

**Cedar Blue Property Owners Association
Board Meeting
February 21, 2015**

1. **Board Members Present:** Wendell Kluge, Clyde Kluge, Tonya Glasgow, Maggie Thompson, Gerry Batt, Dewayne Denwalt, Ronnie McGee, Delton Yoder
2. **Board Members Absent:** Ken Brown
3. **Property Owners Present:** The owners of 25 lots were present.
4. **Call to Order-**
The Board Meeting was called to order at 11:10 am by Wendell Kluge, President.
5. **Moment of Silence-**
A moment of silence was observed.
6. **Approval of the Meeting Minutes for January 17, 2015**
A motion to accept the minutes as written by: Clyde Kluge
Seconded by: Tonya Glasgow
The motion passed unanimously.
7. **Committee Reports-**
Committees have been created and implemented to oversee different areas within the Park. Each committee has authorization to take care of certain actions and will present a written report every month that will become a part of the minutes. You will see that there are times when more than one committee can be involved in a project. If you would like to volunteer to be on any of the committees, please email/contact any board member. Cedar Blue welcomes your help, ideas and suggestions. These committees and its members will be posted on the website.

Environmental Committee

Chairman: Ken Brown
Members: Ronnie McGee, Delton Yoder, Dewayne Denwalt
Committee Report read by Tonya Glasgow

Lot owners were reminded that they need approved construction permits for any building.

Financial Committee

Chairman: Clyde Kluge
Members: Tonya Glasgow, Maggie Thompson
Committee report read by Clyde Kluge.

Clyde noted that to date we have received almost \$112,000 of the planned \$139,000 of the infrastructure assessment. The final payments are due in the office March 31, 2015.

The way were able to track down the ice sale funds that are missing was that Joe had receipts on all the cash he had delivered to the office to be deposited. The Board is working with their CPA and attorney on the office irregularities. Next month Clyde Kluge plans to give a detailed assessment of where we are financially. He noted that even with nearly \$15,000 missing, the Park is still doing okay and is forecasting approximately \$41,000 in surplus.

Accounts Receivable Report:

Last May liens were filed on 46 properties and sent statements to 15 properties as a courtesy because they owed a small amount of money. There were 10 properties going to foreclosure but another property was paid for on 2/20/15 so 9 will be going to foreclosure.

- Total outstanding as of 5/19/14: \$77,290.12
- Total received as of 2/21/15: \$58,792.87

- Total outstanding as of 2/21/15: \$18,924.75 (total of 9 lots)

The foreclosure actions are to be filed February 28, 2015 by the attorney. Because the attorney has been late in starting the foreclosures, the Board agreed to have him file on all the remaining properties rather than breaking this up into two blocks. The original plan was to file foreclosures in two blocks because of costs involved. Filing on all the remaining properties is being done because the liens were filed last May and after one year the liens roll off. One the foreclosure actions have been filed the liens do not roll off. So by filing the foreclosures all at once we will avoid having to refile liens. The Park still has to make a decision on whether or not they want to be involved in the sale of the properties. People interested in any of the foreclosed lots may want to consider attending the Sheriff's sale.

A motion to approve the January 2015 financials by: Clyde Kluge
Seconded by: Tonya Glasgow
The motion passed unanimously.

The Board had a purchase order brought forward to insulate the ceiling of the office for \$439 and it was approved.

Infrastructure Committee

Chairman: Tonya Glasgow
Members: Delton Yoder
Dewayne Denwalt

Security Committee

Chairman: Ronnie McGee
Members: Ken Brown
Gerry Batt
Maggie Thompson
John Thompson

Committee report read by Tonya Glasgow.

Insurance Committee

Chairman: Ronnie McGee
Members: Gerry Batt, Wendell Kluge
Committee report read by Tonya Glasgow.

Maintenance Committee

Chairman: Ken Brown
Members: Delton Yoder, Dewayne Denwalt, JW Mann
Committee report read by Tonya Glasgow.

Tonya plans to add Joe Bonham as a member of this committee due to his involvement with maintenance in the Park.

ODEQ Committee

Chairman: Clyde Kluge
Members: Ken Brown, Wendell Kluge, Dewayne Denwalt
Committee report read by Clyde Kluge.

Clyde noted that the work done up at the lagoons where the water and sewer lines were relocated, appears very rough. The contractor is planning to come back and smooth all that out.

Phase VI is under Step 2 in the ODEQ project. The project is divided into two steps. Step 1 includes Phases I – V and Step 2 is only for Phase VI. We have all the engineering work completed for Step 1 (all phases). Step 2 is going to require a lot of manpower doing hands-on type of investigation to figure out where the waste water and fresh water lines are so we can get adequate separation on those lines. All of our resources (financial and manpower) is primarily focused on completing the lagoon work. We had three years to complete Step 1 and we are 1 ½ years into that. We want to hold off on getting an approved retiming of Step 1 until the lagoon work is done. The work that is left to be done in Step 1 is upgrading the lift stations and adding

additional wet wells. The lagoon work is a very expensive and probably the most expensive part of the project and it needs to be completed before the peak time starts in the park. Some lift stations have been upgraded but the new wet wells have not been installed. It remains to be determined if park employees will install the wet wells or if this work has to be hired out.

Personnel Committee

Chairman: Wendell Kluge, President
Members: Tonya Glasgow, Vice President
Clyde Kluge, Treasurer
Maggie Thompson, Secretary
Committee report read by Tonya Glasgow.

Covenants & Bylaws Committee

Chairman: Tonya Glasgow
Members: Maggie Thompson, Gerry Batt, Wendell Kluge
Committee report read by Tonya Glasgow.

Maggie Thompson shared about finding a recorded amendment dealing with audits that does not fit into the current Bylaws based on the information provided on the amendment. The amendment has to do with park audits and the recorded copy shows that it is supposed to be under Article XIV 8d in the Bylaws. That Article deals with the corporate seal and has nothing to do with finances. It copy of the amendment has a stamp on it indicating it was filed.

Tom Elliott (CB-001) – He asked if somebody other than a Board member could go to the courthouse and search the records for amendments. He was told that if somebody in the Park was willing to do this work that would be helpful. This will require starting at the beginning when the Park was incorporated and working forward. Our goal is to get to a point that we can move forward from. Tom indicated that in years past he recalls amendments that were voted on and passed and wonders if they all were actually filed. He also thought that in prior years there were things voted on that would apply to golf carts.

John Thompson (GL-054): He reminded everybody that Boards come and go and it is the Covenants and Bylaws that keep the Park in line. They are to be used so that individuals/groups cannot make major changes on their own. These Covenants and Bylaws are important and help maintain continuity.

Activity Committee – No Report

Chairman: Peggy Wright, President
Members: Julie Gillum, Treasurer
Sandy Kluge, Secretary

8. Cedar Blue Park Report –

- a. Cedar Blue Newsletter – If your email is not on the Activities Committee email list, contact Marla Shepherd to do this so you can receive the newsletter via email. Pam Conn is the individual who writes the newsletter. There is a link to the Editor for the newsletter on the Cedar Blue website (www.cedar-blue.com). All were encouraged to read the newsletter. It is well done and has some good information in it.

9. Fire Department Report – No Report

10. Sonshine Community Church –

- a. Pastor Terry Ray invited folks to attend the church. He also indicated that the church would like to be involved with the Park's activities. He indicated that anything that can be said to encourage folks to be involved in the church could be placed in the Newsletter would be great. He was encouraged to provide an article for the newsletter. Church services are at 10:30 am.
- b. They are planning to have an Easter egg hunt and other activities throughout the year that sometimes include music and food. Of note, Easter is April 5th.
- c. He also indicated that the church can be used for other things such as weddings, etc.

11. Old Business-

- a. **Golf Cart Meeting:** Due to potential winter weather this meeting has been rescheduled from 2/28/15 to 3/28/15. We want participation and possible bad weather could detract from participation. This will be posted on the website and in the newsletter as well as by email to lot owners.
- b. **Vacant Office Assistant Position** – Starting interviews on 2/21/15.

12. New Business-

- a. **Extra Gate Card per lot** – The Board approved a process for owners obtaining an extra gate card per lot. (see attachment following committee minutes).
- b. **Access for Service Providers to the Park** – The Board approved allowing access to the Park for service providers in the lot owners' absence. The lot owner needs to contact the office or go by in person and give them the name of the company, date they are coming and their lot number. They should encourage the provider to call the office prior to coming to be sure there will be somebody there to give them access. If they call in advance, the provider can be given a code by phone. If the owner calls this in they will need the last 5 digits off their gate card to prove they are who they say they are. The access codes used for the providers will be changed weekly. A question came up about UPS and FedEx coming into the Park. It was noted that deliveries for lot owners should not be left at the office. Also, the Park is not to be a primary residence for owners so FedEx and UPS deliveries should not be coming to their lots. Owners should make other arrangements for these types of deliveries.
- c. **Giving people you do not know access to the Park** - John Thompson (GL-054) reminded the owners not to swipe in people they do not know. This opens up the park to suspect activities and ties those individuals to whoever swiped them in. This can all be viewed on video.
- d. **Sale of Lots** – The Board has asked that lot owners who sell their property please bring the new deed and their gate cards into the office and not give them directly to the new owners. The new owners need to also come into the office with a copy of their deed and to get gate cards as well as copies of the Covenants and Bylaws, park rules, environmental rules, security gate info, etc.

13. Property Owner's Comments

Gerald Hall (CB-159) – asked about guest cards and if they can be reserved in advance and left in the office for guest to pick up. He was told that if owners have guests coming to the Park they can reserve a guest card in the office and leave it there in an envelope with their name on it for pick up. The guests need to be certain the office will be open when they arrive. Owners should consider trying to get the guest cards to their guests themselves.

Larry Browder (CN-082) – Asked about tailgating into the park. He was told that he should stop his vehicle when it clears the gate so others behind him cannot come in on his card.

An owner asked if there is a correlation between thefts and the electronic gate. The Board does not know but they have not seen any incident reports in several months. It may be possible that if there have been incidents, the owners called the Sheriff's department directly. One lot owner noted that when they came down recently they found a door that had been pried open but nothing was missing.

Joy Carinder (CC-034/035) – Commented on people living either as an owner or lessee in the Park and loose/stray dogs all of which is against the Covenants and Bylaws. Clyde confirmed that the Covenants and Bylaws do not allow for leasing or permanent residence in the park. He noted that when a property is sold the office needs to be notified. He indicated that there may be some transfers of ownership done by Contract for Deed but that probably does not constitute leasing. Joy asked if letters could be sent to the owners about the violations. Clyde indicated that letters can be sent to notify them they are in violation and gate cards can also be turned off. Letters are going to be sent to lot owners who have unsightly lots.

Tonya Glasgow (CC-098, CC-099) – With regard to one of the dogs in question she noted that it appears that several lot owners are taking care of the dog that the owner is not caring for. If this is going on, then are we enabling the owner of the dog? We know that animal enforcement will not come out to the Park with regard to dogs. She also noted that there is a leash law in the park that is not being enforced.

John Thompson (GL-054) – He noted that we can now keep track of lot owners' gate cards.

Maggie Thompson (GL-054) – She would like to redo the Covenants and Bylaws so it reads 6 months in calendar year rather than 6 consecutive months in a 12 consecutive month year. Ask owners that appear to be living in the park to produce a utility bill for another residence with their name on it. If they are living in the park and have no primary residence and have been in the park over 6 months we assess them \$35/day and if not paid within a certain time frame file liens and foreclose. John Thompson added that additional fees should be assessed to cover the additional utilities permanent residents are using and their use of the roads, and so on.

Tom Elliott (CB-001) – Asked about where we are on getting the park covered for licensing on water and sewer and if we get that done can we put in water meters on every lot and charge the lot owners? We currently do not have any employee with a water/sewer license. He wonders if we get somebody licensed appropriately, can we sell the water to the lot owners. Clyde Kluge thinks the Park can install water meters. Tom thinks maybe the Water Resource Board would be the group to ask about this. Clyde Kluge's preference is to figure out who the violators are and get them out of the Park. If he recalls at one time a legal action was brought to get somebody out of the Park and the judge said that because it says we have campsites in the documents these are not for permanent residence. Enforcement of getting permanent residents out of the Park is difficult.

Steve Geberth (GL-049) – Asked about the cell tower. He recalls that the Park was approached about taking a lump sum for the contract. Clyde is researching this. There has been no further contact from the folks that sent the proposal. It was a buyout on our lease for the cell tower. Clyde said on the surface it does not look like a good deal. Steve also asked about the use of Workampers and that is on hold due to the problems in the office. Tom Elliott indicated that it is too late now to get quality people for this season.

Tom Elliott (CB-001) - asked about the status of the prior office assistant. He was told the Park's attorney has been told to pursue this and he is meeting with the CPA and the DA.

Donna Kluge (GL-037, CB-241) – She feels that the Board should pursue a civil action. Clyde feels that we should wait and see if a criminal action will be filed first before pursuing a civil action. Donna has no problem with no civil suit if a criminal charge is made so there is some type of record of inappropriate activity. Tonya shared that any activity we take will cost additional money.

14. Adjournment-

A motion to adjourn was made by: Clyde Kluge

Seconded by: Delton Yoder

Motion carried unanimously.

Board meeting adjourned at: 12:55

Environmental Committee Report February 2015 Board Meeting

Chairman: Ken Brown

Members: Ronnie McGee
Delton Yoder
Dewayne Denwalt

Permits for approval:

There are 3 building permits submitted for approval when this report was generated.

Goal for 2015:

The committee is in discussion to begin an update to the current Environmental guidelines that are being followed at this time.

Signed
Ken Brown
Environmental Committee Chairman

Cedar Blue Property Owners Association
Finance Committee Monthly Report

Members: Clyde Kluge, Chairman, Tonya Glasgow, & Maggie Thompson

For Month of Feb. 2015

1. Accomplishments:

a. Reviewed the Financial Reports for Jan 2014.

1) Operating Account

For the month of Jan 14 the Park received \$135,245.56 in Ordinary Income (primarily Annual Assessments). This brings the total Ordinary Income for the FY15 year to a total of \$217,478.55. This is approximately 58 % of the total expected income of \$374,000. Expenses for the month of Dec 14 were \$31,549.63. The Land Payment was made this month for the year 2015 and that was \$11,336.27 of the total expenses. Legal and Professional Fees were over budget by \$401.67 which is an improvement from last month which was \$998.00 over budget and the Office Expense was \$1,517.74 over budget. The Office Expense was due to additional work to have some configuration issues resolved between the two office PCs, and the acquisition of a cloud service to back up our office PCs. With the addition of the electronic gate, having this data backed up offsite has become more critical. This also includes charges of \$648.55 for travel by a volunteer to fill the office while we are without an Office Admin. These charges are to be moved to the Travel Expense Account which has no budget against it. This travel expense is being tracked as a Budget Pressure. The Legal and Professional Expense is explained in Paragraph 1.c., Office Irregularities. The balance in the Operating Account is \$2,622.44 and the Money Market Account is \$228,371.54 for a total of \$230,993.98.

2) Infrastructure Account

For the month of Jan 15 the Park received \$5,841.18 in Infrastructure Assessments. The Account paid out \$2,000.00 in expenses for dozer work in the Sprinkler Field. The Infrastructure Account has a balance of \$199,589.00. We will be paying \$22,870.00 this month for the most recent work we just completed around the lagoons to relocate fresh and waste water lines.

b. Accounts Receivable: Tonya Glasgow report.

c. Office Irregularities.

As was reported last month, we have had some office irregularities in the use of Park credit cards and other areas involving our handling of cash.

The Finance Committee along with our CPA has continued to investigate this matter and the magnitude of the problem has continued to grow. We have now discovered that the cash received for ice sales over much of the summer is missing. The cash was collected, provided to the Office Admin but we cannot locate any deposit slips for this money going to the bank, where it was input into our accounting software nor can we find the money in the office. To reiterate from last month, the Owner Records are all accurate and all payments have been properly posted for any cash payments. Our CPA continues to investigate all of our accounts for further suspicious activity. These are our results to date:

Supplier	Date	Cost	Suspect Charges	Status	Comments
Wal-Mart	11/22/14	\$730.84	\$445.02	Paid	Suspicious charges
CBPOA, Inc.	Various	\$4,500.00	\$4,500.00	Paid	Cash payments to the Park and cash is missing
Amazon	11/4/14	\$225.41	\$225.41	Paid	Suspicious charges
Pay Pal	11/23/14	\$151.02	\$151.02	Paid	Suspicious charges
USCC	11/24/14	\$458.44	\$458.44	Paid	Suspicious charges
Sub-Total		\$6,065.71	\$5,779.89		
Additional Costs	Date	Cost	Cost	Status	Comments
Ice Sales Cash	1/31/15		\$8,181.00	Paid	Cash is missing
CPA Fees	Various	\$800.00	\$800.00	Paid	This is the actual cost incurred by the Park CPA to investigate this matter.
Total to Date		\$6,715.71	\$14,610.89		

Shaded boxes indicate changes from previous month

2. Future Activities

- a. Continue to investigate the above noted issues.
- b. Support discussion with attorney and law enforcement agencies.

3. Thank you:

Since the above problem came to light and the Office Admin was terminated, we have had a number of folks step in from the Park to volunteer and some of our staff has taken on additional duties as we continue to work through this. Of special note:

- a. Staff: Joe, Jerry and Warren have all made themselves available to work extra shifts and hours to fill in due to the Office Admin vacancy. When you see them, please let them know that you appreciate their efforts!!!!
- b. Volunteers: Tonya Glasgow and Maggie Thompson for their efforts related to filling in for the Office Admin. They have been driving from OKC to the Park to work in the office. They have worked to clean up and organize the office files, continue to investigate this problem, posting income to the Park accounting software, making deposits to the bank, supporting our CPA in his investigation of our accounts and learning the QuickBooks software.

Clyde Kluge

Finance Committee Chairman

Infrastructure and Security Committee Monthly Report

February 2015 Board Meeting

Infrastructure Chairman: Tonya Glasgow

Members: Dewayne Denwalt
Delton Yoder

Security Committee Chairman: Ronnie McGee

Members: Maggie Thompson
John Thompson
Ken Brown
Gerry Batt

NOTE: The Infrastructure & Security Committees are working together with the electronic gate project. Therefore correspondence is sent to both committee's for review & comment.

Electronic Gate Accomplishments:

John Thompson, (Security Committee member), has been reviewing the electronic gate and video software
Ronnie McGee installed a mail drop slot at the office
Downsized gate personnel effective 10/6/14.
Installation of new area lighting for the office, parking lot, entry & exit to the gate system.
Increase of hours to Cedar Blue office for property owners' convenience.
Cell phones provided to staff.
Update to maintenance staff schedules.
On call schedule for staff contact in case of an emergency after hours.
Telephone provided at the gate shack building for 911 emergencies.
Creation of new procedures on behalf of the park.
Placement of work order forms & incident report forms for property owners' access at the gate shack building.
Continue to issue gate cards to the membership.
Relocation of cameras for both inbound & outbound monitoring.
Installation of gate system & electronics along with new computer in the office to monitor & manage the network.
Gates activated and in use; work out problems as they arise.
Installed concrete pads & sensor loops.
Installed additional tinhorn along Cedar Blue Road to allow access to new parking area located at the Cedar Blue office.
Removed barbed wire fencing & installed multiple-line wire rope fencing around the entrance and parking area located at the Cedar Blue office. Enlarged the entrance space and parking area located at the Cedar Blue office.
Awarded the contract for gate materials & installation.
Designed & gained approval for installation of Electronic Gate System at an estimated cost of \$35,000.00.

Future Efforts:

Continually work through new procedures for the park as issues and scenarios come about regarding exit & entry with the gate system. Staff scheduling will be reviewed as the seasons change from busy to slow. Make arrangements with an electrician to check to see if a disconnect switch can be installed to be able to use generator we currently have. Research will begin for an uninterrupted power system (UPS) for office computers and electronics in case of a power outage.
The committees are trying to devise a plan for business service providers to access the park when owners are not present.
Discussion continues for an extra card for lot owners.

Cell Tower:

AT&T estimated construction completion will begin before the end of 2014. We have heard nothing more from them at this time.

Signed

Tonya Glasgow

Infrastructure Committee Chairman

Signed

Ronnie McGee

Security Committee Chairman

Insurance Committee Monthly Report February 2015 Board Meeting

Chairman: **Ronnie McGee**

Members: **Gerry Batt**
Wendell Kluge

Planned Tasks:

The worker's compensation insurance policy with Stonetrust Commercial Insurance Company renewal was received 2/20/15. The renewal is 4/1/15.

The Commercial Insurance Policy with Travelers (our agent Mike Crews) renews 4/11/15. Ronnie is working on a comparison quote from an agent out of the Blanchard area regarding the commercial insurance policy.

Signed

Ronnie McGee

Insurance Committee Chairman

Maintenance Committee Report

February 2015 Board Meeting

Chairman: Ken Brown

Park Liaison: Joe Bonham

Members: Dewayne Denwalt
Delton Yoder
JW Mann

ACCOMPLISHMENTS:

Jerry and Warren are walking the park to make sure there are no visible water leaks and turning off in ground water valves that have been left on by lot owners. Christian Construction severed a water line by the lagoon ponds. Jerry & Warren along with the construction company repaired the fresh water line. Two loads of tree limbs and brush were hauled to the limb yard. Jerry repaired the walkway bridge to the office. Jerry installed new locks on all doors leading outside at the Cedar Blue office. The fresh water sample was taken to Ada on February 11, 2015. Warren and Jerry repaired a water leak at the tractor barn. Both men cut trees down at the lagoon ponds. Jerry & Warren assisted the Cedar Blue Fire Department load up two trucks that were taken to the Forestry Division. An in ground water valve was replaced at CR-38. Warren cleaned the Family Center, raked & bagged leaves at the Cedar Blue office, dug out old walkway by the Cedar Blue office and trimmed the hedges.

REMINDER TO ALL LOT OWNERS:

PLEASE remember to turn off in ground water valves for the winter months to prevent frozen water lines & valves.

We have a great staff and appreciate all the hard work they do for our park!

Signed

Ken Brown

Maintenance Committee Chairman

Cedar Blue Property Owners Association
ODEQ Committee Monthly Report

Members: Clyde Kluge, Chairman, Ken Brown, Ronnie McGee, Dewayne Denwalt, and
Wendell Kluge

For Month of Feb 2015

1. Accomplishments:

- a. The work to relocate the fresh and waste water lines near the lagoon have been completed. All of the work appears to be satisfactory and no problems have appeared.
- b. The fuel tanks were moved at no cost to allow the work
- c. A number of the dumpsters in the trash area were also moved at no cost to the Park.
- d. We are still working on the estimate for the actual lagoon work.
- e. A letter was provided to ODEQ requesting a 2-year extension on the Engineering work for Phase VI of our project. A response has not been received as of this date.

2. Future Activities

- a. Review the estimates on the lagoon work when they are received. There is not an ECD for this estimate yet.
- b. Submit request for extension on Phase 6 to the ODEQ.

Clyde Kluge
ODEQ Committee Chairman

Cedar Blue Property Owners Association
Personnel Committee Monthly Report

Wendell Kluge, Chairman, Members Tonya Glasgow,
Clyde Kluge & Maggie Thompson

For Month of Feb 2015

1. Accomplishments:

- a. During the past month the Committee communicated via telephone, email, and teleconference. Areas discussed included:
 - i. Developed a temporary staffing plan to cover the Park Office due to termination of Office Assistant.
 - ii. Discussed and adjusted work schedule of Maintenance employees.
 - iii. Tonya Glasgow and Maggie Thompson, Board Members, have been volunteering to man the Park Office. They have also been organizing and going through old file in the office. Thank you!
- b. The Committee updated the Office Administrator position description.
- c. We drafted an add for the Sulphur Times as well as posted on the web site and forwarded the information to our owners via email on the Office Administrator position. The add is scheduled to run two weeks.
- d. We continue to monitor the changes in staffing levels, assignment of duties and responsibilities as well as performance of employees.
- e. My thanks to the Personnel Committee for all the extra time and energy.

2. Future Activities

- a. The Personnel Committee is meeting 21 Feb 2015 to conduct interviews for the vacant Office Administrator position.
- b. Complete our review of the proposed Employee Handbook and make available for full Board review in early 2015.

Wendell Kluge
Chairman Committee Chairman

Cedar Blue Property Owners Association

Electronic Gate Leased Access Cards

In order to accommodate property owner's desires for additional electronic gate access cards, the following process is established.

Procedures

1. One additional electronic gate access card per lot may be purchased on an annual basis.
2. Owners of record and in good standing may complete the attached form, which acknowledges the rights, privileges, restrictions and penalties of misuse, and purchase a card at a cost of \$120 per year.
3. The cards will be issued on the calendar year. The first year a card is purchased the price will be prorated based on the month purchased. The cards must be paid for by check or credit card. Credit card payments will include a convenience fee.
4. The card may be renewed annually starting January 1st, if the owner is in good standing and has no violations. The cost will be \$120/year regardless of the month it is renewed following the first year it is purchased. The cards cannot be paid for on a month-to-month basis.
5. Property owners will be able to include their annual renewal payment with the first (1st) half of their annual assessment (due January 31st) in order to keep their card active.
6. All cards not renewed by January 31st will be deactivated annually the 1st business day in February and will not be reactivated until the owner pays \$120 and is in good standing with the Park.
7. If the card is misused it will be cancelled with no refund of monies and the owner cannot reapply for a new card for at least one year.
8. If the card is lost or stolen this is to be reported to the Park office immediately so it can be deactivated. Replacement of the card it will cost \$120 for the remainder of the year.
9. If the owner sells their property, the card is to be returned to the Park and no refund will occur.

Of note, in addition to this additional card, lot owners are still able to obtain one guest card for up to 5 days with a \$50 deposit which is refunded when the card is returned.

Additional Gate Access Card

Request Form

1. I _____, the owner of lot(s) _____, request one additional electronic gate access card per lot.
2. I have read and understand the attached procedures for obtaining the leased gate card.
3. I and my family agree to follow the Covenants and Bylaws of the Cedar Blue Property Owners Association as well as all other rules/regulations regarding golf carts, swimming pool, etc. I also understand that I am responsible for the actions of my family and guests while in the Park.
4. I understand that this card will be issued at a cost of \$120 and is good for the calendar year it was issued in. I understand it can be reissued annually if I and my family are in good standing with the Park.
5. I understand if the card is lost or stolen a replacement card may be issued at a cost of \$120 for the balance of the calendar year and the lost/stolen card will be deactivated.
6. Any violation of the Covenants, Bylaws, and/or Park rules and regulations will result in the cancellation of this card with no refund of the fee paid. This includes nonpayment of assessments when due. Should this occur, I will not be able to apply for an additional card for one year.

Owner Signature

Date