

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
LONGLeAF COMMUNITY ASSOCIATION, INC.**

A regular meeting of the Board of Directors of Longleaf Community Association, Inc., was held in Room #110 at the Mountain Creek Inn Conference Center, Pine Mountain, Georgia, on December 2, 2023, at 10:00 a.m.

Present were directors David Adams, Clark Gillett, and John Snelling. Director Michael Hartenstine joined the meeting by speaker phone. Also present were the Association members listed on Attachment A to these minutes. Director Sonny Horton was absent. Mr. Adams acted as chairman of the meeting.

1. Callaway Resort and Gardens

Mr. Adams introduced Katherine Wilson, Callaway Gardens Director of Administration, who gave an update to operations at Callaway Gardens. She noted the following:

- The metal interior of the Butterfly Center will be restored in January, which will require the closing of the Butterfly Center for approximately 1 month.
- The theater in the Discovery Center will be enclosed and a new video on birds will be shown.
- The exhibit space in the Discovery Center will be used for rotating exhibitions.
- The gates on Mountain Creek Lake dam are now closed, and the lake is filling up with rainfall.
- There will be a spring event at Cason's garden.
- Infrastructure improvements will be forthcoming for the beach area. This will include restroom and sidewalk improvements.
- Attendance at the Pumpkin Festival was consistent with the year before.
- Improvements to the golf courses continue.
- A new director of safety and Piedmont Dining Room manager have been hired.
- A new security checkpoint is planned for Southern Pine Drive, which Longleaf residents will pass through along with Lodge guests.

2. Welcome and Greetings

Mr. Adams welcomed all those present and identified the following new Longleaf residents: Lesly Labadie, Lee and Julie Edenfield, and Ryan and Paige Turnage.

3. Approval of Minutes

Upon motion duly made and seconded, the board unanimously approved the minutes of the September 16, 2023, regular meeting of the board.

4. Financial Matters

- 4.1. *Budget and Expenses Update.* Mr. Snelling reviewed the Association's financial condition through October 31, 2023. Association expenses are below budget.
- 4.2. *Fidelity Account.* All reserve funds not currently invested in U.S. Treasury Bills are invested in the Fidelity Government Money Market Fund (SPAXX), which

has a current 7-day yield of 5%. The plan is to maintain approximately \$50,000 in SPAXX.

- 4.3. *2024 Budget.* Mr. Snelling introduced a proposed budget of estimated Common Expenses for 2024, comprised of an operating budget captioned "2024 P & L Budget" and a reserve budget captioned "2024 Reserve Budget." Mr. Snelling commented on salient aspects of the proposed budget.

After discussion and upon motions duly made and seconded, the board by unanimous vote adopted the following resolutions:

Resolved that the 2024 operating and reserve budgets presented to the meeting (a copy of such budgets being attached to these minutes as Attachment B) are adopted.

Further resolved that the Annual Assessment for 2024 is \$2,550, \$266 of which consists of a contribution to the Association's reserve funds.

Further resolved that the Annual Assessment for 2024 is levied against each of the Longleaf Units.

- 4.4. *Prior Resolution.* Mr. Snelling recommended revision of a resolution adopted by the board at its August 9, 2023, concerning the reinvestment of proceeds upon the maturity of a certificate of deposit or U.S. Treasury bill. The prior resolution assumed the proceeds would be reinvested without supplementation by other available funds in the Fidelity account. In circumstances where other funds were available to augment the proceeds of a matured certificate of deposit or U.S. Treasury bill, it would be advantageous for the treasurer to have the flexibility to add some or all of such available funds when reinvesting the proceeds of a matured certificate of deposit or U.S. Treasury bill.

After discussion and upon motion duly made and seconded, the board by unanimous vote resolved to modify the resolution adopted by the board at its August 9, 2023, meeting concerning the reinvestment of proceeds upon the maturity of a certificate of deposit or U.S. Treasury bill to authorize the treasurer, in the treasurer's discretion, to add some or all of other available funds in the Fidelity account to the proceeds of the matured certificate of deposit or U.S. Treasury bill when reinvesting such proceeds.

5. IPS Committee

Terry Upton, chair of the Infrastructure, Pool, and Safety Committee, reported on committee activities since the September board meeting. His report is attached to these minutes as Attachment C.

6. Landscape Committee

Judy Jenks, chair of the Landscape Committee, reported on committee activities since the June board meeting. Her report is attached to these minutes as Attachment D.

7. Social Committee

Diane Sweat delivered the report of the Social Committee. She commented on the success of the annual tailgate party on October 13 and the lighting of the Christmas tree on November 24. She also reminded the members of the upcoming ladies brunch on December 18.

8. Website Modifications

Mr. Adams discussed an initiative the board is undertaking to revise and improve the Association's website. Dean Boyer and Gary Hallowell are working with the board on this. The intent is to provide access to more community information and Association documents.

9. Insurance

Mr. Hartenstine gave an update on the Association's insurance. On September 1, 2023, the Association procured through Culpepper Insurance Agency in Columbus a new Auto-Owners insurance policy providing property, general liability, directors and officers liability coverage, and commercial crime coverage. Mr. Hartenstine's subsequent review of the policy for compliance with our governing documents disclosed multiple deficiencies in the directors and officers liability coverage and commercial crime coverage, which Auto-Owners was unable to address.

Culpepper Insurance Agency has now presented alternative directors and officers liability coverage and commercial crime coverage with United States Liability Insurance Company. USLIC has the highest AM Best rating of A++ and is one of the insurance companies recommended by the Association's legal counsel.

The USLIC directors and officers liability coverage will have a limit of \$1,000,000, with a \$1,000 retention and an annual premium of \$1,688. The USLIC commercial crime coverage will have a limit of \$500,000, with a \$250 deductible and an annual premium of \$1,463.

Mr. Hartenstine recommended replacing Auto-Owners with USLIC for directors and officers liability coverage and commercial crime coverage. The Association will receive a prorated premium refund from Auto-Owners once the substitution of insurance companies takes effect.

After discussion and upon motion duly made and seconded, the board by unanimous vote adopted the following resolution:

Resolved that replacing Auto-Owners with United States Liability Insurance Company for the Association's directors and officers liability coverage and commercial crime coverage is approved.

10. Elections

Dr. Gillett discussed the procedures governing the election of two directors at the March 2024 annual meeting of Association members. Substantially the same procedures for the 2023 annual meeting will be followed for the 2024 annual meeting. If the election is contested, the ballots will be counted by three persons.

11. Dogs

Mr. Adams stressed the importance of restraining persistent barking dogs to avoid undue disturbance of neighbors.

12. Comments

A member asked about replacing the streetlamps. Mr. Snelling said the intent is to replace all streetlamps uniformly with the best available solution.

13. Adjournment

There being no further business, the meeting was adjourned at 11:55 a.m.



Michael Hartenstine
Secretary

ATTACHMENT A

LAH Quarterly Board Mtg 12.2.23

NAME

ADDRESS

Jim & Lynn Slaver	208 White Oak
Diane Sweat	207 Longleaf
Jerry Upshaw	117 Highgate Trace
BILL GREEN	160 MAPLE TRACE
MIKE HURST	158 MAPLE TR
Bruce Thompson	313 BIRCH LN
MIKE JEFFRIES	130 REBELS TRAIL
Ken Haas	178 Redbud Trail
Shonda Easley	312 Buck Lane
Martha-Jane Bythe	304 Loblolly Court
Maury, Patricia - Collins	315 Daywood Way
Judy Jenks	233 White Oak Rd
Jean Plant	" " "
Walt Shoop	302 Loblolly
Teresa Adams	245 White Oak Rd
Carol Luthman	134 Longleaf
Barbara Giddett	277 White Oak
John Swilling	143 Maple Tree
Clark Gillette	177 White Oak
Mike Henderson (phone)	
Dana & Allison	245 White Oak Rd

Longleaf Community Association
2024 P&L Budget

2024 Budget

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Revenue													
Service fee assessments	154,170	0	0	0	0	0	148,170	0	0	0	0	0	302,340
Land brochures	0	0	0	0	0	0	0	0	0	0	0	0	0
Total revenue	154,170	0	0	0	0	0	148,170	0	0	0	0	0	302,340
Expenses													
Accounting fees	525	525	525	900	525	525	525	525	525	525	325	525	4,825
Legal fees	0	0	840	140	0	0	0	5,800	0	0	2,000	0	8,640
Insurance	0	0	0	0	0	0	0	0	0	0	3,480	0	3,480
Pool - operation	800	800	375	430	300	375	300	375	300	800	315	800	4,028
Pool - repairs	88	98	88	69	88	88	88	60	69	88	88	88	1,000
Pool - supplies	300	800	300	800	500	800	800	240	300	300	300	300	4,440
Landscaping - contract	125	125	125	125	115	125	125	125	125	125	125	125	1,350
Landscaping - seasonal labor	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	144,400
Landscaping - pine straw	167	167	167	167	167	167	167	167	167	167	167	167	1,800
Landscaping - tree removal	0	0	64,000	0	4,750	0	0	0	0	0	0	0	73,500
Landscaping - irrigation	0	0	500	0	250	0	0	0	0	0	0	0	2,000
Landscaping - tree removal	0	0	600	0	900	600	600	1,000	600	600	600	600	7,800
Mower	300	300	300	200	300	200	200	200	200	200	200	200	3,000
Tennis and utilities	0	0	49	0	0	0	0	0	0	0	0	0	49
Electricity	300	800	550	850	850	850	850	850	750	800	800	800	10,050
Garbage disposal	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	21,600
Laboratory services	243	196	196	358	272	256	318	256	303	216	196	216	2,800
Appliances/maintenance	1,700	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	17,800
Pest control	0	0	0	455	65	65	65	65	65	65	65	65	780
Printing and office supplies	0	0	50	0	0	0	0	0	0	0	0	0	50
Postage and business	25	100	25	25	25	25	25	25	25	25	25	25	400
Total expenses	20,908	30,222	30,102	20,275	24,138	19,297	23,129	25,006	18,118	19,807	25,188	22,900	310,883
Revenue/total from operations	133,262	118,222	104,102	100,278	104,138	118,942	134,041	115,094	113,518	110,427	105,281	112,543	1,351,543
Reserve Fund													
Revenue/Service Fee	18,534	0	0	0	0	0	18,534	0	0	0	0	0	18,534
Interest Income	108	2,315	1,301	841	3,710	766	362	4,288	188	290	5,818	245	13,027
Total reserve	18,642	2,315	1,301	841	3,710	766	18,715	4,288	188	290	6,018	245	31,561
Expenses													
Taxes	0	0	2,908	1,201	0	1,248	0	1,670	0	0	0	0	5,804
Repairs and maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total expenses	0	0	2,908	1,201	0	1,248	0	1,670	0	0	0	0	5,804
Income/total reserve fund	18,642	2,315	11,661	841	3,710	766	18,715	4,288	188	290	6,018	245	25,757
Total Income/Fund	152,233	118,807	105,770	101,119	107,848	120,279	152,756	119,382	113,713	108,117	111,299	112,788	1,383,100

Operating	2024	2023	Change
Current year estimates	310,881	304,864	(10,190)
2023 Operations/ Budget Surplus	(1,541)	(1,151)	4,877
Total	309,340	303,713	5,627
Loans	135	133	2
Annual remaining budget	2,244	2,273	(29)
Revenue/total	2,530	2,530	0
Total annual budget	1,275	1,275	0

LONGLEAF COMMUNITY ASSOCIATION 2024 Reserve Budget

Reserve Assumptions

Annual Interest on Reserve Funds	5.00%
Annual Rate of Inflation	3.00%
U.S./Georgia Income Tax Rate	35.75%

Reserve Analysis

	2023	2024
January 1 Balance	\$ 381,763	\$ 413,576
Reserve Assessments	\$ 37,950	\$ 36,708
Interest	\$ 8,863	\$ 19,027
Expenditures	\$ (14,800)	\$ -
Income Taxes	\$ (200)	\$ (8,891)
December 31 Balance	\$ 413,576	\$ 460,420

Annual Funding for Reserve Projects

ASSET	Year Placed in Service	Useful Life	Replace- ment Year	2023 Cost	FV Cost	1/1/24	
						Allocated Reserve Funds	Required Annual Funding
Pool Building & Rec Areas							
Pool Resurface	2017	10	2027	\$ 23,870	\$ 26,866	\$ 15,060	\$ 2,952
Pool Pedestrian Bridge	2022	12	2034	\$ 6,180	\$ 8,555	\$ 3,899	\$ 423
Pool House Roof	2004	25	2029	\$ 10,609	\$ 12,668	\$ 6,693	\$ 996
Pool House Paint	2017	10	2027	\$ 6,047	\$ 6,806	\$ 3,815	\$ 748
Pool Furniture and Accessories	2005	20	2025	\$ 13,000	\$ 13,792	\$ 8,202	\$ 2,795
Post Office Bldg & Area							
Post Office Painting - In/Out	2020	10	2030	\$ 7,957	\$ 9,786	\$ 5,020	\$ 681
Post Office Roof	2004	30	2034	\$ 23,340	\$ 32,308	\$ 14,725	\$ 1,598
Post Office A/C Unit	2012	15	2027	\$ 10,609	\$ 11,941	\$ 6,693	\$ 1,312
Replace Post Office Ground Lighting	2023	20	2043	\$ 10,000	\$ 18,061	\$ -	\$ 903
Roads							
Road Paving	2015	20	2035	\$ 442,434	\$ 630,805	\$ 279,131	\$ 29,306
Crack Fill and Road Repair	2023	2	2025	\$ 7,200	\$ 7,638	\$ 4,542	\$ 1,548
Miscellaneous Items							
Front Entrance Sign - Replace	2005	20	2025	\$ 10,609	\$ 11,255	\$ 6,693	\$ 2,281
Street Signage - Replace - Project Yr	2005	25	2030	\$ 6,365	\$ 7,828	\$ 4,016	\$ 545
Pedestrian Bridge - Woods	2004	25	2029	\$ 8,063	\$ 9,628	\$ 5,087	\$ 757
Operating Reserves						\$ 50,000	
Total				\$ 586,283	\$ 807,936	\$ 413,576	\$ 46,844

ATTACHMENT C

IPS COMMITTEE REPORT

December 2, 2023

Some service providers used in Longleaf by the IPS Committee are very responsive, while others are extremely busy and take longer to get to the Longleaf projects. The electrical work and sign work for 2023 are two examples of the delays experienced. Projects still remaining to be finished in 2023 or just afterward include:

1. The street signpost and signage replacement at the corner of Longleaf Way West and Dogwood Way cannot be done until January 2024.
2. An attempt will be made to repair the sidewalk at the Longleaf pool before year end.
3. The identification and root cutting of tree roots lifting the asphalt along the Longleaf streets and alleys will occur before year end.
4. The ground lighting replacement project at the Longleaf entrance, the island between the entrance and exit driveways, and around the post office and adjacent sidewalks is scheduled to begin the week of December 11th. The cost is expected to be just over \$8,000 and paid for from the reserve fund.

ATTACHMENT D

COMMENTS TO LONGLEAF HOMEOWNERS MEETING

December 2, 2023

The Landscape Committee would like to thank all of those neighbors who participated in the Commons Work Day on November 17. We were able to prune several trees, remove dead shrubs, pick up branches and distribute & spread chips on the paths through the Commons. Although we didn't have the numbers we usually do on a Saturday, the group worked very hard and accomplished a great deal.

Seasonal flowers have been installed to the entrance and in front of the Post Office. New pots and plants have been added to the front porch and seasonal flowers have been added to the back porch entrance. New natural wreaths are on both doors of the Post Office for the season.

You may have noticed we have removed the nearly dead shrubs at the back entrance of the Post Office and added Sasanqua Camellias which are currently in bloom. Our thanks to John Hasting for digging up the dead plants and Ken McCraless for buying and planting the replacement plants — both tasks were monumental and very much appreciated. Please thank them for their work when you see them.

New pine straw was applied to the commons areas throughout the neighborhood in mid November to prepare for the holidays. The Landscape Committee will discuss the scheduling of this and other future applications in an attempt to avoid fallen leaves as much as possible.

Outdoor Detail found and repaired the major irrigation leak at the Post Office a couple of weeks ago. We are most appreciative of the neighbors who brought this to the attention of the Board in a timely manner.

An email has been sent to the Community asking for preferences for yard services for 2024. The response deadline is Friday, December 15.

A recommendation has been submitted to the Board of Directors for a Longleaf Community Tree Removal process. This recommendation was developed by a subcommittee and unanimously agreed upon by the full Landscape Committee.

As a result of the work it did on the tree removal process, the Landscape Committee also developed its mission statement which is to "Maintain, Preserve and Improve the Longleaf community native forest."

