

Cedar Blue Property Owners Association

Board Meeting Minutes

January 15, 2022

1. **Board Members Present:** Roy Branch, Bruce Arnold, Connie Streater, David Ponder, Mike Fite, Don Emberlin-LaMorte, Rita Ham, Brooke Bow, Jackie Ponder, Park Manager
2. **Board Members Absent:** Phillip Seiber
3. **Property Owners Present:** 9
4. **Call to Order:** The Board Meeting was called to order at 8:50 by the President, Roy Branch.
5. **Moment of prayer / silence:** Moment of silence observed.
6. **December 2021 Meeting Minutes were approved in Executive Meeting:**
A motion to accept the minutes as written by: Bruce Arnold
Seconded by: Rita Ham
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.

Environmental Committee:

Chair: Mike Fite

Members: Roy Branch, Rita Ham, Don Emberlin-LaMorte,
Brooke Bow, Dewayne Denwalt

There are 6 permits submitted. 2 final inspections
Report is attached.

Finance Committee:

Chair: Bruce Arnold

Members: Connie Streater, Don Emberlin-LaMorte,
Jackie Ponder, Roy Branch

Financial Report Presented by Bruce Arnold.
Report is attached.

The December 2021 financials were approved in Executive Meeting.
Motion made by: Brooke Bow
Seconded: Mike Fite
The motion passed by majority.

Maintenance/Infrastructure Committee:

Chair: David Ponder

Members: Phillip Seiber, Mike Fite
Rita Ham

Jackie Ponder presented the Maintenance/Infrastructure report.
Report is attached.

Insurance Committee:

Chair: Don Emberlin-LaMorte
Members: Connie Streater, Brooke Bow,
Jackie Ponder

No report submitted.

Personnel Committee:

Chair: Bruce Arnold
Members: Roy Branch, Connie Streater,
Jackie Ponder, Phillip Seiber

No report submitted.

Covenants and Bylaws Committee:

Chair: Brooke Bow
Members: Roy Branch, Don Emberlin LaMorte,
Rita Ham.

No report submitted.

8. Park Manager Report:

Jackie Ponder presented the Park Manager Report.

The first half of the Assessments are due on January 31st by 5:00 pm and the second half and golf cart fees are due on April 30th by 5:00 pm. Dues that are not paid by the due dates will receive \$100. penalty

Report is attached.

9. Entertainment Committee:

The Entertainment Committee has received the new slide for the playground by the duck pond. The slide will be installed after the set gets stained.

Look on the Cedar Blue Facebook page for the calendar for 2022. Lots of exciting things coming.

We have t-shirts available at the office. Starting at \$20.

10. Old Business:

The Cedar Blue Board of Directors has been working on revisions for the Employee Handbook. Revisions have been made and approved by the Board of Directors.

11. New Business:

THERE WILL BE NO PUBLIC MEETINGS NOVEMBER-FEBRUARY.

The Cedar Blue office is open Tuesday-Saturday 8am-5pm, closing for lunch from 12-1pm.

12. Property Owner's Comments:

13. Adjournment:

A motion to adjourn was made by: Bruce Arnold

Seconded by: Mike Fite

Motion passed by majority.

Board meeting adjourned at: 9:30

Environmental Committee Report

January 15, 2022

Chairman: Mike Fite

Members:

Rita Ham

Dewayne Denwalt

Don Emberlin-LaMorte

Brooke Bow

Roy Branch

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Permits for approval:

There are (7) Seven permits for construction submitted.

2 Final Inspection

If anyone has a permit project completed, please contact the office for a final inspection.

Signed:

Mike Fite, Committee Chair



**Cedar Blue Property Owners Association
Finance Committee Monthly Report
December 2021**

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

Additional income/ Money collected: Processing Fee-\$125.00 Covenant Violation-\$0.00. Excessive Use-\$900.00. Golf Cart Registration-\$1,475.00. Golf Cart Violations-\$0.00. Construction permits-\$150.00. Construction Penalty-\$0.00. Coast to Coast-\$360.00. Late Fees-\$100.00. Family Center Rental-\$100.00. Gate Card Replacement-\$75.00. Yearly Gate Card Purchase-\$720.00. Mowing penalties-\$0.00. Washer/Dryers-\$455.25. Air Machine-\$0.00. Unauthorized Dumping-\$250.00. Misc./Donations-\$0.00. 2020 Assessments-\$0.00. 2021 Assessments-\$0.00. Return check charge-\$31.50. Postage refund-\$0.00.

Review of Financial Report for December 2021.

- **Operating Account & Money Market Account**

For the month of December 2021, the Park received \$66,542.28 in Ordinary Income. Expenses for the month of December 2021 were \$38,809.82.

We are over budget for the month of December by \$893.15.

Infrastructure Account

For the month of December 2021 received \$0.00. There was \$0.00 expense. Therefore, the Infrastructure Account balance is \$2,337.04. 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 \$505,133.91.

Golf Cart Account

For the month of December 2021, the park received \$1,475.00 in income and \$0.00 in expenses leaving a balance of \$26,458.41 in the Golf Cart Account.

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

There are a total of three (3) lots that are Delinquent in 2017, 2018, 2020, 2021, and 2022 dues with fees totaling \$9,066.50. Gate cards have been deactivated for all these lots.

Delinquent Accounts:

There are Nine (9) properties that are in foreclosure totaling \$85,300.53 and given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021 & 2022, special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135	\$11,314.82	CB-272	\$11,466.91	CR-012	\$13,137.51
CR-055	\$8,709.00	CR-059	\$8,695.00	CR-060	\$8,345.00
CR-061	\$7,350.00	CR-086	\$8,699.14	CR-087	\$7,583.15

Gate cards have been deactivated.

Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$94,367.03.

FY22 Operating Expenses					
Dec-21					
Account Description	Account Number	FY22 Yearly Budget	FY21 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,300.00	\$ 108.33	\$ 115.22	(\$6.89)
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ -	\$83.33
Fuel	60240	\$6,000.00	\$ 500.00	\$ -	\$500.00
Insurance	60260	\$35,000.00	\$ 2,916.67	\$ -	2,916.67
Legal and Professional Expense	60280	\$11,000.00	\$ 916.67	\$ 600.00	\$316.67
Lien and Deed Fees	60320	\$500.00	\$ 41.67	\$ -	\$41.67
Office Expense	60340	\$3,000.00	\$ 250.00	\$ 221.05	\$28.95
Postage Expense	60345	\$1,000.00	\$ 83.33	\$ 8.36	\$74.97
Payroll Expense	60360	\$185,000.00	\$ 15,416.67	\$ 20,554.15	(\$5,137.48)
Property Taxes	60380	\$2,000.00	\$ 166.67	\$ 1,743.00	(\$1,576.33)
Repairs and Maintenance	60400	\$85,700.00	\$ 7,141.67	\$ 5,998.91	\$1,142.76
Travel Expense	60420	\$500.00	\$ 41.67	\$ -	\$41.67
Entertainment Expense	60430	\$1,000.00	\$ 83.33	\$ -	\$83.33
Utilities	60440	\$105,000.00	\$ 8,750.00	\$ 9,401.61	(\$651.61)
Uniform Expense	60550	\$3,500.00	\$ 291.67	\$ 167.52	\$124.15
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
Totals		\$ 455,000.00	\$ 37,916.67	\$ 38,809.82	(\$893.15)

Utilities Breakdown:	Trash:	\$1,821.84
	Water:	\$5,405.50
	OG&E:	\$1,770.78
	Phone:	\$403.49
	Propane	\$0.00
	total	\$9,401.61

Previous Month Utilities: Trash-\$1,532.94/Water-\$4,105.50/OG&E-\$1,614.44/Phone-\$215.65/Propane-\$0.00
(Total this month vs last = -+\$1,933.58)

Overages: Bank charges. Payroll-3 pay periods. Property Taxes-Annual 2022 paid. Utilities-Roll offs.

Golf Cart:	Income	\$1,475.00	Expense	\$0.00	Balance	\$26,458.41
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Infrastructure Account:

Previous Balance:		\$2,337.04	New Balance:	\$2,337.04
	Income:	\$0.00		
		\$0.00 (interest)		
Survey Expense:	Expense:	\$0.00		
	Labor/Material	\$0.00	Welding of fence.	
		\$0.00		

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

Maintenance / Infrastructure Report

January 15, 2022

Chairman: David Ponder
Staff Supervisor: Jackie Ponder

Committee Members: Mike Fite
Phillip Seiber
Rita Ham

Jerry, Christopher and Jaybo had to replace several in ground water valves in Cedar Creek, Cedar Ridge and Cedar Blue area due to the cold weather. They have walked and driven the park looking for leaks that have occurred due to the freezing temperatures and turned off in ground valves that have been left on by property owners.

Please remember when you leave the park to turn your in-ground valve off.

Jerry and Christopher have painted some of the walls in the women's and men's bathrooms at the family center. Christopher changed out a lift station pump in Cedar Creek. Thank You Pat Lamonte for giving him a helping hand.

We do appreciate all the hard work that the Cedar Blue Maintenance staff do.
Thank You!

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 house hold trash ONLY. 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. 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 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

January 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

No Public Board Meetings will be held in December 2021, January & February 2022.

THE FIRST HALF OF THE ASSESSMENTS ARE DUE JANUARY 31, 2022 AND THE SECOND HALF AND GOLF CART FEES ARE DUE APRIL 30, 2022 BY 5:00 PM. DUES THAT ARE NOT PAID BY THE DUE DATES, A \$100.00 PENALTY WILL BE ADDED TO YOUR ACCOUNT.

The Office will be open Monday, January 31st to take payments.

PLEASE REMEMBER TO CONTACT THE OFFICE IF YOU HAVE AN ADDRESS CHANGE.

Murray County Emergency Management has received some grants for a Storm Siren to be installed at Five Lakes. The Siren should benefit Cedar Blue and people on the lake as well.

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