

**Bristol Park Owners Association, Inc. Board of Managers – Emergency Special Meeting  
5:30 p.m. October 27, 2024, Bristol Park Pool**

**Board Members Present:**

Julie Bisbee-Wheeler, Vice President

Phillips Hall, Treasurer

Rodney Jones

Lisa Jones, Secretary

**1. Call to Order**

The meeting was called to order at 5:30 p.m.

**2. Discussion of Board Resignation and Seats**

Motion by Bisbee-Wheeler to accept the resignation of Dave Patrick, President. Seconded by Hall. No opposition, motion carried.

Motion by Hall to appoint Julie Bisbee-Wheeler as interim President based on the resignation of the former President, Dave Patrick. Seconded by Rodney Jones. No opposition, motion carried.

Motion by Hall to appoint Rodney Jones as Vice President in lieu of Bisbee-Wheeler's promotion to President. Seconded by Bisbee-Wheeler. No opposition, motion carried.

**3. Discussion of List of items Administered by the Former President**

Board Members discussed and agreed that a list of software, email, etc. for which former President Dave Patrick was the administrator should be comprised. Julie Bisbee-Wheeler will coordinate the return of the HOA's property and log on credentials with former President, Dave Patrick.

Motion made by Hall to set a budget of no more than \$15 monthly should the Board be required to set up Google Workspace for new email access and file storage due to not being able to successfully update credentials to the current email address. Seconded by Rodney Jones. No opposition, motion carried.

**4. Discussion of Vendor Contracts**

Board Members discussed and agreed that vendor contracts should be assigned to specific Board Members as a central point of contact to ensure that multiple members of the Board are not speaking to the same vendor. It was noted that the pool and landscaping contacts will automatically renew and should be addressed at the next monthly meeting.

**5. Motion to Adjourn**

Motion to adjourn by Bisbee-Wheeler at 5:46 p.m. Seconded by Hall.