

# Cedar Blue Property Owners Association Board Meeting Minutes July 21, 2018

1. **Board Members Present:** Tom, Elliott, Dewayne Denwalt, Bruce Arnold, Arvilla Bird, Curtis Oshel, David Ponder, Ronnie McGee, Mike Fite, Clifford Cops, Jr., Jackie Ponder, Office Assistant and Tonya Glasgow, Park Manager.
2. **Board Members Absent:** None
3. **Property Owners Present:** 44 property owners were represented today.
4. **Call to Order:** The Board Meeting was called to order at 11:10am by President, Tom Elliott.
5. **Moment of prayer / silence:** Moment of silence observed.
6. **Approval of the meeting minutes for June 2018:**  
A motion to accept the minutes as written by: Bruce Arnold  
Seconded by: Mike Fite  
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, Roy Branch

Curtis Oshel presented the Environmental report and is attached. (8 permits and 3 final inspections).

**Finance Committee:**

Chair: Bruce Arnold  
Members: Arvilla Bird, Tom Elliott, Tonya Glasgow

A motion to approve the June 2018 financials by: Dewayne Denwalt  
Seconded: Clifford Cops, Jr.  
The motion passed unanimously.

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

**Maintenance/Infrastructure Committee:**

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

Tonya Glasgow 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, Arvilla Bird, Tonya Glasgow

Tom Elliott presented the Personnel Committee Report. The report is attached.

**Covenants and Bylaws Committee:**

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

No report submitted.

8. **Park Manager Report:** Tonya Glasgow presented. The report is attached. July 4<sup>th</sup> weekend there were approximately 3500 people in Cedar Blue. Tonya reported that the 2017 Consumer Confidence Report for Cedar Blue which covers our drinking water has been completed and sent to the Oklahoma Department of Environmental Quality. Cedar Blue purchases water from Buckhorn water. Water samples are taken monthly for testing to make sure the water is safe human consumption. Should there be a sample taken with a contaminate Cedar Blue is required to take additional samples to make sure the water is safe.
9. **Entertainment Committee:** Cindy Forman informed everyone that there were a total of 30 golf carts that participated in the golf cart parade. Decorated golf carts looked great this year. We welcome all property owners to participate in this event. Labor Day activities include: volleyball tournament sign up begins at 6:00 pm. There will be a Saturday night "Tye Dye" karaoke dance at the basketball courts from 6:00 pm – 11:00 pm. October 27<sup>th</sup> is scheduled for the Fall Festival. Donations welcomed for the Silent Auction. A very nice smoker has been donated. We have t-shirts and sunglasses for \$15 each. Connie Streater has donated a beautiful king size quilt that was hand crafted by her mother. Raffle tickets can be purchased from a committee member or at the park office for \$1 each or six tickets for \$5. The quilt will be raffled at the Fall Festival. The quilt is on display at the office.
10. **Old Business:** None.
11. **New Business:**
- A: Tom reported that we are having an issue with feminine hygiene items being flushed that are ruining the lift station grinder pumps. Replacement costs of these pumps is \$900+ each. Within the last couple of months our staff has replaced three of those grinder pumps. There are a total of twenty-nine lift stations in Cedar Blue.
  - B: There was a property fire in Cedar Creek that completely destroyed the structure, a pickup and a boat. With several park owners participating; the fire was contained. Thanks go out to everyone who assisted. Curtis stated that if anyone notices a fire to call 911 immediately. The main goal is to make sure the fire doesn't spread to any other properties. Protocol would be to meet the fire department or emergency responder at the gate to direct them to the correct property location. They do need "Follow Me" directions. These responders do not know the lay out of the park. Gate cards have been issued to the Sulphur Fire Department, the Sulphur Ambulance Service, Murray County Sheriff and the National Park Rangers. If for any reason these individuals cannot get into our park they will drive thru the gates for an emergency.
  - C: Arvilla Bird let everyone know that the Annual Board Meeting is Sunday, September 2<sup>nd</sup> at 1:00pm here at the Family Center. This is the Labor Day weekend. Tom Elliott, Bruce Arnold and Curtis Oshel's positions are up for re-election which are three year seats. Resumes will be taken until Wednesday, August 1<sup>st</sup> at 5:00pm. All owners in good standing are encouraged to send in a resume. Please email to: [parkadmin@cedar-blue.com](mailto:parkadmin@cedar-blue.com). Should you choose to mail in a resume the address is: 3012 Cedar Blue Road, Sulphur, OK 73086. Please make sure the resume will be received by the due date.
12. **Property Owner's Comments:**
- Jan Beaty, GL 6, 7, and 8 – Commented on how nice the park is being groomed. Also, the wonderful job that is being done by the Entertainment Committee.

Alex McKinney, CB 243- Inquired regarding the door that was damaged at the Family Center. We did get them on camera.

Sharon Ham, CC-90 – Asked if we knew who did this. Was it a child or an adult? Tom replied it was an adult. When the door was kicked in and they looked inside, they saw cameras and turned around and left. We did have to close the Family Center early due to the fact that someone crapped on the floor, spread the stuff on the walls, etc. A lot of people have put a great deal of effort and time to get the park in the condition it is at this time. Citizens arrest would be ok but law enforcement commented this will not work on this property. Someone saw this happen. Please man-up so we can stop this kind of vandalism.

Ernie Smith, GL-19 – reported he saw two boys at the office area around 4:00 a.m. He asked the boys what they were doing here at the office; no response from them. Please report incidents such as this to the office. Bruce reported there was an incident at the pool. The counter area is the only place where you can smoke and eat. This is required in order to keep food and drink items away from the pool

area. Also, some have been seen on the pool rope. If our state pool inspector should come and see this, he can just close the pool down. There have been people swimming at the lake, drive to the pool, let people out and they go directly to the pool. A shower should be taken first before getting into the pool. No glass items are allowed in the pool area as well. Please observe the rules.

Cindy Forman, CC-18 – Wanted to remind all owners and their guests that if they break the rope, they would have to pay for it. A property owner at the pool commented “it is not in the rules”. This is a state law. Curtis is looking at posting all the rules at the pool.

Robert McDonald, CR-28 – Are reports by individuals anonymous? Tom replied they are.

Alex McKinney – CB-242 – Can someone not read or comprehend? Is this a challenge for them?

Patty Tucker – CB-230 – Commented on speeding on the roads.

Question was asked regarding the water truck. Tom replied that David Ponder was working on this. He does have a truck and have people fixing any problems that the truck might have. When this is complete, David will have this truck at Cedar Blue. He will not take ownership of this water truck until everything is fixed and ready for us to use.

To help with speedy drivers, consideration is being given to implement small ditches in the roadways. This will not begin until we have a good rain to soften the soil. It is extremely hard at this time. This will help people slow down when we can get this implemented. Ronnie McGee took his camera to the road in front of his place; golf cart drivers slowed down and some never returned.

A property owner suggested we post the following on the entry sign: ENFORCING THE RULES IS ALL OF OUR RESPONSIBILITY. This is a good ideal.

Kathy Burns – CC-008 - Reported someone left a pair of tidy-whities and cigarette butts under her golf cart. She asked if they would please come and get them.

Wes Evans – CB-103 – Said the road toward the low water bridge needs some repair. Tom responded thank you. The roadways are constant maintenance.

Charles Cummings – CC-065 – A couple volunteered to help clean up after the fire works display. He also stated the Cedar Blue Facebook page has 566 members. Members are adding their friends who are not property owners and Charles has to delete them. Unless they are members, they are not to be added to this page. We have had a few negative responses but people are ready to reply with a positive manner. Some statements are: This Board of Directors is actually getting things done.

Kent Foster – GL 36 & 37 – Noticed that several owners have flags flying but have not been able to come to the park for quite sometime and the flags are faded and torn. He thought perhaps the Entertainment Committee might want to consider this as a fund raiser and sell flags. Tom suggested he get together with a scout troop to come to the park for a retirement presentation of flags.

Mike Buchanan - CN-18 - Was implemental in getting the fire works donated to the park for the July display.

### **13. Adjournment:**

A motion to adjourn was made by: Bruce Arnold

Seconded by: Mike Fite

Motion carried unanimously.

Board meeting adjourned at: 12:10pm

# Environmental Committee Report July 21, 2018

Chairman: Curtis Oshel

Members: Bruce Arnold  
Dewayne Denwalt  
Ronnie McGee  
Roy Branch

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## Permits for approval:

There are (8) eight permits submitted for construction approval and (3) three final inspections.

Signed  
Curtis Oshel  
Committee Chair



**Cedar Blue Property Owners Association  
Finance Committee Monthly Report  
June 2018**

Bruce Arnold, Chairman  
Arvilla Bird  
Tom Elliott  
Tonya Glasgow

**Additional income/ Money collected:** Construction permits-\$457.50. Golf Cart Registration-\$350.00. Coast to Coast \$1,080.00. Family Center Rental -\$100.00 Gate Card Replacement \$120.00. Late Fees-\$1,700.00. Donations-\$685.00. Water usage penalty-\$250.00. Waser/Dryers-\$794.00.

**Review of Financial Report for June 2018.**

• **Operating Account & Money Market Account**

For the month of June 2018 the Park received \$14,052.67 in Ordinary Income. Expenses for the month of June 2018 were \$39,540.20. We are over budget for the month of June by \$5,715.20.

• **Infrastructure Account**

For the month of June 2018 there was income of \$218.33. There was no Expense. Therefore the Infrastructure Account new balance is \$25,502.52. This amount will remain in the account for any emergency repairs as needed as part of the ODEQ project.

**Total of all Accounts (Operating Account, Money Market Fund, and Infrastructure Fund) is \$477,001.92.**

**Accounts with 2017 & 2018 dues not paid:**

There are a total of Thirteen (13) lots that are Delinquent on 2017 & 2018 dues with fees totaling \$12,770.00. Gate cards have been deactivated for all of these lots.

**Delinquent Accounts:**

There are Ten (10) properties that are in foreclosure totaling \$59,791.82 and all have been given to the Attorney for processing. The amount owed consist of yearly assessments for 2015, 2016, 2017, & 2018, special assessments, attorney fees, late fees, court filling costs, lien fees, mowing, upkeep fees, and/or fines.

CB-135	\$6,283.96	CB-272	\$6,635.45	CN-083	\$6,301.54
CR-012	\$7,000.87	CR-055	\$5,970.00	CR-059	\$6,095.00
CR-060	\$5,745.00	CR-061	\$4,950.00	CR-086	\$5,960.00
CR-087	\$4,850.00				

**Gate cards have been deactivated.**

**Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$72,561.82.**

## Finance Summary for Current Month FY18

Jun-18

Account Description	Account Number	FY18 Yearly Budget	FY18 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges (inc. credit cards)	60100	\$4,000.00	\$ 333.33	\$ 435.26	(\$101.93)
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 24.95	\$58.38
Fuel	60240	\$5,000.00	\$ 416.67	\$ 581.80	(\$165.13)
Insurance	60260	\$19,000.00	\$ 1,583.33	\$ -	\$1,583.33
Legal and Professional Expense	60280	\$15,000.00	\$ 1,250.00	\$ 600.00	\$650.00
License Expense	60300	\$1,000.00	\$ 83.33	\$ 138.00	(\$54.67)
Lien and Deed Fees	60320	\$2,500.00	\$ 208.33	\$ -	\$208.33
Office Expense	60340	\$3,500.00	\$ 291.67	\$ 225.47	\$66.20
Postage Expense	60345	\$1,300.00	\$ 108.33	\$ -	\$108.33
Payroll Expense	60360	\$158,500.00	\$ 13,208.33	\$ 12,258.10	\$950.23
Property Taxes	60380	\$2,000.00	\$ 166.67	\$ -	\$166.67
Repairs and Maintenance	60400	\$90,000.00	\$ 7,500.00	\$ 16,268.24	(\$8,768.24)
Travel Expense	60420	\$1,000.00	\$ 83.33	\$ -	\$83.33
Entertainment Expense	60430	\$3,000.00	\$ 250.00	\$ 1,599.96	(\$1,349.96)
Utilities	60440	\$94,000.00	\$ 7,833.33	\$ 7,012.61	\$820.72
Uniform Expense	60550	\$3,600.00	\$ 300.00	\$ 366.81	(\$66.81)
Training Expense	60555	\$1,000.00	\$ 83.33	\$ 29.00	\$54.33
Furniture and Office Equipment	15250	\$500.00	\$ 41.67	\$ -	\$41.67
<b>Totals</b>		<b>\$ 405,900.00</b>	<b>\$ 33,825.00</b>	<b>\$ 39,540.20</b>	<b>(\$5,715.20)</b>

<b>Utilities Breakdown:</b>	Trash:	\$1,532.94
	Water:	\$2,731.00
	OG&E:	\$2,155.32
	Phone:	\$593.35
	Propane	\$0.00
	<b>total</b>	<b>\$7,012.61</b>

Previous Month Utilities: Trash-\$1,532.94 / Water-\$2,209.00 / OG&E-\$1,777.79 / Phone-\$544.45  
 (Total this month vs last = +\$948.43)

**Bank/Credit Cards-Late Fees.** Fuel-price increase. License Expense-Annual renewals. Repairs-  
**Overages:** New office rentavation, Pipe Fencing, Work at pool area. Entertainment Expense-Annual donation to committee. Uniform-5 weeks.

<b>Golf Cart:</b>	<b>Income</b>	\$350.00	<b>Expense</b>	\$0.00	<b>Balance</b>
					<b>\$18,496.35</b>

### Infrastructure Account:

<b>Previous Balance:</b>		<b>\$25,284.19</b>	<b>New Balance:</b>	<b>\$25,502.52</b>
	Income:	\$3.33 (intrest)		
		\$215.00 Late payment		
<b>Survey Expense:</b>	Expense:	\$0.00		
Labor/Material		\$0.00		
<b>ODEQ easement releases.</b>		\$0.00		
		<b>\$0.00</b>		

Respectfully submitted;

Bruce Arnold / Finance Committee Chairman

# Maintenance / Infrastructure Report

## July 21, 2018

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 a minimal amount of rain since our meeting last month. Please be aware of the high fire alert due to the increased humidity and dry winds.

Jerry, Bobby and Ken have repaired in ground water leaks, replaced two lift station pumps and repaired a few sewer issues. Jason has been mowing and Pat has been weed trimming like crazy all over Cedar Blue.

**The maintenance department is a big part of Cedar Blue.**

Thank you: Jerry, Bobby, Ken, Jason and Pat. These guys are GREAT. Please let them know how much we appreciate their hard work and dedication.

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

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

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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.

# Personnel Committee Report

## July 21, 2018

Chairman: Tom Elliott

Members: Arvilla Bird  
Dewayne Denwalt  
Bruce Arnold  
Tonya Glasgow

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The Personnel Committee hired Kenneth York for the maintenance opening position. Kenneth has been working with Jerry and Bobby for three weeks.

Consideration was made to hire Pat LaMorte for contract labor to do grounds keeping.

Please welcome these two employees.

Tom Elliott, Chairman  
Personnel Committee



# Park Manager Report

## July 21, 2018

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.

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

The annual board meeting is 7 weeks away; Sunday, September 2<sup>nd</sup> at 1:00pm.

**Tonya, Jackie, Jerry, Bobby, Jason and Ken**

### **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**