

Cedar Blue Property Owners Association

Board Meeting Minutes

April 16, 2022

1. **Board Members Present:** Roy Branch, Phillip Seiber, Bruce Arnold, Connie Streater, David Ponder, Don Emberlin-LaMorte, Mike Fite, Rita Ham, Brooke Bow, Jackie Ponder, Park Manager.
2. **Board Members Absent:** none
3. **Property Owners Present:** 28
4. **Call to Order:** The Board Meeting was called to order at 11:00 by the President, Roy Branch
5. **Moment of prayer / silence:** Moment of silence observed.
6. **March 2022 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Bruce Arnold
Seconded by: Brooke Bow
The motion passed by majority.
7. **Committees:**
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:

Co-Chairs: Roy Branch and Rita Ham
Members: Mike Fite, Don Emberlin-LaMorte,
Brooke Bow, Dewayne Denwalt

There are 10 permits submitted. 2 final inspections
Report is attached.

Rita has been working on closing out final inspections, if you have a building permit completed, please call the office.

Finance Committee:

Chair: Bruce Arnold
Members: Connie Streater, Don Emberlin-LaMorte,
Jackie Ponder, Roy Branch

Financial Report Presented by Bruce Arnold.
Report is attached.

The March 2022 financials were approved in Executive Meeting.
Motion made by: Phillip Seiber
Seconded: Brooke Bow
The motion passed by majority.

David has been bringing in crushed granite for the roads. 19 loads have been brought in and we are planning 40 more. Each load cost \$475. We are starting on main roads and will go out from there. This is being paid for with golf cart money.

Maintenance/Infrastructure Committee:

Chair: David Ponder
Members: Phillip Seiber, Mike Fite
Rita Ham

Jackie Ponder presented the Maintenance/Infrastructure report.
Report is attached.

Insurance Committee:

Chair: Don Emberlin-LaMorte
Members: Connie Streater, Brooke Bow,
Jackie Ponder

Personnel Committee:

Chair: Bruce Arnold
Members: Roy Branch, Connie Streater,
Jackie Ponder, Phillip Seiber

No Report submitted.

We have hired a person to do the housekeeping at the restrooms and at the pool through the summer.

We are also looking for a 3rd maintenance worker. If you know anyone have them put in an application.

Covenants and Bylaws Committee:

Chair: Brooke Bow
Members: Roy Branch, Don Emberlin LaMorte,
Rita Ham.

No report submitted.

8. Park Manager Report:

Jackie Ponder presented the Park Manager Report.

Report is attached.

9. Entertainment Committee:

Lisa has posted Events on the Cedar Blue Entertainment Facebook page for 2022. Lots of exciting things coming so mark your Calendars.

Lisa bought a couple of small bounce houses for our kids activities.

Lisa ordered kids t-shirts in 3 different colors, they are in the office if anyone is interested in purchasing one.

Lisa is also taking orders for Cedar Blue 40th Anniversary shirts. You can look on the Entertainment Page or the Official page for pictures of them.

There will be a Garage Sale on May 14th, if your interested in a spot they are \$10.

Memorial Weekend we are going to have a BBQ Dinner. If anyone wants to donate meat to smoke, we would appreciate it.

We will also be having a Cornhole Tournament on Sunday. Watch the Cedar Blue pages for more information.

We have Cedar Blue t-shirts available at the office. Starting at \$20. We also have lanyards, shot glasses, sun glasses, can coozies and visors.

10. Old Business:

The Red truck bids were opened during the public meeting and the highest bid went to Charles Johnson CR-45 and was for \$5,000.

11. New Business:

NEXT PUBLIC MEETING May 21st at 11:00.

The Cedar Blue office is open Tuesday-Saturday 8am-5pm, closing for lunch from 12-1pm.

Please Conserve Water

12. Property Owner's Comments:

GL-40-41- Carl Howard ask about the sale of CR12 since it was on the foreclosure list. The owner of CR-12 sold the lot to another owner in the park. The park was paid the money that was owed to us which was \$13,237.51. The buyer also paid attorney fee of \$450 for paperwork.

GL- 17- Wendell Kluge ask about what our new attorney is getting done. The new lawyers name is Jim Loftis and he has been making progress with our delinquent accounts. He has found thing that haven't been filed that we thought had been. We hope to have a couple of listings on the Sheriffs Sale soon.

CR-66- Mike Harmond ask if there was a way a group text could be sent out when the water is being turned off. There is a group e-mail for anyone that wants to sign up. There is a link on cedarblue.com. Were in the process of putting in new valves so we can isolate different areas of the park.

CC-45-Rob Stone- commented on a group text possibility.

GL-17- Wendell Kluge-Wondered what the plan was for our water usage. The rates were raised last year. Lot owners need to turn off in ground valves when they leave and if they have a leak it needs to be fixed. If you see a large amount of water standing be sure to call the office. Wendell ask about issuing a fine for people who leave water on and it breaks. We are changing out valves that are serving 2 lots as we can.

CB-248- Robbie Cummings ask if we are working on installing valves in areas of the park so the water can be turned off in isolated areas. We are working on putting in valves.

CB-322-Myra Rennie ask about the recycled asphalt millings we talked about for the road. David checked on it and the place it was advertised was a scam.

CB-205-Kathy Aebi ask about running hoses to water systems. She suggested everyone check their washers in their water hoses. Even if it is a small drip, over time the water usage adds up. You can hand water flowers but not lawn or roads. You can power wash your golf cart and your decks. If you see anyone watering lawns or roads or using soaker hoses let the office know. Buckhorn tells us to conserve water. The fine for watering is \$250.

13. Adjournment:

A motion to adjourn was made by: Bruce Arnold

Seconded by: Phillip Seiber

Motion passed by majority.

Board meeting adjourned at: 11:43

Environmental Committee Report

April 16, 2022

Co-Chair: Roy Branch
& Rita Ham

Members:
Mike Fite
Dewayne Denwalt
Don Emberlin-LaMorte
Brooke Bow

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Permits for approval:

There are nine permits for construction submitted.
Two permits for Final Inspections.

If anyone has a permit project completed, please contact the office for a final inspection.

Signed:

Roy Branch & Rita Ham, Committee Chair



**Cedar Blue Property Owners Association
Finance Committee Monthly Report
March 2022**

Bruce Arnold, Chairman
Roy Branch
Connie Cook-Streater
Jackie Ponder

Additional income/ Money collected: Processing Fee-\$100.00 Covenant Violation-\$0.00. Excessive Use-\$0.00. Golf Cart Registration-\$1,175.00. Golf Cart Violations-\$950.00. Construction permits-\$250.00. Construction Penalty-\$0.00. Coast to Coast-\$270.00. Late Fees-\$2,940.00. Family Center Rental-\$200.00. Gate Card Replacement-\$25.00. Yearly Gate Card Purchase-\$240.00. Mowing penalties-\$0.00. Washer/Dryers-\$589.50. Air Machine-\$0.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Misc./Donations-\$50.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. Return check charge-\$0.00. Postage refund-\$10.00.

****Sale of lot CR-12 to settle Lien and Foreclosure. \$13,237.51. (Buyer purchased from lot owner.)

Review of Financial Report for March 2022.

• **Operating Account & Money Market Account**

For the month of March 2022, the Park received \$45,734.15 in Ordinary Income. Expenses for the month of March 2022 were \$45,502.07.

We are over budget for the month of March by \$4,585.40.

Infrastructure Account

For the month of March 2022 received \$0.00. There was \$0.00 expense. Therefore, the Infrastructure Account balance is \$2,337.04. This amount will remain in the account for any emergency repairs or as needed for park Infrastructure.

Total of all Accounts (Operating Account, Money Market Fund, and Infrastructure Fund) is \$596,429.21.

Golf Cart Account

For the month of March 2022, the park received \$2,125.00 in income and \$442.33 in expenses leaving a balance of \$33,386.08 in the Golf Cart Account.

Accounts with 2017, 2018, 2019, 2020, 2021 and 2022 assessments and late fees not paid:

There are a total of three (3) lots that are Delinquent in 2017, 2018, 2019, 2020, 2021, and 2022 dues with fees totaling \$9,366.50. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$75,391.82 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021 & 2022, special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135	\$11,819.62	CB-272	\$11,971.71	CR-055	\$9,213.80
CR-059	\$9,199.80	CR-060	\$8,647.40	CR-061	\$7,652.40
CR-086	\$9,001.54	CR-087	\$7,885.55		

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$84,758.32.

FY22 Operating Expenses					
Mar-22					
Account Description	Account Number	FY22 Yearly Budget	FY22 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,300.00	\$ 108.33	\$ 102.34	\$5.99
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ -	\$83.33
Fuel	60240	\$6,000.00	\$ 500.00	\$ 925.00	(\$425.00)
Insurance	60260	\$35,000.00	\$ 2,916.67	\$ -	2,916.67
Legal and Professional Expense	60280	\$11,000.00	\$ 916.67	\$ 600.00	\$316.67
Lien and Deed Fees	60320	\$500.00	\$ 41.67	\$ 18.00	\$23.67
Office Expense	60340	\$3,000.00	\$ 250.00	\$ 735.10	(\$485.10)
Postage Expense	60345	\$1,000.00	\$ 83.33	\$ 189.16	(\$105.83)
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 12,389.61	\$3,027.06
Property Taxes	60380	\$2,000.00	\$ 166.67	\$ -	\$166.67
Repairs and Maintenance	60400	\$85,700.00	\$ 7,141.67	\$ 15,748.45	(\$8,606.78)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 28.45	\$54.88
Utilities	60440	\$105,000.00	\$ 8,750.00	\$ 11,048.04	(\$2,298.04)
Uniform Expense	60550	\$3,500.00	\$ 291.67	\$ 275.59	\$16.08
Training Expense	60555	\$500.00	\$ 41.67	\$ -	\$41.67
Federal Taxes	99000	\$0.00	\$ -	\$ -	\$0.00
Golf Cart Fund Expense	15250	\$13,000.00	\$ 1,083.33	\$ 442.33	\$641.00
Totals		\$ 455,000.00	\$ 37,916.67	\$ 42,502.07	(\$4,585.40)

Utilities Breakdown:	Trash:	\$1,532.94
	Water:	\$6,445.50
	OG&E:	\$2,502.30
	Phone:	\$460.20
	Propane	\$107.10
	total	\$11,048.04

Previous Month Utilities: Trash-\$1,532.94/Water-\$5,906.00/OG&E-\$2,382.27/Phone-\$454.39/Propane-\$379.60
(Total this month vs last = -+\$392.84)

***OG&E, Water usage.

Overages: Fuel-price increase. Office Expense-QuickBooks & Back-up renewal. Postage-2nd half dues. Maint.-Concrete work. Water-usage.

				Balance
Golf Cart:	Income	\$2,125.00	Expense	\$442.33
				\$33,386.08

<u>Infrastructure Account:</u>				
Previous Balance:		\$2,337.04	New Balance:	\$2,337.04
	Income:	\$0.00		
		\$0.00 (interest)		
Survey Expense:	Expense:	\$0.00		
	Labor/Material	\$0.00	Welding of fence.	
		\$0.00		

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

April 16, 2022

Chairman: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Mike Fite
Phillip Seiber
Rita Ham

Mowing season is here, Jerry and Christopher has serviced the mowers and weed trimming getting ready for the spring and summer.

Jerry, Christopher and Jason has stained the front and back porch at the office.

David has been hauling and spreading some new road gravel that we found hoping this will be better to control the dust.

The maintenance staff has repaired and changed several inground water valves in the CB area and in Cedar Creek. Please remember when you leave the park to turn your in-ground valve off.

The staff will uncover the pool and be getting it ready for the season. Opening date will be May 27, 2022. Pool hours will be 10:00 am to 10:00 pm 7 days a week.

The Cedar Blue Maintenance personnel does a great job. Please let them know how much we appreciate their dedication and hard work.
Thank You!

Committee Chair
David Ponder

Park Manager
Jackie Ponder

A friendly reminder: PLEASE do not dispose grease, baby wipes or feminine products into the sewer system. This clogs the sewer line and causes lift stations to go out and need replacement.

Containers are provided for house hold trash ONLY. This does not include tree branches or limbs. The limb yard is open on Fridays from 8:00 am – 2:30 pm for cuttings disposal. There is no location on Cedar Blue property for this. A trailer has been provided in the dumpster area for metal and appliances. Please dump accordingly. The Sulphur Municipal Authority has extended their hours of operation for their landfill and will be open the 2nd Saturday of every Month 8:00-2:30 and every Friday 8:00 to 2:30. Truck load for \$10.00, trailer load for \$20.00 (subject to size of trailer), load of shingles-\$40.00. The permit is purchased first and the ticket is taken to the city barn to dump the bigger trash items. Permits for Saturday need to be purchased by Friday.

If for some reason a property has no water or sewer hooked up to it; the maintenance staff will provide to the property but only from the main line. At any time, should owners want water/sewer lines ran to their travel trailer or another location on the property it is the owner's responsibility. Cedar Blue doesn't run those lines.

The maintenance crew is always willing to help out when there is water or a sewer issue at your property. REMEMBER the staff is limited on what we will allow them to do. If the water or sewer is on the Cedar Blue side then maintenance will repair. Should there be any other issues and it is the

property owner responsibility to repair; staff will not make any allowances for those repairs. The responsibility falls back to the property owner. Cedar Blue will do our part and we ask that all property owners do so too.

Personnel Committee

April 16, 2022

Chairman: Bruce Arnold

Members: Roy Branch
Connie Streater
Jackie Ponder
Phillip Seiber

We have filled the open position for cleaning and Housekeeping of the Restrooms and Laundry Room.

Cedar Blue has a job position open for a full time maintenance staff.

Thank you,

Bruce Arnold
Committee Chairman



Park Manager Report

April 16, 2022

Office Hours: Tuesday – Saturday 8:00 am – 5:00 pm
Closed for lunch 12:00 pm to 1:00 pm
Closed Sunday and Monday
Phone: (580)-622-6302
Email: parkadmin@cedar-blue.com

The Public Board Meetings are on the 3rd Saturday of each month at 11:00 a.m. at the Family Center.

The final due date for the 2022 assessments/golf carts are due in the office Saturday April 30, 2022 at 5:00 pm. A late penalty of \$100.00 will apply after due date and gate cards will be deactivated for any property who still owe assessments. No partial payments are accepted once the final due date has passed. The office cannot take cash for payments.

Golf carts must be brought to the office to get 2022 stickers put on. You will need to have your lot #'s on front and back with 3" letters.

Excessive use penalties will be billed out the first part of May. If you live here in the park and just own one lot or have been here more than 182 ½ days you will receive \$650.00 excessive use penalty.

JACKIE AND JANNETTE

AFTER HOURS EMERGENCY

Please call the office at (580)-622-6302 should an emergency situation occur.
At the end of the message is a contact number to call. Leave a message and someone will call you back.

AFTER HOURS NON-EMERGENCY

Please call the office at (580)-622-6302 and leave a message.
Someone will call you back upon returning to the office.

FORGETTING A GATE CARD IS NOT AN EMERGENCY