

**Bristol Park HOA Board Meeting Minutes**  
**August 17, 2023**  
**Bristol Park Pool**

**HOA Board Members present:**

President Dave Patrick  
Treasurer Julie Bisbee-Wheeler  
Kris Viers

**1. Call to Order**

The meeting was called to order at 7:15 pm.

**2. Approval of Minutes for June and July**

No minutes have been submitted for June. Julie moved to approve the July meeting minutes. Kris seconded and the motion carried.

**3. Treasurer's Report**

Income	\$796.63
Expenses	\$11,589.60
Balance in Checking Account	\$9,119.87
Balance in Reserve Account	\$102,600.34

Kris moved to approve the Financials. Dave seconded and the motion carried.

**4. Delinquent Dues**

We have outstanding dues to date in the amount of \$8,957.50.

There was mail regarding an outstanding balance returned as unclaimed.

One property is currently in probate. It is unknown whether we will get back dues owed.

**5. Pitzer Canal Clean Out Project**

Pitzer is scheduled for the canal clean out project the week of August 21. We pay half of the cost of \$1830, and the business park pays the other half. Pitzer should be mowing every other week. Contract renews in January; it was suggested that pictures be taken so we have good information for renewal.

**6. Legal Counsel**

Absent some type of alternative fee arrangement, legal fees are typically charged for any interaction or work done on behalf of the client. We do not currently have a contract for legal services. We are billed hourly charges based on what he does for us. We might want to reconsider counsel. Dave suggests we wait to see how the foreclosure issue works out.

**7. Vehicle Speed Through Neighborhood**

The radar sign report from Edmond PD shows the average maximum speed was 29 mph which would not justify any action on the City's part. Also, the street must have an 85-

percentile speed exceeding 25 mph and Bristol Park Blvd does not. It was discussed that we should have ongoing communication with Edmond PD and get on the list for the radar trailer as often as possible. Kris will talk to Lt. Strader about this. This could help residents' concerns regarding traffic. It was suggested we solicit residents to be on a committee to meet twice per year to discuss traffic concerns.

#### **8. New Welcome Letter**

Kris presented the latest version of the Welcome Letter to new homeowners and suggested we attempt to hand deliver the letters by a Board Member who lives near the new owner, otherwise it will be mailed. Kris will start doing this until a routine can be established. The information regarding a change of ownership is given to Dave by Carol when she gives him the check for association fees. Julie will talk to Carol about how to streamline this process.

#### **9. Neighborhood Night Out**

It was discussed whether the community would participate in Edmond's Neighborhood Night Out event in September. The decision was to pass and do a Halloween event on Oct. 28 or 29. Kris will talk to neighbors about what they might suggest in terms of activities.

#### **10. Pool Party 2023**

This was probably the best one in the past several years. The new families here are cultivating family activities in the neighborhood. There were 108 Kona Ice served. We ran out of pizza. We got approximately 20 email addresses. It was noted that we should have music for next year's pool party.

#### **11. Email Addresses**

The purpose of collecting as many email addresses as possible is to communicate important information, at least quarterly, to the residents. Dave will go through his web responses to capture those who have communicated through the web portal. Julie will set up a Google Docs for a shared document. Kris will input all available emails in this document and work on getting a quarterly digital newsletter out to residents.

#### **12. New Business**

A request for a storage building to be installed at a residence. This need to be reviewed by Dave and Alex.

#### **13. Motion to Adjourn**

Motion to adjourn by Kris and seconded by Julie. Meeting adjourned at 8:15 PM

Minutes submitted by Kris Viers.