

# **Cedar Blue Property Owners Association**

## **Board Meeting Minutes**

### **February 18, 2023**

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

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

- **Board Members Absent:**
- **Property Owners Present:**
- **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.
- **January 2023 Meeting Minutes were approved in Executive Meeting:**  
A motion to accept the minutes as written by: Bruce Arnold  
Seconded by: Rachel Gustin  
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 January 2023 financials were approved in Executive Meeting:**

**Motion made by:** Phillip Seiber  
**Seconded:** Lloyd Coppin  
The motion passed by majority.

#### **Maintenance/Infrastructure Committee:**

**Chair:** David Ponder  
**Members:** Phillip Seiber, Lloyd Coppin, 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, Lloyd Coppin, Dewayne Denwalt

8 Permits Submitted    3 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:**

Entertainment Committee Chair submitted financials and event report for January 2023

Upcoming Events

- March 25<sup>th</sup> Poker Run: 1 pm signups/2 pm start
- April 8<sup>th</sup> Easter Events
- May 27<sup>th</sup>- May 28<sup>th</sup> Memorial Day Events
- June possible BBQ cook off- TBD
- July 1<sup>st</sup>-2<sup>nd</sup> 4<sup>th</sup> of July Events

- **Old Business:**

- **New Business:**

- No public meetings for the months of November, December, January, February. Public meeting will resume in March of 2023.
- Reminder the 2<sup>nd</sup> half of 2023 Cedar Blue Annual Assessments and all golf card fees are due in the office by 5:00pm, on **Saturday, April 29, 2023**. A late penalty of \$100.00 will apply to payments received after the due date. Gate cards will be deactivated for nonpayment.
- 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.

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

- **Adjournment:**

A Motion was made to Adjourn by: Bruce Arnold

Seconded by: Phillip Seiber

Motion passed by majority.

Board meeting adjourned at: 9:25am



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

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-\$3,937.50. Golf Cart Violations-\$175.00. Construction permits-\$2,734.00. Construction Penalty-\$0.00. Coast to Coast-\$450.00. Late Fees-\$0.00. Family Center Rental-\$0.00. Gate Card Replacement-\$25.00. Yearly Gate Card Purchase-\$552.50. Mowing penalties-\$0.00. Washer/Dryers-\$476.50. Air Machine-\$0.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Water Usage Penalty-\$0.00. Misc./Donations-\$250.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2023 Assessments-\$0.00. Return check charge-\$0.00. Postage refund-\$20.00.

**Review of Financial Report for January 2023.**

- **Operating Account & Money Market Account**

For the month of January 2023, the Park received \$166,999.37 in Ordinary Income. Expenses for the month of January 2023 were \$30,177.20.

We are under budget for the month of January by \$10,572.80.

**Infrastructure Account**

For the month of January 2023 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 \$644,204.10.**

**Golf Cart Account**

For the month of January 2023, the park received \$4,112.50 in income and \$0,000.00 in expenses leaving a balance of \$12,834.12 in the Golf Cart Account.

**Accounts with 2017, 2018, 2019, 2020, 2021, 2023 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, 2023, 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 \$83,134.38 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2023, & 2023 special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

**CB-135 \$12,943.21   CB-272 \$13,012.30   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 = \$90,975.88.**

FY23 Operating Expenses					
Jan-23					
Account Description	Account Number	FY23 Yearly Budget	FY23 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 248.66	(\$131.99)
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 571.29	(\$487.96)
Fuel	60240	\$5,600.00	\$ 466.67	\$ 819.75	(\$353.08)
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	\$ 196.73	\$53.27
Postage Expense	60345	\$1,500.00	\$ 125.00	\$ 74.00	\$51.00
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 11,861.44	\$3,555.23
Property Taxes	60380	\$2,500.00	\$ 208.33	\$ -	\$208.33
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 5,839.88	\$1,660.12
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 56.90	\$26.43
Utilities	60440	\$125,000.00	\$ 10,416.67	\$ 9,685.15	\$731.52
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 223.40	\$26.60
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	\$ -	\$1,083.33
<b>Totals</b>		<b>\$ 489,000.00</b>	<b>\$ 40,750.00</b>	<b>\$ 30,177.20</b>	<b>\$10,572.80</b>

Utilities Breakdown:	Trash:	\$2,391.53
	Water:	\$3,792.50
	OG&E:	\$2,988.00
	Phone:	\$373.92
	Propane	\$139.20
	<b>total</b>	<b>\$9,685.15</b>

Previous Month Utilities: Trash-\$2,677.43/Water-\$5,802.00/OG&E-\$2,438.94/Phone-\$374.37/Propane-\$0.00  
 (Total this month vs last = -\$1,607.59)

Overages: \*\*\*Bank charges-Credit card machine yearly fee.Computer-New computer for secretary. Fuel-Price increase.

				Balance
Golf Cart:	Income	\$4,112.50	Expense	\$0.00
				<b>\$12,834.12</b>

				<b>Infrastructure Account:</b>
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.	
		<b>\$0.00</b>		

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman



# Maintenance / Infrastructure Report

## February 18, 2023

Chair: David Ponder  
Staff Supervisor: Jackie Ponder

Committee Members: Mike Fite  
Rachel Gustin  
Phillip Seiber  
Rita Ham

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The Maintenance staff have repaired in ground water valves in the cedar blue, goose lake and cedar ridge areas of the park, also surged a sewer line in cedar creek area that was stopped up.

Jerry and Christopher cleared some brush from cedar blue area, cleaned up and burned some brush around the duck pond while water is down.

Jason has picked up limbs from around the park in the greenbelt areas that has fell due to the wind.

The Staff has walked the park again and shut off in ground water valves of properties that were left on before the cold weather came in.

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

Thank You Jerry, Christopher and Jason.

**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 2<sup>nd</sup> 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.

# Environmental Committee Report

## February 18, 2023

Co-Chair: Roy Branch  
& Rita Ham

Members:  
Mike Fite  
Dewayne Denwalt  
Rachel Gustin  
Connie Streater

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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 Eight (8) permits for construction submitted.  
Three (3) Permit for Final Inspections.

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 & Rita Ham, Committee Chair



# Park Manager Report

## February 18, 2023

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)

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**The Board of Directors meet monthly; however, the public board meetings will not be held at the Family Center November 2022-February 2023. Minutes will be available on the web site or in the Cedar Blue Office. The next public meeting will be Saturday, March 18, 2023 at 11:00 am.**

The first half of the assessments of \$350.00 per lot was due in the office by 5:00 pm January 31<sup>st</sup>, 2023. A \$100.00 late fee has been added to property owners accounts that did not pay the first half before the due date. The 2<sup>nd</sup> half of assessments and all golf carts will be due by 5:00 pm Saturday, April 29, 2023. If all assessments and golf carts are not paid by the due date a \$100.00 late penalty will apply and gate cards will be deactivated.

Statements will be mailed in March 2023 for any balance owed. Please contact the office if you have an address change or contact information.

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. Golf cart rules are on the Cedar Blue website ([www.cedar-blue.com](http://www.cedar-blue.com)) under documents or you may pick up a copy from the office.

**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**