

**Cedar Blue Property Owners Association
Board Meeting Minutes
July 18, 2015**

Wendell Kluge started the meeting by thanking everybody for attending. He reminded the attendees that if any of them were not owners of record they were not allowed to speak in the meeting. He also asked the owners to hold their comments and questions until the Owner Comments section of the agenda. Prior to that, the Board would be going over the various committee reports.

1. **Board Members Present:** Wendell Kluge, Delton Yoder, Maggie Thompson, Gerry Batt, Ken Brown, Dewayne Denwalt, and Tom Elliott

2. **Board Members Absent:** Clyde Kluge and Ronnie McGee

3. **Property Owners Present:** The owners of 49 lots were present.

4. **Call to Order-**
The Board Meeting was called to order at 11:08 am by Wendell Kluge, President.

5. **Moment of Silence-**
A moment of silence was observed.

6. **Approval of the Meeting Minutes for June 20, 2015**
A motion to accept the minutes as written by: Tom Elliott
Seconded by: Dewayne Denwalt
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
Report read by Tonya Glasgow – see report below

It was reported that a building permit was submitted at the Board meeting but this was as completed permit rather than a new permit.

Financial Committee

Chairman: Clyde Kluge
Members: Delton Yoder, Maggie Thompson, Gerry Batt

A review of the report was given by Maggie Thompson – see report below

Lot owners were reminded that the funds currently in the operating and money market accounts has to last through the end of the calendar year. The next round of annual assessments is not billed out until the Fall of 2015 with the first half of them due the end of January 2016. The funds from the assessments billed out in the Fall of 2014 were all due the end of April 2015. Therefore, no additional income is expected the rest of 2015 unless the 36 accounts in arrearage pay up.

A motion to approve the June 2015 financials by: Ken Brown
Seconded by: Gerry Batt
The motion passed unanimously.

Infrastructure Committee

Chairman: Delton Yoder
Members: Dewayne Denwalt
Tom Elliott
Wendell Kluge

Security Committee

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

Nothing to report.

Insurance Committee

Chairman: Ronnie McGee
Members: Gerry Batt, Wendell Kluge
Report read by Tonya Glasgow – see report below

Maintenance Committee

Chairman: Ken Brown
Members: Dewayne Denwalt, Delton Yoder, JW Mann
Park Liaison: Joe Bonham
Staff Supervisor: Tonya Glasgow
Report read by Tonya Glasgow – see report below

The lot owners were reminded the trash dumpsters are for trash. They are not for appliances, furniture, grills, brush and tree limbs. These are to be taken to the Sulphur dump by the owners. If these items are dumped in our roll offs the park is charged extra money for hauling them off. The trash bill for the park is over \$4,000 per month. There are people bringing in things from outside the park and dumping them in the roll offs. Jerry has actually loaded up two trailers full of non-trash items that have been dumped by the dumpsters and is hauling them off on his own time to a scrap iron place. If owners continue to dump these types of things in the roll offs it will continue to cost the park more money. Some of these items such as AC units and refrigerators have to be handled in a different way because of the gases in them.

A special thank you was made to Ken Brown, Dewayne Denwalt and the staff for all their hard work in working on the roads. Now that the rain is over they are hauling in rock and grating.

ODEQ Committee

Chairman: Clyde Kluge
Members: Ken Brown, Ronnie McGee, Dewayne Denwalt
No report submitted.

Tom Elliott shared that a portion of Phase VI has not been addressed. There has already been a fine paid to the ODEQ and another one is looming. We just found this out. The first fine was paid for lack of action on Phase VI and not for lack of work associated with Phases I-V. We now have a deadline to meet to identify where water and sewer lines are not separated by the required amount of space and provide a plan of action. There are approximately 60 areas of concern. OG&E is now marking where electric lines are in CN so that digging can begin. If there is insufficient separation found in areas that can be quickly resolved, those will be fixed while the hole is open. We are requesting an extension to January 1, 2016 to get this digging and plan of action done and turned into ODEQ. We are trying to coordinate with some contractors to get the digging started as quickly as possible. A fine could be anywhere from \$6,000 - \$54,000 and we would rather spend the money on getting the work done then on fines. If a problem develops at an owner's property such as an electric line cut, etc. the owner will be notified. The owners were asked to please not remove/mow over the orange markings on their properties while we get this work done. Where you see orange flags or markings does not mean there will be digging there.

If anybody has questions regarding their property they can speak with Tom Elliott. If anybody is willing to help dig these holes, please contact Tom Elliott. We are expecting the final numbers on the dirt calculations for the lagoons in the next 10 days or so and hope to get started on the lagoon work. Owners may find short periods of water cut off while this goes on. The hope is to start digging holes next week.

We hope to have a large amount of the work on this entire project done within the next year.

Personnel Committee

Chairman: Wendell Kluge, President
Members: Delton Yoder, Vice-President
Clyde Kluge, Treasurer
Maggie Thompson, Secretary
Report read by Wendell Kluge – see report below.

The employee handbook has been completed and approved today.

Covenants & Bylaws Committee

Chairman: Tom Elliott
Members: Maggie Thompson, Gerry Batt, Wendell Kluge
No report this month.

Activity Committee

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

Sandy Kluge said we had a great July 4th celebration. The CB Fire Department (CBFD) led the parade, did the hot dog feed and the fireworks. Thank you to Jay and the CBFD. The current committee is stepping down and having discussions with a new committee. She is excited for the new committee.

Sandy reminded the owners that the Board is a volunteer position and asked that if owners have complaints for the Board to be careful of how they handle their complaints. She said the Board works very hard and tries to do their best in overseeing the operations of the park. Rather than complaining she encouraged lot owners to get involved in running for the Board.

Wendell thanks the Activities Committee for all their hard work with the golf cart parade and the judging. There were some great golf cart decorations. Some talk is now starting with folks about taking over the Activities Committee. Wendell thanked the current committee for all their hard work.

8. Park Sr. Office Manager Report

The report was read by Tonya Glasgow – see report below.

In addition to her report, Tonya said she appreciated all the owners attending the meeting today. It is nice to see property owners attend a monthly meeting.

She also commented on the swimming pool. The pool is closed on Wednesdays for maintenance. During this maintenance there are extra chemical in the pool that could injure swimmers and this is why it is closed. This is considered a public pool and the Park has requirements they have to meet concerning the pool. There have been two instances with people in the pool on Wednesdays when the pool is closed. If the door happens to be unlocked this does not mean that owners are allowed to utilize the pool. If the door is found open, then please pull it closed and notify the office. When Tonya has asked people to leave the pool on Wednesdays when they were found swimming, she has been treated very disrespectfully and all are asked to please treat the staff with respect. There is a sign that states the pool is closed on Wednesdays along with the pool hours. However, signs have been torn down at times.

Tonya went on to say how she has been amazed at how badly lot owners and their guests have treated her at times with their language and behavior. There have been owners that have not paid their assessments and have thrown checks at her and used foul language with her. She went on to thank the members for their support. There are several things that have not be done or not been done well in the past regarding the management of the park and she is trying very hard to get things done right.

Owners complimented Tonya on the great work she is doing and asked owners to assist her if they see her being abused. They noted how diplomatic she is in dealing with difficult people.

9. Fire Department Report

Everything went great for the 4th of July. Hot dog sales and the boot drive combined raised \$818.00. The fireworks went well with no injuries to the fire department members. There were three incidents of burns at the ball park involving three children (1 ankle, 2 legs and 1 arm).

Alex Callahan is currently enrolled in Haz Mat. Jack Haire and Alex Callahan have successfully completed fire fighter I.

There is a Cedar Blue Fire Department meeting scheduled on 7/19/15 at 7:00 pm. Two controlled burns are to be scheduled as soon as possible.

The Labor Day boot drive is scheduled at the front gate.

10. Sonshine Community Church

No report given

11. Old Business-

- a. **Golf Cart Rules:** We have had no time to work on these due to other projects. No ATVs, razors, gators, etc. are allowed in the park. Only vehicles classified as golf carts are allowed. If a vehicle is tagged to be run on the streets then it can be utilized to drive to and from the property by a licensed driver.
- b. **Annual Meeting** – September 6 at 1:00 pm at the Family Center
- c. **Call for resumes for Board positions – due July 27.** To date no resumes have been received. There are three 3-year positions and one 1-year position open. Wendell said we need good qualified people. Maggie Thompson said she was one of those that didn't get involved in the Board or the meetings. This is a huge park that does take to work to run. Without a Board we may not have a park. She has found the work fulfilling and the Board has worked well together to do what they deem best for the Park as a whole rather than individual agendas. She reminded them that the Covenants and Bylaws are there to provide continuity from Board to Board in running the Park. She encouraged the members to give serious consideration to running for the Board. Ken Brown encouraged the members to continue attending the monthly meetings.

The mailing for the annual meeting is scheduled to go out August 3rd and there are no resumes at this time. A member asked if nobody runs for the Board can the current members continue to serve and the Board believes that new members have to be elected. Wendell Kluge noted that we have had a lot of owners volunteer their help with committees but reminded them we need members to run for the Board.

12. New Business – none noted

Wendell Kluge reminded the owners that the meeting had to be suspended last month due to an unruly member. He told the members he would call on them if they raised their hand and they were to give their name and lot number and had a minute to speak.

13. Property Owner's Comments

Carmolita Tipton CB-305 – She asked about the comment about no new money coming in. She was told that the Annual Assessment and Infrastructure Assessment statements are sent out in the Fall. The first half of the Infrastructure Assessment is due the end of October 2015. The first half of the Annual Assessment is due the end of January 2016. The only outstanding funds at this time are the 36 lots that are past-due otherwise no new money is

expected until late fall, early winter. The current funds have to last through the end of the calendar year. The Infrastructure funds are not combined with the operating funds.

Bill Brown CR-067 – He asked how much longer the special assessment will go on. He was told it could be at least 2-3 years. We don't know the full financial impact of the ODEQ project yet. We are waiting on the engineer for some dirt calculations to finish the lagoons and until the holes are dug to find the status of the separation of the water and sewer lines we won't know the cost of these repairs.

Don Emberlin CC-097 – He doesn't see the assessments going away because there is too much that needs to be done. The roads need to be repaired and he feels the infrastructure assessment should be going up. Ken Brown said we haven't had the ability to maintain the infrastructure like it should be for years. In addition to the ODEQ and the roads, the family center has several structural issues and needs a new roof as well as heating/ac units.

John Thompson GL-054 – He noted that many owners have grouped together in their areas to pay money personally to fix things such as their roads. One owner said the areas where there was pavement is the part that is hard to work on. Dewayne Denwalt said that he may know of some product that could be used where there was pavement. Tonya Glasgow encouraged the owners to come with up suggestions of how to repair things and who can repair them.

Wendell Kluge commented on John and Maggie Thompson working on the security system and the upgrades that they are currently installing. The security system is helping to identify problems in the park. He also asked the owners to not allow people to tailgate in behind them but stopping when they clear the gate until it comes down.

Tonya Glasgow wanted to say thank you to Curtis Oshel on the new outdoor lighting at the Family Center he had installed to light up the fields down to the pool. He also plans to install lighting at the basketball courts.

An owner asked if some of the lot owners could repair the room on the family center. Dewayne Denwalt says there are several structural issues in addition to the roof needing replacement. If there are owners in the Park with the capability of helping to get the family center building repaired, they should get with the Maintenance Committee or contact Tonya in the Park office.

Mark Forman CC-018 - She asked what the plans were for opening the comfort stations in CC. He was told they are supposed to be open on the weekends. Mark commented that he heard it was closed because the floors needed to be fixed. Wendell Kluge suggested that maybe property owners could help get these fixed.

Connie Mauldin CB-052/053 – She commented that during the past storm season they were in the park and watching about tornadoes. She noted that once the bad storms clear the metro area the stations go back to regular programming. She wanted to know what they do to get bad weather notifications. Folks suggested a weather radio. The CBFD is unable to set off sirens.

Charles Cummings CC-65 – He asked when the new cell tower is going in. Wendell Kluge told him that we received \$800 to secure the contract but we were informed that ATT is no longer planning to put the tower in. He heard they built one in the Sulphur area. They may have sold the rights to another company. It was suggested that folks contact their cell phone service companies and complain about the service in this area.

Charles Ballew CN-007 – He noted that smart phones get weather alerts.

Richard Anderson CN-084 – He asked if we can put in Wi-Fi up at the family center. He was told that if we do that lot owners can use up the band width streaming videos. It also requires an investment in a tower and repeaters as well as possibly a bigger investment with the internet carrier. He was told that lot owners could put in cell phone boosters and pay for mobile hot spots at their lots and access the internet that way.

Bruce Arnold CN-050 – He wondered if the security system was hard wired or wireless. He wanted to know if we can put in cameras at the trash dumpsters to catch those dumping appliances, etc. John Thompson says we have checked into long range wireless systems and we are consistently told that these give poor images. We could possibly use cameras such as tag cameras or wild life cameras that are battery operated in these areas. Then we have the problem of identifying who the vehicles belong to.

Robert McDonald CR-028 – He suggested that we make an amendment to the Bylaws to put in a hold over clause so that current Board members can be held over should there not be enough people running for the open board positions.

Curtis Oshel CC-095 – He suggested we list what the Park's needs are on the website, i.e. AC units etc. He also suggested that people could make donations toward the purchase of items needed in the Park. It was suggested that donations may need to be handled by the lot owners rather than the Park.

John Mauldin CB-052/053 – He has the ability to get discounts at Locke Supply and can possibly help us out on things for the park. He talked about a heating/cooling unit for the family center that might work well in both summer and winter. He will give his contact info to Tonya.

14. Adjournment-

A motion to adjourn was made by: Tom Elliott

Seconded by: Maggie Thompson

Motion carried unanimously.

Board meeting adjourned at: 12:26 pm

Environmental Committee Report

July 2015 Board Meeting

Chairman: Ken Brown

Members: Ronnie McGee
Delton Yoder
Dewayne Denwalt

Permits for approval:

There are no building permits submitted for approval when this report was generated.

Signed
Ken Brown
Environmental Committee Chairman

Cedar Blue Property Owners Association
Finance Committee Monthly Report
Members: Clyde Kluge, Chairman, Maggie Thompson, Delton Yoder
For Month of July 2015

1. Accomplishments:

Reviewed the Financial Reports for June 2015.

1) Operating Account

For the month of June 15 the Park received \$18,449.72 in Ordinary Income (primarily Annual Assessments). This brings the total Ordinary Income for the FY15 year to a total of \$375,620.89. This is approximately 100.4 % of the total expected income of \$374,000. Expenses for the month of June 15 were \$28,370.04.

There are four items over budget for the year and 14 items under budget.

- i. Bank charges are over budget for the year by \$764.39 primarily due to an increase in the number of credit card payments we are processing. Total of these charges are \$1,587.38 and produced \$40,341.68 of income. This is an item the Finance Committee will be looking at to see what we may be able to do to recoup these costs.
- ii. Legal and Professional expense is over budget by \$171.46. This is primarily due to the additional cost being incurred to resolve the office irregularities from late last year.
- iii. Office Expenses are over budget by \$1,150.20 which is primarily due to the acquisition of a new PC and the purchase of a cloud service to backup all of our data offsite. These items were acquired a few months ago. With the addition of the electronic gate, having this data backed up offsite has become more critical. There also is \$648.55 of travel expense. The travel and PC expense should be in other accounts and it has been requested these changes to be moved to the proper account.
- iv. The payroll expense is over by \$5,112.32 and this is due to us paying the gate staff in Sep and Oct 14 and the budget was set as though these personnel were gone on 1 September 2014. Also, there were 3 pay periods in the month of May 2015. The payroll cost every pay period (2 weeks) is approximately \$3,800.00. Additionally, there has been an additional Maintenance person hired to take of the increased summer workload due to all of the rain received this year and the pool and restroom maintenance due to the loss of the gate staff. The late shift of the gate staff did this work as part of their late gate shift. These personnel were eliminated with the new gate but the work still must be performed. This is new work for the maintenance staff. It does not appear the payroll over budget condition will resolve itself by the end of the FY as was previously thought and it is now expected this over budget condition will finish the FY in the \$7,000.00 range.

The balance in the Operating Account M/E June is \$32,743.15 and the Money Market Account is \$262,289.01 for a total of \$295,032.16. The total balance for last month was \$305,537.94. As the Park may not be receiving additional large deposits for the remainder of calendar year 2015, the total money in the Operating Account and the Money Market Account will continue to decline. The next large amounts of income begin to come into the Park in the Nov-Dec timeframe when the Annual Assessments are starting to be paid for the next fiscal year.

Finance Summary: Current M/E Mar 15 for FY15

Budget to Expenses Performance Summary:

Cum Budget	Cum Expenses	Cum Under/(Over)
\$269,053.83	\$230,824.61	\$38,229.22

FY15 Operating Expenses				
		Cum Year to Date Budget	Cum Expenses to Date	Cum Year to Date (Over)/Under Budget
Account Description	Account Number			
Bank Charges	60100	\$ 1,000.00	\$ 1,764.39	(\$764.39)
Computer and Internet Charges	60210	\$ -	\$ -	\$0.00
Fire Department	60220	\$ -	\$ -	\$0.00
Fuel	60240	\$ 7,125.00	\$ 4,860.65	\$2,264.35
Insurance	60260	\$ 30,375.00	\$ 12,419.57	\$17,955.43
Interest Expense	60270	\$ -	\$ -	\$0.00
Legal and Professional Expense	60280	\$ 6,000.00	\$ 6,838.13	(\$838.13)
License Expense	60300	\$ 864.83	\$ 31.50	\$833.33
Lien and Deed Fees	60320	\$ 375.00	\$ -	\$375.00
Office Expense	60340	\$ 1,875.00	\$ 3,602.07	(\$1,727.07)
Postage Expense	60345	\$ 1,350.00	\$ 1,094.99	\$255.01
Payroll Expense	60360	\$ 69,696.90	\$ 82,553.32	(\$12,856.42)
Property Taxes	60380	\$ 1,598.00	\$ 1,598.00	\$0.00
Repairs and Maintenance	60400	\$ 35,625.00	\$ 34,237.59	\$1,387.41
Travel Expense	60420	\$ -	\$ -	\$0.00
Entertainment Expense	60430	\$ 750.00	\$ -	\$750.00
Utilities	60440	\$ 73,350.00	\$ 68,022.88	\$5,327.12
Uniform Expense	60550	\$ 2,625.00	\$ 2,465.25	\$159.75
Federal Taxes	99000	\$ -	\$ -	\$0.00
Land Payment	16900	\$ 11,400.00	\$ 11,336.27	\$63.73
Furniture and Office Equipment	15250	\$ 375.00	\$ -	\$375.00
Totals		\$269,053.83	\$ 230,824.61	\$38,229.22

2) Infrastructure Account

For the month of Jun 2015 the Park received \$2,006.00 in Infrastructure Assessments. The Account paid out \$0.0 in expenses in June 2015. The Infrastructure Account has a balance of \$197,011.82.

Total of all Accounts is Operating Account and Money Market Account of \$295,032.16 plus the Infrastructure Account of \$197,011.82 equals \$492,043.98.

b. Foreclosure Accounts (No change from last month):

Please see below by lot, balances due. The amount owed June consist of yearly assessments, special assessments, late charges or other fees. This listing is as of 4/17/15. All balances were due 5/2/14.

Lot #	Amount Owed
CC-056***	\$ 2,858.62
CN-095***	\$ 1,898.00
CR-027***	\$ 3,767.16
DP-015***	\$ 953.00
GL-041***	\$ 2,758.47
Total Outstanding	\$ 12,235.25

*** These 5 properties have been turned over to our park attorney Phil Hurst on these dates December 2014 & March 26, 2015 for foreclosure proceedings.
Legal paperwork has been filed with the Murray County court April 16, 2015.

The Properties going into the foreclosure process have decreased from ten (10) to five (5).

SUMMARY:

Total outstanding balances as of 5/9/14: \$77,290.12

The above total consists of the following totals:

- Liens filed on 46 properties:
 - \$65,048.47 + \$ 5,198.00 (lien filing fees) \$70,246.47
 - Statements sent to 15 properties: \$ 7,043.65
- \$77,290.12

Total payments received as of 5/15/15: \$65,054.87

Balance Outstanding: \$12,235.25

c. Office Irregularities.

No change from the last report. The following table is the current status and impact to the Park

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
Ice Sales Cash	1/31/15		\$8,181.00	Paid	Cash is missing
CPA Fees	11/17/14	\$650.00	\$800.00	Paid	This is the actual cost incurred by the Park CPA to investigate this matter.
Total to Date		\$6,715.71	\$14,760.89		

Shaded boxes indicate changes from previous month

d. Financial Activities after M/E June 2015

This is a new area of the Finance Report to provide all an advance notice of things that occurred in the early part of July and will be in next month's financial report. The reason for this item being added to the report is to keep the Board and Owners informed of what is happening with the Parks funds.

- i. There is nothing to report from early July.

2. Future Activities

- a. Continue to monitor, manage and investigate the above noted issues.
- b. Support discussion with attorney and law enforcement agencies.
- c. Prepare action on handling of Credit Card charges.
- d. Encourage cost savings.
- e. Prepare budget for next FY

Clyde Kluge
Finance Committee Chairman

Insurance Committee Monthly Report July 2015 Board Meeting

Chairman: Ronnie McGee

**Members: Gerry Batt
Ken Brown
Wendell Kluge**

All insurance policies have renewed and installment payments have been made to each carrier. This includes: work comp, the officers & directors liability and the commercial package plan for the park.

The Insurance committee met in March to review and discuss our current policies and coverages with another agent. Quotes were sent to Ronnie for comparison. The committee has reviewed and has made a recommendation to the Board of Directors to change carriers. Cost savings approximately \$10,000.00.

Paperwork has been signed. Cedar Blue will change insurance agencies effective 7-20-15.

Signed

Ronnie McGee

Insurance Committee Chairman

Maintenance Committee Report

July 2015 Board Meeting

Chairman: Ken Brown

Park Liaison: Joe Bonham
Staff Supervisor: Tonya Glasgow

Members: Dewayne Denwalt
Delton Yoder
JW Mann

ACCOMPLISHMENTS:

Welcome our new employee: Bobby Dale. Bobby has been hired as part time in our Maintenance Department.

Jerry, Warren, Bobby and Joe have been working very hard. The fresh water sample was taken by Joe to Ada on the 9th of July.

Jerry, Warren, Bobby & Joe have been mowing and weed trimming all around the park, working diligently around the welcomed rainfall. From the time of April - to July the recorded amount of rain from our gauge has been approximately 32 - 36 inches of rain that has fallen. Jerry & Warren have been smoothing out the roads as best as they can. A big THANKS to Dewayne Denwalt too. He has been using his tractor to work on the roads.

REMINDER TO ALL LOT OWNERS:

PLEASE do not throw tree limbs and brush in the roll off dumpsters.

We have a great staff and appreciate all the hard work they do for our park! Please let them know their hard work is being noticed.

Signed
Ken Brown
Maintenance Committee Chairman

Signed
Tonya Glasgow
Staff Supervisor

Cedar Blue Property Owners Association
Personnel Committee Monthly Report

President, Chairman, Treasurer
Vice-President, & Secretary

For Month of July 2015

1. Accomplishments:

- a. During the past month the Committee communicated via telephone, email, and text regarding various employee issues.
- b. Wendell Kluge had Tonya Glasgow, Senior Office Manager, follow-up with Deputy Sheriff Flowers on the status of the documentation and research he was performing on the office incident case in preparation for discussion with the DA. He informed us on 10 July 2015 that he would need a summary statement from us before he could take to the DA. Tonya is in the process of preparing a summary statement.
- c. We hired an additional part-time Maintenance person, Mr. Bobby Gale. He has been very busy mowing and helping the staff with the park grounds. He is working about 24-30 hours a week. This will impact the Budget by approximately \$4,500.
- d. Employee evaluations have been accomplished and the Personnel Committee is considering the budget impact for next year.
- e. The Personnel Committee has distributed the proposed Employee Handbook and it presently under consideration by the Board. We should have it finalized and ready for distribution to employees later this month.

2. Future Activities

- a. We will be ready to assist the Sheriff and DA in the review of the information and documentation presented to the Deputies on the office incident.
- b. Approve the Employee Handbook and make available to employees.
- c. Start the budget review for employees.

Wendell Kluge
Chairman Committee Chairman

Senior Office Manager Report

July 2015

Office Hours:
Monday - Sunday 8:00 am - 5:00 pm
Lunch 12:00 pm - 1:00 pm
Phone: (580)-622-6302

A reminder to all property owners: Please update the office with any address or phone changes. Should you have an email address and want to receive email notifications from the office please let us know. Thank you.

All current year assessments were due April 30, 2015. Final notifications were sent May 21, 2015. Electronic gate cards have been deactivated for property owners who have not paid effective 6-15-15. Please pay past due assessments ASAP to avoid any further legal action. Should you have any questions, please contact the Cedar Blue office. There are 36 properties that owe at this time totaling \$26,152.25.

Twenty-six (26) courtesy mowing letters were sent out July 17, 2015 with a deadline to mow of July 28, 2015. Should properties not be mowed by this date, Cedar Blue will mow and charge \$100.00 for this service.

Under the direction of the Board of Directors, the office has begun sending notifications to owners that are in need of tidying up their properties. The lots within the Cedar Blue RV Park are subject to covenants, which have been adopted upon on the lots for the mutual protection and enjoyment of all property owners.

July 4th weekend a verbal report was given that coolers sitting out on four (4) property owner's decks had been taken with soft drinks, water & alcoholic beverages. Cedar Blue has had two incidents occur with the electronic gate system. Both were the result of "following in" behind one another. Let it be known that should hesitation occur before entry or exit the possibility of the gate arm coming down will happen.

Signed
Tonya Glasgow