

**GERMAN CREEK HOMEOWNERS' ASSOCIATION**  
**Quarterly and Annual Board Meeting Minutes**

Date & Time: 10/28/23, 10:00 am

Location: German Creek Bluffs HOA Clubhouse

**4 Qtr. 2023 Meeting**

Board Members Present:

Susie Carter  
Jerome Haverland  
Sue Justis  
Tony Bryant  
Ed Maher

Call to Order

Sue Justis, President called the meeting to order at 10:00 am.

Approval of Minutes:

It was noted that the minutes from the quarterly board meeting on 07/29/23 were unanimously approved via email communications and have been posted to the website.

Maintenance Report:

Jerome Haverland presented the maintenance report.

- 1 – Repairs to the building 3 fire system are completed and working properly, however; the phone monitoring line is still down.
- 2 – Steve Carpenter has power washed the parking lot and curbs and is doing general leaf removal maintenance.
- 3 – Jerome reported the water issue in building 2 was discovered and has been repaired. Water bills are now in line with other buildings.
- 4 – One unit reported sewage backup in building 1. TN Wastewater made a service call and there have been no more issues. Jerome reported that we are continuing to monitor if TN Wastewater is maintaining our system as outlined in our contract with them.
- 5 – Pool has been properly winterized for the season.
- 6 – The balcony corners that were recently repaired need to be revisited. Some of the balconies repaired did not work. Jerome and Steve are checking with the company that completed the repairs.
- 7 – Steve and Jerome are asking that one person in each building be responsible for shutting off the fire system alarm for that building in case of a false alarm. Steve will be working with owners and showing someone in each building the necessary steps.
- 8 – Lakeway Door and Glass have checked the clubhouse door and believe that it just needs a new knob and locking mechanism. They will be making the repairs soon.

Financial Report:

See attached report from Susie Carter, Treasurer.

Budget – The 2024 budget was unanimously approved via emails among the board members with a \$100 per month dues increase for the short-term rental units and a small increase in garage fees - \$20 for large garages and \$15 for small garages. There were no other approved increases in dues at this time. As reported at the July meeting, one mortgage company was requesting a budgeted reserve of 10% in order to approve the mortgage. The current board could not come to an agreement on how this could be

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achieved so the budget was approved with only a 3% budgeted reserve amount. That will need to be revisited in the future.

Old Business:

Trilight – Kathy reported that we are short one unit to have the required 100% permission to install the fiberoptic lines throughout the buildings. Once this is achieved, she outlined the steps and timing as to how this would take place.

Balconies – Again, a reminder that items should not be hung on the outside of the balcony rails due to liability issues should something fall.

Pet Policy – Fines are being issued, but no change in the policy unless someone would like to get up a petition to take another vote.

New Business:

Dues Increases/Special Assessments – This will be addressed by the newly elected board (see Budget under Financial Report)

Fines – The new board will also address the dollar amounts of fines for noncompliance with the Master Deed.

Staggered HOA Terms – The new board will address this with our attorney to see if By-laws can be changed to accommodate staggered board terms so that not all 5 board members are elected at one time as has always been done.

Homeowners' Session:

No new business was brought before the Board.

There being no further business, the quarterly meeting was adjourned around 10:33 am.

**Annual Meeting 2023**

The annual meeting was called to order immediately following the quarterly meeting for the election of the HOA board.

Each person on the ballot introduced themselves and provided personal information on why they should be elected to serve on the board.

After all votes were counted, the elected board members for the 2023 – 2025 term were:

- Sue Justis
- Susie Carter
- Jerome Haverland
- Tony Bryant
- Ed Maher

The new board members were announced to those in attendance and the annual meeting was adjourned around 11:12 am.

*Susie Carter*  
Board Secretary/Treasurer

GERMAN CREEK HOMEOWNERS' ASSOCIATION  
Review of Financial Statements January 1 – September 30, 2023

**Revenues**

Decrease of \$2,604 due to timing in payment of dues and refunds of old overpayments.

**Highlights in expenses:**

Clubhouse – ordered checks now requiring 2 signatures – slight increase of \$430.

Elevator repairs - nothing to discuss – timing issue – prior year monitoring paid 10/02/22.

Fire safety system – still working on fire system in building 3, replaced compressors in 2022.

HOA Office – decrease due to purchase of new computer in 2022, etc.

Landscaping – down due to hiring company in May 2022 for \$7,600 to clean up and plant new.

Office and maintenance help – Increase due to Steve spending more time on the property and Kathy here 2 days per week.

Pool costs – repair leak in April 2022 compared to algae treatments and new umbrellas in 2023.

Property taxes – thanks to Sue who met with the assessor's office and got our status reclassified.

Repairs and maintenance – decrease due to large repairs and fixing leaks in 2022.

Security system – installed additional camera in summer of 2023.

Electric – continuing increases.

Phone at pool/elevators – rate increases.

Sewer – rate decrease.

Trash Pick Up – rate increase.

CD interest – recorded interest earned on CDs.

Summary – Revenues down \$2,604, expenses down \$23,585, bottom line after interest is increase of \$21,934.

Operating cash 09/30/23 down \$28,601 from prior year but moved \$25,005 to 18-month certificate of deposit at Knoxville TVA Credit Union. Total cash is down \$2,632.

Please direct any financial questions to Susie Carter #323

Email is [scarter@pccsc.com](mailto:scarter@pccsc.com)