

Longleaf Community Association, Inc.
4th Quarter Board Meeting
Wednesday, December 16, 2020
The Lodge and Spa at Callaway Gardens, 4:00 p.m.

Attendees:

Board Members:

Ken Haas, President; Leslie Hudson, Vice President; William Lipe, Treasurer; and Carol Luthman, Secretary. Fran Rogers was not in attendance.

Non-Board Members:

(See Attachment A for a list of Longleaf residents attending the meeting.)

Approval of Minutes:

Action: Board members voted unanimously to approve the minutes of September 2, 2020.

Financial Report:

Treasurer Bill Lipe presented the proposed 2021 Longleaf Community Association Income Statement Budget which, if approved, would result in each homeowner unit/lot paying \$2,281 annually (\$1,140.50 semi-annually). This constitutes a decrease of \$284 annually (\$142.50 semi-annually) due to a return of \$15,000 in excess operating capital, an increase in assessments related to three sold lots in 2020, collection of late fees, and a \$12,000 decrease in operating expenses. (Refer to Attachment B for the LCA 2021 Budget.)

In addition, Bill provided an overview of significant expenditures through October which included (1) \$16,400 paid and recorded in Landscaping Improvements related to clearing brush/trees from the fence along Highway 354, and partial fence replacement amounting to approximately \$7,000 recorded under Capital Reserve R & M; (2) 9/1 renewed annual insurance policies with blanket coverage for a slightly less premium than budgeted; (3) completed post office renovations amounting to \$7,225 recorded under Capital Reserve R & M; and (4) a renewed Wells Fargo CD at .02% annual rate.

Ken Haas asked for questions or comments before Board vote on the budget. (1) A question arose regarding property road repairs and the capital reserve balance. Two documents were submitted for Board consideration: *An Explanation of Reserve Study Standards* based on the National Reserve Study Standards, and a copy of the Longleaf Capital Reserve History. The Board accepted the documents for consideration. Terry Upton, Chair of the IPS Committee, indicated that two members of the IPS Committee with professional expertise in capital reserve planning are currently reviewing the capital reserve needs. Ken added that he had

been monitoring the balance and has exchanged spreadsheet files with the two IPS Committee members. (2) A question arose regarding the increase in pool repairs. Terry Upton responded that the extra expenses were for filter tank repairs and for sand replacement in the filter tanks. (3) There was a suggestion to amend the 2021 budget to reflect the proposed water increase from \$8 per 1k gallons to either \$10 or \$12 per 1k gallons as was discussed in the Community Council meeting held on 12/13/2020. Bill Lipe responded that under the proposed budget the LCA should have sufficient operating capital to cover potential deficits in the operating budget for water expenses. The cash flow projection estimated operating capital of nearly \$27k as of 12/31/2020, or about \$2k above our minimum desirable target of \$25k. The surplus should be ample to cover an increase from \$8 to \$12 per thousand gallons. Increased water expense may be approximately 50 percent higher or \$1,681 more than the proposed budget of \$3,362. (4) Terry Upton informed the residents that the fire hydrant location marks on the street need to be replaced and that the IPS Committee will be discussing this at a future meeting.

Motion: To adopt the 2021 Longleaf Community Association Income Statement Budget. Action: Board members present and voting unanimously approved the motion.

Open Discussion:

1. Following a question about the median damage done by a commercial truck, Ken Haas indicated that he had followed up and was awaiting a return call.
2. The Board reinforced the LCA community practice that annual assessments are charged in accordance with the number of lots owned.
3. Ken Haas referred the attendees to the email from Chrystal Gaddy sent to Longleaf residents following the December 11, 2020, meeting of the Community Council. The email includes an attachment that provides responses to questions requested in advance of the meeting from the homeowners.

Having no further business, the meeting was adjourned at 5:00 p.m.

The Board reviewed and accepted these minutes for distribution to the Longleaf Community. Formal approval of the minutes will take place during the next meeting of the Board.

Respectively submitted,

 1/16/2021
Carol A. Luthman, Secretary, LCA Board

Attachments:

- A List of Non-Board Longleaf Attendees
- B. 2021 Longleaf Community Association Income Statement Budget

ATTACHMENT A

**Longleaf Residents in Attendance
December 16, 2020
LCA 4th Quarter Board Meeting**

Chris Boyer

Mabry Collins

Patricia Collins

Glenda Darley

Peggy Elder

Christine Haas

Ken Haas

Mike Hurst

Ed Hudson

Leslie Hudson

Barbara Krywicki

Barbara Lipe

Bill Lipe

Carol Luthman

Pamela Pendergrass

Tom Shaver

Terry Upton

Don Whiddon

**Loijleaf Community Association
2021 Income Statement Budget**

	2021		Variance to 2020 Forecast
	Forecast 2021	Total 2021	
Operating Fund			
Revenue			
Service area assessments	301,214	306,274	(5,062)
Less fee income	5,026	0	(5,026)
Total Revenue	296,188	306,274	(10,086)
Expenses			
Accounting Fees	6,475	6,369	96
Legal Fees	1,577	2,000	(423)
Insurance	8,138	9,256	(1,118)
Pool - Operations	3,800	6,416	(2,616)
Pool - Phone	672	668	4
Pool - Supplies	1,425	2,200	(775)
Pool - Repairs	529	2,305	(1,776)
Landscaping - Ground	112,858	112,858	0
Landscaping - Vegetation	30,413	2,880	27,533
Landscaping - Annual Labor	528	1,006	(478)
Landscaping - Prunings / added 13500 (instead of 2000) for rubus of past OH and entrance	81,784	57,289	24,495
Landscaping - Fuel Interest	660	2,000	(1,340)
Electricity	8,000	8,000	0
Water	8,000	8,000	0
Taxes and interest	3,251	3,861	(610)
Garbage Disposal	2,054	2,558	(504)
Artistic Systems	15,741	15,808	(67)
Utilities	2,881	3,873	(992)
Repairs and maintenance / road repairs July 2020 / 2021 each Apr Jun & Sep for funds operating May 2020	11,482	12,269	(787)
Pool - Rental	260	676	(416)
Printing & Office Supplies	8	240	(232)
Package and Mail Fees	504	514	(10)
Travel Expenses	0	220	(220)
Utilities	72	220	(148)
Utilities - Fuel	511	344	167
Total expenses	297,255	304,272	(7,017)
Income/(Loss) Non-Subventions	14,810	114,800	(129,990)
Capital Reserve Fund			
Revenue	0	0	0
Capital reserve service area	11,000	11,000	0
Interest Income	4,204	240	(3,964)
Total income	15,204	12,240	(2,964)
Expenses			
Repairs and maintenance cap	14,276	15,100	(824)
Total expenses	14,276	15,100	(824)
Income/(Loss) Capital Reserve Fund	928	(860)	168
Total Income/(Loss)	15,738	113,940	(97,202)

	2021		Change
	2020	2021	
Operating	296,176	296,476	(300)
Current year expenses	311,000	311,000	(9,824)
Closing account change	286,476	286,476	0
Total	211	211	0
Income/(Loss) Operating	2,859	2,859	(284)
Capital Reserve Fund	225	225	0
Total annual budget	3,084	3,084	(284)
Less annual fee/Net	1,180	1,180	0
Net annual fee/Net	1,904	1,904	(184)
Net annual fee/Net	1,904	1,904	(184)

Fee Calculation

Operating

- Current year expenses
- Closing account change
- Income Generating Capital 148,000
- Total
- Less added fee in March 2020 plus 36.8 (3 November 2020)
- Annual operating budget
- Capital Reserve Fund
- Total Annual Budget

Net annual fee/Net

Longleaf Community Association, Inc.
3rd Quarter Board Meeting
Wednesday, September 2, 2020
10:00 a.m.

Attendees:

Board Members:

Ken Haas, President; Leslie Hudson, Vice President; William Lipe, Treasurer; Carol Luthman, Secretary; and Fran Rogers

Non-Board Members:

(See Attachment A for a list of Longleaf residents attending the meeting.)

Approval of Minutes:

Board members voted unanimously to approve the minutes of June 5, 2020.

Financial Report:

Treasurer Bill Lipe reported that Longleaf's annual hazard insurance policy with Philadelphia Insurance expired on Monday, September 1, 2020. Based on the recommendation of the community's broker received on Sunday, August 31, coverage was bound with Cincinnati Insurance Co. Cincinnati Insurance provides blanket coverage while a renewed Philadelphia coverage does not. If approved, the Cincinnati Package Policy pricing is good for 3 years.

(Refer to Attachment B for the Treasurer's Report.)

IPS Committee Report:

Committee Chair, Terry Upton, reported that (1) most of the clearing along Highway 354 has been completed and (2) the Governor's mandate regarding operating swimming pools is unchanged and, therefore, Longleaf's procedures approved by the Board at its meeting on June 5 are unchanged. He noted that the pool furniture will be stacked and covered for the remainder of the season.

Upton also reported that the Social Committee asked the IPS Committee to recommend to the Board that the Post Office be painted to include siding, windows, doors, shutters, and ceiling. The IPS Committee reviewed the request and also noted that a number of repairs needed to be done to the building before any painting could be completed. The IPS Committee's recommendation to the Board follows as item 2.

Board Action:

The following actions were taken by the Board:

1. Motion: To approve the Cincinnati Insurance Company's annual hazard insurance policy pending additional changes as needed and modified by the Board. The new company's policy includes a Blanket

coverage, lumping all the building/structure coverage such that Longleaf can draw from that blanket limit as much as needed for any covered structure. Action: Board members voted unanimously to approve the motion.

2. Motion: To approve the following as they apply to the Post Office: (a) repair the building as needed; (b) paint the siding, windows, doors, and shutters; (c) complete the project in 2020; and (4) use current colors. Projected expense: \$7,200. Action: Board members voted unanimously to approve the motion.

Open Discussion:

1. In advance of the meeting, Margaret Bartholic asked that the Board notify residents that Christine Haas has accepted "breathing new life into the decorating of the Post Office." Margaret provided this service to the Longleaf residents for 15 years and the Board recognized her significant contribution to our community.

2. A resident brought up the maintenance of our roads and whether we need to reseal them. Ken Haas replied that repairs needed to be done before resealing and those plans are in the budget.

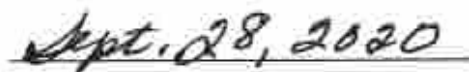
3. Sergeant Tony Lattimore from the Pine Mountain Police Department attended the meeting to address concerns regarding the attempted break-in at 154 Maple Trace.

Having no further business, the meeting was adjourned at 11:15 a.m.

Note: The Board reviewed and accepted the minutes for distribution to the Longleaf Community. Formal approval of the minutes will take place during the next meeting of the Board.

Respectively submitted,


Carol A. Luthman, Secretary, LCA Board



Attachments:

- A List of Non-Board Longleaf Attendees
- B Treasurer's Report for LCA Board Meeting, September 2, 2020

ATTACHMENT A

Longleaf Residents in Attendance LCA 3rd Quarter Board Meeting September 2, 2020

Kay Agnew

Holly Calhoun

Mabry and Patricia Collins

Glenda Darley

Mike and Linda Ellis

Mike and Mary Jane Hartenstine

Ken and Christine Haas

Patti Hasting

Greg and Sharon Howell

Ed and Leslie Hudson

Lester Langer

Bill Lipe

Paul Longgear

Carol Luthman

Ken McCreless

Darin and Lisa Nunn

Keith and Pamela Pendergrass

Fran Rogers

Al and Velda Shackelford

Terry Upton

Treasurer's Report for Board Meeting September 2, 2020

Cash Position As of July 31, 2020

Operating Cash Net of Reserves @ 12/31/2019 (Excluding Receivable Williams>>	26,512
Plus: Operating Income Per Income Statement 7/31/2020	153,667
Less: Capital Reserve Net Income>>	(34,903)
Plus: Collected From Williams 2020	1,440
Working Capital 7/31/2020 - See Detail Below "A"	146,716
Less: Expense budget August - December	(97,312)
Less: Reserve for Items budgeted but not yet spent:	(18,726)
Less: Reserve for estimated delinquent assessments at 12/31/2020	(4,000)
Estimated Working Capital 12/31/2020	26,678

Capital Reserve Funds July 31, 2020

Wells Fargo Deposits Including CD \$240,000 including interest on CD \$9,715	249,715
Other Wells Fargo Reserve	660
Peoples Bank Money Market Reserve	78,403
Total Capital Reserve Deposits::	328,778

DETAIL OF OPERATING CASH "A"

Reserve Liability Per General Ledger	(359,038)
Plus: Total Cash Per Balance Sheet	487,424
Plus: Receivables excluding Williams	18,330
Plus: Due From Callaway for Williams:	0
Less: Accounts Payable	0
Total of Net Operating Cash Detail>>	146,716

Longleaf Community Association, Inc.
2nd Quarter Board Meeting
Friday, June 5, 2020
10:00 a.m.

- Attendees:** **Board Members:**
Ken Haas, President; Leslie Hudson, Vice President; William Lipe, Treasurer; and Carol Luthman, Secretary. Fran Rogers was not in attendance
- Non-Board Members:**
(See Attachment A for a list of Longleaf residents attending the meeting.)
- Agenda:** (See Attachment B as distributed to all Longleaf residents in advance of the meeting.)
- Director Vacancy:** President Ken Haas announced that the Board had appointed Carol Luthman to fill the vacancy of Board Secretary following the resignation of Pat Shuman. Luthman's term will end March 2021. He expressed appreciation to Pat for her years of service and dedication to the Board.
- Financial Report:** The Treasurer's Report for the June 5, 2020, Board Meeting was distributed to Longleaf residents in advance of the meeting. Treasurer Bill Lipe noted that LCA began 2020 with approximately \$26,000 in operating capital and that Annual Fees were increased principally to provide funds for the clearing along the Highway 354 border fence. (See next agenda item for additional information.) He also reported on the completion of the following: (1) repairs to the irrigation system at the post office, (2) removal of pine beetle infested trees from the common area on Maple Trace and the walking trail to the Lodge, and (3) the purchase and installation of two new canopies at the Longleaf pool. (See Attachment C for a copy of the Treasurer's Report for Board Meeting, June 5, 2020.)
- Fence Replacement on Highway 354:**
As part of the approved clearing along the Highway 354 border fence, there remains approximately 350 feet of fence that needs to be replaced. The Board voted 4-0 to (1) replace the fence and (2) award the contract to Affordable Fencing Solutions, LCC. for a cost of \$6,650.
- Pool Opening:** By Executive Order entered May 12, 2020, Georgia's governor removed outdoor swimming pools from the list of facilities prohibited from operating under his April 23, 2020 Executive Order. (The April 23 Order effectively delayed the May 1 Longleaf pool opening.) The Board reviewed the 22

mandatory measures imposed in the May 12 Order on all HOA and condominium associations planning to open community pools and amenities. Although some of the measures did not apply to Longleaf, most did. After meeting with the association's lawyers and reviewing the pros and cons, the Board decided to move forward to create a process for opening the pool. This decision also took into account legal risks.

The Board developed a process and a document "Longleaf Community Association COVID-19 Pool Usage Agreement." Before a resident is given access to the pool, he/she must sign the agreement which states that they agree to act as a volunteer pool monitor for the LCA and, in this capacity, will monitor and enforce mandates contained in Georgia's current Executive Order pertaining to COVID-19 whenever present at the pool. For access and use of the pool, residents would send a signed agreement to Board member Leslie Hudson. Upon receipt, they will receive the access code. Longleaf residents received a copy of the proposed Agreement in advance of the meeting.

Following discussion and questions, the Board voted 4-0 to (1) approve the agreement entitled "COVID-19 Pool Usage Agreement" and (2) open the Longleaf pool effective noon on June 5, 2020. (See Attachment D for a copy of the approved agreement.)

Open Discussion: Board member Leslie Hudson announced that she would be representing the Longleaf Community at the Callaway Community Council meeting on Friday, June 12. She enumerated some of the topics that she planned to discuss with the Council and solicited additional items from the residents in attendance.

Having no further business, the meeting was adjourned at 11:10 a.m.

Note: The Board reviewed and accepted the minutes for distribution to the Longleaf Community. Formal approval of the minutes will take place during the next meeting of the Board.

Respectively submitted,


Carol A. Luthman, Secretary, LCA Board

6/30/2020

Attachments:

- A List of Non-Board Longleaf Attendees
- B LCA Board of Directors' 2nd Quarter Meeting Agenda
- C Treasurer's Report for the June 5, 2020 Board Meeting
- D COVID-19 Pool Usage Agreement

ATTACHMENT A

Longleaf Residents in Attendance LCA 2nd Quarter Meeting June 5, 2020

Margaret Bartholic

Melanie and Jon Berry

Martha-Sue Blythe

Chris and Gloria Boyer

Patricia and Mabry Collins

Ric Fly

Ken and Christine Haas

Sharon and Greg Howell

Leslie and Ed Hudson

Judy Jenks

Dwight Johnson

Barbara and William Lipe

Paul Longgear

Carol Luthman

Sharon Maddux

Diane McCreless

Pam and Keith Pendergrass

Jan Pylant

Lynn Shaver

Gail Shoop

Linda Souhrada

Joy and Terry Upton

Don and Beverly Whiddon

ATTACHMENT B

Agenda LCA 2nd Quarter Meeting June 5, 2020

- A. Sign in for Attendance
- B. Report on Appointment for Director Vacancy
- C. Financial Report (Bill Lipe)
- D. Fence Replacement on Highway 354 (Terry Upton)
- E. Pool Opening
- F. Open Discussion

Attachment C

Treasurer's Report for Board Meeting June 5, 2020

Cash Position As of April 30, 2020

Operating Cash Net of Reserves @ 12/31/2019 (Excluding Receivable Williams>>	26,512
Plus Operating Income Per Income Statement 4/30/2020	38,581
Less Capital Reserve Net Income>>	(17,724)
Plus Collected From Williams 2020	1,440

Working Capital 4/30/2020 - See Detail Below "A" 48,809

Working Capital Forecast

Service Assessments July for 129 Units	150,930
Expense budget May - December	(152,531)
Reserve for Items budgeted but not yet spent:	(16,873)
Reserve for estimated delinquent assessments at 12/31/2020	(4,000)

Estimated Working Capital 12/31/2020 26,335

Capital Reserve Funds April 30, 2020

Wells Fargo Deposits Including CD \$240,000 including interest on CD \$8,115	248,115
Other Wells Fargo Reserve	660
Peoples Bank Money Market Reserve	78,353

Total Capital Reserve Deposits::	327,128
Transfer from operating to reserve deposits needed	14,731
Reserve Liability Per General Ledger	(341,859)

DETAIL OF OPERATING CASH "A"

Total Cash Per Balance Sheet	383,018
Plus Receivables excluding Williams	7,650
Plus Due From Callaway for Williams:	0
Less Accounts Payable	-
Reserve Liability Per General Ledger	(341,859)
Total of Net Operating Cash Detail>>	48,809

Longleaf Community Association (LCA) COVID-19 Pool Usage Agreement (Agreement)

Acknowledgement:

- I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I and my minor children may be exposed to or infected by COVID-19 while within the pool area and that such exposure or infection may result in illness, permanent disability or even death.
- I understand that the risk of becoming exposed to or infected by COVID-19 within the pool area may result from the actions, omissions, or negligence of myself and others.
- I voluntarily agree to assume all of the foregoing risks and accept the sole responsibility for myself and my minor children for a COVID-19 infection before, during or after a pool visit.

COVID-19 Pool Rules:

- Residents who use the pool are required to sign the Agreement.
- Guests must be accompanied by a resident and are required to sign the Agreement (excluding the Volunteer Pool Monitor section).
- If resident or guests show potential COVID-19 symptoms:
 - Do not enter pool area.
 - Report symptoms to LCA President (Ken Haas at 678-662-0581) if symptoms are less than 14 days from the last pool visit.
- Social Distancing of 6' must be maintained between non-cohabitating people. Social Distancing is also to be maintained in the pool itself. Children must be heavily supervised by family members.
- Disinfect anything personally touched before leaving. Disinfectants will be available but the LCA would ask that residents bring their own.
 - Entrance gates: key pad, handles, knobs.
 - Bathroom: toilets, faucets, countertops, light switches.
- All LCA pool furniture has been removed so residents and guests must provide their own and should be placed at the back of the pool deck or on the pine straw. Give as much distance for walkways as possible. Tiles have been placed at 6' intervals on the pool deck to help with Social Distancing.
- Anything brought to the pool must be taken out upon leaving with the exception of trash.

Volunteer Pool Monitor (VPM):

As a resident, I agree to act as a VPM for the LCA. As a VPM, I will monitor and enforce any mandates contained in any current Executive Order from Georgia Governor Brian Kemp pertaining to COVID-19 whenever present within the LCA pool area. Such duties shall include:

- Immediately notify the LCA President of any personal COVID-19 symptoms.
- Enforce Social Distancing (six feet) of non-cohabitating people.
- Prohibit Gatherings of more than 25 people.
- Disinfect as detailed above in the COVID-19 Pool Rules.
- Notify an LCA director immediately of any unresolved violations that arise.
 - Ken Haas 678-662-0581
 - Leslie Hudson 229-291-8151
 - Bill Lipe 404-281-9010
 - Carol Luthman 770-329-4152

Acceptance of this agreement is evidenced by my signature below:

Resident/Guest

Date

Send signed form to Leslie Hudson to obtain the pool access code.

Address: 132 Longleaf Way

Email: lesliehudson@gmail.com

Text: 229-291-8151

Longleaf Community Association, Inc.

Annual Board Meeting

March 7, 2020

10:45 am – 12:30 pm

Attendees:

Board Members:

- Ken Haas (President)
- George Comer (Vice President)
- Pat Shuman (Secretary)
- Fran Rogers (Callaway Representative)

See **Election Results** section (below) for updated board member information.

Non-Board Members:

This information is based on who signed in for the CROA meeting, which was conducted prior to the Longleaf board meeting.

Note: If an attendee did not sign-in then their name may not be listed.

See Attachment 1

Agenda

See Attachment 2

Introduction of New Residents

Ken Haas asked new residents (new to Longleaf in the last 12 months) to introduce themselves. Ricman and Laura Fly, Nancy and John Cunningham, Tally Sweat and Rebecca French introduced themselves. Diane Sweat explained that John and Bonnie Murray, her parents, had also recently moved into Longleaf but were not in attendance.

2019 Highlights

Ken Haas reviewed significant happenings that occurred in 2019.

See Attachment 3

**Social
Committee**

Patti Hasting introduced several of the committee members and reviewed the 2019 events that were designed and coordinated by this newly founded group, to include:

- The Longleaf Garden Stroll
- The Tailgate Party
- The Christmas Tree Lighting

Patti emphasized that the Social Committee does not want to affect existing, recurring Longleaf events, such as the pot luck dinners at the pool and the Christmas progressive dinner. The goal of the Social Committee is to add new, fun activities for Longleaf residents.

Patti also extended an open invitation to anyone who would be interested in joining the group and a sign-up sheet was passed around.

**Infrastructure,
Pool & Safety
Committee
Update**

Terry explained that each IPS committee member has a specific job they fulfill. Terry introduced each committee member and explained their roles/responsibilities.

Terry also provided an overview of accomplishments in 2019 to include:

- The pool was changed from chlorine to a saline system.
 - Both pool pumps were replaced during 2019.
 - Pool closing was extended until October 13th.
 - Two pine trees within the pool area were removed. One due to pine beetle infestation; the other due to potential damage that would be caused if it were to fall.
 - Street names on street signs were repainted during the 4th quarter.
 - The March tornado damaged 75 feet of fence around the pool, a wall and a picnic table all of which have been replaced.
 - The canoe that was part of the decoration in the Post Office was removed, due to the issues it created when they tried to change the HVAC filter, and donated to the Boy Scouts.
 - The gazebo, which had provided shade at the south end of the pool, had deteriorated, was no longer usable and was removed. A new aluminum and galvanized tin gazebo has been purchased. If the new gazebo is found to be suitable, then a second gazebo of the same design will be purchased.
-

**Landscape
Committee
Update**

Judy Jenks introduced the committee members and thanked them for their time and efforts.

Judy also provided a Landscape Committee update to include:

- The dead plants have been replaced.
- The Landscaping Committee will relocate the cinnamon ferns near the front entrance.

Additionally, Judy thanked Outdoor Detail for the excellent job they have been doing.

Realtor Report

Lisa Pound provided a real estate update.

Lisa explained that 9 homes were sold in 2019 and there are currently 8 houses for sale in Longleaf. The time on market varied greatly from a few days to over 1 year. Lengthy sales times were often due to market trends and the selling price being too high for the current market. Lisa said that the average sales price in 2019 was \$344,000.

Lisa also shared that lot 65 has been purchased by the owner of lot 66. Fran Rogers clarified that even though 1 home will be built on the 2 lots, building plans have not yet been submitted and approved. Fran also explained that the owner of the 2 lots will be responsible for paying home owners dues on both lots.

**Financial
Report**

In Bill Lipe's absence Ken Haas provided an update on the LCA's current financial position.

See Attachment 4

**Open
Discussion**

Dennis Croll reminded everyone that the 14th annual Easter Pet Parade will be held on Saturday, April 11th. He stated that many prizes would be awarded and encouraged the participation of decorated golf carts.

**Election
Results**

Pat Shuman thanked everyone who voted in the Board of Directors election and announced that 100 ballots were received.

Pat went on to explain that there are...

138 Lots in Longleaf

129 Lots have been sold

127 houses have been built

2 lots sold but not yet built on

71 full time residents

56 part-time residents

Pat then declared that the winners of the election were Ken Haas and Leslie Hudson. Pat also thanked Jan Pylant for her willingness to volunteer.

Following the Longleaf Annual Meeting, the new Board of Directors met to elect officers. The result:

Ken Haas – President

Leslie Hudson – Vice President

Bill Lipe – Treasurer

Pat Shuman – Secretary

**Approval of
Meeting
Minutes**

Due to the coronavirus a separate approval page was emailed to each LCA Board Officer for their signature. As a result, the approval of the March 7, 2020 meeting minutes is shown on the next four pages.

Minutes approved by:

Ken Haas
President



Signature

3-23-20
Date Signed

Minutes approved by:

Leslie Hudson
Vice President


Signature

3.22.2020
Date Signed

Minutes approved by:

Bill Lips
Treasurer



Signature

3/22/2020
Date Signed

Minutes approved by:

Pat Shuman
Secretary



Signature

3/22/20
Date Signed

ATTACHMENT 1**ATTENDEES**

Van & Nancy Baker	Ruth Krywicki
Margaret Bartholic	Tracy Lips
Lance Bedgood	Carol Luthman
Melanie Berry	Tom McCann
Lorraine Berry	Diane & Ken McCreless
Martha-Sue Blythe	Patsy McDonald
Cindy & Tom Bowden	Pamela & Keith Pendergrass
Gloria & Chris Boyer	Jodi Pirkle
Betty Carr	Todd Price
Tom Cheatham	Jan Pylant
Peggy Christian	Fran & Joe Rogers
Karen & George Comer	Lynn & Tom Shaver
Nancy & John Cunningham	Velda Shackelford
Dennis Croll	Gail Shoop
Glenda Darley	Pat Shuman
Pat DiDomenico	Bill Smith
Suzy Eidson	Rick & Alice Sponholz
Peggy Elder	Diane & Charles Sweat
Cathy Erwin	Tally Sweat
Ricman & Laura Fly	Harold Tarpley
Rebecca French	Joy & Terry Upton
Bob Frey	Barbara Walker
Barbara & Clark Gillett	Bev & Don Whiddon
Christine & Ken Haas	
Mary Jane & Mike Hartenstine	
John & Patti Hastings	
Bebe Haynie	
Demetria Hendrix	
Renee & Rick Hernandez	
Tom Horton	
Sharon & Greg Howell	
Leslie & Ed Hudson	
Bill Huggins	
Mike Hurst	
Judy Jenks	
Joan & Dwight Johnson	
Margaret Kee	
Barbara Krywicki	

83 attendees

61 units

ATTACHMENT 2

Longleaf Community Association Annual Meeting Agenda

- Welcome and introduction of new residents
- 2019 highlights
- Board committee reports
 - Landscape
 - ISP
- Social Committee
- Realtor report – Lisa Pound
- Financial report
 - 2019 actual
 - 2020 budget
- Open discussion
- Election results

ATTACHMENT 3

2019 Highlights

- Tornado
 - Total claim submitted = \$15,635
 - Insurance reimbursement = \$11,422
 - Net expense = \$4,213
- Outdoor Detail took over garbage hauling
- Pool conversion
- Discovered that CROA rules in handbook distributed last year were never approved
- Pine beetle infestation
- Signed 3 year contract with Outdoor Detail commencing 1/1/2020
 - Landscape – no change
 - Garbage hauling - \$804 annual reduction

ATTACHMENT 4

**LONGLEAF COMMUNITY ASSOCIATION, INC.
BALANCE SHEET
December 31, 2019**

ASSETS

Cash - First Peoples Bank	25,481	
Wells Fargo - Reserves	660	
Wells Fargo - Reserves CD	246,027	
First Peoples Money Market - Reserves	78,248	
TOTAL CASH		350,415

ACCOUNTS RECEIVABLE

Accounts Receivable	1,186	
Accounts Receivable - Williams	6,357	
Total Accounts Receivable		7,544

TOTAL ASSETS 357,959

LIABILITIES AND EQUITY

Accounts Payable 955

MEMBERS' EQUITY 32,869
General Reserve Equity 324,135
TOTAL EQUITY 357,004

TOTAL LIABILITIES AND EQUITY 357,959

ATTACHMENT 4 (continued)

Longleaf Community Association Income Statement Actual vs Budget FYE 12/31/2019

	2019 Actual	2019 Budget	Variance
Operating Fund			
Revenue			
Service area assessments	260,218	260,260	(42)
Late fee income	802	0	802
Total revenue	261,020	260,260	760
Expenses			
Accounting Fees	5,035	4,200	(835)
Legal Fees	1,856	2,400	545
Insurance	8,519	8,000	(519)
Pool - Operations	9,655	9,600	(55)
Pool - Phone	552	340	(12)
Pool - Supplies	817	2,400	1,583
Pool - Repairs	1,635	1,200	(435)
Landscaping - Contract	133,992	133,992	0
Landscaping - Improvements	1,308	2,000	692
Landscaping - Seasonal Color	524	1,050	526
Landscaping - Pinestraw	55,000	60,000	5,000
Landscaping - Irrigation	1,068	1,500	433
Landscaping - Tree Removal	5,275	4,800	(475)
Electricity	8,975	8,640	(335)
Water	3,111	2,800	(311)
Damage Expenses-Not Covered	4,213		(4,213)
Taxes and Licenses	240	700	460
Garbage Disposal	22,814	22,200	(614)
Janitorial Services	2,956	2,889	(67)
Repairs and Maintenance	6,761	9,624	2,863
Pest Control	847	780	(67)
Printing & Office Supplies	129	120	(9)
Postage and Box Rent	502	375	(127)
Travel Expense	213	0	(213)
Website	518	350	(168)
Welcome Basket	190	100	(90)
Total expenses	276,702	280,260	3,558
Income/(loss) from operations	(15,683)	(20,000)	4,317
Capital Reserve Fund			
Revenue			
Capital reserve service area	31,060	31,060	0
Interest income	6,329	0	6,329
Total revenue	37,389	31,060	6,329
Expenses			
Repairs and maintenance cap	7,526	55,000	47,474
Total expenses	7,526	55,000	47,474
Income/(loss) capital reserve fund	29,862	(23,940)	53,802
Total income/(loss)	14,180	(43,940)	58,120

ATTACHMENT 4 (continued)

Longleaf Community Association Income Statement 2020 Budget vs 2019 Budget/Actual

Operating Fund	2020 Budget	2019 Budget	2019 Actual	Variance To	
				2019 Budget	2019 Actual
Revenue					
Service area assessments	299,480	260,260	260,218	39,220	39,262
Late fee income	0	0	802	0	(802)
Total revenue	299,480	260,260	261,020	-39,220	38,460
Expenses					
Accounting Fees	5,095	4,200	5,035	(895)	(60)
Legal Fees	1,879	2,400	1,856	521	(23)
Insurance	9,000	8,000	8,519	(1,000)	(481)
Pool - Operations	10,000	9,500	9,655	(400)	(345)
Pool - Phone	576	540	552	(36)	(24)
Pool - Supplies	1,200	2,400	817	1,700	(383)
Pool - Repairs	2,460	1,200	1,615	(1,260)	(825)
Landscaping - Contract	133,997	133,997	133,997	0	0
Landscaping - Improvements	15,750	2,000	1,308	(13,750)	(14,442)
Landscaping - Seasonal Color	1,200	1,050	524	(150)	(676)
Landscaping - Pinestraw	60,000	60,000	55,000	0	(5,000)
Landscaping - Irrigation	2,000	1,500	1,068	(500)	(933)
Landscaping - Tree Removal	7,700	4,800	5,275	(2,400)	(1,925)
Electricity	9,200	8,640	8,975	(563)	(228)
Water	3,000	2,800	3,111	(200)	111
Damage Expenses-Not Covered	0	0	4,213	0	4,213
Taxes and Licenses	750	700	340	(50)	(510)
Garbage Disposal	20,412	22,200	22,814	1,788	2,402
Janitorial Services	2,919	2,889	2,956	(90)	37
Repairs and Maintenance	10,289	8,624	6,761	(665)	(3,528)
Pest Control	780	780	847	0	67
Printing & Office Supplies	250	120	129	(130)	(121)
Postage and Box Rent	500	375	502	(125)	2
Travel Expense	250	0	213	(250)	(137)
Website	575	350	518	(175)	(7)
Welcome Basket	250	100	190	(150)	(60)
Total expenses	299,479	280,260	276,702	(19,219)	(22,777)
Income/(loss) from operations	1	(20,000)	(15,683)	20,001	15,685
Capital Reserve Fund					
Revenue					
Capital reserve service area	31,060	31,060	31,060	0	0
Interest income	6,600	0	6,329	6,600	271
Total revenue	37,660	31,060	37,389	6,600	271
Expenses					
Repairs and maintenance cap	0	55,000	7,526	(55,000)	(7,526)
Total expenses	0	55,000	7,526	(55,000)	(7,526)
Income/(loss) capital reserve fund	37,660	(23,940)	29,863	(48,400)	(7,255)
Total Income/(loss)	37,661	(43,940)	14,180	(28,339)	8,428
Assessment Per Unit					
Operating	2,340	2,033	306		
Capital Reserve	225	225	0		
Total Assessment	2,565	2,258	306		
Sold Units	128	128			
Total Units	138	138			

Longleaf Community Association Annual Meeting Agenda

- Welcome and introduction of new residents
- 2019 highlights
- Board committee reports
 - Landscape
 - ISP
- Social Committee
- Realtor report – Lisa Pound
- Financial report
 - 2019 actual
 - 2020 budget
- Open discussion
- Election results

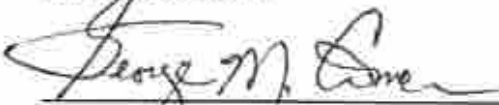
Longleaf Community Association
Unanimous Consent Without a Public Meeting

The Board approves by unanimous consent that the Association sign a three-year contract commencing 1/1/2020 with Outdoor Detail for \$12,800/month for landscaping and trash hauling services.



Ken Haas, President

2-11-2020
Date



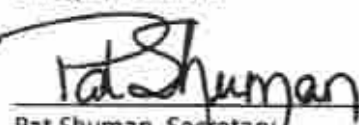
George Comer, Vice-President

2-11-20
Date



Bill Lipe, Treasurer

2-11-2020
Date



Pat Shuman, Secretary

2/11/2020
Date



P.O. Box 324
Hamilton, Georgia 31811
706-575-2571 or 706-326-6518
outdoor-detail.com

January 2020

Name: Longleaf Neighborhood
Address: Callaway Gardens
City: Pine Mountain State: Ga. Zip: 31822
Phone 706-663-5197

Proposal

We propose a 3-year contract (01/01/2020-12/31/2022) to provide landscape management based on the Landscaping Contract scope of work for Longleaf Neighborhood to include 80 man hours per week. Inclement weather would be the only reason we are not able to work. If this contract is agreeable, it will replace the current contract that will be ending 12/31/2020.

- Weekly Maintenance to include blowing off all roads, homes/ porches and walkways.
- Maintenance of turf areas through the growing season on a weekly basis.
- Will add an additional employee through the pruning season as needed to adhere to contract scope of work.
- Pick up limbs/debris on a weekly basis and haul off site.
- Fertilization/Pre-Emergent/Weed Control will be provided in the turf areas of the pool and post office area.
- The scope of work can include other landscape related services as agreed on by both parties.
- Tim Jordan (Certified Arborist) will be overseeing the property on a weekly basis providing the crew feedback and direction. Tim will also provide consultation to the board for tree removals.
- This includes the installation and maintenance of bedding flowers/ seasonal color at the entrance. The cost of plant material will be the liability of Longleaf.
- Weekly household trash pick-up hauled off site. Trash cans will be taken back up near home after we empty.
- The monthly rate for the landscape maintenance is \$11,166.
- The monthly rate for trash pick up is \$1,634.

ON an Annual 2573
KJ
SD

Not sure
MVF
MVF

Longleaf Community Association, Inc.

Board Meeting

December 17, 2019

4:00 pm – 5:22 pm

Attendees:

Board Members:

- Ken Haas (President)
- George Comer (Vice President)
- Bill Lipe (Treasurer)
- Pat Shuman (Secretary)

Non-Board Members:

- Margaret Bartholic
- Varese Chambless
- Peggy Christian
- Glenda Darley
- Peggy Elder
- Ed Hudson
- Leslie Hudson
- Judy Jenks
- Dan Kopec
- Barbara Krywicki
- Carol Luthman
- Tom McCann
- Ken McCreless
- Jan Pylant
- Terry Upton

Agenda

See attachment 1

Approval Of Minutes

On December 6, 2019 there was unanimous approval of the September 25, 2019 meeting minutes. The meeting minutes were subsequently emailed to all Longleaf residents on December 10, 2019.

Financial Report

Bill Lipe provided an update on the LCA's current financial position (reference attachment 2 for details).

Bill explained that total expenses are expected to increase by \$19,219 over 2019 due primarily to one-time cost of clearing along highway 354 border fence (\$13,750), road repairs (\$3,000) and replacement of the pool canopy (\$1,500).

Fees were reduced by \$20,000 on a one time basis for 2019 in order to lower working capital by the same amount. Maintaining the same fee level for 2020 would wipe out working capital and prevent completion of important repairs as planned.

Accordingly, assessments have increased \$39,219 to be shared by 128 owners or \$307 per owner. Total annual fee will be \$2,565 compared to \$2,258 for 2019, including capital reserve of \$225 - same amount as 2019.

Landscape Committee Update

Judy Jenks provided a Landscape Committee update to include...

- Dead plants have been replaced by the Landscape Committee.
 - OD (Outdoor Detail) replaced 5 sprinkler heads. As sprinkler heads are being replaced OD is moving them away from the road to eliminate the problem of them being driven over.
-

Infrastructure, Pool & Safety Committee Update

Terry explained that the gazebo, which had provided shade at the south end of the pool, had deteriorated to a point that it was no longer safe and had been removed. However, the IPS Committee (Infrastructure, Pool & Safety Committee) were researching other options that would provide shade, such as a "shade sail".

Terry also explained that the canoe, which had served a decorative purpose in the Post Office, had been removed as it blocked the air handler preventing the filter from safely and easily being changed. After a lengthy discussion a motion was made and unanimously passed by all Board members to put the canoe (a 14 foot Old Town Guide) up for silent auction within Longleaf with a minimum bid of \$500. It was also agreed that if the minimum bid was not attained then the canoe would be offered/donated to the Boy Scouts. Terry offered to handle the silent auction.

Trash Service

Ken Haas explained that OD's (Outdoor Detail's) trash service contract was coming up for renewal and another company; LaGrange Sanitation (now owned and managed by an Alabama company) had also provided a bid. Though LaGrange Sanitation's bid was slightly lower than OD's bid the meeting attendees voiced their opinion that OD was providing good service, had hired new people and purchased a trailer. Several attendees also voiced their concern that if LaGrange Sanitation was awarded the contract they could increase costs next year.

The Board agreed that their concerns would be taken into consideration during the contract negotiations.

Nominations

Pat Shuman explained that the terms for two LCA Board Directors would be ending in March 2020 (Ken Haas and George Comer). Pat further explained that if we received more than 2 nominees/volunteers then ...

- an election would be held
- ballots would be sent out the first of February with a March 1st return date
- the ballots would be counted with the assistance of a non-board member (to which Margaret Bartholic volunteered)
- winners of the election would be announced at the March 7th annual board meeting

Ken Haas encouraged homeowners to begin nominating candidates for the two Board Director positions.

Handbook Review

Ken Haas stated that the review of the Longleaf Handbook had been deferred until February. The purpose of the review is to compare the rules outlined in the Longleaf Handbook to those contained in the following documents:

- Longleaf Covenants
- Callaway Community Charter
- Longleaf Bylaws

If changes are identified then the Board would present those changes to the Longleaf community for their review and input.

To Dos

- Determine best shading option for the pool
 - Auction the canoe
 - Review the Longleaf Handbook
-

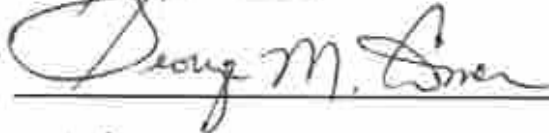
Minutes approved by:

Ken Haas
President



2-11-20

George Comer
Vice President



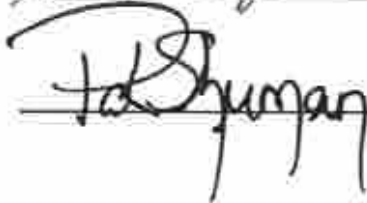
2-11-20

Bill Lipe
Treasurer



2-11-20

Pat Shuman
Secretary



2-11-20