

Longleaf Community Association, Inc. Board Working Session
Resolution/Motion
May 26, 2022

Board Attendees:

- Tom Shaver – President
- Pamela Pendergrass – Vice President
- Clark Gillett – Treasurer
- David Adams – Secretary

Location: Callaway Sales Office Conference Room

Resolutions/Motion:

- Motion was made by Pamela Pendergrass for Clark Gillett to inquire if NCAT (National Center for Asphalt Technology at Auburn University) can & at what cost provide services & consulting services to us. The motion passed unanimously.

(Pamela pointed out at the June 11, 2022 quarterly meeting that this Resolution/Motion should have been posted in the Post Office by David Adams & was not).

Longleaf Community Association (LCA)

Written Consent of Banking Resolution – First Peoples Bank

By written consent, the LCA Board of Directors authorizes, effective immediately, the First Peoples Bank of Pine Mountain, Georgia to replace any current account information with the following:

Checking Account

Thomas Shaver President – Complete Account Authority

Clark Gillett Treasurer – Complete Account Authority

Tonya King, CPA – Check writing, deposits, account transaction information

Brandy Karamesic – Check writing, deposits, account transaction information

Money Market Account

Thomas Shaver President – Complete Account Authority

Clark Gillett Treasurer – Complete Account Authority

Tonya King, CPA – Check writing, deposits, account transaction information

Brandy Karamesic – Check writing, deposits, account transaction information

Signed this 27th day of April, 2022:

Thomas Shaver - Director/President

Barbara Benderguen Director/Vice President

Jojo Adam - Director/ Secretary

Gillett - Director/ Treasurer

Longleaf Community Association (LCA)

Written Consent of Banking Resolution – Wells Fargo Bank

By written consent, the LCA Board of Directors authorizes, effective immediately, Wells Fargo Bank of Pine Mountain, Georgia to replace any current account information with the following:

Business Market Rate Savings Account

Thomas Shaver President – Executive with Control


Clark Gillett Treasurer – Executive with Control

Business Time Account


Thomas Shaver President – Executive with Control

Clark Gillett Treasurer – Executive with Control

Signed this 27th day of April, 2022:

 _____ - Director/President

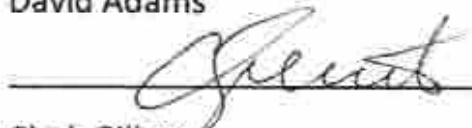
Thomas Shaver

 _____ Director/Vice President

Pamela Pendergrass

 _____ - Director/ Secretary

David Adams

 _____ - Director/ Treasurer

Clark Gillett

Longleaf Community Association, Inc.
Annual Board Meeting
Saturday, March 5, 2022

Attendees:

Tom Shaver
Clark Gillett

Pamela Pendergrass
David Adams

Location: Callaway Lodge & Spa Conference Room Loblolly C & D

Meeting Minutes:

Tom Shaver presided over the meeting whose sole purpose was to determine what offices the elected directors would serve for the 2022-2023 year.

The result of that meeting is as follows:

Tom Shaver, President
Pamela Pendergrass, Vice President
David Adams, Secretary
Clark Gillett, Treasurer

Longleaf Community Association, Inc.
Annual Member Meeting
Saturday, March 5, 2022, 10:00 AM
Lodge and Spa at Callaway Gardens

Tom Shaver, Vice President, called the meeting to order at 10:00 a.m. Also present were board members Ken Haas and Pamela Pendergrass. Additional residents in attendance were Al Shackelford, Sherry and Tom Royer, Lisa Pound, Lynn Shaver, Lance Bedgood, Keith Pendergrass, Suzy Eidson, Diane and Ken McCreless, Martha-Sue Blythe, Tracy Lips, George and Karen Comer, William Huggins, Tom Bowden, Patsy McDonald, Alice Sponholz, Laurie Combs, Tom and Nan McCann, Christine Haas, Demetria Dobbs, Paul and Patty Longgear, Bill and Louise Smith, Barbara Krywicki, Elizabeth W. and Dennis Croll, Mike Hurst, Linda Mason Barber, Beverly and Don Whiddon, Ursula and Richard Wagner, Melanie (Go-Go) Curtis, Teresa and David Adams, Judy Jenks and Jan Pylant, Kathy and Pat DiDomenico, Nancy and Van Baker, Charlene and Bob Burger, Bruce Thompson, Margaret Kee, Patti and John Hasting, Glenda Darley, Joy and Terry Upton, Sharon and Greg Howell, John Christian, Margaret Bartholic, Joan and Dwight Johnson, Julie and Jeff Register, Kay and Leo Berard, Joe Brazell, Bob Taylor, Patricia and Mabry Collins, Peggy Elder, Jim Brown, Mary Louise and Bill Griffin, Diane and Charles Sweat, Gail Shoop, Jodi and Mike Pirkle, Todd Price, Barbara and Clark Gillett, Steve Shuman, Nancy and Bob Bonner, Bebe Haynie, Ruth and Bob Krywicki, Rebecca French, Harry Boyd, Carol Luthman, Tally Sweat, Jill and Dean Boyer, Gloria and Chris Boyer, Sherri Rainer, and Phil Rogers.

Welcome

Vice President Shaver welcomed all in attendance. He explained he would moderate today's meeting as President Hudson was unable to attend today.

Recognition and Thanks

Vice President Shaver recognized and voiced a thank you to: Linda Souhrada for the beautiful pictures of Callaway that were on the screen as we were seated; Carol Luthman for LCA board communications; Barbara Krywicki for her communication to our homeowners of Town information; Pat Shuman for her work on our community directory (no small feat this year); Gail Shoop and Dennis Croll for their work on the Longleaf Memorials; Christine Haas and Lorraine Berry for the New Neighbor Welcome; Richard Young for the Longleaf Website; Dwight Johnson for the Longleaf Website; Terry Upton, Pat DiDomenico, and Tom McCann for their work on the Capital Reserve Analysis; All committee chairs and their members; as well as volunteers Gail Shoop for the Ladies Luncheon; Dennis Croll for the Pet Parade and Christine Haas for the Pot Luck Dinner, Post Office decorations, Angel Tree and Progressive Dinner.

Vice President Shaver then welcomed the new residents in 2021, they are: Teresa and David Adams; Jill and Dean Boyer; Libby and Gary Hertz; Kay and Leo Berard; Jane and Larry Crane; Lisa and Stokeley Pound; Mary Louise and Bill Griffin; April and John Snelling; Bonnie and Brumley Smith; Melanie (Go-Go) and Brad Curtis; Fran and Ken Stafford; Sherri and Ken Rainer; Ursula and Richard Wagner; Sharleen and Ray Smith; Phil Rogers and Bruce Thompson; Betty Anthony; Lois and Harry Boyd; Debra and Edwin Davis; Jim Brown; Jane and Steve

Quinn; Lori Herbert; Janet and Jim Sussenbach; and Berta and David Pylant.

Approval of Minutes

Pamela Pendergrass, Secretary, made a motion to approve and accept the minutes of the December 4th, meeting as written as the minutes had been distributed to the board and the homeowners weeks after the meeting was held. The motion was seconded by Tom Shaver, Vice President. The vote was called on the motion and the motion passed.

2021 Highlights

Vice President Shaver wanted to review a few happenings in 2021: Back to pre-covid status for Pool Operations; Monthly notifications to homeowners by President Hudson; Street crack fill and repair; an email option for assessments; He noted record attendance at quarterly meetings; completion of the Capital Reserve Analysis by Tom McCann, Terry Upton, and Pat DiDomenico a sub committee of the IPS committee; and 23 home or lot sales for the 2021 year.

Social Committee Update

Patty Hasting, Margaret Kee, Joy Upton and Tracy Lips gave an update on their committee. Instead of four events they have 5 events scheduled for this year. Porch Party tonight at the Iron Horse; Fall Tailgate event, date to be announced; Garden Stroll, May 14th, 5-7 p.m. Four homes on the West side of the commons green space will be used for this event; Longleaf Tree Lighting the Friday after Thanksgiving; and the Christmas Luncheon, date to be announced.

Landscape Committee Update

Judy Jenks gave an update beginning with thanking her committee which are: Jan Pylant, Lance Bedgood, George Comer, Betty Croll, Glenda Darley, Mike Ellis, Christine Haas, Leslie Hudson, Maureen McAllister, Kenneth McCreless, and new member, John Christian, is rejoining the committee. The application of the home owners pine straw should be completed today. She thanked Lance Bedgood for his new approach and development of using the same amount of straw as last year on the entire property just for the home owners. We will have two applications for the common areas from a local pine straw company. Dead wood was removed from the common area in the center. Improvements included two crepe myrtles which were added on the west entrance where the entry arch was removed; azaleas were added to each entrance of the paths of the commons area as well as near the entrance to the trail from Maple Trace to the Lodge and Spa; two large rocks were added to the entrance to Longleaf and one on the curve to discourage vehicles from driving off the road; two smaller rocks were added in the bed at the Post Office; and soon a new bed for annual color will be added late April or early May. She also stated they have future improvements planned on the island on the lower part of White Oak Road after construction is completed. She invited suggestions for the Landscape Committee to consider for other projects. She also thanked all for their support of their Work Days in the Commons noting it was much appreciated.

Infrastructure, Pool and Safety Committee Update

Terry Upton, Chairperson, of the IPS Committee stated everything the Landscape Committee doesn't take care of, our committee takes care of and thanked his committee members. These members are: Chris

Boyer, Gloria Boyer, Dennis Croll, Pat DiDomenico, Mike Ellis, Clark Gillett, Demetria Dobbs, Greg Howell, Tracy Lips, Carol Luthman, Tom McCann, Tom Shaver, Don Whiddon and Joy Upton (Associate Member). Terry explained the pool repairs were completed. They had redundant motors installed so if one breaks down the other will take over so we may have fewer closures due to repairs. Three street signs were replaced. They were on order for almost an entire year. He will not take questions about the length of time it took to get them to the installation phase. It is difficult to get quotes for an association our size. We are not small enough to need a tiny project and not large enough to receive attention. It is difficult to get bids and difficult to get work done in many cases. The pool opening date is Friday, April 29th. Terry will notify homeowners of the new pool code before opening.

Capital Reserve Review/Analysis

This is a sub-committee of the IPS committee and is made up of three members: Terry Upton, Tom McCann, and Pat DiDomenico.

Spreadsheets were passed out to all in attendance. Terry explained that a Capital Reserve Analysis was done in 2009 by Ray Engineering, Inc., a professional company out of Norcross, Ga. We actually have more assets at this time than when the 2009 Analysis was prepared. Their hardest job was to decide what needed to be done, life expectancy of different projects and getting bids at today's prices. The spreadsheet can be updated with the stroke of a few keys. Anything less than \$5,000.00 would be expensed and not included in this analysis. They arrived at 25 projects using today's costs with a 3% per year increase. As this analysis goes into the future the cost and/or percent increase in the cpi can be adjusted. They projected the road, if kept in good repair, would need to be replaced in 2035. The next question was how much money would need to be left in the Capital

Reserve Account after the road was replaced. The committee was clear that they make a recommendation to the board and the board makes the decisions. Their recommendation is to leave \$500,000.00 in the fund in 2035 and to increase the amount of the assessment of our Capital Reserve by 11.5% This would result in a \$23.00 increase next year to each lot owner. They also recommend a review every year as income from interest on deposit can change as well as the price on expenses.

Financial Update

Ken Haas, Treasurer, spoke to the updated financial report that had previously been mailed to homeowners. The December 31, 2021, balance sheet actual versus budget stated operating cash was \$49 K less \$2 K in payables which netted \$47 K going into 2022. Using a target of 25 K for working capital generated the \$21 K reduction in 2022 assessments. The two reserve accounts backup the reserve equity of \$351 K. Negative accounts receivable was due to prepayments for 2022 assessments. Regarding 2021 income statement actual versus budget: Total operating fund was \$15 K favorable. Accounts generating the majority of the variance were: pool operations \$3 K; pool repairs \$1,300.00; landscape irrigation \$1,400.00; Landscape tree removal 4,100.00. The capital reserve fund was unfavorable by \$11,300 due to road repairs that were not budgeted. The Income statement 2022 budget versus 2021 budget versus 2021 actual are as follow: 2022 versus 2021 assessment is \$36.00 less for the operating fund and \$25.00 more for the capital reserve fund with the number of lots assessed at 132 instead of 131; Pine straw is \$5,300.00 more in the 2022 budget versus the actual 2021 budget and actual; 2022 capital reserve fund expenses include seal coating the roads. In a 2021 special called meeting it was stated by President Hudson that Wildcat Stripping

did not have room on their 2021 calendar for us this year. She further stated a delay in decision making on sealcoating would give the board more time for additional research into this process.

Election Results

Tom Shaver, LCA Vice President, shared the results of our recent election. He welcomed David Adams and Clark Gillette to our board. He expressed his congratulations and welcomed them to the board.

Thank you for Outgoing President and Treasurer

Tom Shaver, Vice President, wanted to thank Leslie Hudson, President for her service. President Hudson has been a great leader for our community. We appreciate her service. He also recognized Ken Hass, Treasurer, for 6 years of service to our community. They will be missed.

Final Comments

Vice President Shaver wanted to remind everyone that speeding in Longleaf is a problem. We each need to remind our guests of our speed limit within Longleaf. He also stated most of the problem is us. We need to watch and speak with our speeders. If we don't want to talk to them about their speeding, he will be glad to speak on our behalf. Slow down was the thought he shared. He also shared his concern with us about the construction going on in our neighborhood. We need to respect the caution tape that is placed outside the houses that are in the process of being built. We can ask for a tour of their home once it is completed. There being no further business the meeting was adjourned at 12:02 p.m. Vice President Shaver called a meeting of the new board to elect officers.

These minutes were respectfully taken by Pamela Pendergrass,
Secretary.

***ATTACHMENT (1) 2022 Capital Projects Projection Spreadsheet.**

Approval of these minutes of the March 05, 2022, Annual Meeting by:



Leslie Hudson, President



Tom Shaver, Vice President



Pamela Pendergrass, Secretary

Ken Haas, Treasurer

Election Procedure 2022

These procedures should be followed slowly and meticulously – one check off gives one ballot.

- Counters will be selected by Board
- 3 counters 1 from the West side and 2 from the East side
- 133 possible voters will be divided between the 3 counters/verifiers
- The West side counter will be given East side verification and the East will be given the West verification with some West due to number of West residents, but not the immediate neighbor of the counter if at all possible.
- 3 counters that also verify address/lot number will check off that address/lot as voted
- One ballot will be given to each address/lot # (exception will be noted for two addresses that will receive 2 ballots)
- One other exception may exist if the Secretary has verified by his signature that he has documented a proxy. In that event the counter will mark off two addresses and give the voter 2 ballots. One for each address or the number of proxies given. No ballot will be given without marking off an address. This must be done before handing out a ballot.
- The ballot will be marked and deposited in one ballot box
- The box will be opened only by the 3 counters when all 3 are present and alone
- One ballot will be removed from the ballot box and vote read by first counter aloud, passed to second counter who reads aloud again vote, passes to third counter who reads aloud when the 3

confirm that vote, there shall be tally marks for those votes that have been read. No other ballot is to be removed from the box until all 3 have agreed on the votes read and tally marks reflect the results of that ballot.

- A second ballot will be removed from the ballot box at that time and proceed as the above is stated until all ballots are counted.
- There should be no more than 133 votes total as that is the number of ballots that should be authorized to vote.
- Once all 3 counters agree on the overall total only two receiving the largest number of votes will be placed on a piece of paper that will be presented to the President of the Board.
- The counters job will have been completed at this time and all ballots will be placed back in the ballot box along with the checked off sheets signed by the counter that verified those addresses/lot number and given to the President following the meeting to be retained for the 4 years required. This is required in the event the votes were challenged so that they can be verifield.

COUNTERS PLEASE NOTE

- Once a ballot has been placed in the ballot box it cannot be reclaimed or replaced by the person that voted.
- If there are more votes than the total authorized voter list an audit must be conducted of the lists that were marked prior to the ballots given out. Possibly a new vote must be taken. **STOP AND INVOLVE THE PRESIDENT AND THE BOARD IMMEDIATELY AS SOMETHING HAS GONE TERRIBLY WRONG.**

LONGLEAF HOMEOWNERS ASSOCIATION
Infrastructure, Pool and Safety Sub-Committee

February 10, 2022

2022 Capital Projects Projection

Inflation Rate Assumption	3.0%								
	PV Cost	Project Yr	0 2022	1 2023	2 2024	3 2025	4 2026	5 2027	6 2028
Pool Building & Rec Areas									
Pool Resurface - 1st, Proj Yr 3	23,175	3				25,324			
Pool Resurface - 2nd, Proj Yr 9	23,175	9							
Pool Deck Repair	25,750	7							
Pool Furniture and Accessories	12,643	1		13,022					
Pool Aluminum Fencing (50% Total)	10,300	9							
Pool Pedestrian Bridge	7,828	3				6,554			
Playground Equipment	36,050	8							
Pool House Ceramic Tile	6,180	4					6,956		
Pool House Trex	6,696	4					7,535		
Pool House Roof	10,300	3				11,255			
Pool House Paint - 1st, Proj Yr 2	5,871	2			6,229				
Pool House Paint - 2nd, Proj Yr 12	5,871	12							
Post Office Bldg & Area									
Mail boxes	12,463	4					14,027		
Post Office Painting - Inv/Out	7,725	8							
Post Office Roof	22,660	11							
Post Office A/C Unit	10,300	5						11,941	
Roads									
Road Sealing - 1st, Proj Yr 0	36,050	0	36,050						
Road Sealing - 2nd, Proj Yr 6	36,050	6							
Road Paving	345,050	13							43
Exit Turn Lane Roundoff	6,339	0	6,339						
Miscellaneous Items									
Wood Fence (Sound Bar) Replace (33% Total)	7,500	0	7,500						
Wood Fence (Sound Bar) Paint	7,845	0	7,845						
Front Entrance Sign - Replace	10,300	3				11,255			
Street Signage - Replace - Project Yr	6,180	6						7,164	
Pedestrian Bridge - Woods	7,828	3				6,554			
Total Costs - Present Value	690,128								
Future Value Costs by Year			57,734	13,022	6,229	64,942	28,518	19,105	43

2022 Capital Reserve Analysis

Reserve Assumptions									
			2022	2023	2024	2025	2026	2027	2028
Average interest on Reserve	0.00%								
Annual Assessment	34,500								
Assessment Yearly Increase	0.0%								
Beginning Balance			351,448	328,214	349,692	377,963	347,521	353,503	366,000
Interest									
Assessment			34,500	34,500	34,500	34,500	34,500	34,500	34,500
Expenditures			(57,734)	(13,022)	(6,229)	(64,942)	(28,518)	(19,105)	(43)
Ending Balance			328,214	349,692	377,963	347,521	353,503	368,898	366,000
Percent Fully Funded			609%	2520%	5614%	582%	1219%	1650%	85%

