

Cedar Blue Property Owners Association

Board Meeting Minutes

December 17, 2022

- **Board Members Present:** Roy Branch, Bruce Arnold, David Ponder, Brooke Bow, Rita Ham, Rachel Gustin, Phillip Seiber, Connie Streater, and Jackie Ponder, Park Manager.

**** THERE WILL BE NO PUBLIC MEETINGS NOVEMBER-FEBRUARY ****

- **Board Members Absent:** Mike Fite
- **Property Owners Present:** 9
- **Call to Order:** The Board Meeting was called to order at 9:00 by the President, Roy Branch.
- **Moment of prayer / silence:** Moment of silence observed.
- **November 2022 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Rita Ham
Seconded by: Bruce Arnold
The motion passed by majority.
- **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.

Finance Committee:

Chair: Bruce Arnold
Members: Connie Streater, Brooke Bow, Roy Branch, Jackie Ponder

Financial Report presented by Bruce Arnold. Report is attached.

The November 2022 financials were approved in Executive Meeting:

Motion made by: Phillip Seiber
Seconded: Connie Streater
The motion passed by majority.

Maintenance/Infrastructure Committee:

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

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

Environmental Committee:

Co-Chairs: Roy Branch, Rita Ham
Members: Rachel Gustin, Connie Streater, Mike Fite, Dewayne Denwalt

2 Permits Submitted 16 Final Inspections (report attached)

Please put your lot numbers on your lot. This helps Environmental Committee but also emergency service vehicles. Please call the office if your projects are complete and your permit is ready to be finalized.

Insurance Committee:

Chair: Rachel Gustin
Members: Connie Streater, Brooke Bow, Jackie Ponder

No report submitted

Personnel Committee:

Chair: Bruce Arnold
Members: Roy Branch, Brooke Bow, Jackie Ponder, Phillip Seiber

No report submitted

Covenants and Bylaws Committee:

Chair: Brooke Bow
Members: Roy Branch, Rachel Gustin, Rita Ham

No report submitted

- **Park Manager Report:**

Jackie Ponder presented the Park Manager Report. Report is attached

- **Entertainment Committee:**

Crystal Chambers has agreed to be the new Cedar Blue Entertainment Committee Chair.

Once the Park receives the \$6000.00 from the prior Entertainment Committee Chair it will be past on to the new Chair.

- **Old Business:**

- Family center bathrooms have been painted

- **New Business:**

- No public meetings for the months of November, December, January, February. Public meeting will resume in March of 2023.
- The Cedar Blue office will be closed Friday, December 23rd and Saturday December 24th.
- The Cedar Blue office is open Tuesday-Saturday 8am-5pm, closing for lunch from 12-1pm.
- Continue to conserve water, Buck Horn has increased our rate.
- Winter project will be to update the Coast to Coast spaces, including electrical upgrades to 50amp service on all the spots.

- **Property Owner's Comments:** None

- **Adjournment:**

A Motion was made to Adjourn by: Phillip Seiber

Seconded by: Rachel Gustin

Motion passed by majority.

Board meeting adjourned at: 9:20 am



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

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

Additional income/ Money collected: Processing Fee-\$25.00 Covenant Violation-\$0.00. Excessive Use-\$450.00. Golf Cart Registration-\$1,925.00. Golf Cart Violations-\$0.00. Construction permits-\$100.00. Construction Penalty-\$0.00. Coast to Coast-\$0.00. Late Fees-\$0.00. Family Center Rental-\$400.00. Gate Card Replacement-\$100.00. Yearly Gate Card Purchase-\$0.00. Mowing penalties-\$0.00. Washer/Dryers-\$631.00. Air Machine-\$9.31. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Water Usage Penalty-\$0.00. Misc./Donations-\$0.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2022 Assessments-\$0.00. Return check charge-\$0.00. Postage refund-\$0.00.

Review of Financial Report for November 2022.

• **Operating Account & Money Market Account**

For the month of November 2022, the Park received \$81,518.45 in Ordinary Income. Expenses for the month of November 2022 were \$38,080.27.

We are under budget for the month of November by \$2,669.73.

Infrastructure Account

For the month of November 2022 received \$0.00. There was \$0.00 expense. Therefore, the Infrastructure Account balance is \$1,062.86. 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 \$494,344.59.

Golf Cart Account

For the month of November 2022, the park received \$1,925.00 in income and \$7,023.30 in expenses leaving a balance of \$8,646.12 in the Golf Cart Account.

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

There are a total of two (2) lots that are Delinquent in 2017, 2018, 2019, 2020, 2021, 2022, and 2023 dues with fees totaling \$7,841.50. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$82,959.38 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, & 2023 special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135 \$12,814.22 CB-272 \$12,966.30 CR-055 \$10,208.39 CR-059 \$10,194.39

CR-060 \$9,544.70 CR-061 \$8,549.70 CR-086 \$9,898.84 CR-087 \$8,782.85

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$90,800.88.

FY23 Operating Expenses					
Nov-22					
Account Description	Account Number	FY23 Yearly Budget	FY23 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 102.45	\$14.22
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$5,600.00	\$ 466.67	\$ 1,854.13	(\$1,387.46)
Insurance	60260	\$43,000.00	\$ 3,583.33	\$ -	3,583.33
Legal and Professional Expense	60280	\$12,000.00	\$ 1,000.00	\$ 600.00	\$400.00
Lien and Deed Fees	60320	\$1,000.00	\$ 83.33	\$ -	\$83.33
Office Expense	60340	\$3,000.00	\$ 250.00	\$ 193.15	\$56.85
Postage Expense	60345	\$1,500.00	\$ 125.00	\$ 8.09	\$116.91
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 11,194.07	\$4,222.60
Property Taxes	60380	\$2,500.00	\$ 208.33	\$ -	\$208.33
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 5,129.58	\$2,370.42
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 28.45	\$54.88
Utilities	60440	\$125,000.00	\$ 10,416.67	\$ 11,637.65	(\$1,220.98)
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 226.40	\$23.60
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	\$ 7,023.30	(\$5,939.97)
Totals		\$ 489,000.00	\$ 40,750.00	\$ 38,080.27	\$2,669.73

Utilities Breakdown:		Trash:	\$3,590.93
		Water:	\$5,288.50
		OG&E:	\$2,353.29
		Phone:	\$308.93
		Propane	\$96.00
		total	\$11,637.65

Previous Month Utilities: Trash-\$2,123.63/Water-\$7,297.00/OG&E-\$2,349.04/Phone-\$373.41/Propane-\$0.00
(Total this month vs last = -\$505.43)

Overages: ***Fuel price increase. Utilities-Trash roll-offs. Golf Carts-Gravel for roads..

Balance

Golf Cart:	Income	\$1,925.00	Expense	\$7,023.30	\$8,646.12
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Infrastructure Account:

Previous Balance:	\$1,062.86	New Balance:	\$1,062.86
	Income:	\$0.00	
		\$0.00 (interest)	
Survey Expense:	Expense:	\$0.00 New Waste Water Pump	
Labor/Material		\$0.00 Welding of fence.	
		\$0.00	

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Environmental Committee Report

December 17, 2022

Co-Chair: Roy Branch
& Rita Ham

Members:
Mike Fite
Dewayne Denwalt
Rachel Gustin
Connie Streater

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Permits for approval:

There are two (2) permits for construction submitted.
Three (3) Permits For Final Inspections.

If anyone has a permit project completed, 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 also for the environmental committee to find your lot if you should have a building permit
Submitted.

Signed:

Roy Branch & Rita Ham, Committee Chair

Maintenance / Infrastructure Report

December 17, 2022

Chair: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Mike Fite
Rachel Gustin
Phillip Seiber
Rita Ham

Cedar Blue has had about 5" of rain since the last meeting.

The Maintenance staff have repaired a water leak, replaced 4 inground water valves and unclogged a sewer line in Cedar Blue Area.

Jerry and Christopher have done some maintenance and painting in the bathrooms at the Family Center, they also have been picking up limbs in the park and hauling to limb yard.

A donated playground set has been installed by the staff with new swings on it in the cedar creek play area.

Please turn your in-ground water valve off when you leave.

Our Maintenance staff does a great job, let them know how much we appreciate them.

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 household 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 does not run those lines.

The maintenance crew is always willing to help 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.



Park Manager Report

December 17, 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

No Public Board meetings November 2022-February 2023. We will resume in March 2023.

The office will be closed Friday, December 23rd and Saturday 24th for the Christmas holiday. Resume regular hours Tuesday 27th. We will close at noon Saturday, December 31, 2022 for New Year's.

The annual assessments are \$700.00 per lot. Statements have been mailed out. Please contact the office if you have an address change.

The first half of the assessment is due by 5:00 pm Tuesday, January 31, 2023, and the 2nd half and all golf carts will be due by 5:00 pm Saturday, April 29, 2023.

A \$100.00 late fee will be added to your account if not paid by due dates.

All golf carts (running or not) must be registered at the office yearly with your lot numbers on front and back. Penalties will be given if golf carts are not registered.

Replacement Gate Cards are \$50.00 and can be purchased at the office.

Merry Christmas & Happy New Year!

Jackie and Jannette

AFTER HOURS EMERGENCY

Please call the office at (580)-622-6302 should an emergency 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