

# **Cedar Blue Property Owners Association**

## **Board Meeting Minutes**

### **January 20, 2024**

1. **Board Members Present:** Roy Branch, Rachel Gustin, Bruce Arnold, Brooke Bow, David Ponder, Rita Ham, Lloyd Coppin, Mike Smith, Curtis Oshel, and Jackie Ponder, Park Manager
2. **Board Members Absent:**
3. **Property Owners Present:** 10
4. **Call to Order:** The Board Meeting was called to order at 8:57 by Roy Branch
5. **Moment of prayer / silence:** Moment of silence observed.
6. **December 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 **December 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)

- Maintenance guys have fixed many leaks in the park. Please remember to turn off your underground valve when leaving.
- Maintenance guys have started repairs to the rafters of the maintenance building caused by the last windstorms.

#### **Environmental Committee:**

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

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

1 Permits Submitted   0 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 gate 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:**

- No public meetings November 2023-February 2024. Public meetings will resume on March 16<sup>th</sup>, 2024.

**12. Property Owner's Comments: None**

**13. Adjournment:**

A Motion was made to Adjourn by: Rachel Gustin

Seconded by: Lloyd Coppin

Motion passed by the majority.

Board meeting adjourned at: 9:05



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

Bruce Arnold, Chairman  
Roy Branch  
Brooke Bow  
Jackie Ponder

**Additional income/ Money collected:** Processing Fee-\$50.00 Covenant Violation-\$0.00. Excessive Use-\$0.00. Golf Cart Registration-\$2,100.00. Golf Cart Violations-\$100.00. Construction permits-\$200.00. Construction Penalty-\$500.00. Coast to Coast-\$120.00. Late Fees-\$0.00. Family Center Rental-\$500.00. Gate Card Replacement-\$0.00. Yearly Gate Card Purchase-\$480.00. Mowing penalties-\$0.00. Washer/Dryers-\$561.75. Air Machine-\$0.00. 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-\$650.00. Return check charge-\$0.00. Postage refund-\$10.00.

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

- **Operating Account & Money Market Account**

For the month of December 2023, the Park received \$82,359.65 in Ordinary Income. Expenses for the month of December 2023 were \$63,966.37.

We are over budget for the month of December by \$26,883.04.

**Infrastructure Account**

For the month of December 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 \$529,507.17.**

**Golf Cart Account**

For the month of December 2023, the park received \$2,200.00 in income and \$0.00 in expenses leaving a balance of \$4,964.86 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 filing 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					
Dec-23					
Account Description	Account Number	FY24 Yearly Budget	FY24 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 112.94	\$3.73
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$5,600.00	\$ 466.67	\$ 696.75	(\$230.08)
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	\$ -	\$41.67
Office Expense	60340	\$2,500.00	\$ 208.33	\$ 514.16	(\$305.83)
Postage Expense	60345	\$1,000.00	\$ 83.33	\$ 81.19	\$2.14
Payroll Expense	60360	\$184,000.00	\$ 15,333.33	\$ 25,976.62	(\$10,643.29)
Property Taxes	60380	\$2,000.00	\$ 166.67	\$ 1,634.00	(\$1,467.33)
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 24,246.93	(\$16,746.93)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 64.59	\$18.74
Utilities	60440	\$129,000.00	\$ 10,750.00	\$ 9,691.38	\$1,058.62
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 264.81	(\$14.81)
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>\$ 63,966.37</b>	<b>(\$26,883.04)</b>

<b>Utilities Breakdown:</b>	Trash:	\$2,429.33
	Water:	\$4,663.00
	OG&E:	\$2,074.43
	Phone:	\$367.12
	Propane	\$157.80
	<b>total</b>	<b>\$9,691.68</b>

**Previous Month Utilities:** Trash-\$2,834.03/Water-\$6,161.00/OG&E-\$1,899.48/Phone-\$364.80/Propane-\$0.00  
(Total this month vs last = - \$1,567.63)

**Overages:**

Fuel-Increase usage.Office Expense-New computer.Pryroll-3 pay periods&Bonuses.Property Taxes.Repair&Maint.-2nd half of asphalt for memory lane.Uniforms-price increase.

				<b>Balance</b>
<b>Golf Cart:</b>	<b>Income</b>	<b>\$2,200.00</b>	<b>Expense</b>	<b>\$0.00</b>
				<b>\$4,964.86</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>	Expense:	\$0.00	
Labor/Material		\$0.00	
		<b>\$0.00</b>	

Respectfully submitted;

**Bruce Arnold / Finance Committee Chairman**

1 of 1

1/17/2024

Dec-23

# **Maintenance / Infrastructure Report**

## **January 20, 2024**

Chair: David Ponder  
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin  
Mike Smith  
Curtis Oshel  
Rita Ham

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Jerry, Dalton, and Christopher walked the park, checked for water leaks and turned off in-ground water valves that were left on. Repaired two water leaks in the Cedar Blue area and repaired sewer issue at Cedar North.

Dalton done some maintenance and repairs on the dodge maintenance truck. Jerry checked antifreeze in the trucks and equipment getting ready for the cold weather.

The staff are preparing to replace rafters in the maintenance building and repairing rollers on the sliding door of the supply building.

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 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

## January 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 is one (1) Building permits for construction submitted.  
Zero (0) 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

## January 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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Annual Dues are \$700.00 and \$25.00 per golf cart. The 1<sup>st</sup> half is due by Wednesday, January 31, 2024, and second half is 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. All golf carts must be registered at the office with lot #'s on the front and back of cart. There will be a penalty assessed for non-registration.

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

There will be no public board meeting in November, December, January, or February. We will resume the public meetings on March 16<sup>th</sup>, 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 3<sup>rd</sup> Saturday of every month.

As of January 1, 2024, coast to coast rental spots is \$40.00 per night.

*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.