

## **Meeting Minutes**

### **BRISTOL PARK HOA Board of Managers Monthly Meeting**

**Feb. 17, 2017**

**Communication Federal Credit Union, 100 NE 150<sup>th</sup> Street, Edmond OK**

#### **Attendees:**

Anthony Sammons, Board President

Sean Miller, Vice President

Lanny David, Treasurer

Wes Hall, Board Member

Scott Mills, Board Member

Julie Bisbee Wheeler, Secretary

Rodney Jones, Building Committee

#### **1. Call to order.**

Meeting was called to order by Sammons at 7:01 p.m.

#### **2. Discussion and possible action on January Board Minutes.**

Motion to approve January minutes was made by David and seconded by Mills. Board unanimously voted to approve meeting minutes from January.

#### **3. Treasurer's Report**

Treasurer David provided a financial update to the board that \$78,110.68 in dues had been collected from homeowners, and 52 past due notices had been sent out. David reported the number of past due notices sent is similar to previous years.

David reported that the contract with Northwest Pools for pool maintenance, management and lifeguards for the summer of 2017 was executed and in place.

David also presented the board with possible budget scenarios for 2017, which would include an increased reserve fund of \$3,500. Mills made a motion to approve the budget as presented, David seconded. The board unanimously approved the 2017 budget.

Members discussed the need to plan for possible repairs to the sprinkler system on the north end of the subdivision near the retention pond. An update will be provided at the March meeting.

#### **4. Discussion and possible action on lawn maintenance**

The Board of Managers will solicit bids for lawn maintenance using the lawn care schedule from the previous year. Managers will solicit bids until March 10. Board member Mills will take all solicitations for work.

The current lawn service contract will continue on a monthly basis until a new annual contract is approved and executed by the Board of Managers.

**5. Discussion and possible action on web page and web hosting.**

Board of managers discussed the need to have additional information on the Bristol Park HOA website to include an updated list of Board of Managers, updated contact information and additional pictures.

The website has been moved off an older platform to a new platform. David informed the board that he would continue to look into ending the automatic payments for webhosting for the old website. TekLabs is the new web host provider and Board of Managers asked that a demo be provided at the next meeting.

**6. Other business**

The Board of Managers set dates for upcoming neighborhood events:

- Easter Egg Hunt at playground, 10 a.m. April 8  
(rain date: April 15)
- Neighborhood Garage Sale, May 20
- Pizza-Pool Party, 6 p.m. to 11 p.m., June 3

**7. Adjourn**

Motion to adjourn made by Sammons, seconded by Miller. Motion passes unanimously. Meeting adjourned at 8:07 p.m.

**\*Next Meeting:**

7 p.m. March 16, 2017, Communication Federal Credit Union, 100 NE 150<sup>th</sup> Street, Edmond OK

Minutes submitted by Julie Bisbee Wheeler