

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

Members Present:

Julie Bisbee Wheeler, President

Rodney Jones, Vice President

Phillips Hall, Treasurer

Angelica Alls, board member

Lanny David, resident

Wes Hall, resident

1. Welcome, Call to Order

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

2. Public Comment

Bisbee-Wheeler asked if there was public comment. There was no public comment.

3. Approval of Minutes

a. February Regular Meeting

Hall made a motion to approve February Minutes, Alls seconded. Minutes approved.

b. March 9 Special Board Meeting

Jones made a motion to approve February Minutes, Bisbee-Wheeler seconded. Minutes approved.

4. Board of Managers update

a. Acceptance of resignation by Nancy Gwin

Bisbee-Wheeler made a motion to accept the written resignation of Nancy Gwin. Jones seconded.

b. Discussion and possible action to nominate a new board member

No nomination.

5. Financial Reports

a. Update on monthly expenses

Hall updated the board that February expenses totaled \$1,986.31 and made \$5,083 in deposits.

b. Update on unpaid dues

Hall updated board members that three properties were past due.

c. Update on 2025 dues collection

Hall was still working on total 2025 dues collections. Hall will provide an update at the April meeting.

d. Discussion and possible action on February 2025 financials

Bisbee-Wheeler made a motion to approve financial report, Jones seconded. Motion approved.

6. Update from budget committee

a. Presentation of 2025 Budget

Hall presented a working budget for 2025. Total income was anticipated to be \$113,680 and total expenditures are planned for \$110,075. The HOA anticipated savings in professional services, legal fees, and saw a slight decrease in pool operations. Lawn services and spraying had increased in 2025. Planned savings for 2025 were anticipated to come from reducing legal fees and ending paid bookkeeping contract. Bisbee-Wheeler made a motion to accept the planning budget. Jones seconded. Motion passed.

b. Discussion and possible action on HOA service contracts

1. Insurance Contract

The HOA Board of Managers was still awaiting a final quote from current vendor on property insurances.

c. Discussion of BPHOA shared maintenance responsibilities

The Office park and BPHOA share costs of mowing, brushhogging and other maintenance, according to office park covenants.

d. Update on billing for shared maintenance costs

Notices to all owners of shared area have received letter requesting payment had been issued. Bristol Park Owners Association has provided payment. Ongoing conversations continue with Danforth Developments and Bristol Park II office park owners.

e. Update on efforts to update, recover HOA financial records

No update. Bisbee-Wheeler is working to get shared maintenance costs recovered before requesting documentation.

7. Pool operations update

a. Update on insurance claim for pool damage, repairs

Jones reported that roof had been replaced, resident survey chose a dark khaki color for trim paint, which was selected by resident survey.

b. Discussion on pool signage - "No parking after dark"

Board members discussed unauthorized parking at the Bristol Park pool parking lot. There is an uptick in trash and incidents of non-residents parking in the parking lot late at night. Hall was going to look into getting signs.

c. Update on pool card system access

Board members are still working on getting access. Resident Wes Hall provided information on the cost to replace the system, which runs on old software. Phillips Hall said he plans to see if he could update software to allow continued use of the old system. Phillips Hall anticipated having an update in April.

d. Update on pool operation hours signage

Members discussed updating signs at the pool after painting. No action taken.

8. Covenant enforcement action

a. Update on roof violation, 1717 Napa Valley Road

Board members discussed the need for an update lien on the property following successful litigation against the homeowner for a non-compliant roof. A judge has also awarded the HOA attorney fees as the homeowner is able to pay. Homeowner has stated in court that he does not have the means to replace the roof.

b. Update on outbuilding structure, 1825 Fairmont

HOA letters had been sent to occupant and property owner regarding an unpermitted outbuilding, no response had been received.

c. Discussion and possible action on additional enforcement actions

No action

9. Neighborhood Image/Social Committee Update

a. Swim Team Information

Resident Maggie Leon provided information to board members about neighborhood swim teams in Edmond. Swim teams are comprised of neighborhood kids, coached by American Energy Swim Club coach. Board members asked questions about time and cost. Leon said practices are offered in the morning and evening, and many neighborhood pools host evening practices during regular hours. Board members expressed support. Leon is seeking 15 swimmers of ages 5 to 16 and all abilities.

b. Update on request to paint basketball court

Tabled. Drainage at the parking needs to be fixed before painting. No date for drainage improvement set.

c. Newsletter update

Alls reported that the newsletter open rate remains high and neighborhood mailing list continues to grow.

d. Easter Egg hunt update

The Easter Egg Hunt is scheduled for April 12 and volunteers are being recruited.

10. Building Committee

a. Discussion of exterior structures, outbuildings

No action.

b. Discussion and possible action on building committee requests

No action.

11. New Business

Unreleased liens update – Hall provided an update on properties with paid, but were not released by previous boards and bookkeeper. Hall said he's working with volunteers to check all property records and anticipates filing lien releases by April.