

**BRISTOL PARK HOA Board of Managers Annual Meeting
February 15, 2018
Communication Federal Credit Union, 100 NE 150 Street, Edmond**

Attendees:

Scott Mills, President
Wayne Arbuthnot, vice president
Lanny David, Treasurer and board member
Wes Hall, Board Member
Julie Bisbee-Wheeler, Secretary

Absent:

David Willsey, Board of Managers

AGENDA

1. Call to Order – The meeting was called to order at 7:03 p.m. Motion made by Scott Mills. Seconded by Wes Hall. Motion passes unanimously.

2. Approval of January Minutes --

Correction to the minutes to correct spelling of Wayne Arbuthnot's name in January minutes. Motion made by Scott Mills, seconded by Wes Hall. Motion passes.

3. January Financial Report

Lanny David reported that HOA dues had been received from all by 61 properties; past due notices had been sent. Liens for nonpayment of HOA dues have been placed on 3 properties. Lanny David said the response is typical to previous years. Residents who don't pay HOA dues do not have access to neighborhood pool.

Financials and revenue collections are in line with projections and previous year performance.

4. Discussion and possible action to set date for neighborhood garage sale, Easter egg hunt and pool party

Garage Sale: weekend of June 15-16-17; weekend of Oct. 12-13-14

Easter Egg Hunt: 11 a.m., March 24 (rain date is March 31)

Pool Party, end of summer pool party, Aug. 4

Motion made by Scott Mills, seconded by Lanny David. Motion passes.

5. Discussion and possible action on welcome letter for new residents

Draft and send – to be mailed after title letter is mailed to BP HOA. Julie will provide draft for board members to review.

6. Other Business

Lanny David discusses increasing the monthly fee to bookkeeper by \$50. Lanny David said bookkeeper provides timely, comprehensive services and has not received an increase in several years. Bookkeeper handles payment of all HOA bills, correspondence, works with title companies and tracks HOA finances. The monthly fee was increased to \$375. Motion made by Scott Mills; seconded by Wayne Arbuthnot. Motion passes.

7. Adjournment

Motion to adjourn made by Scott Mills; seconded by Wes Hall. Meeting adjourns at 7:40 p.m.

Next Meeting:

April 19