

**Cedar Blue Property Owners Association**  
**Board Meeting Minutes**  
**April 20, 2024**

1. **Board Members Present:** Roy Branch, Brooke Bow, David Ponder, Lloyd Coppin, Rita Ham, Mike Smith, and Jackie Ponder {Park Manager}
2. **Board Members Absent:** Rachel Gustin, Bruce Arnold, Curtis Oshel
3. **Property Owners Present:** 20
4. **Call to Order:** The Board Meeting was called to order at 11:00 am by Roy Branch
5. **Moment of prayer / silence:** Moment of silence observed.
6. **March 2024 Meeting Minutes were approved in Executive Meeting:**  
A motion to accept the minutes as written by: Rita Ham  
Seconded: Mike Smith  
Motion approved 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 their members will be posted on the website.

**Finance Committee:**

**Chair:** Bruce Arnold

**Members:** Brooke Bow, Roy Branch, Rita Ham, Jackie Ponder

- Financial Report presented by Brooke Bow. (Report is attached)
  - The amount over budget was mainly due to the payment on the second round of chip and seal applied to the roads.
  - The water expense was down this month. Please continue to focus on conserving water.
  - The park has received payment from Murray County on the two lots that sold in September 2023 at the sheriff's sale. This payment will appear in the April's financial report. The delay in payment was due to Murray County not having a judge to sign off on the payment.
    - Don Warlick at CB-223 asked why the foreclosures take so long.
      - Roy explained.
        - The foreclosure processes in detail.
        - That this lawyer is accomplishing more than the lawyers we've previously retained.
        - Murray county is slow, especially when they don't have a permanent judge in place.

The March 2024 financials were approved in the Executive Meeting.

**Motion made by:** Lloyd Coppin

**Seconded:** Mike Smith

**The motion passed by the majority.**

#### Maintenance/Infrastructure Committee:

**Chair:** David Ponder

**Members:** Lloyd Coppin, Rita Ham, Curtis Oshel, Mike Smith, Jackie Ponder

Jackie Ponder presented the report. (Report attached)

- The pool is set to open May 24<sup>th</sup>.

#### Environmental Committee:

**Co-Chairs:** Roy Branch, Curtis Oshel

**Members:** Lloyd Coppin, Rachel Gustin, Mike Smith, Dewayne Denwalt

9 Permits Submitted 5 Final Inspections

Report presented by Roy Branch. (Report attached)

**Reminder, if you have completed your project, please let the office know. We will come around to make the final inspection of your project.**

#### Insurance Committee:

**Chair:** Rachel Gustin

**Members:** Brooke Bow, Rita Ham, Jackie Ponder

No Report

#### Personnel Committee:

**Chair:** Bruce Arnold

**Members:** Roy Branch, Brooke Bow, Mike Smith, Curtis Oshel, Jackie Ponder

No Report

#### Covenants and Bylaws Committee:

**Chair:** Brooke Bow

**Members:** Roy Branch, Rachel Gustin, Mike Smith, Curtis Oshel

No Report

#### **8. Park Manager Report:**

Jackie Ponder presented the Park Manager Report (report attached)

- **2024 assessment**
  - **The second half will be due in the office Tuesday, April 30, 2024, by 5:00 pm. This does not mean they need to be postmarked by April 30<sup>th</sup>. They need to be in the office by then.**
  - **These assessments include the cost of all golf cart dues, running or not.**
  - **All outstanding balances must be paid at this time. If not, a \$100 penalty will be assessed, and all gate cards will be deactivated.**
  - **Payments will need to be made by check, credit card, money order or cashier's check. The office cannot take cash.**
  - **If you have purchased a lot since Fall 2023, make sure to check with the office to see if assessments are due. You will be responsible for all assessments owed on your lot. Payments not received by April 30<sup>th</sup> will result in a \$100 penalty, and all gate cards will be deactivated.**

#### **9. Entertainment Committee:**

- The current Entertainment Committee has notified the Cedar Blue Board that the 2024 Fall Festival will be their last event. If you are interested in leading the Entertainment Committee, please get with Crystal Chambers or let the office know.

- **May 2024**
  - Garage Sale was postponed until May 4<sup>th</sup>.
  - Memorial Day
    - **VOLUNTEERS ARE STILL NEEDED**
    - Saturday May 25<sup>th</sup>
      - Kids games, walking tacos and a corn hole tournament.
    - Sunday May 26<sup>th</sup>
      - Band at Goose Lake Pavilion
        - The band's name is Conflict of Interest
- **July 2024**
  - July 6<sup>th</sup>
    - Food, fireworks, and face painting
  - July 7<sup>th</sup>
    - Kick Ball
- **Crystal and Staci will be stepping down after the 2024 fall festival. If anyone would like to stand up and replace them, please contact Crystal Chambers, or reach out to the Cedar Blue Board.**
- Please share your ideas/suggestions for the committee with Crystal.

#### 10. **Old Business:**

- Roads
  - Speed bumps will be going back in once the chip and seal has had time to settle. We will not be going back with the rubber speed bumps due to the risk of damage to the chip and seal.
  - The board will review the budget after the April 30<sup>th</sup> assessments have been paid. The board will determine at that time if we can move forward with chip and seal on more of the roads.
  - Main roads and roads with the most need for maintenance will be reviewed first.
  - The goal will be to eventually complete every road in the park but can only be done as the budget allows.

#### 11. **New Business:**

#### 12. **Property Owner's Comments:**

- Rick CB235- Wanted to know if we had changed the public bathrooms to 24hours because the doors are not locking at 10:00. He loved it but was curious if this would continue.
  - Jackie was not aware of this and will have maintenance look into it.

#### 13. **Adjournment:**

A Motion was made to Adjourn by: Lloyd Coppin

Seconded by: Rita Ham

Motion passed by the majority.

Board meeting adjourned at: 11:21 am



Cedar Blue Property Owners Association  
Finance Committee Monthly Report  
March 2024

Bruce Arnold, Chairman  
Roy Branch  
Brooke Bow  
Jackie Ponder

**Additional income/ Money collected:** Processing Fee-\$0.00 Covenant Violation-\$0.00. Excessive Use-\$0.00. Golf Cart Registration-\$1,025.00. Golf Cart Violations-\$0.00. Construction permits-\$350.00. Construction Penalty-\$0.00. Coast to Coast-\$740.00. Late Fees-\$1,050.00. Family Center Rental-\$100.00. Gate Card Replacement-\$25.00. Yearly Gate Card Purchase-\$240.00. Mowing penalties-\$0.00. Washer/Dryers-\$678.00. Air Machine-\$0.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Water Usage Penalty-\$0.00. Misc./Donations-\$25.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2022 Assessments-\$0.00. 2023 Assessments-\$350.00. Return check charge-\$0.00. Postage refund-\$0.00.

**Review of Financial Report for March 2024.**

• **Operating Account & Money Market Account**

For the month of March 2024, the Park received \$30,078.65 in Ordinary Income. Expenses for the month of March 2024 were \$92,004.35.

We are over budget for the month of March by \$54,921.02. **(Chip & Seal)**

**Infrastructure Account**

For the month of March 2024, no funds were received. There was no expense. Therefore, the Infrastructure Account balance is \$62.86. 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 \$579,262.69.**

**Golf Cart Account**

For the month of March 2024, the park received \$1,025.00 in income and \$0.00 in expenses leaving a balance of \$9,607.86 in the Golf Cart Account.

**Accounts with 2017, 2018, 2019, 2020, 2021, 2022, 2023 and 2024 assessments and late fees not paid:**

There are a total of two (2) lots that are Delinquent in 2017, 2018, 2019, 2020, 2021, 2022, 2023, and 2024 dues with fees totaling \$8,860.00. Gate cards have been deactivated for all these lots.

**Delinquent Accounts:**

There are Eight (8) properties that are in foreclosure totaling \$92,253.66 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, & 2024 special assessments, attorney fees, late fees, court filing costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135	\$14,139.85	CB-272	\$13,858.94	CR-055	\$11,387.73
CR-059	\$11,373.73	CR-060	\$10,724.04	CR-061	\$9,729.04
CR-086	\$11,078.16	CR-087	\$9,962.17		

Gate cards have been deactivated.

**Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$101,113.66.**

FY24 Operating Expenses					
Mar-24					
Account Description	Account Number	FY24 Yearly Budget	FY24 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 132.30	(\$15.63)
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$5,600.00	\$ 466.67	\$ 416.13	\$50.54
Insurance	60260	\$44,000.00	\$ 3,666.67	\$ -	\$0.00
Legal and Professional Expense	60280	\$10,000.00	\$ 833.33	\$ 600.00	\$233.33
Lien and Deed Fees	60320	\$500.00	\$ 41.67	\$ 38.00	\$3.67
Office Expense	60340	\$2,500.00	\$ 208.33	\$ 978.00	(\$769.67)
Postage Expense	60345	\$1,000.00	\$ 83.33	\$ -	\$83.33
Payroll Expense	60360	\$184,000.00	\$ 15,333.33	\$ 15,116.43	\$216.90
Property Taxes	60380	\$2,000.00	\$ 166.67	\$ -	\$166.67
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 63,419.05	(\$55,919.05)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 26.26	\$57.07
Utilities	60440	\$129,000.00	\$ 10,750.00	\$ 10,941.77	(\$191.77)
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 253.41	(\$3.41)
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	\$ -	\$1,083.33
<b>Totals</b>		<b>\$ 489,000.00</b>	<b>\$ 40,750.00</b>	<b>\$ 92,004.35</b>	<b>(\$54,921.02)</b>

**Utilities Breakdown:**

Trash:	\$2,401.13
Water:	\$5,818.00
OG&E:	\$2,419.87
Phone:	\$302.77
Propane	\$0.00
<b>total</b>	<b>\$10,941.77</b>

**Previous Month Utilities:** Trash-\$2,132.03/Water-\$7,281.00/OG&E-\$2,941.68/Phone-\$362.94/Propane-\$192.50  
(Total this month vs last = - \$1,968.38)

**Overages:** Bank charges,Office Expence-annual Quickbooks.Repair&Maint.-Chip&Seal.Utilities-Rolloffs.Uniforms-price increase.

	<b>Balance</b>
<b>Golf Cart:</b>	
<b>Income</b>	<b>\$1,025.00</b>
<b>Expense</b>	<b>\$0.00</b>
	<b>\$9,607.86</b>

**Infrastructure Account:**

<b>Previous Balance:</b>	<b>\$62.86</b>	<b>New Balance:</b>	<b>\$62.86</b>
Income:	\$0.00		
	\$0.00 (interest)		
<b>Survey Expense:</b>	<b>\$0.00</b>		
Labor/Material	\$0.00		
	<b>\$0.00</b>		

Respectfully submitted;  
Bruce Arnold / Finance Committee Chairman

# Maintenance / Infrastructure Report

## April 20, 2024

Chair: David Ponder  
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin  
Mike Smith  
Curtis Oshel  
Rita Ham

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Mowing season is here and the guys have been mowing trying to keep up between rains. Cedar Blue has received about 4" since the last meeting.

The maintenance staff have repaired 3 water leaks in Cedar North, 2 in Cedar Creek and 1 in Cedar Ridge. They have also repaired 2 sewer issues in cedar creek and 1 in cedar ridge.

Christopher and Dalton have inspected and maintained all lift stations and generators, as they do the first of every month.

Please let our staff know that we do appreciate the hard work that they do for Cedar Blue.

The pool cover has been taken off to get it ready for the summer season. It will open Memorial weekend, May 24<sup>th</sup>, 2024.

**Committee Chair**  
David Ponder

**Park Manager**  
Jackie Ponder

Containers are provided for household trash ONLY. A roll off is provided for your convenience. This does not include tree branches or limbs in the roll off or dumpsters. The limb yard is open on Fridays from 8:00 am – 2:30 pm. There is no location on Cedar Blue property for the debris. A trailer has been provided in the dumpster area for metal and appliances. Please dump accordingly. The Sulphur Municipal Authority hours of operation for their landfill are the 2<sup>nd</sup> Saturday of every Month and every Friday 8:00 am to 2:30 pm. Permits for Saturday need to be purchased on Friday.

# Environmental Committee Report

## April 20, 2024

Co-Chair: Roy Branch  
& Curtis Oshel

Members:  
Lloyd Coppin  
Dewayne Denwalt  
Rachel Gustin  
Mike Smith

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The Environmental Committee reviews permits on the 3<sup>rd</sup> Saturday of each month. It is preferred and suggested that property owners be present at that time for any further questions about your permit.

### Permits for approval:

There are Nine (9) Building permits for construction submitted.  
Five (5) permits for final inspection.

REMINDER: When construction projects are complete, please contact the office for a final inspection.

Please post your lot numbers on your property so it can be identified for emergency purposes and for the environmental committee to find your lot if you should have a building permit submitted.

*Signed:*

**Roy Branch & Curtis Oshel, Committee Chair**



# Park Manager Report

## April 20, 2024

Cedar Blue 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](mailto:parkadmin@cedar-blue.com)

Jackie Ponder-Park Manager

Jannette Wright-Office Assistant

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The second half of the 2024 Assessments are due Tuesday, April 30, 2024, by 5:00 pm, along with all golf carts (running or not). All outstanding balances on accounts must be paid. A \$100.00 penalty will be added if not paid in full and gate cards will be deactivated. The office does not accept cash. You can pay with a credit card, check, money order or cashier check. There is a slot on the bottom of the front door to drop off payments if you are here and the office is closed. All golf carts must be registered annually at the office with lot #'s on the front and back of cart. There will be a penalty assessed for non-registration.

Statements were sent out the last of March, if you did not receive your statement, you should call or stop by the office to update your contact information on your account. Please let us know if you have any questions.

*Jackie & Jannette*

If an Emergency should occur after office hours call 580-622-6302,

At the end of the message is a contact cell phone number to call.

If there is no answer, please leave a message and

Someone will return your call.

**FORGETTING A GATE CARD IS NOT AN EMERGENCY**

If you have a non-emergency after hours, you may call the office and leave a message.

Someone will call you back upon returning.