

Bristol Park Owners Association, Inc. Monthly Board Meeting
7:00 p.m. December 19, 2024
Community Room, Communication FCU
100 N.E. 150th St., Edmond, OK 73013

Board Members/Officers Present:

Julie Bisbee-Wheeler, President
Rodney Jones, Vice President
Phillips Hall, Treasurer
Lisa Jones, Secretary
Nancy Gwin, Board Member

1. Call to Order

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

2. Approval of Minutes

- a. November Regular Meeting Minutes – Motion to approve by Gwin, seconded by Bisbee-Wheeler

3. Financial Report by Hall, Treasurer

- a. Update Financial Discrepancies
\$33 discrepancy was identified as an uncleared check issued to Bisbee-Wheeler for \$13.60 and a refund for overpayment of dues. Lost check to Bisbee-Wheeler will be reissued.
- b. Monthly Expenses
\$5,111.98 in cleared checks in November reporting to include landscaping, legal fees, Oct./Nov. bookkeeping, and utilities. As of 11/30/24, Treasury balance is reported by Hall to be \$51,293.72 and Checking balance is \$13,937.78.
- c. Bank Statements and Financial Statement for Review
YTD through December 2024 *Profit and Loss, Balance Sheet* and Account Quick Report as of 11/26/24 were made available for review. Hall noted line item \$1,043 on *Quick Report* is a dues payment from a past due resident that was returned in December. He also noted and the TF balance does not include interest paid to the account at the end of the month. He was unable to make edits to the financials prior to the meeting. Motion to approve financials by R. Jones, seconded by Gwin.
- d. Update on Unpaid Dues
Board Members discussed 4 out of 311 properties with unpaid dues. A monthly payment for one past due resident was received in compliance with the settlement agreement.
- e. Update on 2025 Dues Collection
2025 dues checks will be deposited after first of the year after accounts are rebuilt in QuickBooks. One online dues payment has been received so far. A \$25 late fee will be assessed to all accounts for which dues are received January 17th and after.

4. Update from Budget Committee

a. 2025 Budget Planning Update

No updates from prior meeting. It was noted by R. Jones that prior to the upcoming Reserve Study, the retention pond that is dumped into by other new developments should be addressed with the City of Edmond with the goal of shared expense of maintenance.

b. Discussion and Update on Service Contracts

R. Jones reported receiving three landscape estimates with another forthcoming. Pitzer's has not submitted a quote as of yet nor have they provided service records that have been requested. He will send out a scope of work to acquire bids for weed/insect control services. Gwin has been in contact with a Broker on the insurance, but will pause until the pending insurance claim with State Farm is finalized. R. Jones is assigned bids for landscape/weed/insect control. Gwin is assigned insurance. Gwin and Bisbee-Wheeler is assigned pool servicing bids.

5. Pool Operations Update

a. Repairs/Meters

Awaiting a quote from a contractor for repairs relating to the pending insurance claim. Pool cover replacement will be ordered in March 2025. It was noted that the water meter previously turned off by Hall/R.Jones had been turned back on, which could have caused damage to the pool if not discovered. Meters will be locked during Winter months.

b. Parking at Pool by Non-Residents After Dark

Board Members discussed the ongoing issue of non-residents parking at the pool area after dark and possibly adding a sign or updating the current sign in the future.

c. First Aid Kit

Hall will add additional first aid supplies to the existing kit.

6. Update Covenant Enforcement Action

a. Roof Violation, 1717 Napa Valley Road

Resident continues to be non-compliant and in contempt. Judge has requested clarification on legal billing for reimbursement of legal fees. Next hearing is set for February 21, 2025. Hall will be in attendance. If defendant does not appear, a bench warrant may be issued.

7. Social Committee Update

a. Holiday Decoration Contest

Cost of cash prizes donated by Board Members, Hinton and Bisbee-Wheeler. Gift cards/certificates to be delivered. Photos will be included in the next newsletter.

3rd Place: 1825 Fairmont

2nd Place: 2017 Napa Valley

1st Place: 1840 Fairmont

b. Newsletter Update

160 emails have now been collected. There continues to be a good open rate. It was suggested that Board Members and anyone that contributes time and effort to the HOA should be recognized in our newsletter.

8. Building Committee Update

- a. Discussion and Possible Action on Requests for Building Committee
2016 Napa Valley reportedly has a pergola built to the street – to be investigated

9. Neighborhood Image Committee Update

- a. Neighborhood Work Day (Tree Cutting and Mulch)
Work Day not yet officially scheduled.

10. Nomination Committee Update

A hyperlink to a spreadsheet was included in the newsletter for those interested in serving on the Board and/or committees. It was suggested the Nomination Committee name is revised to Nomination/Volunteer Committee. It was also suggested Board Members should be assigned to head up each committee. There was no opposition. Secret ballots to be utilized for upcoming election.

11. New Business

- a. Neighborhood Streets

Resident requested the Board take responsibility in reminding City of issues with neighborhood streets with potholes and cracks. It was noted that any resident can notify the City or email the Board with addresses so the Board can report to the City. There was a consensus that the more people that call on the same issue may yield action from the City. Hall and resident Viers offered to drive the neighborhood to compile a list of issues then submit to the City.

12. Motion to Adjourn

Motion to adjourn at 8:28 p.m. by Bisbee-Wheeler. Seconded by R. Jones