

Cedar Blue Property Owners Association

Board Meeting Minutes

September 16, 2023

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:** 27
4. **Call to Order:** The Board Meeting was called to order at 11:00 by the President Roy Branch
5. **Moment of prayer / silence:** Moment of silence observed.
6. **August 2023 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Bruce Arnold
Seconded: Rita Ham
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 **August 2023** financials were approved in the Executive Meeting.

Motion made by: Rita Ham

Seconded: Rachel Gustin

The motion passed by the majority.

- August budget was over by \$32971.84.
 - The main reason for being over budget was due to the renewal of the 2023 property, equipment, general liability, umbrella, fees, and taxes totaling \$31,250.00.
 - Legal and professional fees were over due to attorney fees owed.
 - Maintenance and Repairs was over due to the partial payment to the welder working on the pipe rail fence.
 - Utilities were over due to both the water and the roll off dumpsters.
 - The golf card fund was over due to the loads of crushed granite being brought in for the roads.
- Cedar Blue has one more lot that owes for 2017-2023 that will be sent for foreclosure.
- Two lots were sold at the September Murray County Sheriff Sale.
 - CB-272 was sold for \$14000.00, the park was owed \$13860.00 at the time of sale.
 - CB-135 was sold for \$13800.00, the park was owed \$13790.00 at the time of sale.
 - The total amount that Cedar Blue is expected to receive from Murray County is \$27800.00.

- Those that purchased the lots had to pay 10% down and have 30 days to fund the remaining balance owed.
- Cedar Blue is expected to receive the funds after the final payments are made to Murray County by the purchasers.

Maintenance/Infrastructure Committee:

Chair: David Ponder
Members: Lloyd Coppin, Rita Ham, Curtis Oshel, Mike Smith, Jackie Ponder

Jackie Ponder presented the report. (Report attached)

Environmental Committee:

Co-Chairs: Roy Branch, Curtis Oshel
Members: Lloyd Coppin, Rachel Gustin, Mike Smith, Dewayne Denwalt

5 Permits Submitted 3 Final Inspections

Report presented by Curtis Oshel. (Report attached)

Insurance Committee:

Chair: Rachel Gustin
Members: Brooke Bow, Rita Ham, Jackie Ponder

- Renewed the 2023 property, equipment, general liability, umbrella, fees, and taxes totaling \$31,250.00.

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)

9. Entertainment Committee:

- **Fall Festival**
 - October 21st
 - Please review the updates on the Cedar Blue Entertainment page. All events originally set to start at 11:00 will now start at 12:30.
 - **Donations still needed.**
 - 2 litter pop bottles
 - Goodie walk items
 - Silent auction items
 - Prizes for kids
 - **Volunteers still needed.**
 - Check with Crystal Changers for times and needs.

- Events included.
 - Golf Cart Parade (with prizes)
 - Costume Contest
 - Kids Games/Goodie Walk
 - Chili Cook Off
 - Silent Auction
 - Lot Decorating Contest
 - Trick Or Treat
- New merchandise will be available to purchase on October 21st.

Please visit the Cedar Blue Entertainment Facebook page for additional information.

10. Old Business:

- Please continue to conserve water.

11. New Business:

- Effective 9/16 the pool will close at 8:00 PM
- The pool will be closed for the season on 9/26
- October 21st is the last public meeting until March 2023.
 - Please continue to turn in permits, they will still be reviewed on the 3rd Saturday of the month.
 - You can always email the board or request for Jackie to arrange emergencies appointments.

12. Property Owner's Comments:

13. Adjournment:

A Motion was made to Adjourn by: Rita Ham

Seconded by: Lloyd Coppin

Motion passed by the majority.

Board meeting adjourned at: 11:16am



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

Bruce Arnold, Chairman
Roy Branch
Brooke Bow
Jackie Ponder

Additional income/ Money collected: Processing Fee-\$100.00 Covenant Violation-\$0.00. Excessive Use-\$5,187.50. Golf Cart Registration-\$75.00. Golf Cart Violations-\$50.00. Construction permits-\$50.00. Construction Penalty-\$0.00. Coast to Coast-\$270.00. Late Fees-\$600.00. Family Center Rental-\$300.00. Gate Card Replacement-\$200.00. Yearly Gate Card Purchase-\$0.00. Mowing penalties-\$0.00. Washer/Dryers-\$580.85. Air Machine-\$2.00. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Water Usage Penalty-\$0.00. Misc./Donations-\$100.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. 2022 Assessments-\$0.00. 2023 Assessments-\$1,000.00. Return check charge-\$0.00. Postage refund-\$20.00.

Review of Financial Report for August 2023.

- **Operating Account & Money Market Account**

For the month of August 2023, the Park received \$13,559.45 in Ordinary Income. Expenses for the month of August 2023 were \$73,721.84.

We are over budget for the month of August by \$32,971.84.

Infrastructure Account

For the month of August 2023 received \$0.00. There was a \$0.00 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 \$573,684.28.

Golf Cart Account

For the month of August 2023, the park received \$125.00 in income and \$1,138.88 in expenses leaving a balance of \$11,239.86 in the Golf Cart Account.

Accounts with 2017, 2018, 2019, 2020, 2021, 2022, and 2023 assessments and late fees not paid:

There is a total of one (1) lot that is Delinquent in 2017, 2018, 2019, 2020, 2021, 2022, and 2023 dues with fees totaling \$5,510.00. Gate cards have been deactivated for this lot.

Delinquent Accounts:

There are Eight (8) properties that are in foreclosure totaling \$87,103.66 and given to the Attorney for processing. The amount owed consists 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 \$13,789.85 CB-272 \$13,858.94 CR-055 \$10,587.73 CR-059 \$10,573.73
CR-060 \$9,924.04 CR-061 \$8,929.04 CR-086 \$10,278.16 CR-087 \$9,162.17**

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$92,613.66.

FY23 Operating Expenses					
Aug-23					
Account Description	Account Number	FY23 Yearly Budget	FY23 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 100.84	\$15.83
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$5,600.00	\$ 466.67	\$ 1,149.23	(\$682.56)
Insurance	60260	\$43,000.00	\$ 3,583.33	\$ 31,250.00	(27,666.67)
Legal and Professional Expense	60280	\$12,000.00	\$ 1,000.00	\$ 2,569.28	(\$1,569.28)
Lien and Deed Fees	60320	\$1,000.00	\$ 83.33	\$ 18.00	\$65.33
Office Expense	60340	\$3,000.00	\$ 250.00	\$ 149.09	\$100.91
Postage Expense	60345	\$1,500.00	\$ 125.00	\$ 85.47	\$39.53
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 14,365.61	\$1,051.06
Property Taxes	60380	\$2,500.00	\$ 208.33	\$ -	\$208.33
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 9,448.72	(\$1,948.72)
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ 25.16	\$58.17
Utilities	60440	\$125,000.00	\$ 10,416.67	\$ 12,971.60	(\$2,554.93)
Uniform Expense	60550	\$3,000.00	\$ 250.00	\$ 366.96	(\$116.96)
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	\$ 1,138.88	(\$55.55)
Totals		\$ 489,000.00	\$ 40,750.00	\$ 73,721.84	(\$32,971.84)

Utilities Breakdown: Trash: \$2,116.73
 Water: \$7,645.00
 OG&E: \$2,846.65
 Phone: \$363.22
 Propane \$0.00
total \$12,971.60

Previous Month Utilities: Trash-\$2,973.53/Water-\$6,287.00/OG&E-\$2,996.45/Phone-\$365.34/Propane-\$0.00
 (Total this month vs last = + \$349.28)

Overages: ***Fuel-price increase.Second 1/2 of insurance premium.Legal Fees-cost for fillings.Repair & Maint.-
 Partial payment for pipe rail fence. Utilities-water usage, and roll off boxes. Uniforms-new employee.

				Balance
Golf Cart:	Income	\$125.00	Expense	\$1,138.88
				\$11,239.86

		Infrastructure Account:	
Previous Balance:		\$62.86	New Balance: \$62.86
	Income:	\$0.00	
		\$0.00 (interest)	
Survey Expense:	Expense:	\$0.00	
	Labor/Material	\$0.00	
		<u>\$0.00</u>	

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

September 16, 2023

Chair: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Lloyd Coppin
Mike Smith
Curtis Oshel
Rita Ham

Jerry, Christopher, and Dalton have been painting on the pipe rail fence, repaired 1 in ground valve in the goose lake area and two in the Cedar Blue area. Repaired a sewer clog in Cedar Creek and one on Sterling Loop.

Five Point Services has put 30 loads of road granite down since the meeting in August. It has been put on Goose Lake Circle, Bristow Way, Chelsea Way, Sterling Loop, and a part of Cedar Creek.

If you have construction workers coming into the park with equipment or trucks, please make arrangements with the office for them to come through the side construction gate and not through our electronic 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 and every Friday 8:00 am to 2:30 pm. Permits for Saturday need to be purchased on Friday.

Environmental Committee Report

September 16, 2023

Co-Chair: Roy Branch
& Curtis Oshel

Members:
Lloyd Coppin
Dewayne Denwalt
Rachel Gustin
Mike Smith

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.

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

September 16, 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.

I would like to welcome the new board members. Curtis Oshel and Mike Smith, congratulations to Brooke Bow on getting re-elected.

Thank You to the Cedar Blue Entertainment Committee for all your activities and hard work you do for our park.

September 1st starts the new fiscal year for Cedar Blue. The mail out for the assessments is planned for the last of October. The 1st half will be due January 31, 2024, and 2nd half will be due April 30, 2024.

The Swimming Pool will close for the season on Tuesday September 26, 2024. The new pool hours now until it closes will be 10:00am to 8:00pm. 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.