

**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 the Cypress Conference Room in the Southern Pines Conference Center at the Lodge & Spa, Pine Mountain, Georgia, on September 7, 2024, at 10:30 a.m.

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

**1. Welcome and Greetings**

Mr. Adams welcomed all those present and identified the following new Longleaf residents: Dianne Abernethy and Betty Jo Butcher.

**2. IPS Committee**

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

Mr. Hartenstine recommended ratification of the expenditure of Association funds for the relocation of the timer switch as described in Mr. Upton's report. After discussion and upon motion duly made and seconded, the board by unanimous vote adopted the following resolution:

Resolved that the relocation of the pool timer switch as described in Mr. Upton's report and the expenditure of Association funds for such relocation are ratified.

**3. Social Committee**

Joy Upton delivered the report of the Social Committee. Upcoming events are the tail-gate party on October 11 (October 13 rain date), the tree lighting on November 29, and the ladies' Christmas luncheon on December 16.

**4. Financial Matters**

Mr. Snelling stated the Association's expenses to date are within budget, and all owner assessments have been paid. The proceeds of the U.S. Treasury bill that matured in August have been reinvested in new Treasury bill, but at a lower interest rate. Lower rates going forward are expected. Preparation of the 2025 budget will begin in October.

Mr. Snelling said section 8.3(c) of the Association bylaws requires preparation of an annual financial report on an audited, reviewed, or compiled basis, as the board determines. Although the Association's annual report has consistently been prepared on a compiled basis, the board has never formally authorized this method of reporting. Mr. Snelling recommended the board ratify previous preparations of the annual financial report on a compiled basis and direct that future annual reports be prepared on a compiled

basis.

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

Resolved that all previous preparations of the Association's annual report on a compiled basis are ratified.

Further resolved that all future Association annual reports will be prepared on a compiled basis.

Mr. Snelling then discussed the signatories on the Association's First People's Bank operating account. When the account was opened in 2015, the Association minutes reflect the board's intention that the signatories on the account be the Association president and treasurer and one or more representatives of the Association's accounting firm, Dougherty, McKinnon & Luby, and that checks on the account could be signed by any one signatory. Because the board never formally authorized this arrangement for issuing checks on the operating account, Mr. Snelling recommended the board ratify all prior checks drawn on the account and authorize the issuance of future checks under the signature of a single approved signatory.

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

Resolved that all previous payments made from the Association's First People's Bank operating account are ratified.

Further resolved that the Association president and treasurer, together with such representatives of the Association's accounting firm as the president may approve, are authorized as signatories on the Association's First People's Bank operating account.

Further resolved that all future payments made from the Association's First People's Bank operating account may be initiated through the hand or electronic signature of any one authorized signatory.

## **5. Approval of Minutes**

Upon motion duly made and seconded, the board unanimously approved the minutes of the June 29, 2024, regular meeting of the board.

## **6. Insurance.**

Mr. Hartenstine noted section 7.1 of the Longleaf declaration requires an annual review of the sufficiency of the Association insurance coverage by one or more qualified persons, at least one of whom must be familiar with insurable replacement costs in the Harris County area. Stokeley Pound, a retired contractor and Longleaf owner, is providing this review for the post office and pool house buildings.

## **7. New Website**

Mr. Adams reported Dean Boyer continues to work on the Association's new website.

## **8. Tree Removal Procedure**

Ms. Luthman reported on the board's development of a proposed rule governing tree removal procedures. A copy of her report is attached to these minutes as Attachment C. The board then received comments, and answered questions, regarding the proposed rule from members in attendance.

## **9. Outdoor Detail**

Mr. Adams reviewed Outdoor Detail's scope of work, which is attached to these minutes as Attachment D. If an owner chooses not to have Outdoor Detail provide landscape maintenance to the owner's lot, the owner must perform that maintenance.


## **10. Member Comments**

Mr. Adams reported some neighbors have received anonymous letters identifying areas allegedly in violation of Longleaf rules. He has talked to some of the letter recipients and noted their disappointment. One person told him, "Why wouldn't my neighbor just come and discuss their opinions with me. I don't want to offend anyone." Mr. Adams discouraged the use of anonymous letters and concluded, "We're a community of great people, let's act that way; just reach out and be neighborly."

Leslie Hudson inquired about potentially increasing the size of the board.

## **11. Adjournment**

There being no further business, the meeting was adjourned at 11:59 a.m.



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Michael Hartenstine  
Secretary

## Attachment A

SEPTEMBER 7, 2024, LCA BOARD MEETING ATTENDANCE

<u>NAME</u>	<u>ADDRESS</u>
MARY JANE HARTENSTINE	306 LOBLOLLY CT
Clark Gillett	277 White oak
Barbara Gillett	" "
Jeff Register	172 Maple Trace
Julie Register	" "
Jenny Upton	117 Maple Trace
Gary Hollowell	124 Longleaf Way
Ed Wilson	132 Longleaf Way
Lisa Boud	126 Longleaf
Betty Jo Butcher	162 Maple Tr
Leslie Hudson	132 Longleaf
Donny Lorton	131 Maple Tr
Jill Land	137 Maple Tr
Ben Land	" "
ALAN FIESTA	295 WHITE OAK
Paul Rogers	313 Birch Ln
Peggy Elder	309 Birch Lane
Camela Bendaregno	215 Longleaf Way
BILL & MARY LOUISE GRIFFIN	160 MAPLE TRACE
Betty Croll	119 Maple Trace
Pede Burt	257 White Oak
Tattar Long REAR	261 White Oak
Glenda Darley	312 Birch Lane

Name

ADDRESS

MARTHA-SUE BLYTHE  
Lynn Shawn  
Margaret Kee  
Lynco Lyo Berard  
David & Teresa Adams

304 LOBLOLLY CT.  
208 White Oak  
149 Redbird Trl  
259 White Oak Rd.  
245 White Oak Rd

## Attachment B

1. The Longleaf pool season has gone well—no equipment or people issues.
2. Two of the four pool lights which were out have been replaced.
3. The timer switch for the pool lights has been relocated to the pool building breezeway for easier access.
4. Currently, some IPS Committee members are preparing the committee's portion of the 2025 LCA budget.
5. The IPS Committee will meet in October to review, edit, and approve this budget to recommend to the LCA board.
6. The tentative date for the Longleaf pool closure will be Sunday evening, October 13th.
7. When the pool is closed, the AED will be relocated to the post office building and all homeowners will be informed.

## Attachment C

### PROPOSED TREE REMOVAL/REPLACEMENT RULE TO DATE

1. The proposed changes to current policy result from a survey sent to all homeowners, who supported a rule more than 2 to 1; feedback from the Landscape Committee; and other relevant information.
2. The goal is to develop an effective and long-term policy to support Longleaf community's stewardship of its native forest environment.
3. The board has discussed the proposed changes six times, twice since the quarterly meeting in June. Those discussions have generated some changes to what was presented at the June meeting.
4. The previously proposed definition of a large tree was 25" in circumference as measured between 4 and 4 ½ feet above ground. That dimension is now 15" in circumference. This applies to healthy and unhealthy trees.
5. The board's responsibility will change from approving tree removal to approving an owner's plan for replacing large trees the owner chooses to remove.
6. The board has defined the elements of a tree removal/replacement application.
7. An owner bears the cost of consultation for the development of a replacement plan.
8. The rule will promote the objective of restoring a native woodland landscape along front or side yards facing the street. It establishes a threshold for the number of large trees within a street yard, which will depend on the length of the street yard.  
  
Example: If the street yard length is less than 75 feet, the large tree threshold is three. If the street yard length is between 75 and 100 feet, the large tree threshold is four.
9. A replacement plan should include the planting of a replacement tree for each large tree proposed for removal.
10. Each tree replacement should be listed in the Approved Tree List and be at least 7 feet tall when planted (measured from the ground to the top of the tree).
11. The Landscape Committee is reviewing the current Approved Tree List. Any additions or removals will be explained.
12. The rule will allow the board to accept the suggestions of the Landscape Committee's review of the plan if the plan is referred to the Committee, but the board will have the final decision to approve.
13. Following submission of an application, the board will review the application, conduct a site visit, and forward the final written decision regarding its approval/disapproval of the application to the owner within 30 days. Decisions may be made on behalf of the Board by any three Association officers.
14. Criteria for approval of an application will include the number and location of large trees on the lot; whether the growth patterns of the replacement trees are appropriate to the planting location; and whether the plan complies with the requirements of the rule or, if not, whether any compelling justifications exist.
15. An owner must complete planting of each replacement tree within 180 days following tree removal.

16. The rule will provide a procedure for removing a large tree in the case of an emergency and provide examples of an emergency.
17. Violations of the rule will be subject to fines and suits for enforcement. Examples of violations include removal of a tree without submission of a completed application, removal of a tree after submitting an application but before board approval, and failure to follow the approved plan for the replacement of trees.
18. If fines are appropriate for violation of the policy, fines may be imposed up to \$3,000 per violation.

## Longleaf Community Association

### Request for Bids on Landscape Maintenance 2023 - 2026

**Property Description:**

The Longleaf neighborhood is located in Pine Mountain, Georgia. It is within the Callaway Gardens property but is a solely separate parcel. The neighborhood consists of 135 homes and several common areas. The primary common areas are a) the Longleaf Entrance Island Area, b) the Post Office Area, c) the Pool and Picnic Area, d) the Playground and e) the Bike Trail.

**Landscape Description:**

The property consists primarily of native plants. Pine straw is used as total ground cover in yards of homes with only a small amount of turf located in the Post Office and Pool common areas. Homes have mature trees and shrubs, recently planted specimens, and many unique native plants and flowers. Many of the native plants and flowers are perennial. Therefore a staff member with a good, working knowledge of native plants is required.

**Goal:**

The goal is to maintain the landscape of the Longleaf property at a consistent level outlined in the Scope of Work (SOW) and address problems in a timely manner.

**General Information:**

The Scope of Work (SOW) is provided as a guideline to aid in the development of your cost proposal.

The crew manager will be provided with a notebook with a site plan of the neighborhood including the names, addresses and contact numbers of homeowners.

The crew manager may communicate with homeowners and the Landscape Committee chair (or designee) as needed.

Homeowners are given the option of opting out of some services (i.e. pruning, weed control, etc.) included in the Scope of Work. These names and addresses will be provided and marked in the crew manager's notebook. Homeowners who opt out of any general maintenance services are expected to maintain their properties to the standard approved by the Landscape Committee and will receive no reduction in their homeowner assessment.

The Contractor will provide a monthly status report to the Landscape Committee Chair of work performed and work planned for the following month.

It may be necessary to remove debris and blow more frequently after storms.

Blowing must take place after 8:30 a.m.

# Longleaf Community Association

## **Longleaf Landscape Maintenance Scope of Work (Homes and Common Area)**

**The Longleaf Community Association presents the following Landscape Maintenance Scope of Work for 2023.**

- 1) Scope I - General Landscape Maintenance
- 2) Scope II - Pruning of Trees, Shrubs and Ornaments
- 3) Scope III - Tree Removal - Seek expert, professional recommendation of the requested removal of trees' impact on the landscape of the structures and streets prior to approval.

### **General Information**

1. Any and all work requested by homeowners beyond the Scope of Work outlined below is NOT to be completed by the Contractor. For such work, homeowners may refer to the Preferred Providers list for recommendations of companies or persons who can be hired for personal yard work.
2. A notebook will be provided to the crew manager that will include a map of the neighborhood with homeowner names, addresses and contact numbers.
3. The crew manager may communicate with homeowners and the Landscape Committee Chair (or designee) as needed.
4. Homeowners are given the option of opting out of some services (i.e. pruning, weed control,) included in the Scope of Work. These names and addresses will be provided and clearly noted in the crew manager's notebook.

# Longleaf Community Association

## SCOPE I - GENERAL LANDSCAPE MAINTENANCE

### Scope of Work for Individual Homes

1. Contractor will perform all scope of work described below every week Monday through Friday.
2. Blow front and back walkways, open porches & decks, patios and driveways once per week with a preference of Thursday or Friday.
3. Pick up yard debris placed at curbside (streets and alleys) by owners one day per week with the preference of Monday except on holidays, in which case it will be collected the following day.
4. When in Longleaf residential yards:
  - \* Inspect property for landscape problems such as dead trees, damaged trees, flooding, etc. and notify owners or chair of Landscape Committee (or designee) of unusual situations.
5. Repair ruts and wash out areas within one week.
6. Maintain weed control, remove volunteer trees and keep pine straw and debris from all "storm" gullies and drains.
7. Maintain weed control, remove volunteer trees and pick up debris from within four foot (4') easement of roadways and alleyways.
8. Prune trees, shrubs and plants so that street and street sign visibility is clear to pedestrians, cyclists and vehicle drivers.

### Scope of Work for Common Area – Entrance Island & Post Office

1. Mow and edge once per week during growing season and as necessary.
2. Blow once per week with a preference of Thursday or Friday, or as required after storms, etc.
3. Control weed growth on property.
4. Debris and dead limb removal weekly (more frequently when required after storms).
5. For grass areas, Contractor to establish a Turf Management Program (which would include the use of fertilizer, fungicide, and pre-emergent herbicide – contractor choice as to what and how much) doing what is necessary to establish and maintain an attractive lawn area. Contractor to over-seed all turf areas with Rye grass in the fall.
6. Irrigation system (this applies to all Common Area irrigation);
  - Irrigation system will be monitored by Contractor and the controller(s) will be checked on a weekly basis for appropriate watering.

## Longleaf Community Association

- Spring start-up and winter shut-down will be provided as part of general maintenance.
  - Contractor will check the irrigation system weekly from April through October for proper operation and coverage as part of general maintenance.
  - \* Contractor-identified issue with an estimated cost of less than \$100 – Contractor is authorized to complete the work to correct the issue with no further approvals required.
  - \* Contractor-identified issue with an estimated cost of greater than \$100 – Contractor must contact the Landscape Committee Chair or designee to present the issue including the estimated cost to correct the issue. Upon approval, the Contractor may proceed with the work to correct the issue.
  - \* In both cases, the Contractor must bill the Longleaf Community Association for the work completed for payment. Please copy the Landscape Committee Chair.
7. Contractor will order flowers for planting at the area under the entrance Longleaf sign and in front of the Post Office after working with the Landscape Committee to identify the best plants for the Fall/Winter season and the Spring/Summer season. The Contractor will plant the flowers at an appropriate time for the two planting times and will deadhead and care for both areas.
  8. Repair ruts and wash out areas within two days.
  9. Prune trees, shrubs and plants that interfere with lines of sight at all intersections and along roadways and alleyways so that street and street sign visibility is clear to pedestrians, cyclists and vehicle drivers.
  10. Ant control.

### Scope of Work for Common Area – Pool

1. Mow and edge one day per week (growing season and when necessary).
2. Blow pool deck, picnic patio, and walkways one day per week and as necessary after storms, during the pool season and walkways only during the off-season.
3. Control weed growth on property.
4. Debris and dead limb removal weekly (more frequently when necessary)
5. For the grass area, contractor to establish a Turf Management Program (which would include the use of fertilizer, fungicide, and pre-emergent herbicide – contractor choice as to what and how much) doing what is necessary to establish and maintain an attractive lawn area without crab grass and weeds. Contractor to over-seed all turf areas with Rye grass in the fall.
6. Ant control.
7. Maintain flowering plants and ornamentals by fertilizing, dead-heading, etc., as necessary.
8. Irrigation system;
  - Irrigation system will be monitored by Contractor and the controller will be checked on a weekly basis for appropriate watering as part of the irrigation budget.

# Longleaf Community Association

- Spring start-up and winter shut-down will be provided as part of the general maintenance budget
- Contractor will check the irrigation system during the months of April through October for proper operation and coverage.
- \* Contractor-identified issue with an estimated cost of less than \$100 – Contractor is authorized to complete the work to correct the issue with no further approvals required.
- \* Contractor-identified issue with an estimated cost of greater than \$100 – Contractor must contact the Landscape Committee Chair or designee to present the issue including the estimated cost to correct the issue. Upon approval, the Contractor may proceed with the work to correct the issue.
- \* In both cases, the Contractor must bill the Longleaf Community Association for the work completed for payment. Please copy the Landscape Committee Chair.

## Scope of Work for Common Area – Playground

1. Control weed growth on playground and surrounding area.
2. Debris and dead limb removal weekly (more frequently when necessary).
3. Inspect playground surface weekly and level it out with a rake if needed.
4. Ant control

## Scope of Work for Common Area – Bike Trail

1. Blow one day per week.
2. Control weed growth on property.
3. Debris and dead limb removal weekly (more frequently when necessary).
4. Clip or remove branches that might encroach on the path, with the safety of a bike rider in mind.
5. Ant control.

## Scope of Work for Common Area – Roadways & Alleyways

1. Blow one day per week.
2. Debris and dead limb removal weekly (more frequently when necessary).
3. Repair ruts and wash out areas within two days.
4. Maintain weed control, remove volunteer trees and keep pine straw and debris from all "storm" gullies and drains.
5. Maintain weed control, remove volunteer trees and pick up debris from within four foot (4') easement of roads and alleys.
6. Clean pine straw and debris from road drains when necessary.

# Longleaf Community Association

7. Prune trees, shrubs and plants that interfere with lines of sight at all intersections and along roadways and alleyways so that street and street sign visibility is clear to pedestrians, cyclists and vehicle drivers.
8. Ant control.

## SCOPE II – TREE, SHRUB and ORNAMENTAL MAINTENANCE

### Scope of Work for Individual Homes

Not less than twice per year, each individual home (entire lot) will receive:

1. Full walk through and review to determine pruning needs for shrubs, ornamentals and small trees, according to specific plant needs. Hand prune said shrubs, ornamentals and small trees to conform with natural growth habit.
2. No pruning will be done any higher than the 1st floor of the home.
3. It is expected that homeowners who have specified that they would like to be contacted before pruning should be contacted by phone or in person. Those homeowners will be clearly noted in the documents given to the Crew Manager at the beginning of each calendar year.
4. Homeowners are given the option of opting out of some services (i.e. pruning, weed control, etc.) included in the Scope of Work. These names and addresses will be provided and marked in the crew manager's notebook. Homeowners who opt out of any general maintenance services are expected to maintain their properties to the standard approved by the Landscape Committee and will receive no reduction in their homeowner assessment. The Crew Manager is expected to notify the Landscape Committee Chair if any of these yards appear out of control with respect to weeds, pruning or in general appearance.

# Longleaf Community Association

## Scope of Work for Common Areas

Not less than twice per year, all Common Areas will receive:

1. Full walk through and review with a Landscape Committee member or members to determine pruning needs for shrubs, ornamentals and small trees, according to specific plant needs. Hand prune said shrubs, ornamentals and small trees to conform with natural growth habit.
2. Fertilize shrubs and small trees with slow release fertilizer, including the shrubs in the Entrance Island (once per year in the spring).

Holidays included in contract: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas

