

Cedar Blue Property Owners Association

Board Meeting Minutes

October 15, 2022

1. **Board Members Present:** Roy Branch, Phillip Seiber, Bruce Arnold, Connie Streater, David Ponder, Mike Fite, Brooke Bow, and Jackie Ponder, Park Manager.
2. **Board Members Absent:** Rita Ham, Rachel Gustin
3. **Property Owners Present:** 14
4. **Call to Order:** The Board Meeting was called to order at 11:01 by the President, Roy Branch.
5. **Moment of prayer / silence:** Moment of silence observed.
6. **September 2022 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Phillip Seiber
Seconded by: Bruce Arnold
The motion passed 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.

The September 2022 financials were approved in Executive Meeting.

Motion made by: Connie Streater

Seconded: Mike Fite

The motion passed by majority.

Maintenance/Infrastructure Committee:

Chair: David Ponder
Members: Phillip Seiber, Mike Fite, 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, Mike Fite, Dewayne Denwalt

13 Permits Submitted 10 Final Inspections

Report presented by Roy Branch. Report is attached.

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

Insurance Committee:

Chair: Rachel Gustin

Members: Connie Streater, Brooke Bow, Jackie Ponder

Report presented by Brooke Bow

Paid the remaining balance of the insurance premium totaling \$27147.24.

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.

8. Park Manager Report:

Jackie Ponder presented the Park Manager Report.

Report is attached.

9. Entertainment Committee:

- Fall Festival will be held on Saturday October 22nd
 - 2-liter bottles of soda need for the ring toss
 - Silent auction items needed
 - Kid prizes needed, i.e. ear buds, amazon cards, bikes, sporting items
 - Chili cook off:
 - Chefs enter for free
 - \$5.00 entry fee to be a taste tester
 - Trick-O-Treat at the ball field
 - Lot decoration contest
 - Costume/Pumpkin judging starts at 2:00pm
 - Look for more information on the Cedar Blue Entertainment Page

10. Old Business: None

11. New Business:

- Continue to conserve water, Buck Horn has increased our rate
- Winter project will be to update the Coast to Coast spaces, including electrical upgrades to 50amp service on all the spots.
- No public meetings for the months of November, December, January, February. Public meeting will resume in March of 2023.

12. Property Owner's Comments: None

13. Adjournment:

A Motion was made to Adjourn by: Mike Fite

Seconded by: Phillip Seiber

Motion passed by majority.

Board meeting adjourned at:

11:14am



**Cedar Blue Property Owners Association
Finance Committee Monthly Report
September 2022**

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

Additional income/ Money collected: Processing Fee-\$150.00 Covenant Violation-\$0.00. Excessive Use-\$1,116.88. Golf Cart Registration-\$325.00. Golf Cart Violations-\$0.00. Construction permits-\$687.75. Construction Penalty-\$0.00. Coast to Coast-\$775.00. Late Fees-\$0.00. Family Center Rental-\$100.00. Gate Card Replacement-\$125.00. Yearly Gate Card Purchase-\$0.00. Mowing penalties-\$0.00. Washer/Dryers-\$895.75. Air Machine-\$0.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$529.49. Water Usage Penalty-\$250.00. Misc./Donations-\$0.00. 2019 Assessments-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2022 Assessments-\$0.00. Return check charge-\$0.00. Postage refund-\$19.52.

Review of Financial Report for September 2022.

• **Operating Account & Money Market Account**

For the month of September 2022, the Park received \$11,396.26 in Ordinary Income. Expenses for the month of September 2022 were \$58,013.65.

We are over budget for the month of September by \$17,263.65.

Infrastructure Account

For the month of September 2022 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 \$481,116.52.

Golf Cart Account

For the month of September 2022, the park received \$325.00 in income and \$643.18 in expenses leaving a balance of \$20,017.12 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 \$7,841.50. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$82,959.38 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 filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135 \$12,814.22 CB-272 \$12,966.30 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 = \$90,800.88.

| FY23 Operating Expenses | | | | | |
|--------------------------------|----------------|----------------------|---------------------|---------------------|----------------------|
| Sep-22 | | | | | |
| Account Description | Account Number | FY23 Yearly Budget | FY23 Monthly Budget | Expenses | (Over)/Under Budget |
| Bank Charges | 60100 | \$1,400.00 | \$ 116.67 | \$ 104.23 | \$12.44 |
| Computer/Internet Charges | 60210 | \$1,000.00 | \$ 83.33 | \$ 83.00 | \$0.33 |
| Fuel | 60240 | \$5,600.00 | \$ 466.67 | \$ - | \$466.67 |
| Insurance | 60260 | \$43,000.00 | \$ 3,583.33 | \$ 27,147.24 | (23,563.91) |
| 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 | \$ 188.99 | \$61.01 |
| Postage Expense | 60345 | \$1,500.00 | \$ 125.00 | \$ 32.60 | \$92.40 |
| Payroll Expense | 60360 | \$185,000.00 | \$ 15,416.67 | \$ 12,250.72 | \$3,165.95 |
| Property Taxes | 60380 | \$2,500.00 | \$ 208.33 | \$ - | \$208.33 |
| Repairs and Maintenance | 60400 | \$90,000.00 | \$ 7,500.00 | \$ 5,803.87 | \$1,696.13 |
| Travel Expense | 60420 | \$500.00 | \$ 41.67 | \$ - | \$41.67 |
| Entertainment Expense | 60430 | \$1,000.00 | \$ 83.33 | \$ 25.98 | \$57.35 |
| Utilities | 60440 | \$125,000.00 | \$ 10,416.67 | \$ 11,024.28 | (\$607.61) |
| Uniform Expense | 60550 | \$3,000.00 | \$ 250.00 | \$ 259.40 | (\$9.40) |
| 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 | \$ 493.34 | \$589.99 |
| Totals | | \$ 489,000.00 | \$ 40,750.00 | \$ 58,013.65 | (\$17,263.65) |

Utilities Breakdown:

| | |
|--------------|--------------------|
| Trash: | \$2,113.13 |
| Water: | \$6,120.50 |
| OG&E: | \$2,419.66 |
| Phone: | \$370.99 |
| Propane | \$0.00 |
| total | \$11,024.28 |

Previous Month Utilities: Trash-\$2,411.93/Water-\$10,059.50/OG&E-\$2,804.15/Phone-\$382.07/Propane-\$0.00
(Total this month vs last = -\$534.04)

Overages: ***Insurance-second 1/2 of annual premium. Utilities-Trash price increase & roll-off. Water usage. Uniforms-5 weeks.

Balance

| | | | | | |
|-------------------|---------------|----------|----------------|----------|--------------------|
| Golf Cart: | Income | \$325.00 | Expense | \$643.18 | \$20,017.12 |
|-------------------|---------------|----------|----------------|----------|--------------------|

Infrastructure Account:

| | | | |
|--------------------------|-------------------|-----------------------------|-------------------|
| Previous Balance: | \$1,062.86 | New Balance: | \$1,062.86 |
| Income: | \$0.00 | | |
| | \$0.00 (interest) | | |
| Survey Expense: | Expense: | \$0.00 New Waste Water Pump | |
| Labor/Material | | \$0.00 Welding of fence. | |
| | \$0.00 | | |

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

October 15, 2022

Chair: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Mike Fite
Rachel Gustin
Phillip Seiber
Rita Ham

The pool is closed for the season. Jerry, Christopher, David and Jason have installed the cover on it and put all the furniture up for the winter.

Jerry and Christopher have fixed a water leak in Cedar North and one in Cedar Creek, replaced a lift station pump at Goose Lake, unclogged a sewer line in the cedar blue area and they are painting the pavilion at Goose Lake.

The maintenance personnel do an excellent job, please let them know how much we appreciate their hard work.

Committee Chair
David Ponder

Park Manager
Jackie Ponder

A friendly reminder: PLEASE do not dispose 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 cuttings 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 2nd 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 water or a sewer issue at your property. REMEMBER the staff is limited on 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 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

October 15, 2022

Co-Chair: Roy Branch
& Rita Ham

Members:
Mike Fite
Dewayne Denwalt
Rachel Gustin
Connie Streater

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Permits for approval:

There are Eleven (13) permits for construction submitted.
Ten (10) Permits For Final Inspections.

If anyone has a permit project completed, 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 also for the environmental committee to find your lot if you should have a building permit
Submitted.

Signed:

Roy Branch & Rita Ham, Committee Chair

Insurance Committee Report

October 15, 2022

Chairman: Rachel Gustin
Members: Connie Streater
Brooke Bow
Jackie Ponder

Paid the rest of the Insurance Premium for 2022-2023 of
\$27,157.24.

Signed

Rachel Gustin
Insurance Chairman



Park Manager Report

October 15, 2022

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

The Fall Festival is Saturday October 22nd. Please make plans to attend. The entertainment committee does a great job.

October will be the last public Board Meeting until March 2023.

The annual assessments are \$700.00 per lot. Statements will be mailed out on October 28th, 2022. If you have a change of address, please let the office know so we can update our computer.

The first half of the assessment is due by Tuesday, January 31, 2023, and the 2nd half and all golf carts will be due Saturday, April 29, 2023.

All golf carts (running or not) must be registered at the office yearly with your lot numbers on front and back. Penalties will be given if golf carts are not registered.

Jackie and Jannette

AFTER HOURS EMERGENCY

Please call the office at (580)-622-6302 should an emergency situation occur. At the end of the message is a contact number to call. Leave a message and someone will call you back.

AFTER HOURS NON-EMERGENCY

Please call the office at (580)-622-6302 and leave a message. Someone will call you back upon returning to the office.

FORGETTING A GATE CARD IS NOT AN EMERGENCY