall! Scarecrows, pumpkins, and beautiful décor fill the downtown streets of Gatlinburg. Fall is such an amazing time to visit the Smokies. It's one of my favorite times of the year. The area hosts many fun festivals and beautiful displays to see but nothing beats the natural display of colorful leaves! Mother Nature always provides the best show in town! If all you need is some R & R, hanging out at the resort may be just the thing you need! You may choose to sit by one of the fire pits or on a swing by the beautiful mountain stream. There are lots of fun daily activities with resort staff, as well as complimentary entertainers on several different evenings throughout the week. There is something for everyone to enjoy. Stop by to see Aggie and Ryan while you are here, and they will help you plan your week.

Many of you have asked when we will have better Wi-Fi at the resort. After the wildfire rebuild was complete, we diligently contacted various internet vendors and determined Spectrum could provide the resort with the best fiber Wi-Fi coverage. This led to numerous meetings to plan the infrastructure layout for adding fiber internet throughout the resort but again, it is not an easy fix. Early in the planning we discovered many barriers that must be overcome prior to starting the actual installation. Spectrum continues to update us on their progress in the planning stages and we are hopeful to have information to share with you in the next newsletter.

We have started the planning process for 2024 and are looking forward to another great year! As always, our staff strives to provide you and your family with the best vacation experience possible and we look forward to seeing you soon!

Karrie Newsome  
General Manager

**NEW MAINTENANCE FEE PAYMENT OPTIONS**

- 1) **RECOMMENDED METHOD, ONLINE:** Go to [treemontresorts.com](http://treemontresorts.com). Select your home resort (Tree Tops), select Tree Tops down menu: select "Owner Info". Scroll down "Owner Info" page until you see "Pay Maintenance Fees". **Owner number is your Contract Number without the last digit/number. THIS IS VERY IMPORTANT INFORMATION!**  
**If you put in more than 5 digits, it will not allow you access.**  
**Your password is the 5 digit zip code currently listed on your account. THIS IS VERY IMPORTANT INFORMATION: Always update your mailing address and email address with your resort.**  
Select the "Transaction" tab and see "Make a Payment" in the top right corner of the screen.  
(Note: Canadian postal/zip code example for entering 5 digits: N30 Z5L should be entered as "N30 Z")
- 2) **MAIL:** check or money order, or fill in your credit card information on the maintenance fee invoice, and mail to Tree Tops Resort, PO Box 4960, Sevierville TN 37864. Allow ample mailing time to ensure we **receive** your check prior to February 1. We recommend mailing your payment a minimum of 30 days in advance. You must include the zip code that is listed on your bank or billing statement for credit card payments.
- 3) The phone numbers to pay over the phone with debit/credit card will be listed on your maintenance fee invoice mailed *as a courtesy* in late November. You must provide the zip code that is listed on your bank or billing statement. Please note it will be more efficient to pay under Options 1 and 2 due to our limited staff.

**NOTE:** Due to the additional expense it would create, we are unable to provide a receipt for maintenance fee payments. If you need a receipt, we recommend checking your bank or credit card statement.

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## CONTACT INFORMATION

### Front Desk / Check-in Office

Phone: 865.436.6559  
Fax: 865.436.6196  
Email:  
ttfrontdesk@treemontresorts.com

### Rentals

Phone: 865.436.6559

### Flex Week Reservations

Phone: 865.430.4237  
Email:  
ttrreservations@treemontresorts.com

### Karrie Newsome, General Manager

Phone: 865.436.6559  
Email:  
knewsome@treemontresorts.com

### Activities

Phone: 865.436.6559  
Fax: 865.286.2198  
Email:  
treetopsactivities@hotmail.com

**RCI Weeks:** 800.338.7777  
**RCI Points:** 877.968.7476  
**II:** 800.828.8200

**Administrative Offices**  
Maintenance Fees, Deeding, and  
Ownership Changes  
Phone: 865.428.6039 ext 227 or 226  
Fax: 865.428.8930  
Email:  
chooker@treemontresorts.com



290 Sherman Clabo Rd  
Gatlinburg, TN 37738

## RESORT POLICY REMINDERS

**Flex Week Reservations**– It is not necessary to *prepay* your dues in order to schedule a flex week unless you are depositing the week with an exchange company. However, if you are a flex owner, have a 2024 week reserved, and do not pay your 2024 maintenance fee in full by February 1, 2024 your reservation will be cancelled. Once you have paid your dues in full, you will be permitted to re-schedule your flex week, subject to inventory availability.

**Prepaying Maintenance Fees**- At any time during the year, you may prepay your maintenance fee in full or by making monthly payments for any amount you wish. You may pay at the current year's assessment and, if there is an increase, you will be billed for the difference in December. Please make your check payable to Tree Tops Resort Condominium Association and note your contract number and the year you are prepaying on your check. Mail your check to the Maintenance Fee Department at Tree Tops Resort Administrative Offices, P. O. Box 4960, Sevierville TN 37864-4960.

**Credit Cards**– We accept Visa, Mastercard and Discover. Please note that you will be assessed a \$5.00 convenience fee for each unit/week when paying your maintenance fee by telephone or mail with a credit card. If your credit card is declined three times, you will be assessed an additional \$25.00 service fee.

**Returned Checks**- You will be assessed a \$25.00 return check fee if your check is returned to us for any reason.

**Exchanging Your Week / RCI Points**- If you are depositing your week with an exchange company or borrowing RCI Points, you are required to pay the maintenance fee in advance for the year you are exchanging or borrowing.

**Parking**- There is a two vehicle per unit limit. In order for all guests to have adequate parking, we are unable to accommodate campers, RV's, or trailers. The resort has very limited parking and must enforce this policy.

**Smoking**- All units at the resort are smoke free. Smoking is only permitted outdoors and in open air common areas. Violators will be fined \$200.

**Check-in**- All owners, owner guests, and exchanges will be required to show ID upon arrival at the resort. If you are sending a guest to use your unit, we require written notice from the owner(s). If you are unable to provide written notice prior to check-in, please send the reservation confirmation with your guest with the necessary information filled out.

**No Pets Allowed**- No pets are allowed on premises or in units. Violators will be fined \$500 and required to remove the pet from the premises.

**Maximum Occupancy**- Six persons for a two bedroom and four persons for a one bedroom, regardless of age.

**Reservation Fees**- All rental reservations require a seven day cancellation notice in order to receive a refund. There is a \$15.00 charge for cancelling or changing a rental reservation. Changes to flex week reservations require a \$25.00 change fee.

**Vacation Calendars**- Just a reminder to always verify your arrival dates with a vacation calendar, as arrival dates change from year to year. If you need a calendar, you may print one from our website, [www.treemontresorts.com](http://www.treemontresorts.com). You will find the calendar link on the "Owner Information" page. You may also contact the Reservation or Check-in Office and request that one be mailed to you.

**Early Arrivals**- If you will be having a guest arrive before you to check into your unit, please call the registration office and give them your guest's name. In order to protect our owners, we will not allow any unauthorized guest to check into your unit. If we already have your guest's name, this will make the check in process a better experience for everyone.

**Owner Guests**- When sending multiple guests to use your unit, please mark on your confirmation if the unit needs to be cleaned between visits and which party is responsible for paying the cleaning fee. If you do not wish to have the unit cleaned between occupants, please note this on your confirmation as well.

**Rental Agreements**- When submitting a rental agreement, all parties on the deed or contract must sign the rental agreement. Your unit will not be placed on the rental program without all signatures. Please allow us time to receive the rental agreement and then call to verify that we did receive it and that all information is correct. Rental Agreements can be printed from our website, [www.treemontresorts.com](http://www.treemontresorts.com)

**For Sale By Owner Listing**– The minimum price that your unit may be listed for at [treemontresorts.com](http://treemontresorts.com) is \$2500, actual purchase price to be decided by seller. Listings expire 2 years after the date they are posted.

**Maintenance Fee Billing**– Maintenance fee invoices are mailed following the Homeowners Meeting, in late November, as a courtesy. Maintenance fees are due January 1st of each year and become delinquent on February 1st.

*We hope these reminders will help you to help us maintain Tree Tops Resort as a special vacation destination.*

# SLATE FOR BOARD OF DIRECTORS TREE TOPS RESORT CONDOMINIUM ASSOCIATION

## **GORDON ANDERSON**

Mr. Anderson and his wife, Deloris, have been Tree Tops homeowners since 1986. In addition to their Tree Tops ownership, they own timeshares in Las Vegas and San Diego. He continues to have a personal interest in being a voice for Tree Tops homeowners in protecting the value and integrity of the resort.

Mr. Anderson earned his Masters Degree from Alabama A&M University and his BS in Vocational Education from Auburn University. His work experience began as a teacher of building trades and home improvement contracting. He retired from TVA after 20 years of managing training programs for construction and maintenance trades and served four years as a Director in the National Management Association while working with TVA.

Mr. Anderson retired from Unum Disability Insurance Company in Chattanooga, TN in 2018 where he was responsible for improving efficiency and quality in supporting enrollment initiatives across the nation.

Gordon and Deloris have two children and two granddaughters that will be inheriting ownership in Tree Tops in the future. He appreciates the trust placed in him by the Tree Tops owners that elected him to serve on the Tree Tops Board of Directors and pledges that, if elected to continue to serve, will work diligently with the other board members and the management team to find ways to control expenses during these difficult financial times while ensuring Tree Tops continues to be a beautiful and quality place to relax and enjoy.

## **NELLIE A. THOMAS**

From Branson, MO, Nellie started working for Silver Dollar City while attending College of the Ozarks. During 10 years with Herschend companies she worked in Marketing and Special Events at the Missouri location. After working on the task force to find and open a second location she relocated to Tennessee to work at that location (now Dollywood), initially in Marketing and Special Events and then as the director of Human Resources and Safety & Security. Nellie joined the Tree Tops Real Estate team in 1985. During the years that followed she has worked in marketing; coordination of resort development, construction and resort operations for Tree Tops, Oakmont & Sunrise Ridge Resorts; served as the Resort Manager at Oakmont and Chief Operating Officer for Tree Tops and Oakmont Resorts.

## **GALE H. ANDERSON**

Gale is originally from East Tennessee where she graduated from Tennessee Technological University with a BS degree and later became a certified Medical Technologist at the University of Miami. She met her husband of sixty years and future developer of Tree Tops, the late H. Charles Anderson, in South Florida where they resided until the early 1980s. As Charlie's wife, Gale was instrumental in the planning and development of Tree Tops, and even demanded that Charlie had to save as many trees as possible! Gale has a strong desire to serve on the Board and preserve the integrity of her husband's second love as a beautiful well-managed, quality vacation home for families to enjoy many more years to come.

Gale is an active member of First Baptist Church in Gatlinburg, where she serves as a deacon and is on the Finance and Music Committees, and formerly served as the church's pianist for several years. She enjoys spending time with her three children, five grandchildren, her furbaby Scooter, and attending University of Tennessee football games.

## **GEORGE F. DOYLE, JR.**

Since 1984, Mr. Doyle has served as Controller of Tree Tops Real Estate, Inc. and the accountant for both Oakmont and Tree Tops Resort Condominium Associations.

A Certified Public Accountant, Mr. Doyle has a Masters degree in Business Administration from the University of Tennessee.

In his spare time, Mr. Doyle enjoys hiking, scuba diving and playing the piano.

## **CHARLES L. PIGG**

Mr. Pigg is a graduate of Middle Tennessee State University where he obtained his BS and MS degrees in Industrial Arts/Technology. He became Director of Campus Planning at the University and served in that position for 27 years. He was commissioned in 1955 with the U. S. Army Corps of Engineers where he served thirty years in reserve and active duty and is now a retired Colonel. While not on active duty, he worked as a highway design engineer with the Tennessee State Highway Department.

Mr. Pigg is a member of North Boulevard Church of Christ and serves as a teacher and Elder. He is also a member of the National Exchange Club. He is presently employed as a Field Representative with Johnson and Bailey Architects in Murfreesboro, Tennessee. Mr. Pigg and his wife, Nancy, have two weeks at Tree Tops and have been homeowners since 1992. They reside in Murfreesboro.

## **BARBARA A. STORER**

Barbara is a graduate of Miami University in Ohio where she received an Associate of Arts degree. She is now retired after working in Security with the Department of Energy in Cincinnati, Ohio. She currently serves on the Fairfield Glade Community Club Board Homeowners Association as the Timeshare Director. She currently serves on the Tree Tops Board of Directors. She is also serving on the following Wyndham timeshare Board of Directors: Laurel Ridge and Stonecastle at Fairfield Glade, TN, Governors Crossing I in Sevierville, & Baypoint at Oceanridge Edisto Beach SC.

Barbara and her husband Gary have been married for 40 years and have 2 grown children and 3 grandchildren. They enjoy sharing their vacation ownership with their family and friends. They love the fabulous accommodations and amenities their timeshares offer.

Being an owner myself, I am always aware of increasing maintenance fees or special assessments. It is always important for your Board to keep a healthy capital reserve fund to cover major expenses and renovations. Being on the Board of Directors, I have gained a vast knowledge of the operations and have been instrumental in helping make decisions to maintain a quality resort that our present and future owners will want to return to.

*Continued on next page...*

## CONTACT INFORMATION & OWNERSHIP CHANGES

### STEPHEN R. LANGE

Steve and his wife, Jeannie, purchased their first week at Tree Tops in 1992 after attending many sales presentations for other resorts. Tree Tops was the first resort to capture their interest and over time, they purchased three more weeks. Initially members of RCI they traveled to various areas of the country and learned about other resorts, but non compared to Tree Tops.

Steve started his career with Sears and Roebuck in Columbus, Ohio, after attending electronic trade school for two years. Enrolling in management training at Sears, Steve was the youngest division manager of a \$2 million paint department. His training laid the foundation for a move back to his home of Northern Kentucky where he began a career in industrial sales. He has been an account manager with The Mechanical Supplies Co. for the last 38 years.

Raising four children, Steve became very involved with the Erlanger-Elsmere Independent Schools, first supporting the marching band as a booster and then moving into the role of President of the band boosters which led to an invitation to fill an interim position on the school board. During his tenure on the school board, he was responsible for implementation of KERA (Kentucky Education Reform Act), budgeting, planning and overseeing the additions to a middle school and two elementary schools along with many other facility improvements. He continued his role on the school board for the next twelve years, being duly elected three times and serving as board chairman three times before retiring from the board.

Over the last few years, Steve and Jeannie have turned three of their weeks over to three of their four children, keeping their pedestal week for themselves. For this reason, the future of the resort is a high priority.

It is the obligation of each owner to maintain current contact information with Tree Tops Resort. Tree Tops Resort will mail any required communication to the name(s) and address on file and will assume that the information is current.

An owner may submit a change of address to Tree Tops Resort by mailing the new information to the Administrative Offices at PO Box 4960, Sevierville, TN 37864, sending via fax to 865.428.8930 or calling 865.428.6039, extension 227 or 226.

If an owner sells or transfers ownership, that owner is required to send the following to the Administrative Offices: copy of a recorded deed in the new owner(s) name, address and telephone number of the new owner(s), a statement indicating the first year of occupancy for the new owner(s), and a \$75 to \$300 transfer fee made payable to Tree Tops Resort. Owners may call 865.428.6039 for more information. If the owner is an RCI Points member, the owner is required to also cancel the membership or transfer the membership to the new owner. An owner may contact RCI at 877.968.7476 for the required paperwork.

Annual maintenance fee invoices are mailed to all owners in late November. If the maintenance fee invoice is returned by the post office because the owner has moved and not notified Tree Tops Resort, a rebilling fee of \$5.00 will be assessed to the owner's account.

### *Activities Department Update*

Stop by the clubhouse while you are here and let us help you plan your stay. Ryan and Aggie have all of the current information about shows, attractions, and restaurants. They can help you plan a day in the park or a night on the town!

There are several new restaurants in the area that you may want to try. LeConte Tapas and Grill located on East Parkway, Jason Aldean's Kitchen and Rooftop Bar located in downtown Gatlinburg, and Azul Cantina located in Pigeon Forge behind the Island. There is a new variety show that just opened in Pigeon Forge called Array at the Mountain of Entertainment Theatre and a new construction-based theme park in Sevierville due to open soon called Dig N' Zone on Veterans Boulevard close to Dollywood. Check with us to see how to get discount tickets to some of the venues in the area.

We also have a variety of activities planned for you to enjoy while at the resort. Be sure to check your activities schedule for the times and dates of our planned activities. Let us make your stay at Tree Tops easier and more enjoyable for you. We cannot wait to see you!



## **TREE TOPS RESORT CONDOMINIUM ASSOCIATION, INC.**

### **NOTICE OF ANNUAL MEETING AND PROCEDURE FOR SUBMISSION OF WRITTEN BALLOTS**

The annual meeting of the Members of Tree Tops Resort Condominium Association, Inc. (the “Corporation”) has been called by its Board of Directors pursuant to Article III, Sections 3 and 4 of the Bylaws for November 8, 2023, at 10:00 a.m. at the offices of the Corporation at 290 Sherman Clabo Rd, Gatlinburg, TN 37738.

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### **LETTER FROM THE PRESIDENT**

Dear Tree Tops Homeowners,

What an exciting year it has been at Tree Tops and in the Smokies area! The greatly anticipated Buc-ee’s opening met and exceeded expectations. I saw on the news that there have been 1.3 million visitors in the first two months. Also making headlines, our beloved Dollywood theme park recently won 5 awards including “Best Park” at the annual Golden Ticket Awards where the theme park industry recognizes the Best of the Best. The bears have been really active this year and while it is the Great Smoky Mountain experience to see a bear please remember for the safety of the bear and you and your family, always keep as much space as possible between you and them.

With very tight controls and comparison shopping, expenses for supplies have moderated somewhat this year and based on the indicators we are hopeful that trend of smaller increases will continue in the upcoming year. On the other side, cost for utilities and insurance, Tree Tops property insurance increased 16% at the June renewal, continue to climb and probably will again next year. The proposed 2024 budget reflects a \$40 increase that will provide the funds necessary for your management team and staff to continue to operate the resort at a very high standard, adequately fund the reserve and make improvements to the units and grounds. Our goal is to always balance keeping Tree Tops’ maintenance fees one of the lowest in the country, obtaining Gold Crown status with RCI annually and providing you with an enjoyable, worry free vacation experience.

The support from you, your thanks and suggestions are greatly appreciated. I wish for many special vacations for you and your family for years to come.

Nellie Thomas  
President

**Tree Tops Resort Condominium Association, Inc.**  
**2023 Annual Meeting**  
**November 8, 2023**

**WRITTEN BALLOT AND INSTRUCTIONS**

Pursuant to the Notice of Annual Meeting, and Article II, Section 7 of the Bylaws of Tree Tops Resort Condominium Association, Inc., and T.C.A. § 48-57-108, below is the Written Ballot for the 2023 Annual Meeting of the Corporation.

**Please review these instructions very carefully.** It is important that you promptly complete this ballot and return so that a quorum can be reached (51% of Members). You are asked below to vote on a slate of directors, and for approval of the 2024 Budget attached as Exhibit A. Cumulative voting is not permitted. You may abstain from voting on any issue. You should also approve, disapprove, or abstain from voting on the 2024 Budget attached as Exhibit A, which sets annual maintenance fees for the Tree Tops Resort at \$635.00 per unit. **This written ballot must be received at P.O. Box 4960, Sevierville, Tennessee 37864-4960 by November 3, 2023 to be counted.**

**TREE TOPS RESORT CONDOMINIUM ASSOCIATION**  
**PROXY FOR ANNUAL MEETING**

KNOW ALL MEN BY THESE PRESENT, that the undersigned hereby constitutes and appoints the Board of Directors of Tree Tops Resort with the power of substitution to vote at the Annual Meeting of the Tree Tops Resort Condominium Association, Inc., to be held at the Tree Tops Resort on the 8<sup>th</sup> day of November, 2023, at 10:00 a.m., and any adjournment(s) thereof, according to the number of votes that the undersigned would be entitled to vote if then personally present.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Signature \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of weeks owned \_\_\_\_\_

***IF PROPERTY IS JOINTLY OWNED,  
SIGNATURES OF ALL OWNERS ARE  
REQUIRED.***

**BELOW ARE MY INDICATED PREFERENCES:**

2024 BUDGET (attached as Exhibit A) AND \$635.00 MAINTENANCE FEE     APPROVE     DISAPPROVE     ABSTAIN

SLATE FOR BOARD OF DIRECTORS:

**WRITE INs:**

GORDON ANDERSON         APPROVE     DISAPPROVE

\_\_\_\_\_

NELLIE THOMAS         APPROVE     DISAPPROVE

\_\_\_\_\_

GALE ANDERSON         APPROVE     DISAPPROVE

\_\_\_\_\_

GEORGE F. DOYLE, JR.     APPROVE     DISAPPROVE

\_\_\_\_\_

CHARLES L. PIGG         APPROVE     DISAPPROVE

\_\_\_\_\_

BARBARA A. STORER       APPROVE     DISAPPROVE

\_\_\_\_\_

STEPHEN R. LANGE         APPROVE     DISAPPROVE

\_\_\_\_\_

| Tree Tops Resort Condominium Association, Inc. |                  |                  |               |
|--|------------------|------------------|---------------|
| 2024 Operating Fund Budget                     |                  |                  |               |
|  | 2024             | 156              | 7650          |
|  | Budget           | Units            | Owners        |
| <b>Revenues</b>                                |                  |                  |               |
| Maintenance Fees                               | 4,857,750        | 31,139.42        | 635.00        |
| Bonus Days                                     | 28,000           | 179.49           | 3.66          |
| Rentals  | 380,000          | 2,435.90         | 49.67         |
| Extra Cleaning                                 | 50,000           | 320.51           | 6.54          |
| Video Rentals                                  | 1,000            | 6.41             | 0.13          |
| Gift Sales                                     | 2,000            | 12.82            | 0.26          |
| Ticket Sales                                   | 45,000           | 288.46           | 5.88          |
| Other Income                                   | 10,000           | 64.10            | 1.31          |
| Interest Income                                | 20,000           | 128.21           | 2.61          |
| Late Fee Income                                | 32,000           | 205.13           | 4.18          |
| Credit Card Convenience Fees                   | 25,000           | 160.26           | 3.27          |
| Activities                                     | 2,000            | 12.82            | 0.26          |
| Rebate Income                                  | 3,200            | 20.51            | 0.42          |
| Wifi Use Income                                | 0                | 0.00             | 0.00          |
| <b>Total Revenue</b>                           | <b>5,455,950</b> | <b>34,974.04</b> | <b>713.20</b> |
| <b>Cost Of Sales</b>                           |                  |                  |               |
| Owner Rental Payments                          | 266,000          | 1,705.13         | 34.77         |
| Video  | 500              | 3.21             | 0.07          |
| Gift Shop/Activities                           | 1000             | 6.41             | 0.13          |
| Tickets  | 40,500           | 259.62           | 5.29          |
| Rental Commissions                             | 76,000           | 487.18           | 9.93          |
| Outside Rental Expense                         | 5,500            | 35.26            | 0.72          |
| <b>Total Cost Of Sales</b>                     | <b>389,500</b>   | <b>2,496.79</b>  | <b>50.92</b>  |
| <b>Payroll Expenses</b>                        |                  |                  |               |
| Management & Assistants                        | 265,000          | 1,698.72         | 34.64         |
| Front Desk                                     | 185,000          | 1,185.90         | 24.18         |
| Housekeeping                                   | 825,000          | 5,288.46         | 107.84        |
| Maintenance                                    | 510,000          | 3,269.23         | 66.67         |
| Contract Labor                                 | 20,000           | 128.21           | 2.61          |
| Workers' Compensation                          | 15,000           | 96.15            | 1.96          |
| Payroll Taxes                                  | 105,000          | 673.08           | 13.73         |
| Insurance - Contribution                       | -114,235         | -732.28          | -14.93        |
| Insurance                                      | 360,000          | 2,307.69         | 47.06         |
| Activity Directors                             | 45,000           | 288.46           | 5.88          |
| Reservation Clerks                             | 36,000           | 230.77           | 4.71          |
| Workers' Comp Direct Pymts                     | 500              | 3.21             | 0.07          |
| Drug Screening                                 | 4,000            | 25.64            | 0.52          |
| Background Checks                              | 1,500            | 9.62             | 0.20          |
| <b>Total Payroll Expense</b>                   | <b>2,257,765</b> | <b>14,472.85</b> | <b>295.13</b> |
| <b>Contract Services</b>                       |                  |                  |               |
| Elevator                                       | 27,000           | 173.08           | 3.53          |
| Telephone System                               | 4,500            | 28.85            | 0.59          |
| Exterminating                                  | 30,000           | 192.31           | 3.92          |
| Cable TV/Wifi                                  | 125,000          | 801.28           | 16.34         |
| Trash Removal                                  | 4,000            | 25.64            | 0.52          |
| Fire Extinguishers                             | 6,500            | 41.67            | 0.85          |
| Security System                                | 7,000            | 44.87            | 0.92          |
| Carpet Cleaning                                | 24,000           | 153.85           | 3.14          |
| <b>Total Contract Services</b>                 | <b>228,000</b>   | <b>1,461.54</b>  | <b>29.80</b>  |
| <b>Leased Equipment</b>                        |                  |                  |               |
| Postage Meter                                  | 1,000            | 6.41             | 0.13          |
| Copy Machines                                  | 8,500            | 54.49            | 1.11          |
| Water Cooler                                   | 700              | 4.49             | 0.09          |
| <b>Total Leased Equipment</b>                  | <b>10,200</b>    | <b>65.38</b>     | <b>1.33</b>   |
| <b>Repairs &amp; Maintenance</b>               |                  |                  |               |
| Plumbing                                       | 32,000           | 205.13           | 4.18          |
| HVAC   | 40,000           | 256.41           | 5.23          |
| Electrical                                     | 3,000            | 19.23            | 0.39          |
| Appliances                                     | 6,000            | 38.46            | 0.78          |
| Elevators                                      | 17,000           | 108.97           | 2.22          |
| Hardware                                       | 4,000            | 25.64            | 0.52          |
| Pool   | 18,000           | 115.38           | 2.35          |
| Interior Paint & Wallpaper                     | 2,000            | 12.82            | 0.26          |
| Carpets & Flooring                             | 2,000            | 12.82            | 0.26          |
| Acc/Glass Repair                               | 6,500            | 41.67            | 0.85          |
| Other Interior Repairs                         | 7,000            | 44.87            | 0.92          |
| Exterior Building Repairs                      | 10,000           | 64.10            | 1.31          |
| Grounds Maintenance                            | 30,000           | 192.31           | 3.92          |
| R & M Equipment                                | 4,500            | 28.85            | 0.59          |
| Furniture                                      | 2,500            | 16.03            | 0.33          |
| <b>Total Repairs &amp; Maintenance</b>         | <b>184,500</b>   | <b>1,182.69</b>  | <b>24.12</b>  |

|                                    |                  |                  |               |
|------------------------------------|------------------|------------------|---------------|
| <b>Supplies</b>                    |                  |                  |               |
| Office Supplies                    | 8,000            | 51.28            | 1.05          |
| Cleaning Supplies                  | 18,000           | 115.38           | 2.35          |
| Maintenance Supplies               | 8,000            | 51.28            | 1.05          |
| Misc. Supplies                     | 2,500            | 16.03            | 0.33          |
| Paper Goods                        | 35,000           | 224.36           | 4.58          |
| Light Bulbs                        | 5,500            | 35.26            | 0.72          |
| Activities Supplies                | 4,000            | 25.64            | 0.52          |
| Admin/Common Area Supplies         | 3,500            | 22.44            | 0.46          |
| Laundry Supplies                   | 34,000           | 217.95           | 4.44          |
| Pool Supplies                      | 15,000           | 96.15            | 1.96          |
| Activities Food Supplies           | 5,000            | 32.05            | 0.65          |
| Unit Supplies                      | 14,000           | 89.74            | 1.83          |
| <b>Total Supplies</b>              | <b>152,500</b>   | <b>977.56</b>    | <b>19.93</b>  |
| <b>Replacements</b>                |                  |                  |               |
| Linens                             | 44,000           | 282.05           | 5.75          |
| Small Appliances                   | 5,000            | 32.05            | 0.65          |
| Accessories                        | 2,500            | 16.03            | 0.33          |
| Dishes & Flatware                  | 4,500            | 28.85            | 0.59          |
| Lighting                           | 2,000            | 12.82            | 0.26          |
| Misc. Replacements                 | 1,000            | 6.41             | 0.13          |
| Major Appliances                   | 10,000           | 64.10            | 1.31          |
| Furniture Replacements             | 6,000            | 38.46            | 0.78          |
| Bath Replacements                  | 1,500            | 9.62             | 0.20          |
| Kitchen Replacements               | 5,000            | 32.05            | 0.65          |
| Mattress Replacements              | 10,000           | 64.10            | 1.31          |
| Electronics Replacements           | 3,500            | 22.44            | 0.46          |
| <b>Total Replacements</b>          | <b>95,000</b>    | <b>608.97</b>    | <b>12.42</b>  |
| <b>Administrative</b>              |                  |                  |               |
| Project Vehicle                    | 10,000           | 64.10            | 1.31          |
| Fuel For Project Vehicle           | 2,000            | 12.82            | 0.26          |
| Telephone                          | 25,000           | 160.26           | 3.27          |
| Insurance                          | 342,000          | 2,192.31         | 44.71         |
| Postage                            | 5,000            | 32.05            | 0.65          |
| Entertainment                      | 3,000            | 19.23            | 0.39          |
| Dues & Subscriptions               | 1,500            | 9.62             | 0.20          |
| Licenses                           | 5,000            | 32.05            | 0.65          |
| Newsletter                         | 6,500            | 41.67            | 0.85          |
| Legal                              | 35,000           | 224.36           | 4.58          |
| Audit & Tax                        | 16,500           | 105.77           | 2.16          |
| Management Fee                     | 631,508          | 4,048.13         | 82.55         |
| Other                              | 2,500            | 16.03            | 0.33          |
| Printing                           | 3,000            | 19.23            | 0.39          |
| Depreciation                       | 0                | 0.00             | 0.00          |
| Computer Expense                   | 35,000           | 224.36           | 4.58          |
| Cellular Phone                     | 7,000            | 44.87            | 0.92          |
| Advertising                        | 10,000           | 64.10            | 1.31          |
| Uniforms                           | 16,000           | 102.56           | 2.09          |
| Bank Charges                       | 42,000           | 269.23           | 5.49          |
| Signage                            | 1,500            | 9.62             | 0.20          |
| Office Rent                        | 12,000           | 76.92            | 1.57          |
| Equipment Purchases                | 2,500            | 16.03            | 0.33          |
| Maintenance Fee Collection Expense | 7,500            | 48.08            | 0.98          |
| <b>Total Administrative</b>        | <b>1,222,008</b> | <b>7,833.38</b>  | <b>159.74</b> |
| <b>Utilities</b>                   |                  |                  |               |
| Water                              | 45,000           | 288.46           | 5.88          |
| Sewer                              | 45,000           | 288.46           | 5.88          |
| Gas                                | 122,000          | 782.05           | 15.95         |
| Electric                           | 192,000          | 1,230.77         | 25.10         |
| <b>Total Utilities</b>             | <b>404,000</b>   | <b>2,589.74</b>  | <b>52.81</b>  |
| <b>Taxes &amp; Reserves</b>        |                  |                  |               |
| Property Taxes                     | 188,000          | 1,205.13         | 24.58         |
| Other Taxes                        | 15,000           | 96.15            | 1.96          |
| Replacement Account                | 220,000          | 1,410.26         | 28.76         |
| Provision For Cancellations        | 125,000          | 801.28           | 16.34         |
| <b>Total Taxes &amp; Reserves</b>  | <b>548,000</b>   | <b>3,512.82</b>  | <b>71.63</b>  |
| <b>Total Expenses</b>              | <b>5,491,473</b> | <b>35,201.75</b> | <b>717.84</b> |

# VACATION CALENDAR

2023

| WEEK      | FRI             | SAT             | SUN             | WEEK | FRI      | SAT      | SUN      | WEEK      | FRI             | SAT             | SUN             |
|-----------|-----------------|-----------------|-----------------|------|----------|----------|----------|-----------|-----------------|-----------------|-----------------|
| <b>40</b> | <b>10/06/23</b> | <b>10/07/23</b> | <b>10/08/23</b> |      |          |          |          | 18        | 05/03/24        | 05/04/24        | 05/05/24        |
| <b>41</b> | <b>10/13/23</b> | <b>10/14/23</b> | <b>10/15/23</b> | 1    | 01/05/24 | 01/06/24 | 01/07/24 | 19        | 05/10/24        | 05/11/24        | 05/12/24        |
| <b>42</b> | <b>10/20/23</b> | <b>10/21/23</b> | <b>10/22/23</b> | 2    | 01/12/24 | 01/13/24 | 01/14/24 | 20        | 05/17/24        | 05/18/24        | 05/19/24        |
| <b>43</b> | <b>10/27/23</b> | <b>10/28/23</b> | <b>10/29/23</b> | 3    | 01/19/24 | 01/20/24 | 01/21/24 | 21        | 05/24/24        | 05/25/24        | 05/26/24        |
| 44        | 11/03/23        | 11/04/23        | 11/05/23        | 4    | 01/26/24 | 01/27/24 | 01/28/24 | <b>22</b> | <b>05/31/24</b> | <b>06/01/24</b> | <b>06/02/24</b> |
| 45        | 11/10/23        | 11/11/23        | 11/12/23        | 5    | 02/02/24 | 02/03/24 | 02/04/24 | <b>23</b> | <b>06/07/24</b> | <b>06/08/24</b> | <b>06/09/24</b> |
| 46        | 11/17/23        | 11/18/23        | 11/19/23        | 6    | 02/09/24 | 02/10/24 | 02/11/24 | <b>24</b> | <b>06/14/24</b> | <b>06/15/24</b> | <b>06/16/24</b> |
| 47        | 11/24/23        | 11/25/23        | 11/26/23        | 7    | 02/16/24 | 02/17/24 | 02/18/24 | <b>25</b> | <b>06/21/24</b> | <b>06/22/24</b> | <b>06/23/24</b> |
| 48        | 12/01/23        | 12/02/23        | 12/03/23        | 8    | 02/23/24 | 02/24/24 | 02/25/24 | <b>26</b> | <b>06/28/24</b> | <b>06/29/24</b> | <b>06/30/24</b> |
| 49        | 12/08/23        | 12/09/23        | 12/10/23        | 9    | 03/01/24 | 03/02/24 | 03/03/24 | <b>27</b> | <b>07/05/24</b> | <b>07/06/24</b> | <b>07/07/24</b> |
| 50        | 12/15/23        | 12/16/23        | 12/17/23        | 10   | 03/08/24 | 03/09/24 | 03/10/24 | <b>28</b> | <b>07/12/24</b> | <b>07/13/24</b> | <b>07/14/24</b> |
| 51        | 12/22/23        | 12/23/23        | 12/24/23        | 11   | 03/15/24 | 03/16/24 | 03/17/24 | <b>29</b> | <b>07/19/24</b> | <b>07/20/24</b> | <b>07/21/24</b> |
| 52        | 12/29/23        | 12/30/23        | 12/31/23        | 12   | 03/22/24 | 03/23/24 | 03/24/24 | <b>30</b> | <b>07/26/24</b> | <b>07/27/24</b> | <b>07/28/24</b> |
|           |                 |                 |                 | 13   | 03/29/24 | 03/30/24 | 03/31/24 | <b>31</b> | <b>08/02/24</b> | <b>08/03/24</b> | <b>08/04/24</b> |
|           |                 |                 |                 | 14   | 04/05/24 | 04/06/24 | 04/07/24 | <b>32</b> | <b>08/09/24</b> | <b>08/10/24</b> | <b>08/11/24</b> |
|           |                 |                 |                 | 15   | 04/12/24 | 04/13/24 | 04/14/24 | <b>33</b> | <b>08/16/24</b> | <b>08/17/24</b> | <b>08/18/24</b> |
|           |                 |                 |                 | 16   | 04/19/24 | 04/20/24 | 04/21/24 | <b>34</b> | <b>08/23/24</b> | <b>08/24/24</b> | <b>08/25/24</b> |
|           |                 |                 |                 | 17   | 04/26/24 | 04/27/24 | 04/28/24 | <b>35</b> | <b>08/30/24</b> | <b>08/31/24</b> | <b>09/01/24</b> |

**Black** indicates Flex Weeks  
(1-21, 36-39, 44-53)  
**Green** indicates Fixed Weeks  
(22-35, 40-43)

PRSRRT STD  
US POSTAGE  
PAID

OAK TREE TIMES  
PO BOX 4960  
SEVIERVILLE TN 37864-4960

