

Cedar Blue Property Owners Association

Board Meeting Minutes

July 15, 2023

1. **Board Members Present:** Roy Branch, Phillip Seiber, Bruce Arnold, Brooke Bow, Connie Streater, Lloyd Coppin, Rita Ham, Rachel Gustin and Jackie Ponder, Park Manager
2. **Board Members Absent:** David Ponder
3. **Property Owners Present:** 25
4. **Call to Order:** The Board Meeting was called to order at 10:59 by the Vice President, Roy Branch.
5. **Moment of prayer / silence:** Moment of silence observed.
6. **June 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: Connie Streater, Brooke Bow, Roy Branch, Jackie Ponder

- Financial Report presented by Bruce Arnold. (Report is attached)
Over budget \$3774.35
- Picnic tables purchased for Coast to Coast out of the Maintenance and Infrastructure account.
- 2 lots that are delinquent have been appraised for and will be going to the Murray County Sheriff's sale.
 - Will be announcing the date of sale via email once we know the date.
- June's budget overages due to the bulk purchase of water boxes, utilities, 5 weeks of payroll in June, and donation to the Entertainment Committee for fireworks.
- We have requested 3 bids to complete the pipe rail fence.

The **June 2023** financials were approved in the Executive Meeting.

Motion made by: Rachel Gustin

Seconded: Lloyd Coppin

The motion passed by the majority.

Maintenance/Infrastructure Committee:

Chair: David Ponder

Members: Phillip Seiber, Lloyd Coppin, Rita Ham, Rachel Gustin, Jackie Ponder

Jackie Ponder presented the report. (Report attached)

Environmental Committee:

Co-Chairs: Roy Branch, Rita Ham

Members: Rachel Gustin, Connie Streater, Lloyd Coppin, Dewayne Denwalt

5 Permits Submitted 8 Final Inspections

Report presented by Rita Ham. (Report attached)

The Cedar Blue Board of Directors reviewed all Environmental Committee Rules, and both permits. No major changes were made, mostly updated the section regarding prefabricated building. We will complete the final draft and post to the website soon.

Please put your lot numbers on your lot. This helps the Environmental Committee but also emergency service vehicles.

Please call the office when you have completed your construction. We will need to finalize your permit upon completion of the project.

Insurance Committee:

Chair: Rachel Gustin

Members: Connie Streater, Brooke Bow, Jackie Ponder

No report

Personnel Committee:

Chair: Bruce Arnold

Members: Roy Branch, Brooke Bow, Jackie Ponder, Phillip Seiber

No report

Covenants and Bylaws Committee:

Chair: Brooke Bow

Members: Roy Branch, Rachel Gustin, Rita Ham

No report

8. Park Manager Report:

Jackie Ponder presented the Park Manager Report (report attached)

Board Resumes:

There are three open positions to be filled, and each position will be a three-year term.

Deadline to submit a resume is July 29th, 2023, at 5:00pm.

Please bring resumes to the office or email parkadmin@cedar-blue.com

The Annual Board meeting will be held Sunday September 3rd at 1:00pm

Reminder of pool rules:

No pets, no glass, no food, keep one door to each restroom closed, stay off rope, no running.

9. Entertainment Committee:

Working on Labor Day events more to come.

Crystal wanted to thank the volunteers and those that donated to help with the July 4th Celebration.

Please visit the Cedar Blue Entertainment Facebook page for more information

10. Old Business:

Please continue to conserve water.

11. New Business:

The board reviewed 7 incident reports this week. Thanks to everyone who turned in incident reports.

12. Property Owner's Comments:

Carla Sykes GL-37 Asked if the plans to continue work on the roads. Specifically, referring to the Goose Lake Circle roads.

- Roy responded that we plan to work more on it.
- We receive a great rate from David and will continue to use him. David Ponder is very busy.
- Also, the park received 5 inches of rain this past week that hasn't helped the roads.

Don Warlick CB-122

- Wanted to know if the park receives notification of the water increases, and if we were the only ones that received an increase this last time.
 - Bruce responded that yes, we do.
 - Was increased in April.
 - Sulphur and Davis also had an increase.
- Wanted to know if the maintenance men could help address the roads.
 - The maintenance men are not experts on the road. Jerry will often use the backhoe and spread gravel as best he can. However, using the backhoe is not as precise as David Ponders grader.
 - David has come in multiple evenings this week after work to focus on the roads. The park has over six miles of total road. With the recent rains we are aware some areas are in need of repair.
 - Bruce advised Don to call the office and let them know the location that needs to be addressed.
- Wanted to know if the individual who stole in the park had been caught.
 - Currently, to our knowledge they have not found them.
 - The sheriff stated they have warrants in multiple counties throughout the state for the individual.
 - We have provided all the videos and photos to the sheriff's department, the Bait Box and Five Lakes also provided video.
 - Incidents reports have also been filed.
 - Don asked if the lot owner will be held responsible for this.
 - Roy stated this is confidential information.
 - The park is following the sheriff's office direction.

Charles Johnson CR-45

- Stated he had seen David grating the roads multiple nights. Thanked the board for this.
- Wanted to know if the park can check the trees on the green belt beside his lot.
 - Jackie will have the maintenance team look at the trees.
 - The owner is willing to help clean the area up.

Roy Merritt CB-107

- Wanted to know if we are still using chlorine in the pool. If so, why?

- Also, wanted to state that we shouldn't have these issues with the pool and equipment.
 - Bruce stated yes, we are, and we follow the advice of the pool company.
 - Maintenance used chlorine to help keep the chemical levels up.
 - Chemicals get out of balance due to urine, suntan lotions, food, and non-water liquids, being in the pool. As well as the number of swimmers has increased.
 - Rain also can cause levels to be off the park has had over 5 inches of rain.
 - The chemical levels are checked a minimum of 3 times a day, chemicals are typically added at night to filter overnight. Unless, we have a issue with the balance during the day.
 - We must also follow the same rules as a public pool.
 - The pool inspector can come in at any time and shut us down completely if we are not following the rules.
 - The most recent closure was due to clarity, meaning we couldn't see the bottom of the pool.
 - We had to add extra chemicals, which is not safe to swim in.
 - Don wanted to know if everyone was trained. Yes, including Jeanette and Jackie
 - Don wanted to know who closes the pool. Maintenance and Jackie rotate.

13. Adjournment:

A Motion was made to Adjourn by: Phillip Sieber

Seconded by: Lloyd Coppin

Motion passed by the majority.

Board meeting adjourned at: 11:35



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

Bruce Arnold, Chairman
Roy Branch
Brooke Bow
Jackie Ponder

Additional income/ Money collected: Processing Fee-\$75.00 Covenant Violation-\$0.00. Excessive Use-\$9,487.50. Golf Cart Registration-\$125.00. Golf Cart Violations-\$0.00. Construction permits-\$150.00. Construction Penalty-\$0.00. Coast to Coast-\$540.50. Late Fees-\$400.00. Family Center Rental-\$200.00. Gate Card Replacement-\$325.00. Yearly Gate Card Purchase-\$120.00. Mowing penalties-\$0.00. Washer/Dryers-\$1,170.50. Air Machine-\$0.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$100.00. Water Usage Penalty-\$0.00. Misc./Donations-\$30.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2023 Assessments-\$0.00. Return check charge-\$29.00. Postage refund-\$0.00.

Review of Financial Report for June 2023.

- **Operating Account & Money Market Account**

For the month of June 2023, the Park received \$17,282.62 in Ordinary Income. Expenses for the month of June 2023 were \$44,524.35.

We are over budget for the month of June by \$3,774.35.

Infrastructure Account

For the month of June 2023 received \$0.00. There was \$1,000.00 expense. (Picnic tables) 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 \$674,185.75.

Golf Cart Account

For the month of June 2023, the park received \$125.00 in income and \$0.00 in expenses leaving a balance of \$12,103.74 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 \$8,241.50. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$84,934.38 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 \$13,243.21	CB-272 \$13,312.30	CR-055 \$10,408.39	CR-059 \$10,394.39
CR-060 \$9,744.70	CR-061 \$8,749.70	CR-086 \$10,098.84	CR-087 \$8,982.85

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$93,175.88.

FY23 Operating Expenses					
Jun-23					
Account Description	Account Number	FY23 Yearly Budget	FY23 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 116.44	\$0.23
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$5,600.00	\$ 466.67	\$ 957.25	(\$490.58)
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	\$ 175.49	\$74.51
Postage Expense	60345	\$1,500.00	\$ 125.00	\$ 113.34	\$11.66
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 19,067.78	(\$3,651.11)
Property Taxes	60380	\$2,500.00	\$ 208.33	\$ -	\$208.33
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 9,848.50	(\$2,348.50)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 524.07	(\$440.74)
Utilities	60440	\$125,000.00	\$ 10,416.67	\$ 12,759.23	(\$2,342.56)
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 279.25	(\$29.25)
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	\$ 44,524.35	(\$3,774.35)

Utilities Breakdown:

Trash:	\$2,920.73
Water:	\$6,931.00
OG&E:	\$2,543.48
Phone:	\$363.92
Propane	\$0.00
total	\$12,759.13

Previous Month Utilities: Trash-\$2,740.43/Water-\$5,334.00/OG&E-\$1,941.33/Phone-\$390.53/Propane-\$0.00
(Total this month vs last = + \$2,352.94)

Overages: ***Fuel-Payroll-Overtime.Repairs & Maint.-Water meter boxes. Upgrades at CC.(signs,picnic tables)
Entertainment-Fireworks. Uniforms-5 weeks.

Golf Cart:	Income	\$125.00	Expense	\$0.00	Balance
					\$12,103.74

Infrastructure Account:

Previous Balance:	\$1,062.86	New Balance:	\$62.86
	Income:	\$0.00	
		\$0.00 (interest)	
Survey Expense:	Expense:	\$1,000.00 Picnic tables for CC.(parcial)	
Labor/Material		\$0.00 Welding of fence.	
		\$1,000.00	

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

July 15, 2023

Chair: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin
Rachel Gustin
Phillip Seiber
Rita Ham

Cedar Blue has had approximately eleven inches of rain since the last meeting.

Jerry, Christopher Dalton and Jaybo have been mowing throughout the park as weather permits.

The Maintenance staff have trimmed some trees over the roadways and picked up limbs that have been blown down due to storms. Replaced in ground water valve in goose lake area and one in deer path. Repaired a sewer issue in the cedar blue area.

If you have construction workers coming into the park with equipment or trucks, please use the side construction gate and not the entrance gate. You can contact the office to schedule it to be unlocked. We do not need heavy equipment or trucks on our concrete or loop detector that could damage our gate system.

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 8:00-2:30 and every Friday 8:00 to 2:30. Permits for Saturday need to be purchased on Friday.

Environmental Committee Report

July 15, 2023

Co-Chair: Roy Branch
& Rita Ham

Members:
Lloyd Coppin
Dewayne Denwalt
Rachel Gustin
Connie Streater

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 Five (5) Building permits for construction submitted.
Eight (8) 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

July 15, 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 Monthly Board Meetings are the 3rd Saturday of every month @ 11:00 am at the Family Center.

The Cedar Blue Annual Board Meeting is on Sunday, September 3rd at 1:00 pm. Resumes are being accepted now and must be in the office by 5:00 pm, July 29th, 2023. There are three open positions that need to be filled. These are 3-year terms. Resumes can be dropped off at the Cedar Blue office, mail to: 3012 Cedar Blue Road, Sulphur, OK 73086 or sent in by email to: parkadmin@cedar-blue.com. Ballets will be mailed out to property owners on or about August 5th. If you have a change in address let the office know so we can update our records.

The Swimming Pool hours are 10:00 am to 10:00 pm daily.

We ask that everyone please conserve water.

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.