

**MINUTES OF AN ORGANIZATIONAL MEETING OF
THE BOARD OF DIRECTORS OF
LONGLeAF COMMUNITY ASSOCIATION, INC.**

An organizational meeting of the Board of Directors of Longleaf Community Association, Inc., was held in Longleaf D & E Conference Rooms in the Southern Pines Conference Center at the Lodge & Spa, Pine Mountain, Georgia, on March 2, 2024, at 12:10 p.m.

Present were directors David Adams, Carol Luthman, and John Snelling. Director Michael Hartenstine joined the meeting by speaker phone. Director Sonny Horton was absent. Mr. Adams acted as chairman of the meeting.

Upon motion duly made and seconded, the board unanimously approved the minutes of the December 2, 2023, regular meeting of the board.

Mr. Adams called for the election of officers. Upon motion duly made and seconded, the directors unanimously approved election of the following persons as officers of the Association:

President — David Adams
Vice President — Carol Luthman
Secretary — Michael Hartenstine
Treasurer — John Snelling

Mr. Snelling recommended the board write off the Williams \$710.97 account receivable. Williams stopped making payments on the account in 2022, and there is no prospect of recovering the outstanding balance. After discussion, and upon motion duly made and seconded, the board by unanimous vote resolved to write off the Williams \$710.97 account receivable.

Mr. Adams recommended approval of the Infrastructure, Pool, and Safety Committee's recommendation to purchase an automated external defibrillator (AED), which the committee expects to cost between \$1,600 and \$2,000. After discussion, and upon motion duly made and seconded, the board by unanimous vote adopted the following resolutions:

Resolved that the Association will purchase an AED for a cost not to exceed \$3,000.

Further resolved that the AED will be installed in the pool house or post office from time to time as the Infrastructure, Pool, and Safety Committee may determine.

Mr. Adams reported the Infrastructure, Pool, and Safety Committee has recommended the Association add the words "Private Residences" to the Longleaf front-entrance sign. After discussion, and upon motion duly made and seconded, the board by unanimous vote resolved to authorize the committee to add the words "Private Residences" to the Longleaf front-entrance sign.

There being no further business, the meeting was adjourned.



Michael Hartenstine
Secretary



MINUTES OF THE 2024 ANNUAL MEETING OF MEMBERS OF LONLEAF COMMUNITY ASSOCIATION, INC.

The 2024 annual meeting of members of Longleaf Community Association, Inc., was held in Longleaf D & E Conference Rooms in the Southern Pines Conference Center at the Lodge & Spa, Pine Mountain, Georgia, on March 2, 2024, at 10:52 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. **Welcome and Greetings**

Mr. Adams welcomed all those present and identified the following persons who became Association members during 2023: Ken and Sherri Rainer, Ron and Mary Mullins, Lesly Labadie, Julie and Lee Edenfield, Ryan and Paige Turnage, Darrin Sanders, Tom and Vonda McLain, Brandon and Naomi Segars, Phil and Alice Tompkins, Sonny and Sharon Horton, Mike and Patricia Jeffries, and Ben and Jill Land.

2. **Approval of Minutes**

Upon motion duly made and seconded, the members unanimously approved the minutes of the March 4, 2023, annual meeting of members.

3. **Election of Directors.**

Dr. Gillett announced there were two vacancies to be filled on the board and opened the floor for nominations. Nominations of Carol Luthman and Mr. Adams were received. There being no further nominations, Ms. Luthman and Mr. Adams were elected as directors by acclamation of the members.

4. **Financial Matters**

- 4.1. *Budget and Expenses Update.* Mr. Snelling reviewed the Association's financial condition through December 31, 2023, and compared the budgeted expenses against actual expenses. Mr. Snelling also reviewed the Association's 2024 budget.
- 4.2. *Fidelity Account.* Mr. Snelling gave an update on the Association's reserve funds, which are held in the Association's Fidelity account. The goal is to maintain approximately \$50,000 in the Fidelity Government Money Market Fund (SPAXX) and to invest the remaining funds in approximately equal amounts in U.S. Treasury bills or certificates of deposit in a "ladder" maturing at quarterly intervals. Mr. Snelling reviewed the current four U.S. Treasury bills maturing in May, August, and November 2024 and February 2025.
- 4.3. *Certificate of Deposit.* Mr. Snelling noted the Association holds a First People's

Bank certificate of deposit of approximately \$52,000, which matures March 10, 2024. Upon maturity, the proceeds of the certificate of deposit will be transferred to the Association's Fidelity account and added to the ladder of U.S. Treasury bills and certificates of deposit.

- 4.4. *Post Office Ground Lighting.* Mr. Snelling reported the new ground lighting around the post office was finally installed earlier this year for a price of \$8,043. Installation of the lighting had been scheduled for 2023, and \$10,000 had been allocated from reserve funds in the 2023 budget to cover the cost. The cost will be funded from the reserve funds as previously budgeted.
- 4.5. *Assessment Invoices.* Mr. Snelling advised that about one-half of the members with Apple computers received erroneous assessment invoices. He will be working with the Association's accountants to remedy this issue.

5. IPS Committee

Terry Upton, chair of the Infrastructure, Pool, and Safety Committee, described the make-up of the IPS Committee, which has 15 members and represents over 10 percent of the number of households in Longleaf. Mr. Upton provided a brief overview of the scope of responsibilities of the committee and introduced the current committee members. He next reported on committee activities since the 2023 annual meeting. His report is attached to these minutes as Attachment B.

6. Landscape Committee

Judy Jenks, chair of the Landscape Committee, reported on committee activities since the 2023 annual meeting. Her report is attached to these minutes as Attachment C.

7. Social Committee

Diane Sweat delivered the report of the Social Committee. After introducing members of the committee, she discussed upcoming events. The potluck is scheduled for May 4 and the Garden Stroll is scheduled for May 17. The Tailgate Party, tree lighting, and Christmas luncheon are also planned for 2024.

8. Georgia Power Street Light Update

Mr. Snelling gave an update on Georgia Power's replacement of streetlights in the community. Our existing streetlights use high-pressure sodium light fixtures, which Georgia Power no longer provides. Georgia Power will be replacing all the sodium light fixtures with 27-watt LED fixtures this year. The fixtures will include frosted glass. The goal is to maintain street lighting similar in brightness to what is currently in place.

9. Website Modifications

Dean Boyer presented plans for an enhanced Association website, which will provide access to more community information and Association documents. Mr. Boyer requested members to send him photos of the community for use on the website. Mr.

Boyer stated the website will have a public side, which anyone can access, and a private side open only to Association members. The private side will require a username and password. Mr. Boyer plans to operate the website on a platform that does not charge a fee.

10. 2023 Accomplishments

Mr. Adams reviewed the following accomplishments of the board during 2023:

- Restructured financial investments
- Held assessments flat
- Rebid and enhanced insurance coverage
- Reassessed reserve strategy
- Assessed ownership of fence adjacent to Highway 354
- Conducted member survey on tree removal policy
- Finalized waste disposal study

11. Comments

A member asked about maintenance of the fences along Highway 354.

12. Adjournment

There being no further business, the meeting was adjourned at 12:08 p.m.



Michael Hartenstine
Secretary

Sat. Mar. 2, 2024

Attendance

<u>Name</u>	<u>Address</u>
Clark G. Lott	877 White Oak
Jenny Updon	117 Maple Trace
Jeff & Julie Register	172 Maple Trace
MIKE + LINDA BARNER	231 WHITE OAK RD
Don & Beverly Whidder	319 Dogwood Way
Jim & Ely	146 Maple Trace
Barbara Krywicki	321 Dogwood Way
Patricia - C. Collins	315 Dogwood Way
JOHN SEWELL & MAURICE McMillister	146 Maple Trace
Gary Hallowell; Cindy O'Connor	124 Longleaf Way
Barbara and Bill Liper	212 White Oak Rd.
Carol Keithman	134 Longleaf Way
PAUL : NANCY BUNNIE	180 MAPLE TRACE
NAN + TOM MC CANIN	123 MAPLE TRACE
HARRY & LOIS BORD	138 MAPLE TRACE
RUTH + Bob Krywicki	255 WHITE OAK ROAD
BEVERLY THOMAS / PHIL RUGG	313 BIRCH LAKE
Todd Price	223 Longleaf Way
Rona Brandell	293 White Oak Road
Rebecca France	141 Maple Trace
John + April Snelling	143 Maple Trace
Lisa Pound	126 Longleaf Way
Susan Anderson	135 Maple Trace
Joan Johnson	125 Maple Trace
Betty Croll	119 Maple Trace

SAT MAR 2, 2024

ATTENDANCE

NAME	ADDRESS
MIKE JEFFRIES	180 REDBUD TRAIL
Linda Sautter	253 White Oak Rd
Demetria Dobbs	213 Longleaf Way
MARINA SUE BLYTHE	304 LOBLOLLY CT
Margaret Bartholic	303 Loblolly Court
RON MULLINS	289 White Oak Road
Bill & Louise Smith	112 Longleaf Way
Ben Land	137 Maple Trace
LAUREN COMBS	211 White Oak
Patsy McDonald	237 White Oak
Jessie Hudson	132 Longleaf Way
Quinn Batters	307 Birch Lane
Karen Comer	304 Loblolly Ct
Gloria Boyd	221 Longleaf
CHRIS PAYER	221 Longleaf Way
George Comer	301 Loblolly Ct.
Tracy Lips	235 White Oak Rd.
Jodi Brazell	318 Dogwood Way
Joe Brazell	318 Dogwood Way
KEITH PENDERGRASS	215 LONGLEAF WAY
PAMMA PENDERGRASS	"
LEO & KAY BERARDI	259 White Oak Rd
Ken & Christine Haas	178 Redbud Trail
Dean & Jill Berger	168 Maple Trace
DARRIN SANDERS	142 Maple Trace
Larry & Jane Crane	211 Longleaf Way

People Attending Homeowners' Mtg

NAME	ADDRESS
Margaret Lee	149 Redbud Trail
Phil Sloop	302 Loblolly
Jan Pylant	233 White Oak
Judy Jenkins	" " "
Peggy Elder	309 Birch Lane
Charles & Diane Sweet	807 Longleaf Way
Tom & Lynn Straver	208 White Oak Rd.
Honda Dorley	312 Birch Lane
BILL GRIFFEN	160 MAPLE TRACE
Peggy & John Christian	309 Birch Lane
Jessie & David Adams	245 White Oak Rd
Suzy Edson	117 Maple Trace

Attachment B

IPS COMMITTEE REPORT

March 2, 2024

Improvements to the Longleaf common areas during 2023 included three projects:

- First was the leveling of the sidewalk to the main pool building entrance from the parking lot. Three trip hazards had developed due to tree roots adjacent to the sidewalks.
- Second, the planning for the ground lighting replacements at the Longleaf entrance and around the post office was done. It was hoped to have this project completed during 2023. However, due to contractor delays the project was not completed until January 2024.
- Third, planning was done for the replacement of a rotted street post and signage at the corner of Longleaf Way (west) and Dogwood Way. This project was also supposed to be completed during 2023 but, due to contractor delays as well, this project will not be completed until March 2024.

The Longleaf pool will open on Friday, May 3. The gate code for the four gates providing access to the Longleaf pool will be changed for the 2024 pool season. The new code will be sent out twice to all homeowners before the May 3 opening.

The committee recommended to the LCA Board the purchase of an AED with an estimated cost of \$2,000. If the Board approves this purchase, the committee recommended the AED be kept at the Longleaf pool during pool season. When the pool closes in October, the AED will be moved to the post office for access until the pool opens the next spring. All Longleaf homeowners will be notified twice per year of the change in location. The committee will work with the Pine Mountain Fire Department to provide training on the AED. Also, the committee plans to incorporate CPR training for any interested residents at the same time if possible.

Any homeowners interested in serving on the IPS Committee should contact Terry Upton.

Attachment C

REMARKS TO LCA

March 2, 2024

1. Many thanks to the Landscape Committee members and I ask them to stand as they are introduced: Kay Berard, George Comer, John Hasting, Leslie Hudson, Maureen McAllister, Ken McCreless, Jan Pylant, Sherri Rainer and Lynn Shaver. Please thank them when you see them for the good work they do for our neighborhood. One of our devoted members, Betty Croll retired from the committee recently after serving for many years. Thank you Betty for your good work, good ideas, always having my back and many years of service to Longleaf!

2. Pine straw application will begin on Monday morning, probably on the East side of the neighborhood. This application is for all residential areas: front, side and back yards are included. This application generally takes 5-7 days, weather permitting. As you may know we are expected to have rain during the next several days; however, the crew from Swift Straw is planning to continue with the work unless weather becomes severe. Again this year, John Hasting will be working with the crew to ensure a good application throughout the community. If you have any questions or concerns, please contact me or John in a timely manner.

3. Kay Berard, Maureen McAllister and Lynn Shaver hosted a memorial reception for Bob Frye and David Pylant last summer which was well attended by family, neighbors and friends. Our thanks to these three ladies for making this day special for all.

4. Landscaping issues that were addressed in 2023:
 - a. Several plants in the Entrance Island were moved last spring and irrigation was adjusted to account for the new placement.

 - b. Two struggling double viburnum were removed from the back entrance of the Post Office and were replaced by the Sasanqua Camellias that are now thriving. John Hasting removed the viburnums including

roots (quite a difficult project) and Ken McCreless purchased and expertly planted the Sasanquas (also a challenge!). Please thank these hard working gentlemen for their service to our community.

- e. At the request of the Board, a subcommittee of the Landscape Committee researched and wrote a suggested Tree Removal Process which was unanimously approved by the full Landscape Committee. In November, 2023 this document was submitted to Board of Directors for their consideration.
- d. Thanks to Lynn Shaver and Leslie Hudson for their work to keep the porches of our Post Office looking welcoming to all.
- e. Our thanks to each of you who give your time and effort to our Commons area work days. We simply couldn't do it without you. Please look for another opportunity to join us in the Commons area in the next few weeks. Date and time to be announced.
- f. We thank Outdoor Detail for their continued dedication to Longleaf. They do an outstanding job for all of us in all kinds of weather and keep our homes and common areas looking beautiful. Please express your gratitude to our crew (Tim, Lou & JJ) when you have an opportunity.

If you have suggestions for the Landscape Committee to consider any projects please feel free to contact me or any member of the Committee.

Questions??

