

Bristol Park Owners Association, Inc. Board of Managers 2025 Annual Meeting
7 p.m. January 16, 2025
Community Room, Communication Federal Credit Union
100 N.E. 150th St., Edmond, OK 73013

Board Members/Officers Present:

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

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Public Comment

No comments.

3. Approval of Minutes

- a. December Regular Meeting
Motion to approve by Gwin, seconded by Jones

4. Financial Reports by Treasurer Hall

2024 information from previous bookkeeper has been rebuilt in QuickBooks. Log on credentials for QuickBooks will be shared with the incoming President as a back-up.

- a. Update on monthly expenses
\$5,899.93 in cleared transactions in December reporting to include landscaping, Christmas lights/garland and utilities. As of 12/31/24, Treasury balance is \$51,444.75 and Checking balance is \$5,256.64.
- b. Update on unpaid dues
Board Members discussed 4 out of 311 properties with unpaid dues.
- c. 2025 dues collections
2025 dues collection is progressing nicely with \$77,500 collected with approximately \$15,500 completed online.
- d. Discussion and possible action to approve October 2024 financials
Secretary discovered that October financials had not been approved. Copies provided for review at this meeting. Motion to approve by Jones, seconded by Bisbee-Wheeler.
- e. Discussion and possible action to approve December 2024 financials
Motion to approve by Gwin, seconded by Jones.

5. Update from Budget Committee

- a. 2025 Budget planning update
 - Pool insurance claim, absorbing the accounting expense of \$6,500; \$12K-\$15K savings; Reserve Study should be scheduled for Sprin.
- b. Update on increases in 2024 water usage - (unreadable meters)
 - \$0 on last bill meters off indicates no leak; error in reading
- c. Discussion and update service contracts
 1. Pool Contract Update by Gwin
 - Request for proposal is written; reached out to NW pools is interested and also give a bid for lifeguards separate from maintenance, Pool Works; Johnson Pools; Steve's pools; commercial and HOA pools – bigger pool projects; questions frequency on service – have some options. Northwest Pools not raising prices for 2025; 20% discount on chemicals and no delivery fee; lifeguard hours are allowed. Asking for data to show when high usage. Need a certified pool operator per OSDH permit. Three-week deadline for return of bids and Special meeting recommended.
 2. Landscape Contracts Update by Jones
 - Bids requested from 7 vendors, no response from incumbent vendor – Pitzer's; Contract expires March 31. Board Members discussed an early termination of the Pitzer's contract citing poor communication, poor service, and contracted services are not always being provided. Chem bill was competitive. Changed applications – how many applications – reducing some of the chemical application; edging on Bristol Park; contract includes retention pond mowing and maintenance
 - Motion to terminate all 3 Pitzer contracts effective Feb. 15 made by Hall; Gwin seconded. Jones will send termination letter/email.
 - Motion to award to Apple Valley (Landscape only) by Jones, seconded by Gwin.
 3. Insurance Update by Gwin
 - Gwin will provide Declaration from existing State Farm policy to broker for quotes. HOA will wait to finalize any change in insurance carrier until pending claim is completed. Current policy expires June 1.
- d. Discussion on bringing proposed 2025 goals to the February meeting
 - Goals should be brought to the meeting for February; Adding a goal of fiscal responsibility. Board Members discussed voting in February to approve a draft budget for 2025.

6. Pool Operations Update

- a. Update on insurance claim for pool damage, repairs
 - Jones will bring follow-up with adjuster to bring a plan to February meeting. It was noted that there is dry rot on the pool house that must be addressed.

- b. Discussion on pool signage - "No parking after dark"
Board discussed possible wording of new signs "Private Parking/Resident Parking Only" or "Authorized Parking Only" to prevent people from parking at the pool area in the evenings. Hall to remove other signage once new signage is installed. Final draft of language for new signage will be presented by Hall for board approval in February.
- c. Update on pool card system access
Board President has requested proximity cards and card writer from previous President, Dave Patrick. He has not responded to attempts via emails, texts, or hand-delivered written request. Lanny David, former Treasurer, committed to making an attempt to obtain the credentials and key cards from the previous President.
- d. Pool handrail installation – tabled

7. Covenant Enforcement Action

- a. Update on roof violation, 1717 Napa Valley Road
On Jan. 6, a judge signed an order that will require the property owner to pay the HOA attorney fees. The property owner lost a challenge to the HOA roof requirement and has also failed to appear in court. The next hearing is in February.

8. Neighborhood Image Committee Update

- a. Update on request to survey condition of Bristol Park neighborhood streets
Hall located 14 areas of interest that needed to be filled in, and submitted to City of Edmond. 14 pothole patches completed.
- b. Update on request to paint basketball court, tabled no update

9. Building Committee

- a. Discussion of exterior structures, outbuildings
2016 Napa Valley erected a trellis near the sidewalk that was not previously approved by the Building Committee and is in violation of 7.23 of the Covenants. Motion by Hall to draft a letter of non-compliance, seconded by Jones. Bisbee-Wheeler to prepare letter. Update to be provided in February meeting.

10. Nomination Committee

- a. President Bisbee-Wheeler thanked the 2024 Board Members who served and recognized the following notable accomplishments for the year.
 1. Pool resurfacing – typically completed every 10 years
 2. Neighbor's Night Out – well attended by law enforcement, city leaders
 3. Ended bookkeeping contract, transitioned duties to Treasurer
 4. Bristol Park cares – beautification project, landscape at the pool working with neighbors to improve curb appeal

5. Additional holiday lights in park
 6. Monthly newsletter with a list that continues to grow
 7. Board committee structure put in place
 8. Provided additional financial transparency with budget
 9. Reviewing all contracts, vendor agreements for best serve and budget
 10. Volunteer days
 11. Reduced list of unpaid dues to very small number
 12. Increased neighborhood outreach, work days, parties, visibility
 13. Holiday light contest
- b. Nominations for 2025 Board of Managers
- 5 seats
- Kris Viers nominated Nancy Gwin, Julie Bisbee-Wheeler, Phillips Hall, Rodney Jones, Angelica Alls
- All in favor, no opposition
- c. Election of 2025 Officers for Board of Managers
- President - Gwin nominates Bisbee-Wheeler, seconded by Hall; All in favor, no opposition
- Vice President - Bisbee-Wheeler nominated Jones, seconded by Hall; All in favor, no opposition
- Treasurer - Jones appoints Hall; All in favor, no opposition
- Secretary - Bisbee-Wheeler appoints Gwin; All in favor, no opposition

11. New Business

- a. Resident discussed the necessity of utilizing a restrictive endorsement stamp on checks payable to the HOA.
- b. Hall discussed the absence of 1099's for attorney services in the past few years and will continue researching to make sure we don't need to file amended tax returns.
- c. Hall discussed shared maintenance expense for retention pond/canal.
Bisbee-Wheeler to follow-up to see if we should be receiving payment from Bristol Park Office Park for their shared expense.

12. Motion to Adjourn

Motion to adjourn by Jones at 9:08 p.m. Seconded by Bisbee-Wheeler.