

Bristol Park HOA Board of Managers

7 p.m. April 17

Community Room, Communication Federal Credit Union

100 NE 150th St, Oklahoma City, OK 73013

Present:

Julie Bisbee Wheeler, President

Rodney Jones, Vice President

Angelica Alls, board member

Lisa Jones, resident

Lanny David, resident

Wes Hall, resident

Absent:

Phillips Hall, Treasurer

1. Welcome, Call to Order

Meeting was called to order at 7:03 p.m.

2. Public Comment

No public comment.

3. Approval of Minutes

a. March Regular Meeting

Motion to approve made by Rodney Jones; Second by Angelica Alls. Motion carries.

4. Board of Managers update

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

No action.

5. Financial Reports

a. Update on monthly expenses

Hall was absent. Jones provided the board with income statements generated by Hall and updates on the first quarter of the calendar year. Expenses for the HOA typically pick up in the second quarter as maintenance, pool operations begin.

b. Update on unpaid dues

34 properties are not current on HOA dues – including some properties that are multiple years unpaid. Most delinquent properties owe the 2025 amount and late fees. The total amount of outstanding dues as of April 17 was \$19,976.60.

c. Update on 2025 dues collection

As of March 31, \$94,459.55 in 2025 dues had been collected. An additional \$1,100.34 was collected in late fee assessments, property owners paying off liens and processing fees.

d. Update on 2024 tax submission

2024 HOA taxes of \$732 were submitted and paid.

e. Discussion and possible action on lien release list

Work on the researching the lien history on all properties continues and is expected to be completed in May. The HOA Board will have lien releases to file as liens were paid, but releases by HOA of previous years not filed. There will be a cost to the HOA to file release of liens.

f. Discussion and possible action on March 2025 financials

Motion to approve March financials made by Jones; seconded by Bisbee-Wheeler. Motion carries.

6. Update from budget committee

a. 2025 Budget Update

The budget remains as approved in March. Legal fees for 2025 are significantly less than 2024. Pool expenses will begin in April.

b. Discussion and possible action on HOA service contracts

1. Insurance Contract

Bisbee-Wheeler provided an update on HOA insurance quote received from State Farm. The quote for insurance for an annual policy is \$8490 – which is less than expected, but more than budgeted. Bisbee-Wheeler said she would be reaching out to the agent to see if removing coverage would decrease the overall amount – it may not. The initial estimate would be that premiums would be over \$10,000. A second quote for similar coverage was at \$15,000. The hail deductible is changed to 3% of the total loss. It appears the value of assets has increased. An update will be provided at the May meeting.

c. Update on billing for shared maintenance costs

The HOA properly bill 6 entities that we share maintenance with the retention pond and common area to the north of Bristol Park Office Park. We have received payment from Bristol Park I and Bristol Park II and Danforth Developments. We will need to re-invoice CVS, Lifestyles and University Hospital Trust Authority. It does not appear this effort was undertaken in the past three years.

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

Board voted to work with the attorney to send a letter to previous bookkeeper to recover electronic records for HOA financials. Motion Jones, Second Bisbee-Wheeler. Motion carries.

e. Reserve study

No action

7. Pool operations update

a. Update on insurance claim for pool damage, repairs

Jones said roof, painting and gutters were complete. Pergola repair was still needed and would be scheduled before pool opens. Members talked about the need to clean and descale the tile.

b. Discussion on pool signage - “No parking after dark”

Bisbee-Wheeler updated the board on resident concern about ongoing late night loitering at the park. Members talked about getting additional lights. Bisbee-Wheeler said she would reach out to community policing with the city to see what can be done.

c. Update on pool card system access

Members discussed the challenges of getting into the pool card system. Hall has been working with several computers to get the system up and running. Board members discussed the need to look at a possible replacement if the system could not be accessed. Board members discussed the price to replace. A motion was made by Julie Bisbee-Wheeler to approve a budget up to \$1,200 if the card reader could not be accessed and additional discussion would be done via email to meet the time sensitive need to get the card system working. Motion to approve the up to amount made by Bisbee-Wheeler; Jones second. Motion carries.

d. Update on pool operation hours signage

Members discussed the size and wording on the sign. Jones would move forward with getting new signs for the front entrance. Motion to approve made by Bisbee-Wheeler. Alls second. Motion carries.

8. Covenant enforcement action

a. Update on roof violation, 1717 Napa Valley Road

Legal judgement was issued in favor of HOA. Attorneys fees were awarded to the HOA. Liens in the appropriate amounts have been filed.

b. Update on outbuilding structure, 1825 Fairmont

Letter sent and returned. Structure is still there. Complaints have been filed with the city as the structure is unpermitted and outside the plat lines, Jones said. HOA board members also discussed homes in violation of city and neighborhood rules. Additional letters would be sent to homes discussed.

9. Neighborhood Image/Social Committee Update

a. Swim Team Update

Registration is open. Resident is working on recruiting. 15 kids are needed to form a neighborhood team. Registration through the middle of June.

b. Update on request to paint basketball court

HOA members discussed pricing the kit and looking for volunteers who could assist in painting the court. The board set a goal to complete by June 1.

c. Newsletter update

Alls provided an update. Two newsletters were sent in April. The swim team newsletter had more than 50% open in the contact list. The monthly newsletter was close to 70% open rate. Newsletter is going well and celebrated it's one-year anniversary. After a year of communication, Alls said only 3 people had unsubscribed.

d. Neighborhood events update

Members and residents discussed the Easter Egg hunt. Crowds were smaller this year compared to last year. The group discussed doing different times of the day next year. Maybe later in the day would draw more of a crowd. The group also discussed having an Easter Bunny costume or bounce house to draw more people.

e. Pool Party

Plans for the July 26 pool party were also discussed. The group discussed pricing food trucks, or grilling meat as a way to encourage more participation. There was discussion about a bounce house – which might require more volunteers to ensure kids were being safe. There were concerns about safety with wet bounce house. There was also discussion about getting a bounce house with a water slide. Members also agreed the snocones and pizza were still very popular and easy to do for 2025.

10. Building Committee

a. Discussion of exterior structures, outbuildings

No action.

b. Discussion and possible action on building committee requests

i. Shed Request, 2025 Oxford

No action -- resident was unable to attend the meeting to answer additional questions.

11. New Business

Motion to adjourn, 8:46 p.m.