

Cedar Blue Property Owners Association

Board Meeting Minutes

December 16, 2023

1. **Board Members Present:** Rachel Gustin (via phone), Bruce Arnold, Brooke Bow (via phone), David Ponder, Rita Ham, Lloyd Coppin, Mike Smith, Curtis Oshel, and Jackie Ponder, Park Manager
2. **Board Members Absent:** Roy Branch
3. **Property Owners Present:** 9
4. **Call to Order:** The Board Meeting was called to order at 9:00 by Rachel Gustin
5. **Moment of prayer / silence:** Moment of silence observed.
6. **November 2023 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Rita Ham
Seconded: Lloyd Coppin
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 its 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 Bruce Arnold. (Report is attached)

The **November 2023** 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)

Environmental Committee:

Co-Chairs: Roy Branch, Curtis Oshel

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

8 Permits Submitted 2 Final Inspections

Report presented by Curtis Oshel. (Report attached)

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 has been mailed out.
 - First half will be due Wednesday, January 31, 2024
 - Second half will be due Tuesday, April 30, 2024
 - Payments will need to be made by check, credit card, money order, or cashier's check. The office **cannot** take cash.
- Property owners that have extra yearly gave cards, those payment will be due January 2, 2024. These statements were mailed out with the 2024 assessments.

9. Entertainment Committee: None

10. Old Business:

Please continue to conserve water.

11. New Business:

- **The Cedar Blue office will be closing at 1:00 pm on Saturday December 23rd.**
- There will be no public meeting November 2023-February 2024. Public meetings will resume on March 16th, 2024.

12. Property Owner's Comments: None

13. Adjournment:

A Motion was made to Adjourn by: Rita Ham

Seconded by: Mike Smith

Motion passed by the majority.

Board meeting adjourned at: 9:06 am



**Cedar Blue Property Owners Association
Finance Committee Monthly Report
November 2023**

Bruce Arnold, Chairman
Roy Branch
Brooke Bow
Jackie Ponder

Additional income/ Money collected: Processing Fee-\$100.00 Covenant Violation-\$0.00. Excessive Use-\$408.50. Golf Cart Registration-\$2,000.00. Golf Cart Violations-\$0.00. Construction permits-\$150.00. Construction Penalty-\$0.00. Coast to Coast-\$840.00. Late Fees-\$0.00. Family Center Rental-\$400.00. Gate Card Replacement-\$200.00. Yearly Gate Card Purchase-\$600.00. Mowing penalties-\$0.00. Washer/Dryers-\$661.50. Air Machine-\$6.58. Unauthorized Dumping-\$0.00. Destruction of Property-\$423.50. Water Usage Penalty-\$0.00. Misc./Donations-\$0.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2022 Assessments-\$650.00. Return check charge-\$0.00. Postage refund-\$10.00.

Review of Financial Report for November 2023.

• **Operating Account & Money Market Account**

For the month of November 2023, the Park received \$88,626.53 in Ordinary Income. Expenses for the month of November 2023 were \$37,899.47.

We are over budget for the month of November by \$1,660.14.

Infrastructure Account

For the month of November 2023, 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 \$510,948.30.

Golf Cart Account

For the month of November 2023, the park received \$2,000.00 in income and \$0.00 in expenses leaving a balance of \$2,764.86 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 \$8,660.00. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$92,703.66 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, & 2023 special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135	\$14,489.85	CB-272	\$14,558.94	CR-055	\$11,287.73
CR-059	\$11,273.73	CR-060	\$10,624.04	CR-061	\$9,629.04
CR-086	\$10,978.16	CR-087	\$9,862.17		

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$101,363.66.

FY24 Operating Expenses					
Nov-23					
Account Description	Account Number	FY24 Yearly Budget	FY24 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 100.94	\$15.73
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$5,600.00	\$ 466.67	\$ 819.75	(\$353.08)
Insurance	60260	\$44,000.00	\$ 3,666.67	\$ (844.00)	\$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	\$ -	\$41.67
Office Expense	60340	\$2,500.00	\$ 208.33	\$ 1,104.94	(\$896.61)
Postage Expense	60345	\$1,000.00	\$ 83.33	\$ -	\$83.33
Payroll Expense	60360	\$184,000.00	\$ 15,333.33	\$ 15,114.06	\$219.27
Property Taxes	60380	\$2,000.00	\$ 166.67	\$ -	\$166.67
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 9,232.12	(\$1,732.12)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ -	\$83.33
Utilities	60440	\$129,000.00	\$ 10,750.00	\$ 11,259.31	(\$509.31)
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 429.35	(\$179.35)
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
Totals		\$ 489,000.00	\$ 40,750.00	\$ 37,899.47	(\$1,660.14)

Utilities Breakdown:		Trash:	\$2,834.03
		Water:	\$6,161.00
		OG&E:	\$1,899.48
		Phone:	\$364.80
		Propane	\$0.00
		total	\$11,259.31

Previous Month Utilities: Trash-\$1,839.53/Water-\$7,736.00/OG&E-\$2,966.80/Phone-\$365.99/Propane-\$310.00
(Total this month vs last = - \$1,958.01)

Overages: Fuel-Increase usage.Office Expense-New computer & monitor.Repair&Maint.-Electric repair on left stations.Utilities-Roll-offs. Uniforms-5 weeks.

Golf Cart:	Income	\$2,000.00	Expense	\$0.00	Balance
					\$2,764.86

Infrastructure Account:					
Previous Balance:		\$62.86	New Balance:		\$62.86
	Income:	\$0.00			
		\$0.00 (interest)			
Survey Expense:	Expense:	\$0.00			
Labor/Material		\$0.00			
		\$0.00			

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

December 16, 2023

Chair: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin
Mike Smith
Curtis Oshel
Rita Ham

Jerry, Dalton, and Christopher have cut some dead trees down at Cedar North in the Green belt area, Repaired water valve issue in the Cedar Blue area on the main line and repaired sewer issue at Cedar North.

Dalton and Christopher have done maintenance on the generators and checked all lift station pumps, they have also been cleaning up in the maintenance shop.

The new asphalt work on memory lane, entrance and exit has been completed. Thank you, Curtis Oshel and to our maintenance staff for helping with the project.

Reminder: Due to the cold temperatures please turn your inground off when you leave.

Committee Chair
David Ponder

Park Manager
Jackie Ponder

Containers are provided for household trash ONLY. 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 2nd 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

December 16, 2023

Co-Chair: Roy Branch
& Curtis Oshel

Members:
Lloyd Coppin
Dewayne Denwalt
Rachel Gustin
Mike Smith

The Environmental Committee reviews permits on the 3rd 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 Eight (8) Building permits for construction submitted.
One (2) permit 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

December 16, 2023

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

Jackie Ponder-Park Manager

Jannette Wright-Office Assistant

The Cedar Blue Office will close at 1:00 pm, Saturday December 23rd for the Christmas Holiday. We will resume normal business hours Tuesday December 26, 2023.

MERRY CHRISTMAS AND HAPPY NEW YEAR!

There will be no public board meeting in November, December, January, or February. We will resume the public meetings on March 16th, 2024 @ 11:00 am at the Family Center. Board Members will have their executive meetings to take care of Cedar Blue business every month as usual, the environmental committee will continue to look at building permits the 3rd Saturday of every month.

Annual Dues are \$700.00 and \$25.00 per golf cart. The 1st half will be due Wednesday, January 31, 2024, and 2nd half will be due Tuesday, April 30, 2024, along with all Golf Carts. The office does not accept cash. You can pay with a credit card, check, money order or cashier check. A \$100.00 penalty will be added to property owners account if not paid by the due dates.

A reminder for the property owners that have extra yearly gate cards, those payments are Due by January 2, 2024.

If Anyone has a change of address, please let us know so we can update our records.

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 to the office.