

# **Cedar Blue Property Owners Association**

## **Board Meeting Minutes**

### **March 18, 2023**

- **Board Members Present:** Phillip Seiber, Bruce Arnold, Connie Streater, David Ponder, Lloyd Coppin, Brooke Bow, Rita Ham, Rachel Gustin, and Jackie Ponder, Park Manager.
- **Board Members Absent:** Roy Branch
- **Property Owners Present:** 22
- **Call to Order:** The Board Meeting was called to order at 11:00 by Phillip Seiber.
- **Moment of prayer / silence:** Moment of silence observed.
- **February 2023 Meeting Minutes were approved in Executive Meeting:**  
A motion to accept the minutes as written by: Bruce Arnold  
Seconded by: Lloyd Coppin  
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 February 2023 financials were approved in the Executive Meeting.

**Motion made by:** Rachel Gustin

**Seconded:** Rita Ham

**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 report. Report is attached.

#### **Environmental Committee:**

**Co-Chairs:** Roy Branch, Rita Ham

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

**11 Permits Submitted    1 Final Inspections**

Report presented by Rita Ham. Report is attached.

Please put your lot numbers on your lot. This helps the Environmental Committee, and emergency service vehicles.

**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 (aka CBEC):**

○ **Events/Updates**

- The committee made \$835.00 off the football squares. Thanks to everyone who participated.
- March 25<sup>th</sup> Poker Run
  - Sign ups at 1:00/Starts at 2:00
  - Pulled pork sandwiches on sale for \$5.00 the day of the Poker Run
- April 8th Easter Events
  - Still need candy, silent auction items, and 2-liter bottles of soda pop.
  - Check the CB Entertainment Committee page for event times.
- Entertainment Committee Public Meetings
  - CBEC will host a public meeting (open to everyone) at 10:00 am the day of the Cedar Blue Board meetings. This will take place on the 3<sup>rd</sup> Saturday of the month. Please come ready to support our CBEC and share your ideas.
- Garage Sale
  - The tentative date is April 29<sup>th</sup>.
  - Spots will be \$10.00.
  - more information to come.

▪ **Old Business:**

▪ **New:**

- New HVAC installed at the Family Center, laundry room and both bathrooms.
- Work has begun to update the Coast-to-Coast rental spots.
- Looking into a new attorney our old attorney will be meeting with him on 3/21/2023.
- New exhaust fans have been installed in the laundry/bathroom areas of the Family Center.
- Please continue to conserve water.

▪ **Property Owner's Comments:**

- **Sharon Howard GL 40/41:**

Bruce mentioned that we had switched attorneys. Sharon wanted to know if we received the funds back. Bruce responded: Yes.

- **Karl Howard GL 40/41:**

Can we get trees trimmed that hang low in the roadway.  
Please call Jackie with specific locations.

- **Laura Hare GL 44:**

Laura asked for the steps it takes to get to the lien status on a lot.  
Bruce responded: We track the fees owed to CB, CB continues to pay the taxes, we let the attorney know we need a lien filed, we are then at the mercy of the attorney and Murray County to process the lien and start the foreclosure process.

- **Don Warlick CB 122:**

Don asked when we planned to fix the ruts in the road ways, did we plan to fix the grater.  
Bruce explained we have had 4 inches of rain in the last few weeks and David is working to fix the roads. David responded that the parts for the graters motor are currently on back order expected in May.

- **Josh McDonald CR 28:**

Wants to know the infrastructure updates.  
Bruce responded with all items listed in the infrastructure report and on the new business section above.

- **Jake McDonald CR 29:**

Jake asked why the trees cut down in Cedar Ridge didn't get removed when cut.  
Bruce explained that another lot owner had requested the tree to be used as firewood, said lot owner but failed to remove it in a timely manner. The maintenance team was notified, and the tree has since been removed.

Jake also wanted to know if CB planned to remove the stumps left from the trees cut down in Cedar Ridge near CR 29. David will remove them.

- **Adjournment:**

A Motion was made to Adjourn by: Rita Ham

Seconded by: Lloyd Coppin

Motion passed by majority.

Board meeting adjourned at: **10:20**



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

Bruce Arnold, Chairman  
Roy Branch  
Connie Cook-Streater  
Jackie Ponder

**Additional income/ Money collected:** Processing Fee-\$50.00 Covenant Violation-\$0.00. Excessive Use-\$400.00. Golf Cart Registration-\$225.00. Golf Cart Violations-\$0.00. Construction permits-\$912.00. Construction Penalty-\$0.00. Coast to Coast-\$60.00. Late Fees-\$417.34. Family Center Rental-\$100.00. Gate Card Replacement-\$0.00. Yearly Gate Card Purchase-\$360.00. Mowing penalties-\$0.00. Washer/Dryers-\$619.75. Air Machine-\$2.88. 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. 2023 Assessments-\$0.00. Return check charge-\$0.00. Postage refund-\$0.00.

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

- **Operating Account & Money Market Account**

For the month of February 2023, the Park received \$15,843.99 in Ordinary Income. Expenses for the month of February 2023 were \$44,697.44.

We are over budget for the month of February by \$3,947.44.

**Infrastructure Account**

For the month of February 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 \$672,916.38.**

**Golf Cart Account**

For the month of February 2023, the park received \$225.00 in income and \$0.00 in expenses leaving a balance of \$13,059.12 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 \$8,041.50. Gate cards have been deactivated for all these lots.

**Delinquent Accounts:**

There are Eight (8) properties that are in foreclosure totaling \$83,934.38 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 \$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 = \$91,975.88.**

FY23 Operating Expenses					
Feb-23					
Account Description	Account Number	FY23 Yearly Budget	FY23 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 101.32	\$15.35
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 397.09	(\$313.76)
Fuel	60240	\$5,600.00	\$ 466.67	\$ -	\$466.67
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	\$ 267.55	(\$17.55)
Postage Expense	60345	\$1,500.00	\$ 125.00	\$ 44.44	\$80.56
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 11,915.56	\$3,501.11
Property Taxes	60380	\$2,500.00	\$ 208.33	\$ -	\$208.33
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 20,196.78	(\$12,696.78)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 77.47	\$5.86
Utilities	60440	\$125,000.00	\$ 10,416.67	\$ 10,873.83	(\$457.16)
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>\$ 44,697.44</b>	<b>(\$3,947.44)</b>

<b>Utilities Breakdown:</b>		Trash:	\$2,112.23
		Water:	\$5,652.50
		OG&E:	\$2,729.83
		Phone:	\$379.27
		Propane	\$0.00
		<b>total</b>	<b>\$10,873.83</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 = -\$418.91)

**Overages:** \*\*\*Computer-New computer for treasurer. Office-Yearly back-up fee. Repairs & Maintenance-New heat/air unit for family center & laundry, men's, & ladies bathrooms. Utilities-Water usage.

				<b>Balance</b>
<b>Golf Cart:</b>	<b>Income</b>	\$225.00	<b>Expense</b>	\$0.00
				<b>\$13,059.12</b>

### Infrastructure Account:

<b>Previous Balance:</b>		\$1,062.86	<b>New Balance:</b>	\$1,062.86
	Income:	\$0.00		
		\$0.00 (interest)		
<b>Survey Expense:</b>	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

## March 18, 2023

Chair: David Ponder  
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin  
Rachel Gustin  
Phillip Seiber  
Rita Ham

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Spring is here! Cedar Blue has had approximately 4" of rain in the last few weeks. Jerry and Christopher have started maintenance on the lawn mowers and weed eaters getting them ready to mow.

The Maintenance staff have replaced four in-ground water valves throughout the park, repaired a water leak in Cedar North as well as a sewer issue in Cedar Creek.

Christopher has painted the merry go round in Goose Lake Circle and done some landscaping on our flower beds.

The park has had a new central heat and air unit installed in the Family Center, mini splits in the men and women's restroom and one in the laundry room, also installed new exhaust fans in the restrooms.

As summer approaches property owners are coming to enjoy Cedar Blue. Please be courteous to your neighbors and take care of our park. Our Maintenance does a wonderful job trying to improve things and keep the grounds clean.

**Committee Chair**  
**David Ponder**

**Park Manager**  
**Jackie Ponder**

A friendly reminder: PLEASE do not dispose of 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 cutting 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 a water or a sewer issue at your property. REMEMBER the staff is limited in 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's 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

## March 18, 2023

Co-Chair: Roy Branch  
& Rita Ham

Members:  
Lloyd Coppin  
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 eleven (11) permits for construction submitted.  
One (1) 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

## March 18, 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](mailto:parkadmin@cedar-blue.com)

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**The Board Meetings are the 3<sup>rd</sup> Saturday of every month @ 11:00 am at the Family Center.**

The second half of the 2023 Cedar Blue assessments and all golf carts are 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 be applied to your account and gate cards will be deactivated.

Statements have been mailed out to property owners that have a balance on the account.

If you should have a change of address please contact the office so we can update our records.

**Golf Carts must be brought to the office with your lot numbers on front and back to get your 2023 stickers.**

**Jackie and 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.