

**Cedar Blue Property Owners Association  
Board Meeting Minutes  
January 16, 2016**

1. **Board Members Present:** Tom Elliott, Dewayne Denwalt, Bruce Arnold, Maggie Thompson, Curtis Oshel, Arvilla Bird, Ken Brown, Ronnie McGee and David Ponder
2. **Board Members Absent:** None
3. **Property Owners Present:** The owners of 24 lots were present.
4. **Call to Order-**  
The Board Meeting was called to order at 11:08 am by Tom Elliott
5. **Prayer by Cliff Guy, Pastor, Sonshine Community Church**
6. **Approval of the Meeting Minutes for December 19, 2015**  
A motion to accept the minutes as written by: Bruce Arnold  
Seconded by: Ronnie McGee  
The motion passed unanimously.
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**

Chair: Dewayne Denwalt  
Members: Bruce Arnold, Curtis Oshel, Ronnie McGee

Report read by Tonya Glasgow and is attached below.

**Finance Committee**

Chair: Bruce Arnold  
Members: Maggie Thompson, Arvilla Bird, Tom Elliott

Report reviewed by Bruce Arnold and is attached below. The report now shows the breakout of the utilities that are paid by the Park. It was reported that the attorney handling the foreclosures has still not proceeded to the next step. Tonya is contacting him daily. Also noted, was that one property owner with past-due 2015 assessments has now brought their account current.

A motion to approve the December 2015 financials by: Dewayne Denwalt  
Seconded: Curtis Oshel  
The motion passed unanimously.

**Maintenance/Infrastructure Committee**

Chair: Ken Brown  
Members: Dewayne Denwalt, JW Mann, Curtis Oshel, David Ponder

Report read by Tonya Glasgow and is attached below. She noted that maintenance staff are also cleaning up the debris from all the rain at Goose Lake. There was also a staff luncheon on 1/15/16 and several owners attended as well.

### Insurance Committee

Chair: Ronnie McGee  
Members: Tom Elliott, Arvilla Bird

Nothing to report at this time.

### ODEQ Committee

Chair: Tom Elliott  
Members: Bruce Arnold, Ronnie McGee, Ken Brown

Report reviewed by Tom Elliott and is attached below. The weather has slowed up the work. Some material will need to be hauled in for the large lagoon and this has been located for a good price. The material is being tested for use. The Park's contact at the ODEQ has been quite ill and therefore the meeting regarding Phase VI has been stalled for some time. Because this is in the ODEQ court we don't risk any further fines at this time. Tom is staying on top of this. Curtis Oshel has worked with OG&E to install the 3-phase power at the lagoons for the irrigation pump and they agreed to do the work for free. This has saved the park about \$14,000.

Tonya shared that the staff working for 5-Point Construction on the lagoons are a great group of people. They are very nice when they come by the office. Tom said that these workers have indicated that they feel like they are treated like family when working in the Park.

Tom shared that the sludge in the large lagoon was almost 10 times what was in the two small lagoons which required a lot more work. The company has constantly been fighting rain recently so they have had to pump lots of water out of the lagoons, move more fencing, and dig back and move the irrigation line in order to have room to work on the new dike walls among other jobs. All this to say, there is a lot of work involved in rebuilding these lagoons.

### Personnel Committee

Chair: Tom Elliott  
Members: Dewayne Denwalt, Bruce Arnold, Maggie Thompson

Tom reported that he saw a recent news report that our former office person was arrested for theft from Walmart in Ardmore.

### Covenants and Bylaws Committee

Chair: Curtis Oshel  
Members: Ronnie McGee, Maggie Thompson

Nothing to report at this time.

8. **Park Manager Report:** Tonya read her report (attached below). Tonya reminded everybody that the 1<sup>st</sup> half of the annual assessments are due in the office by Monday, February 1 and she will be in the office that day. She reminded everybody to get changes in their contact information to her. As the staff drive the park and find any issues on owners' properties they contact the owners.

One owner asked what the fine is for owners who do not get their property cleaned up if notified to do so. He was informed that the fine is \$10/day and their gate cards are deactivated.

9. **Sonshine Community Church:** Cliff reported they will have a breakfast sometime in the spring when it is warmer. To help determine if there are enough owners interested in having a breakfast, he asked that all interested owners please contact his wife. His wife would like to have a Christian conference on a Friday afternoon through Saturday at the church sometime in November 2016. She had one at the church back in 2012. She would like any ladies that are interested in attending to please let her know to help her determine the interest in something like this. The ladies will sleep at the church on Friday night and she is planning to bring in outside speakers. They should bring blowup mattresses and comfortable clothing. More information will be coming. Dewayne Denwalt has offered to fix the crosses at the church in time for this conference. There will be a church board meeting in the near future. James and Nancy Boardwine – she has had multiple medical problems and asked that we keep them in our prayers.

James is on the church Board. The church Board has decided not to do an Easter Egg Hunt this year. Brandon said the Entertainment Committee may look at that.

**10. Entertainment Committee:** Brandon Storie reported they are planning an event in March or April. They are working on the fireworks for July 4<sup>th</sup> and have discovered that it is challenging to find somebody with a license to do the fireworks. In order to get a license you have to have worked under a licensed person for two years. The Sulphur Fire Department does not have a licensed person. They have a couple of leads on this. By Design is the band that is booked for that evening as well.

**11. Old Business-**

- a. Golf Cart Rules (attached below). Maggie did a quick review of the newly approved rules. The golf carts need to be registered annually and this year they have until 5/31/16 to do this. Starting in 2017 and forward they need to be registered by April 30<sup>th</sup>. The registration fee is \$25/cart/year. The Board will help register carts following the March, April and May Board meetings at the Family Center. The registration fee will be added to the owners' accounts and billed annually. The owners need to bring their carts with their lot numbers on the front and back of the carts. We will use the same Cedar Blue stickers as were used for the cars on the front/back of the carts and each year we will change out a small, round, colored sticker with a 2-digit year on it that will go on the larger Cedar Blue sticker.
  - i. The rules will also be posted on the website, available in the office and sent out by group email. They will also be available at the future Board meetings. A notice will also be posted on the white board at the front of the park.
- b. Cell phone tower – nothing to report at this time. We have only received one \$800 payment and nothing further.
- c. Reminder to property owners to turn off in-ground water valves for the winter months

**12. New Business-**

- a. David Ponder has been appointed to the Board to fill Gerry Batt's position for the rest of this year. Gerry Batt resigned due to family health reasons. Their place is now for sale.
- b. A combined heating/air unit was donated by Curtis Oshel and installed in the front gate shack.

**13. Property Owner's Comments**

Don Emberlin (CC97) – He asked where you can dump things that cannot go in the Park's dumpsters. He was told that he could go to the City of Sulphur dump and Sulphur also has an area separate from the dump to take limbs and brush.

**14. Adjournment-**

A motion to adjourn was made by: Ken

Seconded by: Ronnie

Motion carried unanimously.

Board meeting adjourned at: 12:02 pm

# **Environmental Committee Report January 16, 2016 Board Meeting**

Chairman: Dewayne Denwalt

Members: Bruce Arnold  
Ronnie McGee  
Curtis Oshel

## **Permits for approval:**

There one (1) building permits submitted for approval when this report was generated.

Signed  
**Dewayne Denwalt**  
Environmental Committee Chairman

Cedar Blue Property Owners Association  
Finance Committee Monthly Report  
December 2015

Bruce Arnold, Chairman  
Maggie Thompson  
Arvilla Bird  
Tom Elliott

**1. Accomplishments:**

- Reviewed the Financial Reports for December 2015.
  - **Operating Account & Money Market Account**  
For the month of December 2015 the Park received \$22,725.68 in Ordinary Income. Expenses for the month of December 2015 were \$18,438.79. Total Ordinary Income thus far for FY16 year is \$104,343.40.  
We are under budget for the month of December by \$9,841.32.  
Total amount budgeted YTD \$116,910.43 and actual was \$93,569.52.  
The balance in the Operating Account M/E December is \$14,220.55 and the Money Market Account is \$232,027.88 for a total of \$246,248.43. The total balance decrease over last month \$1,225.82.

Finance Summary: Current M/E December 2015 for FY16

Dec-15					
Account Description	Account Number	FY16 Yearly Budget	FY16 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$ 2,204.90	\$ 183.74	\$ 77.80	\$105.94
Computer/Internet Charges	60210	\$ 1,500.00	\$ 125.00	\$ 24.95	\$100.05
Fuel	60240	\$ 8,142.54	\$ 678.55	\$ -	\$678.55
Insurance	60260	\$ 18,000.00	\$ 1,500.00	\$ -	\$1,500.00
Legal and Professional Expense	60280	\$ 15,900.00	\$ 1,325.00	\$ 750.00	\$575.00
License Expense	60300	\$ 4,150.24	\$ 345.85	\$ -	\$345.85
Lien and Deed Fees	60320	\$ 750.00	\$ 62.50	\$ 35.00	\$27.50
Office Expense	60340	\$ 2,499.28	\$ 208.27	\$ 136.14	\$72.13
Postage Expense	60345	\$ 1,292.70	\$ 107.73	\$ -	\$107.73
Payroll Expense	60360	\$ 122,701.32	\$ 10,225.11	\$ 7,469.01	\$2,756.10
Property Taxes	60380	\$ 2,326.42	\$ 193.87	\$ -	\$193.87
Repairs and Maintenance	60400	\$ 57,955.16	\$ 4,829.60	\$ 3,482.53	\$1,347.07
Travel Expense	60420	\$ 2,000.00	\$ 166.67	\$ -	\$166.67
Entertainment Expense	60430	\$ 3,900.00	\$ 325.00	\$ -	\$325.00
Utilities	60440	\$ 89,538.73	\$ 7,461.56	\$ 6,200.20	\$1,261.36
Uniform Expense	60550	\$ 3,000.00	\$ 250.00	\$ 263.16	(\$13.16)
Training Expense	60555	\$ 2,000.00	\$ 166.67	\$ -	\$166.67
Land Payment	16900	\$ 11,370.00		\$ -	\$0.00
Furniture and Office Equipment	15250	\$ 1,500.00	\$ 125.00	\$ -	\$125.00
<b>Totals</b>		<b>\$ 350,731.29</b>	<b>\$ 28,280.11</b>	<b>\$ 18,438.79</b>	<b>\$9,841.32</b>

Utilities Breakdown Dec-2015: Trash-\$1,532.94 Water \$2,213.50 OG&E \$2,050.58 Phone \$403.18

- **Infrastructure Account**

For the month of December 2015 the Park received \$3,384.00 in Infrastructure Assessments. The Account paid out in expenses total was \$8,706.42. Therefore total net loss to The Infrastructure Account was -\$5,312.87 leaving a balance of \$190,228.23.

**Total of all Accounts (Operating Account, Money Market Fund, and Infrastructure Fund) is \$436,476.66.**

- **Delinquent Accounts:**

Please see below by lot, balances due. The amount owed consist of yearly assessments for 2015, 2016, attorney fee, court filling costs, mowing and upkeep costs. Cost still pending for notification and appraisals.

Lot #	Amount Owed
<b>The following lots are currently in foreclosure with Murray county. Default judgments will be filed by year end 2015. When final judgments are granted by the judge, appraisals will begin.</b>	
CC-056***	\$6,028.62
CN-095***	\$5,168.00
CR-027***	\$6,837.16
DP-015***	\$4,223.00
GL-041***	\$5,928.27
<b>Total Outstanding</b>	<b>\$28,185.05</b>

**The above lots gate cards have been deactivated.**

<b>The following lots are past-due FY15 assessments, late fees, and/or fines through 1/15/16. Gate cards were deactivated on 6-15-15.</b>	
CB-135	\$750.00
CB-201	\$750.00
CB-272	\$1,085.00
CN-024	\$777.50
CN-064	\$933.75
CN-081	\$638.00
CR-012	\$1,185.00
CR-026 (fines)	\$720.00
CR-055	\$985.00
CR-056 (fines & lien fees)	\$2,305.00
CR-059	\$985.00
CR-060	\$985.00
CR-068	\$985.00
CR-084	\$1,085.00
CR-086	\$985.00
CR-092	\$1,085.00
<b>Total Outstanding</b>	<b>\$16,239.25</b>

Bruce Arnold / Finance Committee Chairman

# Maintenance / Infrastructure Report

## January 2016 Board Meeting

Chairman: Ken Brown

Park Liaison: Joe Bonham  
Staff Supervisor: Tonya Glasgow

Committee Members: Dewayne Denwalt  
JW Mann  
Curtis Oshel

Cedar Blue has received approximately 9 inches of rain during the New Year holiday.

When dumping trash; please put in the containers that are provided. Furniture, limbs and lumber are not allowed in dumpsters. It is the responsibility of each property owner to discard these items; NOT the Cedar Blue staff.

Jerry has walked every area of the park shutting off all in ground water valves that have been left on. Most owners are gone this time of year returning in the spring. For the winter months these valves need to be turned off.

Jerry & Bobby have replaced in ground water valves in Cedar Blue, Cedar Creek, Deer Path and Cedar North areas of the park. Jerry and Bobby have been trimming and cutting out dead trees and limbs in the Cedar Blue area. Jerry completed repairs to the shower in the women's bathroom at the Family Center. Jerry has been smoothing out roads all over the park. Bobby has been working on the road smoothing it out going to Goose Lake. Bobby power washed the rest rooms in the Family Center and washed down all the walls with bleach. Jerry and Bobby installed a new gate arm at the entry to the park. Jerry cleaned out culverts in Cedar North. The supports and corner posts have been replaced at the Goose Lake pavilion.

Thank you to Curtis Oshel for the purchase of a new window a/c and heating unit for the maintenance office located at the gate.

With regards to the infrastructure to Cedar Blue, the committee members are putting together ideas for: replacing and/or repair to the roof and structure of the Family Center, update and make repairs to the bathrooms in the pool house, update and make repairs to the Family Center restrooms and kitchen. The committee is devising a workable plan for repair and maintenance to the roads.

Our staff does a wonderful job. Please let them know how much we appreciate their hard work and dedication.

**Ken Brown**  
**Committee Chair**

**Tonya Glasgow**  
**Park Manager**

**Cedar Blue Property Owners Association  
ODEQ Committee Monthly Report**

Members: Tom Elliott, Chairman, Bruce Arnold, Ronnie McGee and Ken Brown

For Month of January 2016

**1. Past Accomplishments for Fiscal Year**

- a. The two small lagoons were dozed out and construction of them began.
- b. The fence around the 22 acres across Cedar Blue Road was completed.
- c. The first part of phase VI was completed. This required that 60 areas, identified by the ODEQ, in the park be dug up to measure the distance of the fresh and waste water lines from each other. The digging was completed and all the information on which of these areas needed to be fixed was gathered. A report is being prepared for the ODEQ. Some repairs began on the critical areas.
- d. A pressure sewer line that ran across both private and federal property was relocated onto Cedar Blue property.
- e. The Park's engineer was terminated for poor performance and replaced with a local company out of Ardmore, EST Inc.
- f. The work crews repaired and rerouted piping, and made steel covers for or rebuilt multiple lift stations around the Park.
- g. The test results on the two small lagoons passed.

**2. Future Activities**

- a. Tom Elliott will meet with ODEQ'S engineer to finalize the Phase VI report and plan for repairs. He is waiting on the ODEQ to schedule this meeting
- b. Tom is still waiting on an answer from ODEQ about the status of easements. Over a year ago the property owners were asked to sign easements for this project and not all were willing to sign the document. Easements are covered in the Covenants and Bylaws and therefore, the ODEQ Committee has asked the ODEQ for clarification on the easements set forth in the Covenants and Bylaws versus the easements the owners were asked to sign.
- c. The Committee is optimistic that there will be enough funds in the Infrastructure account to not only complete the lagoon work but to complete all the Phase VI repairs during the current fiscal year.
- d. OG&E has been issued a work order for a new 3-phase power at the lagoons for the irrigation pump.
- e. Work on the large lagoon began in December and is continuing. It has been hampered a bit due to weather.

Tom Elliott  
ODEQ Committee Chairman



# Office/Park Manager Report

## January 16, 2016

Winter Office Hours:  
Tuesday - Saturday 8:00 am - 5:00 pm  
Closed Sunday & Monday  
Lunch 12:00 pm - 1:00 pm  
Phone: (580)-622-6302  
Email: [parkadmin@cedar-blue.com](mailto:parkadmin@cedar-blue.com)

\*\*\*Staff are in the office should payments  
be due on a day the office is closed

**REMINDER:** The first half of the annual assessment of \$275.00 is due in the office no later than Monday, February 1, 2016. A late fee of \$100.00 will apply after 5:00pm February 1, 2016. Please update the office with any address, phone or email changes.

The first half of the Infrastructure fee, (\$107.50) was due Monday, November 2, 2015 at 5:00pm in the office. A fifteen dollar (\$15.00), late fee has been assessed to property owners who made payments after the due date.

Certified letters were sent out last week to eleven (11) property owners with a deadline for clean-up.

THANK YOU Entertainment Committee for the hot cocoa and brownies provided for our meeting today.

Signed  
Tonya Glasgow

# CEDAR BLUE GOLF CART RULES

Effective January 16, 2016

## Drive at Your Own Risk

**NOTE:** Property owners, not Cedar Blue RV Park, are responsible/liable for damages and/or injuries caused by their golf carts.

**NOTE:** Only golf carts or 'low speed vehicles' will be allowed to operate within Cedar Blue RV Park. These are defined as 4-wheeled vehicles that cannot exceed 25 mph. No ATVs or UTVs (such as Gators, Razors, etc.) will be allowed. The only 4-wheel type vehicle allowed in Cedar Blue RV Park, other than golf carts or low speed vehicles, will be those that are licensed and tagged to legally operate on city streets and these can only be operated by a licensed driver.

**REGISTRATION (This is good for the calendar year. Registration must be done by May 31st in 2016 and by April 30th from 2017 and forward to avoid a fine for non-registration.)**

- All golf carts will be required to be registered annually at a cost of \$25 and will be required to display the annual permit sticker and lot number on the front and back of the cart at all times. Owners will be responsible for putting 3" lot numbers on the front and back of their carts. These must be in place at the time of registration. NOTE: If owners do not want the lot numbers stuck on the cart, they can put them on a plate that hangs on the front and back of the cart. The annual sticker needs to be displayed either next to the lot number or on the bumper (front and back).
  - For 2016 the registration fee will be added to the property owner's account. Any unpaid registration fees will be billed out with the 2017 annual assessment mailing (sent out Fall 2016). Owners are encouraged to pay the 2016 fee prior to the annual assessment mailing by check or credit card in the Park office. Following the initial registration of the property owners' golf carts, they will be billed automatically on an annual basis. Beginning in 2017 the fee must be paid no later than April 30<sup>th</sup> and can be included with the annual assessment payment. Owners may pick up their annual stickers at the Park office.
  - **NOTE: In 2016 if the registration fee is not paid prior to the mailing of the 2017 annual assessments (which goes out in the Fall of 2016), the annual assessment mailing will not only include the \$25 fee for 2016 but also the \$25 fee for 2017.**
- Funds from registration will be utilized for the cost of annual stickers and additional signage (street names, speed limit, etc.) for the Park's roads. Golf carts driven after the official sunset time must have working head lights and tail lights.
- At the time of registration, the lot owner must acknowledge in writing by signing the registration form:
  - His/Her agreement that all their family and guests will abide by the Cedar Blue Golf Cart Rules AND
  - His/Her agreement that he/she will hold Cedar Blue RV Park harmless for any damage and/or injury to their golf cart(s) or their occupants.
- Visitor golf carts will only be allowed for guests staying in the CCC area. They will need to register their carts with the Park office upon arrival at which time they will be given a visitor permit to post in the windshield of the golf cart. The permit will note which lot number they are associated with. Visitor cart registration will be \$10.
- Registration can be done at the park office.

## RULES

- Golf carts must be registered annually with the Park.
- Golf cart drivers must be licensed drivers.
- The number of riders on golf carts must not exceed the number of seats.
- No standing while the golf cart is in motion.
- Maximum speed is 10 mph.
- No reckless driving.
- No driving across lot owners' property or greenbelts. Golf carts must only be operated on Cedar Blue Park roads

## PENALTIES

- First violation: A fine of \$50. If not paid within 30 days, the gate cards will be deactivated and the fine will be added to the assessments.
- Second violation: A fine of \$100. If not paid within 30 days, the gate cards will be deactivated and the fine will be added to the assessments.
- Third violation: A fine of \$200 and suspension of golf cart privileges for 1 year. If not paid within 30 days, the gate cards will be deactivated and the fine will be added to the assessments. If the fine is paid within the year but the golf cart(s) is/are seen in use within the 1-year suspension time, the gate cards will be deactivated for the duration of the 1-year suspension.

## ENFORCEMENT

- Incident reports may be completed and turned into the Park office for review by the Board of Directors.
  - Incident reports should include a description of the violation as well as date/time stamped pictures and/or video as well as names and contact info of other witnesses. Digital pictures and video can be emailed to the Park Manager ([parkadmin@cedar-blue.com](mailto:parkadmin@cedar-blue.com)) for forwarding to the Board members along with the incident report.
  - Detailed information will be required in order for the Board to properly review the incident in question.
- Lot owners will be notified by mail of violations and fines. They will be given an opportunity to come before the Board at their next scheduled monthly pre-meeting to discuss the violation. Should the owner not appear, the fine will stand and will be added to the annual assessment if not paid by the date noted in the letter. Please note – Board members are not to be approached outside this meeting about fines/violations.

Periodically, road blocks may be setup within the Park to check carts for proper registration and to hand out and remind those on the carts of the rules.

**CEDAR BLUE GOLF CART REGISTRATION FORM**

**LOT NUMBER:** \_\_\_\_\_

**PROPERTY OWNER(S) OF RECORD:** \_\_\_\_\_

**GOLF CART DESCRIPTION:**

**MAKE:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**SERIAL #:** \_\_\_\_\_

**COLOR:** \_\_\_\_\_

**DATE REGISTERED:** \_\_\_\_\_

**\$25 REGISTRATION FEE will be added to the property owner's account.**

**If paid at time of registration: Credit Card \_\_\_\_\_ Check # \_\_\_\_\_**

**REGISTRATION DONE BY:** \_\_\_\_\_

I have read and received the Cedar Blue Golf Cart Rules and agree that I, my family and guests will abide by them. I also understand that I, not Cedar Blue RV Park, am responsible/liable for all damages and/or injuries caused by my golf cart(s). I also understand that should I remove my golf cart(s) from the Park during the year I will not receive a full/partial refund on the registration fee.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date Signed**

Original to Park  
Copy to Property Owner

# GOLF CART RULES VIOLATION INCIDENT REPORT

<b>Date:</b>	<b>Time of Incident:</b>	<b>Location of Incident:</b>
<b>Golf Cart Lot #:</b>	<b>Golf Cart Description (color, #wheels, etc.):</b>	
<b># of Persons on Cart:</b>	<b># Adults on Cart:</b>	<b># Children on Cart:</b>

**Type of Violation (Describe the Incident)**



<b>Signature of Person Making Report:</b>	<b>Date:</b>	<b>Cedar Blue Address:</b>
<b>Printed name:</b>		<b>Telephone Number:</b>
		<b>E-mail Address:</b>