

Cedarcrest II HOA Board Meeting Summaries

President: James D. Smith

Term Start: June 1, 2025

Reporting Period: June 1 – October 1, 2025

JUNE 2025: Initial Transition and Onboarding

Date: Week of June 1, 2025 (inferred transition activities)

Location: Informal team coordination

Purpose:

- Onboarding new board members
- Review of prior records, dues, and asset conditions
- Assignment of new committee roles

Key Actions:

- Appointment of:
 - **Libby Hardy** as Secretary
 - **Margaret Roberts** to Special Projects
 - **Pam Berry & JL Hightower** to Lawn & Landscape
- Initial budget review and discovery of sprinkler issues and tree trimming needs.
- New board commitment to restore HOA assets and build communication pathways.

JULY 3, 2025 – Remote Board Meeting at July 4th Staging Area

Location: Outdoor meeting area at the CedarCrest II cul-de-sac

Attendees: James Smith, Codi Winters, Kori Fabian, available board members

Purpose:

- Final planning for **July 4th Parade & Block Party**

Discussion Points:

- **Kori Fabian** presented parade route and volunteers
- **Codi Winters** reviewed block captain plan and food prep
- Final details for signage, setup, volunteer parking, safety check, and flyers.

Outcome:

- **July 4th Party & Parade** became the highest-attended HOA event ever
- Feedback indicated record support for dues and future events

AUGUST BOARD MEETING – Date: August 1, 2025 (Approx.)

Location: President's residence (porch, Southgate entrance)

Purpose:

- Post-July 4th recap
- Expense and dues report
- Fall planning kickoff

Agenda Recap:

- **Financials:** Treasurer Cameron DeWitt
 - Dues raised from \$125 to \$175 (starting June 1)
 - Record 74 households paid dues
 - Nearly \$3,000 in flower bed donations
 - Expenses: Sprinklers, tree trimming, signage, lawn care
- **Landscape:** Pam & JL
 - Year-round contract with Lawn Service of Tulsa
 - New flower beds installed
- **Website Launch:** <https://cedarcrest2.com/>
 - Resident portal, contact form, updates
 - Promotes transparency
- **Events:** Fall event planning discussed
 - Chili Cook-Off initially planned for October
 - Possibility of moving to Spring considered

SEPTEMBER 26, 2025 – Formal Board Meeting

Location: Porch of James D. Smith

Time: 6:30 PM

Purpose:

- Review HOA activities over summer
- Finalize fall plans
- Set date for full HOA resident meeting

Meeting Agenda:

- **Financial Report:** Cameron
 - Starting Balance Sept 1: **\$12,200**
 - Water Bill (sprinklers): **~\$720**
 - Lawn Service: **\$500/month**

- Electric labor (bed lights): **\$1,200**
- **Secretary Update:** Libby Hardy
 - Mailer feedback
 - Updated homeowner list
- **VP Update:** Tom Berry
 - Progress on flower beds
 - Phase 2 of stone borders
- **Website:**
 - Stats show strong use
 - Residents can now contact board directly
- **Fall HOA Meeting Plan:**
 - New idea: Serve **Free Hot Dogs**
 - Encourage neighbors to bring chairs and drinks
 - HOA meeting and food, no chili cook-off (moved to spring)

OCTOBER 1, 2025 –Via email with alert of meeting via text from secretary: Newsletter Summary & Public Posts

Summary Notes:

- **Fall HOA Meeting** confirmed for **October 26, 2025 at 4:30 PM**
 - Location: Cul-de-sac near 8615 S. College Place
 - Chairs can be dropped off 1–3 PM
 - Area blocked off at 4 PM
- **Garage Sale:** Scheduled **Saturday, October 25, 2025**
 - 8:00 AM – 3:00 PM
 - Email to be placed on the map: cedarcrest2hoa@gmail.com

Summary of Board Responsibilities (per Bylaws)

- **President (James D. Smith)**
 - Oversees meetings, general operations, external representation
- **Vice President (Tom Berry)**
 - Supports President, manages property-related issues
- **Treasurer (Cameron DeWitt)**
 - Maintains records of income/expenses, financial reports
- **Secretary (Libby Hardy)**

- Records minutes, communication mailings
- **Special Projects (Margaret Roberts)**
 - Helps with events, special efforts like HOA sign decor

Committee Chairs:

- **Lawn & Maintenance (Pam & JL)** – Manage contractors and seasonal needs
- **Hospitality (Kori/Shirley)** – Organize socials and outreach
- **Bylaws (Megan)** – Review/update governing docs
- **Block Captains (Codi)** – Serve as local communication bridges

Frequency of Meetings (Bylaws Summary)

- **Board Meetings:** Monthly or as needed
- **HOA Resident Meetings:**
 - *At least once annually, 1st quarter board time is busy collection of dues and our event flag ship event July 4 HOA Party and parade*
 - Currently scheduled: **October 26, 2025**
- **Next Election:** May 2026 for new board seated **June 1, 2026 (voting begins May 1st)**

Cedarcrest II HOA – Board Progress Report

Term: June 1 – October 1, 2025

Prepared by: James D. Smith, President

A Season of Strategy, Action & Results

When the new board stepped in on **June 1st**, we made a commitment to build trust, restore our neighborhood's assets, and re-engage our residents. In just three months, we've turned that vision into visible progress — and the numbers, engagement, and energy prove it.

Strategic Campaign to Boost Dues Participation

We began with a challenge: **raise \$175 in dues**, a **\$50 increase** from previous years, and reach more homeowners than ever before. To succeed, we launched a **multi-channel campaign** focused on transparency, benefits, and long-term vision:

- ✓ **New Website Launched:** CedarCrest2.com – offering:
 - Board Contact Form
 - Live Updates & Announcements
 - Project Photos & Progress

- Governing Documents
- ✉ **Mail Campaign:** Professionally printed invoices, self-addressed & stamped envelopes
- 💡 **Content Strategy:** Explained “Why Your Dues Matter” with before-and-after photos and budget transparency

Outcome:

- **74 homeowners paid** dues — a **45% increase**
- **40 payments** through the new mailed Invoice and/or site portal
- Over **\$2500 in donations** for flower beds and entrance beautification
- Ongoing cleanup of **returned mail and incorrect emails**

Reviving Our Front Entrance: From Neglected to Noteworthy

Our **single biggest transformation** was the overhaul of our front entrance — the face of our neighborhood:

What We Inherited:

- Broken sprinkler system
- Crumbling bricks around all 4 flower beds
- Faulty lighting in the North bed, shorted wiring
- Dead limbs, overgrowth, weed build-up

What We Accomplished:

- **Sprinkler Repair:** After leaks and brake downs, fixed & monitored
- **Electrical Fix:** Our own committee member assisted the electrician to locate and correct a faulty install — saving hundreds; total fix cost: **\$250**
- **Flower Bed Install (Phase 1):**
 - All 4 beds cleaned, weeds pulled, plants installed
 - Borders cleaned, prepped for **Phase 2 footer stones**
- Over **40+ volunteer hours** from board and committee members
- Lighting restored and extended
- **New Signage:** Event banners, HOA notices, branded Pay Dues at entrance
- Added permanent lighting for the branding letters on the wall along with solar lighting to support permanent fixtures
- Winter tree-trimming scheduled to reduce low-hanging limbs


Community Engagement at an All-Time High

- **us July 4th Parade & Block Party:** One of the Largest-ever HOA event
 - Organized by **Kori Fabian**, supported by **Codi Winters** and volunteers

- Signage, food, music, and parade route all handled with precision
- **Fall Events Confirmed:**
 - **October 25:** Neighborhood Garage Sale
 - **October 26: Annual HOA Meeting** in cul-de-sac near 8615 S College Place
 - Free hot dogs, bring your chairs & drinks
 - Early chair drop-off allowed from 1–3 PM

Grounds keeping & Maintenance Agreement Secured





We now have a **formal maintenance contract** with a licensed, insured local vendor:

-  **Lawn Service of Tulsa**
 - Year-round mowing, trimming, and landscaping
 - Weed control in beds
 - Regular leaf and limb removal
 - Winter trimming for low-hanging branches
 - All tasks documented and scheduled
 - Manage a yearlong sprinkler system run schedules, fix' and winterizing






This agreement removes the burden from board volunteers and protects our HOA investment with professional oversight.

Promoting Neighborhood Pride & Safety

Our communication now includes:

-  “Watch Out for Your Neighbors” campaign
-  Neighborhood watch reminders
-  Monthly Facebook banners, newsletter updates, and flyers
-  HOA email and website photo galleries showcasing progress

Looking Ahead

-  **Holiday Lighting Plan** to be discussed and budgeted
-   **Chili Cook-Off** rescheduled for early **Spring 2026**
-  **Year-end expense report** and budget proposal coming soon
-  **Board Election** will occur in **May 2026** for next term starting June 1

Thank You, Cedarcrest II Neighbors

Your support — both financial and in spirit — is fueling the revival of this wonderful neighborhood. We're building something beautiful together, and this is just the beginning. If you are interested in join the board please reach out to me personally

— **James D. Smith**

President, CedarCrest II HOA

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🌐 www.cedarcrest2.com

Disclaimer:

This report and the included meeting summaries are provided as a courtesy update from the CedarCrest II HOA Board. While every effort has been made to ensure accuracy, there may be minor errors in dates, spelling, project completion details, or formatting. These updates are not official meeting minutes and should not be used as legal or financial records. For clarifications or to submit corrections, please contact the Board at cedarcrest2.com