

**Cedar Blue Property Owners Association
Board Meeting Minutes
March 19, 2016**

1. **Board Members Present:** Tom Elliott, Dewayne Denwalt, Bruce Arnold, Maggie Thompson, Curtis Oshel, Arvilla Bird, Ronnie McGee and David Ponder
2. **Board Members Absent:** Ken Brown
3. **Property Owners Present:** The owners of 52 lots were present.
4. **Call to Order-** The Board Meeting was called to order at 11:10 am by Tom Elliott
5. **Prayer by Cliff Guy, Pastor, Sonshine Community Church**
6. **Approval of the Meeting Minutes for February 20, 2016**
A motion to accept the minutes as written by: Bruce Arnold
Seconded by: Curtis Oshel
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 was read by Dewayne Denwalt and is attached below. There may be additional permits following today's meeting.

Additionally, the Environmental Rules are being updated to state that storage buildings allowed are going to be increased to 160 sq. ft. (Item #10)

Finance Committee

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

The report was reviewed by Bruce Arnold and is attached below. Bank charges were up in February because of all the credit card payments for assessments owing.

The five lots in foreclosure from FY14 have now been filed and signed off on by the judge. The next step is appraisal of the properties by the County and this should occur in the next 2-3 weeks. The minimum bids will be established and this will be followed by a sheriff's auction.

Of the properties that are currently in default from FY15 another owner has paid off the amount due in full so there are now only 14 properties in arrears from last year.

An owner asked how long we allow late fees to roll over. Tonya responded that when she took over the accounts as a Board member in 2013 there was about \$77,000 owing (46 properties) and this has been reduced to the current 5 properties from FY13 and 14 properties for FY15. People who are past due have their gate cards deactivated after the final assessments deadline (5/31). The next step is to notify the owner(s) and file liens on the properties and then to foreclosure. Foreclosure takes months. Often after liens are filed, owners bring their accounts up to date. Tonya hopes to start filing liens on the properties from FY15 this summer.

It was also asked who had the priority if taxes are past due – the county or the park. Tom noted that the county tax sales take precedent over any foreclosure auction by the Park. He also stated that if a property is purchased in a tax sale that is still owing dues and hasn't gone to foreclosure, whoever purchased the property at the tax sale will still have to pay the amount owing in order to clear the lien.

Tom went on to state that a tax sale has nothing to do with the park. He noted that he continues to hear that Tonya Glasgow and JW Mann stole a piece of property in the park that they legally purchased at a Murray County tax sale, which is very frustrating. He indicated that the property in question was several years behind in taxes, the property was advertised in the paper by the County for three consecutive weeks and sold at public auction at the Murray County Courthouse. The park has no control over a county tax sale. Tonya and JW did not steal anybody's property nor did they not manipulate anybody. Anybody could have bid on the property and there was more than one person from Cedar Blue bidding on it.

A motion to approve the February 2016 financials by: Maggie Thompson
Seconded: Dewayne Denwalt
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. Wendell Kluge complimented the staff on the appearance of the park and said it looks the best it has in a long time.

Insurance Committee

Chair: Ronnie McGee
Members: Tom Elliott, Arvilla Bird

No report submitted.

ODEQ Committee

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

Report is attached below. Additionally some of the work on the lagoons has slowed due to weather and Tom hasn't been available. He is doing the electrical work. Hopefully the irrigation pump, flow meter and electric for these will be finished this week.

Tom and JW Mann met with ODEQ about five weeks ago and there has been some confusion with them but in a good way. There was some confusion regarding permits which is cleared up. Everything that is left to do now all falls under Phase VI. The ODEQ originally was going to make the park alarm all the lift stations through monitoring systems 24/7. After visiting with Tom and learning that the park has owners that are within earshot of all the stations, staff running the park frequently, as well as the new pumps will all have visual/audio alarms on them once installed on all lift stations, they have agreed that no additional monitoring is required. This will save the park approximately \$100,000. Tom also reported that we had a couple of bids on the lagoon work and the job was given to David Ponder, an owner in the park, which saved the park an additional \$200,000. Tom reported that we now have a target date of June 1, 2017 to complete the entire project. This has been a complete team effort. We have Board members who have been able to bring us individuals who were able to do work for far less money than originally thought it would take.

The 22 acres where the irrigation field is located across the Cedar Blue Road from the park is part of the plans and needs to be incorporated into the ODEQ project. We are able to push the waste water to the sprinkler fields without having to treat it. Additionally, the sprinkler fields are fenced so it's not used for grazing. We shouldn't have to remove the sludge from the lagoons for many years. When it was removed to rebuild the lagoons we were permitted to spread it over the sprinkler fields. We may only need to use the sprinkler fields 2-3 times a year depending park usage and rain.

All 28 lift stations still have to be upgraded. Doug Washburn will be returning to the park this summer to help with this project. He was the person in the big motorhome on the CC area last summer. We hope by December 2016 to be close to being done with all the lift station work. The finances will play a part in how far we get before the next round of infrastructure fees. The project permit was originally issued in about 2009 and the DEQ rules have changed three times but the ODEQ has allowed us to maintain the original permit as long as we continue to perform.

In order to get the park out of debt with regard to the purchase of this land, the Board would like to pay off the land. It is looking at collecting the infrastructure fees one additional year after the project is completed to try to pay the land off.

Personnel Committee

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

No report submitted.

Covenants and Bylaws Committee

Chair: Curtis Oshel
Members: Ronnie McGee, Maggie Thompson

No report submitted.

- 8. Park Manager Report** – Tonya read her report and it is attached below. She received two incident reports both in the Cedar Blue subdivision. One owner is missing a Chiminea and had survey stakes removed. Another found a window AC unit shoved inside their RV but it didn't appear that anybody entered the property. Incident reports are way down. Tom encouraged owners to get to know their neighbors and if they see something happening that seems off to either check it out or call the police.

She reminded everybody there is an emergency phone you can dial 911 with behind the front gate shack, there are incident report forms in a box on the back of the front gate shack, and there is a slot in the window to the right of the front door of the park office to drop things through. She also noted that there is a maintenance person in the park seven days a week.

Tonya and JW Mann have passed their test and certification and are now Class D Fresh Water Operators. Tom thanked her for her work and diligence in all that she does, including dealing with difficult lot owners. Bruce addressed the constant complaints about late fees not being waived and let everybody know that Tonya is just doing her job.

Maggie reminded everybody that it is expensive to do mailings to the owners so we try hard to keep those to a minimum. These cost over \$700/ mailing. In response to a question about emailing statements, we hope to be able to do this at some point. She also let folks know that she cannot attach documents to the group emails without paying for the use of Mailchimp. The minutes, newsletters and such can be found on the website at www.cedar-blue.com.

9. **Sonshine Community Church** – The church is doing okay financially. The Pastor does not take salary from the funds. Park owners are helping to paint the inside of the church. They are going to make window curtains to save money. They also need a new hot water heater and some roof work as well as sheet rocking in a restroom. They are pleased with how things are going. They have some folks from 5 Lakes also attending. Starting in April they hope to be in the park 2-3 times a week. Cliff and his wife are available at any time for folks that want to talk about anything.

They have received an album from the Browders of prior church events and there are folks in the pictures they would like help identifying as there are places to write names and dates. They encouraged folks to stop by when they are at the church to take a look at the pictures and help with this.

They have also received a large donation of hymnals and have more than they need. If anybody knows of another church that needs some, they are happy to help.

10. **Entertainment Committee** – Cindy Foreman reminded everybody that next weekend there is an Easter Egg Hunt, Smoke-off, Corn Hole Tournament, free popcorn and lunch (BBQ sandwiches, chips and soda) for \$5. The folks that are in the smoke-off are asked to register by 10 am the day of the event. They are to bring a sampling to the Family Center at 11:30 am. Prior to the sampling the participants will be visited at their lot to be sure they are doing the smoking themselves. \$10 to enter the smoke-off and \$20/team for the corn hole tournament. The money will go into prizes for the winners. The egg hunt will be divided into age groups. Donations of eggs and prizes are welcomed. They also need lots of volunteers. Tonya Glasgow, Arvilla Bird, Sonshine Church and the Charles/Marlene Ballew donated cash – a big thank you to them.

11. Old Business-

Golf Cart Registration will be held at the Family Center following the Board meetings in March, April, and May for 1 hour or until the carts present are registered. Golf carts will not be registered at the park office until after the May Board meeting so as not to overwhelm Joe. The owner of record is the person that has to register the cart(s) as they have to sign that they received the rules, etc. Owners may write a check for the registration at the time of registration. If they don't, the fee will be added to the owner's account and owners are encouraged to pay before the next annual assessment is mailed.

Golf cart registration is on the calendar year. In 2016 registration must be done by May 31, 2016. Thereafter, registration must be done by April 30th.

Any carts registered will then be automatically billed on the annual statement with a separate line item. Golf carts that are not registered will not be billed automatically. If they are found being used in the park after 5/31/16 they will be subject to a penalty for non-registration.

At this time no late fee has been established for nonpayment of the registration fee and we hope this will not become necessary. Nonpayment of the fee, like nonpayment of assessments, can incur liens being filed.

Any street legal 'carts' that are tagged as such can only be operated by a licensed driver. They will be treated like cars. Any cart that is not defined as a golf cart such as Gators and Razors will not be allowed in the park.

Tom reminded the owners that there were open meetings to help come up with the new rules and penalties.

12. New Business- None

13. Property Owner's Comments

Greg Stover (CN-039) – He reported that the Bait Box is under new ownership. They used to own property in Cedar Blue and currently own property in 5 Lakes. They hope to be open 7 days a week and Ginger is planning at some point to work for them. They also plan to smoke meat for sale. They also have lots of bait.

Don Emberlin (CC-097) – Has an existing deck and is wanting to add some ramps. He asked if he needed a permit and was told yes but the fee would likely be waived.

Wendel Kluge (GL-017) – If you have an existing shed and want to enlarge it to the allowed bigger size do they need a permit. He was told yes but not all permits may require a permit fee.

Curtis Oshel asked about the water flowing over the Cedar Blue road near Ginger's place. He wanted to know if we can ask the county to look at this and clear out the culverts or fix whatever is causing this. Tonya and Bruce indicated they have seen the County working at that spot. Tonya agreed to follow-up on this.

14. Adjournment-

A motion to adjourn was made by: Bruce Arnold

Seconded by: Ronnie McGee

Motion carried unanimously.

Board meeting adjourned at: 12:23 pm

Environmental Committee Report March 19, 2016 Board Meeting

Chairman: Dewayne Denwalt

Members: Bruce Arnold
Ronnie McGee
Curtis Oshel

Permits for approval:

There are four (4) 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
February 2016**

Bruce Arnold, Chairman
Maggie Thompson
Arvilla Bird
Tom Elliott

1. Accomplishments:

- Reviewed the Financial Reports for February 2016.
 - **Operating Account & Money Market Account**
For the month of February 2016 the Park received \$34,059.97 in Ordinary Income. Expenses for the month of February 2016 were \$18,103.41. Total Ordinary Income thus far for FY16 year is \$245,293.52.
We are under budget for the month of February by \$10,176.70.
Total amount budgeted YTD \$175,365.65 and actual was \$142,161.35.
The balance in the Operating Account M/E February is \$34,854.83 and the Money Market Account is \$297,421.02 for a total of \$332,275.85. The total balance increase over last month \$45,426.50.

Finance Summary: Current M/E February 2016 for FY16

Feb-16					
Account Description	Account Number	FY16 Yearly Budget	FY16 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges (inc. credit cards)	60100	\$ 2,204.90	\$ 183.74	\$ 600.41	(\$416.67)
Computer/Internet Charges	60210	\$ 1,500.00	\$ 125.00	\$ 24.95	\$100.05
Fuel	60240	\$ 8,142.54	\$ 678.55	\$ 307.80	\$370.75
Insurance	60260	\$ 18,000.00	\$ 1,500.00	\$ -	\$1,500.00
Legal and Professional Expense	60280	\$ 15,900.00	\$ 1,325.00	\$ 500.00	\$825.00
License Expense	60300	\$ 4,150.24	\$ 345.85	\$ -	\$345.85
Lien and Deed Fees	60320	\$ 750.00	\$ 62.50	\$ -	\$62.50
Office Expense	60340	\$ 2,499.28	\$ 208.27	\$ 66.88	\$141.39
Postage Expense	60345	\$ 1,292.70	\$ 107.73	\$ -	\$107.73
Payroll Expense	60360	\$ 122,701.32	\$ 10,225.11	\$ 7,320.21	\$2,904.90
Property Taxes	60380	\$ 2,326.42	\$ 193.87	\$ -	\$193.87
Repairs and Maintenance	60400	\$ 57,955.16	\$ 4,829.60	\$ 3,129.18	\$1,700.42
Travel Expense	60420	\$ 2,000.00	\$ 166.67	\$ -	\$166.67
Entertainment Expense	60430	\$ 3,900.00	\$ 325.00	\$ 28.35	\$296.65
Utilities	60440	\$ 89,538.73	\$ 7,461.56	\$ 5,164.19	\$2,297.37
Uniform Expense	60550	\$ 3,000.00	\$ 250.00	\$ 433.20	(\$183.20)
Training Expense	60555	\$ 2,000.00	\$ 166.67	\$ 528.24	(\$361.57)
Land Payment	16900	\$ 11,370.00	\$ -	\$ -	\$0.00
Furniture and Office Equipment	15250	\$ 1,500.00	\$ 125.00	\$ -	\$125.00
Totals		\$ 350,731.29	\$ 28,280.11	\$ 18,103.41	\$10,176.70

***Overage due in most part for; (Uniform Expense - Set-up for Bobby)+(Training Expense - School, Testing & Travel for Tonya) which were not included in monthly budget amounts!

Utilities Breakdown Feb-2016: Trash-\$1,532.94/Water \$1,313.50/OG&E \$1,918.07/Phone \$399.68

- **Infrastructure Account**

For the month of February 2016 the Park received \$3,779.98 in Infrastructure Assessments. The Account paid out in expenses total was \$45,324.34. Therefore total net loss to The Infrastructure Account was -\$41,536.54 leaving a balance of \$137,104.34.

Total of all Accounts (Operating Account, Money Market Fund, and Infrastructure Fund) is \$469,380.19.

- **Delinquent Accounts:**

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

Lot #	Amount Owed
The following lots are currently in foreclosure with Murray county. Default judgments were filed and final judgments are granted by the judge, on March 13, 2016 so appraisals will begin in 2-3 weeks.	
CC-056***	\$6,028.62
CN-095***	\$5,168.00
CR-027***	\$8,481.16
DP-015***	\$4,223.00
GL-041***	\$5,928.27
Total Outstanding	\$29,829.05

The above lots gate cards have been deactivated.

The following lots are past-due FY15 assessments, late fees, and/or fines through 2/15/16. Gate cards were deactivated on 6-15-15.	
CB-135	\$750.00
CB-201	\$750.00
CB-272	\$1,085.00
CN-024	\$777.50
CN-081	\$638.00
CR-012	\$1,185.00
CR-055	\$985.00
CR-056 (fines & lien fees)	\$2,915.00
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
Total Outstanding	\$15,195.50

(14 properties)

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

March 19, 2016 Board Meeting

Chairman: Ken Brown

Park Liaison: Joe Bonham
Staff Supervisor: Tonya Glasgow

Committee Members: Dewayne Denwalt
JW Mann
Curtis Oshel
David Ponder

When dumping trash; please put in the containers that are provided. No large appliances, refrigerators, window units, no tree limbs of any kind, no metal or steel objects are allowed in any of the dumpsters including the roll offs. Jerry has a designated area for the appliances and metal objects. It is the responsibility of each property owner to discard these items; NOT the Cedar Blue staff. All tree limbs and branches must be hauled to the limb yard or burned. There is no location on Cedar Blue property to discard tree limbs and branches at this time.

Jerry & Bobby have completed trimming, cutting down and removing the brush and dead trees out of the entire fence line on the south side of Goose Lake on Cedar Blue road. The Goose Lake island project will be burned in a few weeks. The brush, debris and some trees have been removed at the Cedar Creek low water bridge. Jerry & Bobby have started cleaning out the fence line behind the lagoons.

Both Jerry & Bobby have repaired/replaced in ground water valves through the park to include: Deer Path, Cedar Blue, Cedar Creek, Cedar Ridge and Cedar North. Jerry and Bobby have repaired/unclogged sewer lines in Cedar Ridge and Cedar Blue. Joe, Bobby & Jerry raked and burned leaves around the office and the entry and exit to the park. Bobby sealed the roof on the maintenance office at the front gates. All ceiling tiles have been replaced at the Family Center by Bobby. There has been approximately a little over 3" of rain this past month.

The beautification project started by Myra & Freddy from CB-322 at the Thompson Memorial Garden on Memory Lane looks great!! Underlayment to prevent weeds and mulch have been added. Landscape timbers have been replaced and the entire garden has been cleaned up. Plants will be added at a later date.

The Infrastructure committee members are bringing together ideas for: making repairs and remodeling the bathrooms in the pool house, remodeling and making 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 March 2016

1. Past Accomplishments for Fiscal Year

- a. The fence around the 22 acres across Cedar Blue Road was completed.
- b. 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.
- c. A pressure sewer line that ran across both private and federal property was relocated onto Cedar Blue property.
- d. The Park's engineer was terminated for poor performance and replaced with a local company out of Ardmore, EST Inc.
- e. The work crews repaired and rerouted piping, and made steel covers for or rebuilt multiple lift stations around the Park.
- f. The two small lagoons have been completed and the test results passed.
- g. Tom Elliott met with the ODEQ regarding Phase VI and this went well. The official report on Phase VI has been completed and submitted for review.
- h. The large lagoon has been rebuilt.
- i. The 3-phase electric service has been installed at the lagoons.

2. Accomplishments for Last Month

- a. The fencing around the lagoons has been completed.
- b. The soil tests for the large lagoon have been completed and were good. These reports have been submitted to the ODEQ.

3. Future Activities

- a. 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.
- b. The manhole for the irrigation pump as well as the irrigation pump and flow meter are on site and will be installed in the upcoming weeks.
- c. The new electric lines to the irrigation pump and flow meters are scheduled to be installed in the upcoming weeks.
- d. The pumps, controls and wet wells on all the lift stations need to be upgraded.
- e. Cleanouts need to be added and some repairs completed on existing fresh and waste water lines.

Tom Elliott

ODEQ Committee Chairman

Office/Park Manager Report

March 19, 2016

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

*****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 was due in the office on Monday, February 1, 2016 @ 5:00pm. A late fee of one-hundred dollars (\$100.00) has been applied to property owner accounts who did not make the payment deadline.

The second half of the Infrastructure fee of one-hundred seven dollars and fifty cents (\$107.50) **IS DUE** Thursday, March 31, 2016 @ 5:00pm in the office. A fifteen dollar (\$15.00) late fee will be applied to property owners who pay after the due date.

Statements were sent out on March 10, 2016 to all property owners who have a balance due on their account. Thank you Marlene & JW for your help with this project.

Final payments of assessments and fees are due in the office Monday, May 2, 2016 @ 5:00pm. On Tuesday, May 3, 2016 all owners with an outstanding balance will have their gate cards deactivated until payment is received and NO notification of card deactivation will be sent out. No partial payments are taken after May 2, 2016.

THANK YOU again to the Entertainment Committee for the wonderful muffins, popcorn and drinks provided for our meeting today.

Signed
Tonya Glasgow

Please update the office with any address,
phone or email changes