

**Bristol Park HOA Board of Managers 2025 Annual Meeting**  
**7 p.m. February 20**  
**Community Room, Communication Federal Credit Union**  
**100 NE 150th St, Oklahoma City, OK 73013**

**Board Members Present:**

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

**Also Present:**

Lisa Jones  
Kris Viers

1. Welcome, Call to Order @7:02pm
2. Public Comment
  - a. No public comment made
3. Approval of Minutes
  - a. January Regular Meeting  
Motion to approve minutes approved.
4. Discussion of proposed 2025 goals
  - a. Resident input for HOA 2025 goals
    - i. Parking in Pool Parking Lot: Discussion
    - ii. Chair Lift for Pool: Discussion  
Resident has been informed that we have discussed installing the hand rail. HOA is not a public pool and not required to conform to ADA standards. Not budgeted for cost of lift.
  - b. Discussion and possible action to approve 2025 goals  
Motion to accept primary goals for 2025 approved: board governance, fiscal responsibility, property enhancement, resident engagement
5. Financial Reports
  - a. Update on monthly expenses: January 2025
    - i. Received: \$75,110, includes Annual Dues & Closing Fees, Outstanding Dues
    - ii. Expenses: \$5,155 -- County Taxes paid in full; Utility bills paid

- b. Update on unpaid dues
    - i. Henderson Debt started at \$16,000, currently \$9,100 at 500/month. No action taken. Phillips has developed a Fee schedule for collections to HOA. Phillips will send the proposed Fee schedule to board members to vote on. Target date: March 1
  - c. Update on 2025 dues collection
    - Phillips will develop a list and a standard information letter that will be sent to unpaid dues. Target date: April meeting
  - d. Discussion and possible action on January 2025 financials
    - Motion to approve January 2025 verbal report passed.
6. Update from budget committee
- a. Presentation of 2025 Budget planning update
    - i. Waiting on contract numbers: Lawn, Chemicals, Pool, Insurance. Asset valuation will be updated when Reserve Study completed. Updated spreadsheet will be available in March 2025. Updated 2025 budget will be approved after contracts voted on. Will target 2026 budget to be completed in August 2025
  - b. Discussion and possible action to award 2025 service contracts
    - 1. Pool Contract
      - Motion to approve NW Pools Contract for 2025 passes. The contract amount is \$28,900 and reduces total lifeguard hours during the week when the pool attendance is lower, maintains two lifeguards during peak hours.
    - 2. Insurance Contract
      - State Farm estimate of \$10,500; USLI quote of \$5,175. Nancy will email State Farm policy to Phillips, Rod, and Angelica to reviewing coverage. Board members will discuss coverage items. Current policy with State Farm is in effect until June 2025. Nancy & Rod will discuss with State Farm coverage with agent
  - c. Discussion of 2025 lawn spray contract
    - The contract with Imperial was approved by board members via email to meet the window to apply preemergent. Multiple bids were taken. The contract also includes pest spray in playground area. The total amount for weed and pest control is \$6,094.
  - d. Update on billing for shared maintenance costs of shared properties

Julie will develop & mail a form letter, invoice, and copy of contract to send for shared costs to BP Business Park and LifeStyles before March 1, 2025

- e. Update on efforts to recover HOA financial records from previous bookkeeper  
Julie will work on request for electronic data.

#### 7. Pool operations update

- a. Update on insurance claim for pool damage, repairs  
Rodney shared estimate for required services from pool insurance claim and amounts from Chateau Homes of Oklahoma. A motion to approve the bid and begin work on required services from Chateau Homes. Rod presented optional items including painting the brick on the pool house and painting the brick on the entrance signs.  
Phillips suggests getting homeowners input into painting the pool house and entrance signs. Angelica will send poll via email to homeowners to vote on paint color for fascia, soffit, trim, arbor, gutters, pool brick, and brick entrances. The board will vote on brick colors and painting at the March meeting. Insurance funds will cover all repairs.
- b. Discussion and possible action on bids for pool repairs
  - i. No update
- c. Discussion on pool signage - "No parking after dark"
  - i. Phillips will get an estimate on replacing signs or buying new ones
- d. Update on pool card system access
  - i. Julie and Nancy will go to the pool to test system this week. Previous HOA president will not use name/password to the access system. Nancy retrieved the blank pool cards from Dave Patrick.

#### 8. Covenant enforcement action

- a. Update on roof violation, 1717 Napa Valley Road  
Court date was 2/21/25. Property owner appeared in court and held in contempt for missing prior appearances.
- b. Update on outbuilding structure, 1825 Fairmont  
Certified letter not picked up; Emailed not responded to
- c. Discussion and possible action to enforcement process for covenant enforcement  
Due process is included in the Covenants. A summary document was created and will be used to notify homeowners of violations

#### 9. Neighborhood Image/Social Committee Update

- a. Update on request to paint basketball court  
Tabled; Need to work on drainage issue in parking lot before painting
- b. Discussion and possible action of 2025 Calendar of Events and event budget

Motion to approve Date for Easter Egg Hunt will be April 12<sup>th</sup>, 2025. Neighbors Night Out: August 12<sup>th</sup> for City of Edmond. Need to register with the City to coordinate with other neighborhoods. Will follow up with city to ensure proper date.

4/12 Easter Egg Hunt,

5/2/25 Garage Sale

7/26/25 Pool Party

10/3/25 Garage Sale

10. Building Committee

- a. Discussion of exterior structures, outbuildings
  - i. No actions
- b. Discussion and possible action on building committee requests
  - i. Rodney will send a letter to Napa Valley homeowner regarding removal of trellis.

11. New Business

- a. Phillips suggests HOA bills get paid electronically to already contracted vendors, Motion to allow treasurer to use online bill pay for already budgeted services is approved
- b. Liens on homes have not been removed from 15-20 years ago when lien has been paid. County website still has liens recorded because reconveyance hasn't been done. HOA treasurer will be reviewing records for all homes to ensure released liens are removed. This will cost \$18 a piece. There are approximately 20 so far.

Meeting Adjourned 9:40pm