

**Bristol Park Owners Association, Inc. Monthly Board Meeting**  
**7:00 p.m. November 21, 2024**  
**Community Room, Communication FCU**  
**100 N.E. 150<sup>th</sup> St., Edmond, OK 73013**

**Board Members/Officers Present:**

Julie Bisbee-Wheeler, President  
Rodney Jones, Vice President  
Phillips Hall, Treasurer  
Lisa Jones, Secretary  
Joe Hinton, Board Member  
Nancy Gwin, Board Member (Incoming)

**1. Call to Order**

The meeting was called to order at 7:01 p.m.

**2. Approval of Minutes**

- a. October Regular Meeting Minutes – Motion to approve by R. Jones, seconded by Hinton
- b. October First Special Meeting – Motion to approve by R. Jones, seconded by Hinton
- c. October Second Special Meeting – Motion to approve by R. Jones, seconded by Hinton

**3. Update on Board Officers**

Wheeler summarized Board/Officer changes from October to include the resignation of former President, Dave Patrick, leaving a vacancy on the Board. As such, Bisbee-Wheeler moved from V.P. to President, and R. Jones moved from Board Member to V.P. Motion made by R. Jones to nominate Nancy Gwin as a Board Member, seconded by Hinton. No opposition.

**4. Financial Report by Hall, Treasurer**

- a. Update Financial Discrepancies  
Large discrepancy identified and determined to be a documentation issue within the prepared Minutes. The remaining discrepancies will be researched now that Treasurer Hall has full access to bank records. An additional update to be provided at the December monthly meeting.
- b. Monthly Expenses  
\$7,328.44 in cleared transactions in October reporting to include landscaping, legal fees, and utilities. Board Members discussed seemingly high water bills, which will be addressed with City of Edmond by Hall. As of 10/31/24, Treasury balance is \$51,142.53 and Checking balance is \$16,923.16.
- c. Bank Statements and Financial Statement for Review  
YTD through October 2024 *Profit and Loss, Balance Sheet and Reconciliation Detail* as of 10/31/24 were made available for review.
- d. Update on Bookkeeping Services  
The transition from the bookkeeper to Hall will be finalized at the end of the month. All data owned by BPOA, Inc. will be requested via letter signed by President Bisbee-Wheeler to be provided by the bookkeeper either in hard copy or on a USB within a timely manner. Data will ultimately be loaded to QuickBooks by Hall. Annual Dues Statements have been created and will be mailed pending the discussion/decision

on dues increase. Dual signatures will continue to be required on all checks, per the Bylaws.

e. Unpaid Dues

Board Members discussed 4 out of 311 properties with unpaid dues. Those multi-year arrearage properties are closer to becoming current.

f. Update on Reserve Study

Suspended until early 2025 due to other overriding priorities with the bookkeeping transition.

## 5. Update from Budget Committee

a. 2025 Budget Planning Update

Estimated budget provided for review. Upcoming additional expenses are replacement of pool cover, reserve study, and installation of a handrail in the pool. There was also discussion regarding resolution to the ponding of the water near the basketball goal. It was noted the significant savings in not paying for bookkeeping services in 2025 will partially offset those expenses.

b. Discussion and Possible Action to Set 2025 Dues

Board Members discussed a possible slight increase of \$15 in 2025 dues based on the budget and anticipated expenditures. Board is reviewing all contracts, utilizing volunteers for certain projects, and eliminating the bookkeeping expense to keep annual dues at a minimum for residents. Motion to increase annual dues to \$345 by Hinton, seconded by Gwin. No opposition.

c. Update on Online Payment Option for 2025 Dues

Cheddar Up will continue to be utilized as the online payment option for 2025 dues. Rates and service fees of competitors were compared by Treasurer Hall and it was determined Cheddar Up is the most economical option. A new Cheddar Up account has been established by Treasurer Hall for 2025 usage. A QR code for the new account will be included in the Dues Statements and available on the HOA's website.

d. Discussion and Update on Service Contracts

Board Members discussed reviewing and rebidding all contracts and removing the "auto renew" from all contracts to allow for annual rebidding, not to be indicative of whether or not the HOA is satisfied with services. R. Jones will work on bidding for Pitzer and Imperial Lawns. Gwin will work on bidding for Northwest Pools. Gwin and Bisbee-Wheeler will work on insurance quotes.

e. Discussion and Action to Provide Imperial Lawns Written Notice of Cancellation by Dec. 1

Motion by Hall to provide notice effectively voiding "auto renew" and allow annual contract rebidding, seconded by R. Jones. No opposition.

f. Discussion and Action to provide Northwest Pool Management written Notice of Cancellation by Dec. 1

Motion by Hall to provide notice effectively voiding "auto renew" and allow annual contract rebidding, seconded by Gwin. Gwin agreed to assist in collection of information for bidding.

g. Vendor Letters

Board Members discussed and agreed to send out a vendor letter to all current vendors making them aware that there is a new Board that has elected to obtain annual bids and void the "auto renew" in all active contracts. Letters will be sent by L. Jones.

**6. Pool Operations Update**

An insurance claim is pending for storm damage to the pool house roof and equipment. Quotes are actively being collected for a pool cover and the handrail install is budgeted for 2025.

**7. Update on Decentralized Access to Email, Website, Cameras, Pool Card Access, Central Cloud Storage**

It is still unclear to Board Members if the HOA will have to replace the current pool card system due to former President Patrick not releasing credentials/system information to the HOA upon his recent resignation. The possibility of legal recourse if the HOA incurs any expenses related to this was discussed. All other items have been completed.

**8. Update Covenant Enforcement Action**

- a. Roof Violation, 1717 Napa Valley Road  
Resident continues to be non-compliant and in contempt. Next hearing in December, which will be attended by Hall.

**9. Social Committee Update**

- a. Holiday Decoration Contest  
Gift cards will be awarded for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
- b. Newsletter Update  
We continue to have a 20% email open rate and are still collecting resident emails.

**10. Building Committee Update**

- a. Discussion and Possible Action on Requests for Building Committee
  - i. 1724 Fairmont Solar Request  
Motion to approve by Bisbee-Wheeler, seconded by Gwin. No opposition.

**11. Neighborhood Image Committee Update**

- a. Neighborhood Work Day (Tree Cutting and Mulch)  
Work Day not officially scheduled. Board Members Hall and Hinton may trim some trees independently prior to the next scheduled date.

**12. New/Other Business**

- a. Resident discussed a potential irrigation problem in the common area near the park
- b. Resident discussed winterizing the pool area
- c. Resident asked the Board to report the fence that is down at 2116 Sagewood to Code Enforcement
- d. Resident suggested a "free throw" line be added for the basketball goal
- e. Resident inquired about the junk mail received via the contact page on the website suggesting that we have the filters turned up slightly
- f. Board discussion and agreement that President should be named as Registered Agent with the Secretary of State

**13. Motion to Adjourn**

Motion to adjourn at 9:13 p.m. by Bisbee-Wheeler. Seconded by R. Jones