

**Bristol Park HOA Board of Managers Monthly Meeting
7 p.m. Sept. 19, Bristol Park Pool**

Board members present:

Dave Patrick, President
Julie Bisbee-Wheeler, Treasurer
Phillips Hall
Rodney Jones
Joe Hinton

1. Call to Order – meeting called to order 7:05 p.m.

2. Approval of Minutes -- approved

3. Financial Report

a. Monthly expenses

Bisbee-Wheeler provided a financial update -- \$17,144.39 in cleared transactions in August to include checks for pool services, landscape services.

b. Checking and treasury balance – financials

Treasury account is at \$50,812.32 after cash was transferred to the checking account to cover projected expenses for the remainder of the year. Checking account balance is now at \$23,360.33.

c. 2025 budget planning

Bisbee-Wheeler said based on previous year collections, the HOA could expect to collect about \$102,960 in annual dues. Additional income may come from the HOA's win in litigation in a covenant enforcement issue, but it's unclear when and how those funds will be provided to the HOA. In 2023, the HOA had \$4,700 in other income from dues and fees. Bisbee-Wheeler talked about the need to plan for new expenses in 2025 and future expenses.

Residents and board members discussed the need to have a clear financial picture. The HOA CCR's require 90% of annual dues be used for annual maintenance, repairs. The group discussed the need to understand what a good goal for the treasury account would be. The group also discussed a possible reserve study.

d. Update on unpaid dues

The board discussed that there are now five properties with unpaid dues. This is an improvement and decrease from previous years. Unpaid dues amount to \$4,017.50. Homes have liens on them and active efforts are being taken to recover dues. A payment plan has been set up with one home multiple years in arrears.

e. Discussion and possible action on increase in annual dues

The board discussed a possible rate increase in annual dues for 2025 noting that there is a very slim margin between expenses and annual income from dues. Bisbee-Wheeler noted that the board needs to

vote on a final increase by the October meeting to meet the timeline needed to include the 2025 rates in the dues statements that will be prepared in November and sent in December.

Residents in attendance and board members discussed the need to understand why dues might be increased. Resident said additional information on how the dues were being used would be helpful. Residents also noted that ample notice should be given to residents if an increase is considered. Board and residents discussed the possibility of doing a reserve study while also planning for the 2025 budget. Phillips Hall made a motion to established committee to create a budget and look at future expenses – Jones seconded. Motion carries.

f. Discussion of planned expenses and reserved study

Resident Nancy Gwin had provided information about a reserve study that HOA's could do at \$500. Board members also discussed creating a list of possible projects for 2025.

4. Building Committee Report

a. Discussion and possible action on neighborhood solar policy

Board members discussed that under 7.2.4 of the CCRs, the HOA has the power to create restrictions and architectural regulations. The solar panel had been posted on the website and at the pool house. Phillips made a motion to approve the adoption of the solar policy. Patrick second. Motion carries.

b. Discussion and possible action on request for solar panels at 1801 Fairmont

The request to install solar panels was discussed. A motion to approve the request was made by Hall, Motion carries. The request would be approved and shall comply with the neighborhood policy.

c. Update on out buildings. Next steps

Jones provided an update on an unpermitted outbuilding on Fairmont. Jones said the property owner lives out of state, and has been contacted about the structure. The situation will continue to be monitored.

5. Social Committee Report

a. Neighbor's Night Out, Sept. 10

Neighbor's Night Out was successful and well attended by law enforcement and neighbors. Edmond mayor, Ward 3 City Council member and Edmond police chief also attended the event. HOA provided ice cream, face painting and discussed doing it again next year.

b. September Newsletter Performance

The newsletter was sent to 188 emails and had an open rate of 72 percent, which exceeds industry benchmarks. Residents continue to provide their email for the updates from HOA.

c. Decoration Contest

Board members discussed doing a decoration contest as the neighborhood has a strong tradition of decorating for Halloween and Christmas holidays. Members decided to a holiday lights decoration contest in December. Board members agreed to provide a prize for best decorated home.

d. September 28 work day

Board members discussed projects that could be done with a volunteer work day. Members decided to meet at 10 a.m. on Sept. 28 and discussed trimming trees in areas that are hanging over the sidewalk.

e. Oct. 4-5 neighborhood garage sale

A neighborhood garage sale is scheduled. Signs will be put up a few days before the sale.

5. Update on roof enforcement, litigation

The HOA had prevailed in a civil suit against a property owner with a black roof. Attorneys for the HOA were seeking attorneys fees for the HOA, but the judge had not ruled on the final amount. Additional updates would be provided as information became available.

6. Discussion of HOA Property Insurance

A new quote has been provided by working with resident Lizzie Cook. The new policy is cheaper, but still waiting for additional quotes that includes the total number of property, Dave Patrick said.

7. Pool Update

A quote to replace the pool cover was \$11,500. Board members asked if the cover could be repaired and agreed to look into the possibility. This will be among the possible expenses in 2025.

8. Discussion and action on decentralizing the access to the HOA gmail account (email), HOA website, physical access to the pool and pool surveillance camera access to a shared access system

Phillips Hall discussed the need to decentralize access for HOA email, pool access, security camera access. Hall also reminded members of the need to change passwords annually to support security standards. Two board members have pool access. Members also discussed sharing logins for a HOA email. Members discussed to need to have clear roles, primary and secondary contacts and clear understanding. Patrick said email credentials would be provided by end of the week. Bisbee-Wheeler would create a shared document with important information and description of roles.

9. Bid acquisitions for 2025 contracts

Members discussed the need to seek additional bids for annual contracts to ensure the HOA was getting best service at a competitive prices. Members discussed seeking bids for 2025 contracts. A list of all re-occurring contracts and contract terms was needed. Current scope of work was also needed.

10. Planning for future entrance updates

Members opted to discuss entrance landscape updates after additional 2025 budget information was compiled.

11. Neighborhood Image Committee Report

- a. BP Cares letter – much appreciated; letter, gotten new emails.
- b. Enforcement actions – contacted the city of standing water; leak

12. New Business

Residents noted the weeds had been removed from the canal at the entrance of Bristol Park. Residents noted that it improved the look of the neighborhood when the area is well manicured. Residents noted that HOA member Rodney Jones had completed the work. The board and residents thanked Jones for his work.

Motion to adjourn – 8:45 p.m.