

**Bristol Park Owners Association, Inc. Board of Managers – Special Meeting
4:30 p.m. October 27, 2024, Bristol Park Pool**

Board Members Present:

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

1. Call to Order

The meeting was called to order at 4:31 p.m.

2. Discussion of Resignation of Bookkeeper

Board Members discussed the sudden resignation of the bookkeeper with an effective contract end date of November 30, 2024. A meeting has been scheduled with the bookkeeper to work toward a transition and to request in writing the duties we can anticipate her to perform throughout the end of her contract. Board Members to be in attendance are Bisbee-Wheeler and Hall.

Electronic access of Association bank accounts was a heavily noted concern of the bookkeeper. Discussion was firm that no Board Member intended on seeking electronic access to the Association's bank accounts outside of receiving electronic bank statements.

Motion by Hall to accept the resignation of the bookkeeper effective November 30, 2024. Seconded by Rodney Jones. Roll Call on this motion was requested by Rodney Jones:

Patrick – Opposed
Bisbee-Wheeler – In Favor
Rodney Jones – In Favor
Hall – In Favor
Hinton – In Favor

3. Discussion of Accounting/Bookkeeping Plan

Treasurer Hall was confident all of the bookkeeping duties can be absorbed by him without interruption. Board Members discussed the need to ensure there would be proper controls, checks and balances, along with full transparency. Further discussion and presentation of a plan by the Treasurer to be expected at the next monthly meeting.

Motion by Bisbee-Wheeler to develop a plan going forward with respect to processes for bookkeeping tasks and what may need to be contracted out for 2025. Seconded by Hall. No opposition, motion carried.

4. Discussion of Board Functionality and Conduct

Board Members discussed the general expectations and importance of positive conduct and cohesive forward movement for the betterment of the Association.

5. Discussion of Nomination Committee

The Nomination Committee met and discussed the possibility of creating a web form for nominations, which would be available after the November monthly Board Meeting. Nominations from the floor at the Annual Meeting in January would also be accepted. An undetermined Nomination Committee member who is not a current Board Member will administer the election at the Annual Meeting. There will be information sent out to residents to raise awareness that seats will be open along with information about the various Officer roles. It was noted the term of the Board runs for one year.

6. Discussion of Check Signing Authority

Association Bylaws require dual signatures by President and Treasurer on all checks issued from the Association's accounts. Board Members discussed a third signer as a back-up signer only in situations where the President or Treasurer is unable to sign.

Motion by Hall to keep Bisbee-Wheeler as a third signer on bank accounts in capacity as Vice President in case of emergency only, not in the regular course of business, when the President and Treasurer aren't available to sign. Seconded by Hall. No opposition, motion carried.

7. Motion to Adjourn

Motion to adjourn by Bisbee-Wheeler at 5:17 p.m. Seconded by Hall.