

**Bristol Park HOA Board of Managers Monthly Meeting  
7 p.m. October 17, 2024, Bristol Park Pool**

**Board members present:**

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

**1. Call to Order**

The meeting was called to order at 7:07 p.m.

**2. Approval of Minutes**

September minutes were approved.

**3. Discussion of board seats and responsibilities**

Julie Bisbee-Wheeler resigned as secretary/treasurer on Oct. 16. The resignation was accepted by the board. Phillips Hall made a motion to assume role of treasurer until January. Motion was seconded by Rodney Jones. Motion carried.

Phillips Hall made a motion to name member Lisa Jones secretary, pointing out she had been doing some secretary work already. Motion seconded by Bisbee-Wheeler. Motion carries.

Phillips Hall noted there was no vice president appointed on the board and a vice president position is needed in the event the president is unable to do duties. Julie Bisbee-Wheeler agreed to assume the role of vice president for the next 30 days while transitioning duties for treasurer. Hall made a motion to appoint Bisbee-Wheeler vice president. Motion seconded by Hinton. Motion carries.

Bisbee-Wheeler made a motion to create a nomination committee. Rodney Jones seconded. Motion carries. Bisbee-Wheeler and Rodney Jones will be part of the nominating committee. Rodney Jones notes that nominations for board service can also be taken from the floor at the annual meeting in January. Residents Kris Viers and Nancy Gwin asked to serve on the committee as well.

**4. Financial Report**

**a. Discussion and possible action on financial discrepancies**

Phillips Hall discussed efforts to understand HOA finances. Hall said he looked at publicly available documents on the website and noted there was information that was missing. He said it was important to get all the information before moving forward. Hall said he was not implying that money was missing when asked by residents in attendance. He said documentation in minutes and other documents posted on the website were lacking. Hall said he would like information on financials from January 2023 to August 2023. Bisbee-Wheeler said financials statements and other documents are available for any resident to review upon request. Board members agreed to put on the agenda for November meeting. Lanny David, former treasurer of the HOA, said he had up to 7 years of invoices available. Hall acknowledged that a bookkeeper

was doing the majority of financial work on behalf of the HOA, but expressed a goal to improve the financial information provided to the board. Board members discussed financial best practices, and discussed the possibility of doing an informal financial audit.

**b. Monthly expenses**

Bisbee-Wheeler provided a financial report.

Expenses in September reporting period \$16,137.88

Checking Balance is at \$22,422.15 as of Sept. 30

Treasury account now at \$50,982.75 – total assets at \$73,344.90 – Motion to accept made by Patrick. Seconded by Hall. Motion carries.

**c. Bank Statements and Financial Statement for Review**

Bisbee-Wheeler said bank statements and financial statements were available for review. No action taken.

**d. Update on unpaid dues**

Five properties have unpaid dues. The total outstanding in dues is \$3,650. Liens have been placed on properties that are not current on HOA dues. Board members discussed that an attorney had been working on behalf of the HOA to collect dues on properties that are past due by more than one year. Board members discussed the need to have further discussions about when attorney's are used to collect dues.

**e. Update on HOA contracts - length, interval and scope – November**

Board members discussed the need to review contracts for 2025 to understand upcoming expenses. Some initial inquiries about the cost of services have also been sent out and awaiting replies.

**5. Update from budget committee**

**a. 2025 Budget planning update**

Bisbee-Wheeler updated the board on planning budget. Going by previous months expenses, the HOA is expected to finish 2024 with an estimated \$112,321 in expenses. That's about \$2,854 more than revenue collected in 2024. Dues collected for use in 2024 totaled \$100,980. The HOA is expected to finish 2024 with \$21,719.04 in expenses from the treasury account. These expenses included the resurfacing of the pool and updated landscape at the pool house. Phillips Hall and Rodney Jones discussed the need for firmer amounts for 2025 service contracts to inform budget planning. Residents in attendance asked the board to provide additional information before raising dues. Some residents asked the board to be mindful of property owners who live on fixed incomes. Bisbee-Wheeler reminded board that any change in rates needed to be decided on in November to allow for 2025 dues statements to have the correct amount on mailed out statements. The board committed to meeting in two weeks to look at the budget. Phillips Hall said the board should look for cost savings by streamlining lawn care, consider having fewer lifeguards in off-peak times.

**b. Discussion and possible action on reserve study**

The board discussed that there is a reserve study budgeted in 2025. The reserve study is expected to cost \$499. This is not an operational expense, but would be earmarked from reserve. Phillips Hall volunteered to assist in collecting data to inform the study.

– Motion to approve made by Rodney Jones; Joe Hinton, seconded. Motion carries.

**c. Discussion and possible action to set annual dues for 2025**

The board of managers discussed the possibility of raising dues from \$330 annually to \$360. Bylaw section 5.4 allows the board of managers to increase dues by up to 10% annually. Some residents expressed support for increasing rates, noting that no expenses are going down and the HOA has several major projects that will need attention in the upcoming years. Other residents opposed an increase and asked for information as to what the increase would cover.

Rodney Jones made a motion to table the item to get additional information on costs for services in 2025. Joe Hinton second. Motion carries.

**6. Pool operations update**

**a. Pool cover update**

President Dave Patrick said the pool cover was torn and would need to be replaced after the pool season in 2025. The current price quote for replacing the cover is \$11,500. The cover is anchored and taut for safety. The expense would come from the treasury account, not annual budget. Managers discussed whether the cover could be repaired. The cover is 26 years old. Hinton offered to research about best practice for safety of pool covers.

**b. Pool house roof repair from hail**

President Dave Patrick reported that a roof inspection showed damage and the need to replace decking. Patrick would be reaching out to the insurance provider. Board members also discussed the need to have insurance inspect pergolas for possible damage. Insurance deductible is \$2,500. Dave will be reaching out to property insurer.

**c. Pool Contract Details**

President Patrick will be reaching out to pool service company to get a quote. The contract is over in February. HOA will be asking for a quote with fewer lifeguards to contain cost.

**d. Pool Handrail Installation Discussion**

Board members discussed the need to consider installing a hand rail on the steps of the pool for safety. Hinton would research the cost and bring information back to the board.

**7. HOA Insurance Update**

Board members had discussed getting new quotes for homeowners insurance, but in light of possible hail damage efforts were put on pause. Some initial quotes had showed cost savings with a reduction of some types of coverage.

**8. Update on decentralized access to emails, camera, website**

Board members have access to shared email, documents.

**9. Social Committee Report**

a. Holiday Decoration Contest – Board members agreed to have prize money for best decorated home. Holiday decoration contest would be promoted in the November newsletter. Prize money would be covered by donations – not from the HOA budget.

**b. Sept. 28 neighborhood work day**

Clean up day included trimming trees on the north end of the neighborhood. Additional trimming is needed, Jones said. An additional work day would be scheduled.

Jones made a motion to research getting a roll-off dumpster with a budget not to exceed \$500. Hinton seconded. Motion carries.

**c. Oct. 4-5 neighborhood garage sale**

Several homes participated in sales.

**10. Building Committee Update**

**a. Discussion and possible action on request to install solar panels, 1724 Fairmont**

Motion to approve made by Phillips, Hinton seconds. Motion carries.

**b. Discussion and update on outbuildings**

No update. Two outbuildings identified received letters.

**c. Discussion of requests for building committee**

No other requests have been made.

**11. Neighborhood Image Committee Update**

a. No updates this month

**12. New Business**

No new business. Motion to adjourn made by Jones, seconded by Hinton. Meeting adjourned at 9:17 p.m.

Minutes submitted by Julie Bisbee Wheeler