

**Bristol Park HOA Board Meeting Minutes**  
**November 15, 2023**  
**Communication Federal Credit union**

**HOA Board Members present:**

President Dave Patrick  
Treasurer Julie Bisbee-Wheeler  
Kathleen Joslin  
Kris Viers  
Alex Painter  
Lisa Jones  
Parvathy Sangaran

**Call to Order**

The meeting was called to order at 7:04 pm.

**Approval of Minutes for October**

Kathleen makes a motion to approve as amended, Julie seconded, and the motion carried.

**Treasurer's Report**

Income	\$1366
Expenses	\$5079.32
Balance in Checking Account	\$4624
Balance in Reserve Account	\$83416

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

**Canal Cleaning cost**

½ the cost of canal cleanup was reimbursed by Bristol Park business association.

**Updates**

The trees in the common are to be treated by Pitzer and the expected cost is \$200.  
The dying trees near the field by the pool needs to be treated to prevent further damage.

**Vehicle Speed.**

There are no new updates since tracking is not actively pursued at this time. Edmond Police Department is patrolling the neighbor.

**Complaints**

A complaint was received about broken pieces of tiles in the parking lot by the pool. Kris suggested to have periodic clean up of that area. Julie volunteered have her kids clean up the area. It was suggested to put up message on the website about unauthorized activity and littering in the parking lot. Letters to property owners also was suggested, seeking volunteers to clean up the area on a quarterly basis.

## **Annual letter.**

It was suggested to include fine schedule in the annual letter to be send out. Since it is not in the CCR, it would be difficult to be enforced. Board needs to write up and have it voted on to get it approved by majority of homeowners. Dues late fee date to be revised to February 15<sup>th</sup> .

An extra page to be included in the annual letter seeking the vote and a note to be included that a no reply would be considered as a non-consent to revised fine schedule. It was also suggested to add a form on cheddar up to vote on this.

Approval sought on the change in date, Julie makes a motion and Kathlyn seconds, no objection.

Kris presented the board with the draft of the documents that go out to all homeowners next month with annual dues statement, a sheet with QR code to update the contact email spread sheet.

Motion made by Kris for approval, second by Dave, motion carries.

## **Entrance sign**

The signs at the entrances are faded and need to be replaced. Signs with black background and white letters was approved and the estimated cost is \$500.

## **Carol's contract**

It was discussed as to if Carols contract needs to be renewed. She will not be sending violation letters and as of now sends title letters and taxes. Suggestion was made to explore other options. She gets a copy of violation letters and keeps tract of the timeline.

Information that Carol keeps about the properties needs to made sure to be accessible to board members. Carol has not been given any pay raise in the past three years. Approval sought for the revised pay of \$550 per month for December 2023 to March 2024 and shall remain \$400 for the rest of the year. Alex made the motion and Dave second, no objections. Suggestion made by Julie to have a spread sheet on shared drive to keep track of noncompliance.

## **Image committee**

Image committee to put together ideas for community participation, and to implement motivational projects such as yard of the month. A letter to be sent when there is a noticeable deterioration of yard maintenance or other similar scenarios that may cause the devaluation of properties in the long run.

## **Motion to Adjourn**

Motion to adjourn by Dave and seconded by Kris. Meeting adjourned at 8:45 PM

Minutes submitted by Parvathy Sangaran