

# Cedar Blue Property Owners Association Board Meeting Minutes April, 20, 2019

1. **Board Members Present:** Dewayne Denwalt, Bruce Arnold, Connie Streater, Curtis Oshel, David Ponder, Ronnie McGee, Mike Fite, Clifford Cops, Jr., Jackie Ponder, Office Assistant.
2. **Board Members Absent:** Tom Elliott, Tonya Glasgow
3. **Property Owners Present:** 31 property owners were represented today.
4. **Call to Order:** The Board Meeting was called to order at 11:00am by Dewayne Denwalt.
5. **Moment of prayer / silence:** Moment of silence observed.
6. **Approval of the meeting minutes for March 2019:**  
A motion to accept the minutes as written by: Bruce Arnold  
Seconded by: Clifford Cops, Jr.  
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: Curtis Oshel

Members: Bruce Arnold, Dewayne Denwalt, Ronnie McGee, David Ponder, Roy Branch.

Cabin Rules are completed and will be voted on at the next board meeting.

Curtis Oshel presented the Environmental report and is attached. (12 construction permits, 1 tree removal permit, 1 storm shelter permit and 11 final inspections)

**Finance Committee:**

Chair: Bruce Arnold

Members: Tom Elliott, Connie Streater, Tonya Glasgow

A motion to approve the March 2019 financials by: Mike Fite

Seconded: Clifford Cops, Jr.

The motion passed unanimously.

Bruce Arnold presented the financial report for March. The report is attached.

Bruce reminded everyone that Buckhorn has raised water rates and we need to conserve water as much as possible. If you see any water leaks in the park please report it.

**Maintenance/Infrastructure Committee:**

Chair: Mike Fite

Members: Dewayne Denwalt, JW Mann, Ronnie McGee, Curtis Oshel, David Ponder

Connie Streater presented the Maintenance/Infrastructure report. The report is attached.

**Insurance Committee:**

Chair: Clifford Cops, Jr.  
Members: Tom Elliott, Ronnie McGee

No report submitted.

**Personnel Committee:**

Chair: Tom Elliott  
Members: Dewayne Denwalt, Bruce Arnold, Connie Streater

The park has hired a part-time employee to work 8-5, 3 days a week doing odd jobs that need done. (mowing, painting, etc.)

**Covenants and Bylaws Committee:**

Chair: Curtis Oshel  
Members: Ronnie McGee, Clifford Cops, Jr.

No report submitted.

8. **Park Manager Report:** Connie Streater presented. The report is attached.
9. **Entertainment Committee:** Cindy gave details about Easter festivities on Saturday, April 27<sup>th</sup>. Upcoming events: July 4<sup>th</sup> celebration on Saturday July 6<sup>th</sup> and Fall Festival on Saturday October 26<sup>th</sup>. Details to come. Cindy Forman informed everyone that her and Becky Cummings would be stepping down as co-chairs of the entertainment committee after the Fall Festival.  
The park is looking for someone willing to take the position.
10. **Old Business:** None.
11. **New Business:** None
12. **Property Owner's Comments:**  
CB-322- Fred Rennie ask if a lot owner purchases a tinhorn will the park install it. Dewayne told him he needed to speak to Tonya at the office about it.  
  
CN-24- Tandi Carlile ask about more lighting in the pool area. Entertainment committee is wanting to string lights around the pool area. Curtis said he can put another pole on the other side.  
  
GL-41-Sharon Howard Ask about the survey stakes that are on the Goose Lake property. Surveys have been costing around \$600-\$650. If a survey is older than 2 years it will probably have to be redone.  
CR-57- Roy Branch said when he had his done, the previous survey was off 3 feet.  
CB- 48- Robbie Cummings split the cost with his neighbor when they did their survey.  
CB-159-Gerald Hall had questions about his property and a survey. Dewayne suggested he set up a meeting with the Board to discuss his concerns.  
A survey protects your property as well as the parks.  
  
CB-159 Gerald Hall has concerns about getting charged for more golf carts than he has on his property. Dewayne told him to let the office know if he has taken a golf cart out of the park so it won't be in the record book.
13. **Adjournment**  
A motion to adjourn was made by: Bruce Arnold  
Seconded by: Ronnie McGee  
Motion carried unanimously  
Board meeting adjourned at: 11:36am

# Environmental Committee Report

## April 20, 2019

Chairman: Curtis Oshel

Members: Bruce Arnold  
Dewayne Denwalt  
Ronnie McGee  
David Ponder  
Roy Branch

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### Permits for approval:

There are twelve (12) permits submitted for construction, one (1) permit submitted for tree removal, one (1) permit submitted for storm shelter and eleven (11) final inspections.

Signed  
Curtis Oshel  
Committee Chair



**Cedar Blue Property Owners Association  
Finance Committee Monthly Report  
March 2019**

Bruce Arnold, Chairman  
Tom Elliott  
Tonya Glasgow

**Additional income/ Money collected:** Covenant Violation-\$0.00. Excessive Use-\$0.00. Golf Cart Registration-\$912.50. Golf Cart Violations-\$500.00. Construction permits-\$500.00. Coast to Coast-\$90.00. Late Fees-\$600.00. Family Center Rental-\$0.00. Gate Card Replacement-\$40.00. Mowing penalties-\$0.00. Washer/Dryers-\$461.75. Air Machine-\$0.00. Donations-\$0.00.

**\*\*\*NEW WATER RATES FROM BUCKHORN WATER TOOK EFFECT ON JANUARY 1, 2019.**

**Review of Financial Report for March 2019.**

- **Operating Account & Money Market Account**  
For the month of March 2019 the Park received \$30,568.65 in Ordinary Income. Expenses for the month of March 2019 were \$36,733.02. We are over budget for the month of March by \$2,783.02.
- **Infrastructure Account**  
For the month of March 2019 there was income of \$2.46. Expense was \$1,097.54. (Survey expense for 2 locations) therefore the Infrastructure Account new balance is \$13,248.59. 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 \$440,863.61.**

**Accounts with 2017, 2018, and first half of 2019 assessments and late fees not paid:**

There are a total of seven (7) lots that are Delinquent on 2017, 2018, and first half of 2019 dues with fees totaling \$10,815.00.

Gate cards have been deactivated for all of these lots.

**Delinquent Accounts:**

There are Ten (10) properties that are in foreclosure totaling \$64,145.82 and all have been given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, & 2019, special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

<b>CB-135</b>	<b>\$7,112.96</b>	<b>CB-272</b>	<b>\$7,535.45</b>	<b>CN-083</b>	<b>\$7,101.54</b>
<b>CR-012</b>	<b>\$8,125.87</b>	<b>CR-055</b>	<b>\$6,070.00</b>	<b>CR-059</b>	<b>\$6,295.00</b>
<b>CR-060</b>	<b>\$5,945.00</b>	<b>CR-061</b>	<b>\$4,950.00</b>	<b>CR-086</b>	<b>\$6,060.00</b>
<b>CR-087</b>	<b>\$4,950.00</b>				

**Gate cards have been deactivated.**

**Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$74,960.82.**

## Finance Summary for Current Month FY19

Mar-19

Account Description	Account Number	FY19 Yearly Budget	FY19 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges (inc. credit cards)	60100	\$3,500.00	\$ 291.67	\$ 496.19	(\$204.52)
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 128.90	(\$45.57)
Fuel	60240	\$6,000.00	\$ 500.00	\$ 856.26	(\$356.26)
Insurance	60260	\$19,000.00	\$ 1,583.33	\$ -	\$1,583.33
Legal and Professional Expense	60280	\$12,000.00	\$ 1,000.00	\$ 4,800.00	(\$3,800.00)
Lien and Deed Fees	60320	\$1,000.00	\$ 83.33	\$ -	\$83.33
Office Expense	60340	\$3,500.00	\$ 291.67	\$ 148.64	\$143.03
Postage Expense	60345	\$1,000.00	\$ 83.33	\$ 6.85	\$76.48
Payroll Expense	60360	\$173,000.00	\$ 14,416.67	\$ 17,659.17	(\$3,242.50)
Property Taxes	60380	\$4,000.00	\$ 333.33	\$ -	\$333.33
Repairs and Maintenance	60400	\$87,500.00	\$ 7,291.67	\$ 6,194.19	\$1,097.48
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$3,000.00	\$ 250.00	\$ 99.18	\$150.82
Utilities	60440	\$90,000.00	\$ 7,500.00	\$ 6,099.96	\$1,400.04
Uniform Expense	60550	\$1,500.00	\$ 125.00	\$ 243.68	(\$118.68)
Training Expense	60555	\$500.00	\$ 41.67	\$ -	\$41.67
Furniture and Office Equipment	15250	\$400.00	\$ 33.33	\$ -	\$33.33
<b>Totals</b>		<b>\$ 407,400.00</b>	<b>\$ 33,950.00</b>	<b>\$ 36,733.02</b>	<b>(\$2,783.02)</b>

<b>Utilities Breakdown:</b>	Trash:	\$1,552.94
	Water:	\$1,775.50
	OG&E:	\$2,240.20
	Phone:	\$531.32
	Propane	\$0.00
	<b>total</b>	<b>\$6,099.96</b>

Previous Month Utilities: Trash-\$1,552.94/Water-\$2,199.00/OG&E-\$2,266.56/Phone-\$526.41/Propane-\$0.00  
 (Total this month vs last = - \$444.95)

**Overages:** Bank Charges-Credit card fees for annual assessment payments. Computer-Website renewal. Fuel-Diesel Price increase. Legal Fees-Transfer of foreclosures to new law firm. Payroll-3 pay periods. Uniform Expense.

<b>Golf Cart:</b>	Income	\$1,412.50	Expense	\$1,196.57	<b>Balance</b>
					<b>\$25,446.77</b>

### Infrastructure Account:

<b>Previous Balance:</b>	<b>\$14,346.13</b>	<b>New Balance:</b>	<b>\$13,248.59</b>
	Income:	\$2.46 (interest)	
		\$0.00	
<b>Survey Expense:</b>	Expense:	\$1,100.00 Survey expense for 2 locations.	
Labor/Material		\$0.00	
<b>ODEQ easement releases.</b>		\$0.00	
		<b>\$1,100.00</b>	

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

# Maintenance / Infrastructure Report

## April 20, 2019

Chairman: Mike Fite  
Staff Supervisor: Tonya Glasgow  
Office Assistant: Jackie Ponder  
Committee Members: Dewayne Denwalt  
JW Mann  
Ronnie McGee  
Curtis Oshel  
David Ponder

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Cedar Blue has received approximately 4.25 inches of rain since our last meeting.

The mowing season is here. Jerry and Jason have started up the badboys. Pat has been weed killing all areas of Cedar Blue. Ken has been working on smoothing out the roads and brush hogging the sprinkler field.

Our maintenance personnel do so many things that we take for granted. These guys are wonderful! Please let them know how much we appreciate their hard work and dedication.

**Committee Chair**  
**Mike Fite**

**Park Manager**  
**Tonya Glasgow**

If you see trash on the ground, take a moment to pick up. Containers are provided for house hold trash. This does not include tree branches or limbs. Reminders are given about the limb yard that is open on Friday 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 along with a trailer for aluminum. Please dump accordingly.

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 doesn't run those lines.

The maintenance crew is always willing to help out 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.

# Park Manager Report

## April 20, 2019

Office Hours: Tuesday – Saturday 8:00 am – 5:00 pm  
Closed Sunday and Monday  
Lunch 12:00 pm – 1:00 pm  
Phone: (580)-622-6302  
Email: [parkadmin@cedar-blue.com](mailto:parkadmin@cedar-blue.com)

Should a due date fall on a day the office is closed  
the office will be open to take payments.

## Happy Easter

Thank you to the Entertainment Committee for providing the refreshments this morning.

REMINDER: Before the 2019 registration sticker is given; all golf carts must be brought to the park office for inspection. Carts that do not have the property location on the front and back will not be registered for 2019 until the identifying requirements are met. This is a requirement on every golf cart registration going forward before current year stickers are given.

All payments are due in the office Tuesday, 4-30-19 at 5:00pm. This includes golf cart registrations. A late penalty of \$100 will apply to the assessments if paid after the date due. Gate cards will be deactivated on 5-1-19 for any owners who still owe for assessments. Payments accepted: check, money order or credit card. No cash is accepted.

**Tonya and Jackie**

### **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**