

**Cedar Blue Property Owners Association  
Board Meeting  
April 18, 2015**

**1. Board Members Present: Wendell Kluge, Ken Brown, Ronnie McGee, Dewayne Dewalt, Delton Yoder, Clyde Kluge**

Tonya Glasgow is now Senior Office Manager and has resigned as a board member.

**2. Board Members Absent: Gerri Batt, Maggie Thompson**

**3. Property Owners Present:** The owners of 4 lots were present.

**4. Call to Order-**

Wendell Kluge, President, called the Board Meeting to order at 11:10 am.

**5. Moment of Silence-**

A moment of silence was observed.

**6. Approval of the Meeting Minutes for March 21, 2015**

A motion to accept the minutes as written by Maggie Thompson and Delton Yoder made motion

Seconded by: Dewayne Dewalt

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, and Dewayne Denwalt

Ken Brown stated that there are four permits to approve and they would do it after the meeting.

**Financial Committee**

Chairman: Clyde Kluge

Members: Maggie Thompson

Clyde Kluge read the Financial Committee Report.

The total amount collected for the month of March 2015 was \$55,412.20 in ordinary income primarily from Annual Assessments. This brings the total Ordinary income for the FY15 year to a total of \$290,894.83. This is approximately 78% of the total expected income of \$374,000.00.

\$16,354.58 total expenses for March.

- Bank charges are over budget by \$382.60 primarily due to an increase in the number of credit card payments we are processing. We have spent 978.00 in credit card charges this FY to date to receive approximately \$28,000.00 in assessment income. The Finance Committee will be looking at ways to see what we may be able to do to recoup these costs.
- Legal and Professional Fees were over budget by \$68.33 which is an improvement from last month.

- The Office Expense was \$1,156.15 over budget that is primarily due to the acquisition of a new PC and purchase of a cloud service to backup all of our data offsite. With the addition of the electronic gate, having this data backed up offsite has become more critical.
- The payroll expense is over by \$2,286.83. This is due to us paying the gate staff in September and October 2014 and the budget was set as though these personnel were gone on 1 September 2014.
- We are currently under budget by approximately \$38,459.59. If expenses and income continue as budgeted and expected, we could be under budget by \$92,200.91 at years end. Clyde remarked that we have quite a bit to go through to actually reach that amount.
- Clyde has been analyzing Budget Pressures (amount of money that must be paid) versus Budget Opportunities (Monies that were budgeted for but will not have to be paid out because of savings) Examples of the savings were payroll expense, \$5,000.00 saved while we did not have Office Manager, potential collection of past due assessments for approximately \$13,308.25, and savings of 16,687.00 on total Insurance package). At this time the budget has slipped by \$8,200.00 when all Pressures and Opportunities are factored in.
- At this time the Projected Income for the year is \$374,000.00, but actual income to date is \$290,894.83 which could leave us with a deficit of \$83,105.17 if we do not receive those assessment fees.
- Clyde reminded the Lot owners that we are going to have to keep our costs under control and is discussing with the board different ideas for solving the budget problem.
- Received \$12,228.50 for the Infrastructure Account
- Total of all Accounts including Operating Account plus Infrastructure Account is \$477,253.94
- We still have six delinquent accounts for a total balance outstanding of \$13,308.25. These accounts have been turned over to our park attorney for foreclosure.
- Total loss for the office irregularities including CPA and Legal fees is about \$14,700.00

Balance in various account as of March 31, 2015

- \$11,594.07 Operating Account
- \$274,944.72 Money Market Account
- \$190,715.15 Infrastructure Account

A motion to approve the March 2015 financials by: Clyde Kluge

Seconded by: Ken Brown

The motion passed unanimously.

**Infrastructure Committee**

Chairman:  
Members: Delton Yoder  
Dewayne Denwalt

**Security Committee**

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

The Infrastructure committee and Security Committee report was read by Delton Yoder.

- Gate cards were issued to 7 Park Rangers employed by the Chickasaw Nation. These Park Rangers are first responders and have taken an interest in assisting Cedar Blue in the future.
- The code issued to the CB Fire Department has been deactivated. The Fire Department members have been issued gate cards for the Fire Department use only. Each volunteer will sign a proximity card agreement with Cedar Blue
- A post was installed by the entry gate due to a gap that existed from the gate arm to the existing fence

Wendell Kluge asked if there were any questions or comments in regard to the Infrastructure committee report.

- Ken Brown stated that they are working on improving the guard shack by putting up fencing and area around it to make it more secure especially if we do install a generator.
- Wendell Kluge stated we are going to re-name guard shack – Maintenance Shack.

- Ken Brown stated we have paint to paint the metal fence. They have not been able to as yet because of the rain.

Tom Elliott from CB-001 asked questions has anything been done about the person who ran through the gate. Ken said they have got all information documented and will be sending letter to owner to try to recoupe the cost of fixing the gate. Wendell Kluge stated that the thought of the Board is to send owner a statement, give them a chance to pay it, and if they don't add the amount to their assessment account.

#### **Insurance Committee**

Chairman: Ronnie McGee

Members: Gerry Batt, Wendell Kluge

Delton Yoder read the Insurance Committee Report.

- All insurance policies have renewed and installment payments have been made. This includes: workers compensation, the officers & directors liability and the commercial package plan for the park.
- Ronnie is talking to Insurance Agent about our insurances. The agent will be sending quotes for comparison in a couple of weeks. Upon receipt the committee will review and make a decision either on staying with what insurance plans we have currently or making a change.
- Wendell noted that this area was one that we had made significant savings.

#### **Maintenance Committee**

Chairman: Ken Brown

Members: Delton Yoder, Dewayne Denwalt, JW Mann, and Joe Bonham

Ken Brown gave Maintenance Committee Report.

- The maintenance crew cleaned up around the Gate, office and removed shrubs, raked, trimmed trees, and burned leaves by the office, CCC area and the church property, reset posts, repaired water valves.
- They cut tree limbs by CR-13 & CR-48 and hauled to the limb yard. They mowed and weeded throughout the park, filled in areas with gravel at the inbound and outbound gate.
- Maintenance repaired dryer vent at the Family Center, replaced faucets at the Family Center restrooms, cleaned showers with disinfectant at the Family Center, and moved trash dumpsters and cleaned up area.

Wendell Kluge commented he liked what maintenance crew did around the maintenance shack.

Wendell was here right after all the trees and shrubs were removed around shack. He commented about how much better it looks. Ken noted that because of the clean up, it could make all areas more secure. Ken stated that the staff is trying to get the pool prepared and ready before the summer season begins. Ken stated that if you haven't been to the office, it has been painted. J W Mann is to be thanked for that. Wendell Kluge commented that being the son of a painter, he recognizes good work and appreciates it.

#### **ODEQ Committee**

Chairman: Clyde Kluge

Members: Ken Brown, Wendell Kluge, Dewayne Denwalt

No Activity to report per Clyde Kluge

### Personnel Committee

Chairman: Wendell Kluge, President

Members: Clyde Kluge, Treasurer

Wendell Kluge read the Personnel Committee report.

- Wendell reported that the personnel committee and the board had completed the hiring of Tonya Glasgow as Senior Office Manager.
- We will now look at hiring a part time assistant.
- There was quite a bit of discussion about the timing, cost, and need for this person.
- Wendell Kluge visited our attorney, Mr. Phil Hurst to discuss the status of the legal action against former employee on 16 April 2015. Mr. Hurst had spoke with the sheriff and DA this week and they will finalize their evaluation next week. We should have a decision soon.
- Wendell reported on "future actions," that they could now work on an employee handbook.

Ken Brown asked about the status of paying unemployment to a former employee. Wendell reported that we got a letter from the commission. He had spoke with the attorney about handling it and was told he should request an extension. When he contacted the unemployment commission, they didn't grant extensions, and we didn't have sufficient time to submit the documentation required. Consequently, we missed our opportunity to contest the claim.

Tom Elliot, CB 1 asked if we hire part time assistant, where and what are we doing with Joe. In Tom's estimation, Joe has been doing the assistant's job. Wendell said with busy time, Joe would primarily be our eyes and ears as to what needs to be done in the park, maintenance wise. When Tonya is off, that would not leave anyone to cover the office. Both Tonya and Maggie have tried to work with Joe on the computer systems, and that is coming along very slowly.

### Covenants & Bylaws Committee

Chairman:

Members: Gerry Batt, Wendell Kluge

Wendell Kluge read the report.

- Tom and Gwen Elliott, property owners have gone to the Murray County Court House and have reviewed all the paperwork for any additional recorded amendments and have found nothing.
- Maggie had given them a working copy of the Covenants & Bylaws to take with them.
- Tom and Gwen found the recorded amendment for the Bylaws regarding the audit.
- The information on the document indicates that it amends Article XIV, Section 8d of the Bylaws, which is incorrect.
- In reviewing the Bylaws, it should have said Article IX Section 8d.
- Mr. Elliott said that the county told him that they recorded it as it was submitted. Apparently when it was drawn up, it referenced the wrong article section number. They don't have a way of verifying what is submitted.
- Tom & Gwen also found a recorded set of Environmental rules that we are reviewing and comparing to the Environmental rules we have.
- Wendell thanked Tom and Gwen for this work done.
- Clyde Kluge asked if the county recommended that we submit a corrected document. Tom said the clerk stated that it depended on how much money we wanted to spend. Their opinion is to leave it like it is.

Ken Brown asked Tom Elliott about the set back. Mr. Elliott said the Environmental Committee had filed a change from seven to five foot on sides. There was much discussion between the board and Mr. Elliott about the precedence and acceptance of that since the covenant and by laws had it as seven foot. All agreed that the covenants and by laws would take precedence. Mr. Elliott said that the Counties stand is that when something has been recorded, that vote process for passing it has taken place. Mr. Elliott stated we might want to correct the environmental rules that are incorrect at the courthouse.

### **Activity Committee**

Chairman: Peggy Wright, President

Members: Julie Gillum, Treasurer

Sandy Kluge, Secretary

Sandy Kluge gave the Activities report

- Activities committee did have a short meeting to discuss the upcoming events for the next several months. Peggy Wright is not going to be available until the middle of June to work on these events. Some activities discussed were the Chili Cook Off, Horseshoe contest and July 4<sup>th</sup> fireworks. We are in process of working on getting those activities scheduled.

### **8. Fire Department Report –**

- a. Jay Haynes of the Fire Department turned in a written report late Friday, but wasn't found until after the Board meeting.
- b. 3-15-15: Alex Calahan and Jack Haire taking Firefighter 1, progressing great, using new SCBA gear purchased from CASCO
- c. 4-19-15: Meeting at 7:00 p.m.
- d. Planning a controlled burn, discussed a possible purchase of new pagers, NOMEX hoods, gloves, and boots for department personnel
- e. Discussed purchase of re-built pump for Brush One, airbrake valve, and new flash lights for engines.
- f. Discussed fundraisers for Memorial Day and Fourth of July
- g. As part of the activities, they talked about holding a raffle, scheduling the Red Punch Music Factory Band, and possible hot dog chili fundraiser.

### **9. Sonshine Community Church – (Jaymee Selby)- none here- no report**

- a. Wendell Kluge asked if there was an Easter egg hunt. Ken Brown said they did have it in the rain. There were only saw two vehicles there.

### **10. Old Business-**

#### **a. Golf Cart Meeting:**

- Wendell reported that there were 30 owners present that included five board members and there were owners from each area of the park except Deer Path.
- Attendees broke into four groups and brainstormed ideas for better control of the golf carts in the park.
- The four groups then individually reported back to everyone their recommendations.
- Wendell then led the group in consolidating ideas into five major areas.
- These were:
  - a. Rules/Registration
  - b. Identifying violators
  - c. Enforcement
  - d. Penalties
  - e. other
- The Board discussed these and agreed that this was a good start but more detailed information is required for implementation. See attached report

Donna Kluge from GL 27 asked about the golf cart rules that are to be given to owners. Are they the rules as they are now or new rules? Wendell stated that the rules would probably be revised. Delton Yoder stated that the rules now are pretty good ones. It is just enforcing them. Ken Brown noted that rules are never followed and speed bumps would be effective. Ronnie McGee stated that people think that golf cart insurance will cover accidents and people that are hurt, but it will not. Wendell stated that if owners have insurance, they might want to check with their insurance agent to understand coverage. Ken Brown talked about different accidents through the years involving golf carts late at night. Donna Kluge stated that if we have a safety information meeting about golf carts to have kids come that have been hurt to come and talk about dangers.

- b. Office Assistant Position:** See attached Personnel Committee Report given by Wendell Kluge.

## 11. New Business-

- a. **Incident Reports** – There were no incident reports this month.  
Wendell Kluge stated that there were three incident reports last month, and two of them were golf cart related.
- b. **Cedar Blue Website:** John and Maggie now have our new website up and running. The web site is Cedar-Blue.com
- c. Tom Elliott CB001 inquired about any vacancies on the Board. Ken Brown stated we had a vacancy on the Board created by Tonya Glasgow's promotion to Senior Office Manager. Tom Elliott said he had some time to serve on the board this year. Ken Brown asked what the process is. Wendell said it would be brought to the Board, discussed and voted to accept. Ken then asked if we could do it here at the meeting. Dewayne Dewalt made a motion that we accept Tom Elliott to fill the vacant position that Tonya left, and Ken Brown seconded the motion. Wendell asked if there was any discussion. The motion passed unanimously.

Wendell asked when the bathhouses would open. Ken Brown says usually two weeks before Memorial Day. We usually open the pool a week before Memorial Day. Wendell asked who inspects the pool, and Ken stated someone from the state comes to inspect it.

Ronnie asked how do we let people in the Storm Shelter as locks have been put on it. Several suggestions were offered.

1. Ken Brown said we are discussing monitoring the weather and if bad weather comes leaving the storm shelters open.
2. We could give people strategically in the park keys for a lock box.
3. Ronnie suggested having a digital or wheel controlled (like realtors use) lock box on the shelters so that calling a telephone number could access the key and someone would give them the code and then change the code for the next time.

Tom Elliott, CB001 asked who would be checking of the pool as the guards in the past have done that. Ken stated Warren had certification to do that and was checking to see if Joe had the certification.

## 12. Property Owner's Comments

Tom Elliott, CB001 said the lot owner was here now that could tell us about the young lady that got hurt back in March on a Golf Cart. Becky Snow, CB 48 gave the following information: She has been released from the hospital. She is getting checked and monitored for blood clots, has some skull fractures, and some memory loss issues, but is healing.

Richard Anderson, CN \_\_\_ asked about generators for the gates in case power goes out. Wendell Kluge said the board is discussing that. Richard also asked about the cell tower. Wendell said we have not heard from them. Becky Snow stated that she knows someone at ATT, and will ask them about Cell Tower. Richard asked where is the tower to be located. Wendell said it would be north and east of Goose Lake

## 13. Adjournment-

A motion to adjourn was made by: Ken Brown

Seconded by: Ronnie McGee

Motion carried unanimously.

Board meeting adjourned at: 12:15 p m

Recorded by Sandy Kluge