

**Bristol Park HOA Board of Managers Meeting Minutes**  
**7 p.m. July 17**  
**Bristol Park Pool**

**Present:**

Julie Bisbee Wheeler, President  
Rodney Jones, Vice President  
Angelica Alls, board member  
Phillips Hall, Treasurer

**1. Welcome, Call to Order**

The meeting was called to order at 7:07 p.m.

**2. Public Comment**

None

**3. Approval of Minutes**

a. June Regular Meeting

Motion to approve made by Jones; seconded by Hall. Motion carries.

b. June Special Meeting

Motion to approve made by Alls; seconded by Jones. Motion carries.

**4. Financial Reports**

**a. Update on monthly expenses**

Hall provided an update. Expenses for the month of June were higher as it included a full month of operations for the pool. Expenses in June also included final repair of the pool pergola – that expense will be covered by insurance payment. The HOA also paid it's full property insurance premium. Expenses were higher than June, but in line for this time of year.

**b. Update on unpaid dues**

Hall provided an update.

**c. Update on lien release project**

Hall reported that all release of liens had been filed and the project was complete.

**d. Update on 2025 dues collection**

34 properties had unpaid dues. The majority of homes were only one year behind. Two properties were behind multiple years. Some property owners have made payment online. The July balance for unpaid dues was \$16,736.60.

**e. Discussion and possible action on May 2025 financials**

Bisbee-Wheeler noted that financials were not approved in May, even though discussed. Jones made a motion to approve; Bisbee-Wheeler seconded. Motion carries.

**f. Discussion and possible action on June 2025 financials**

Net income (available funds) reported at the June totaled \$116,494 – which includes funds held in a treasury account. Motion to approve June financials made by Jones, seconded by Bisbee-Wheeler. Motion carries.

**g. Discussion of 2026 Budget Planning Timeline**

Board members discussed the timeline for developing the budget for 2026. Hall said all board members.

**5. Update from budget committee**

**a. Update on billing for shared maintenance costs**

Two entities responsible for assisting in the cost of shared maintenance still have not paid a prorated amount. Bisbee-Wheeler would provide contact information to Hall. Entities were invoiced in the spring.

**b. Update on efforts to update, recover HOA financial records**

No update.

**c. Reserve study**

Board members discussed the need to begin information gathering for the reserve study. Board members and property owners have expressed an interest in understanding how much an association like BPHOA should have in reserve. It was also noted that the valuation of assets also needed to be updated. Board members discussed how knowledge of reserve target would be helpful in future planning for budgets, updates and repairs.

**6. Pool operations update**

**a. Update on pool operations**

**i. Repair on multi-port valves**

Replacement of multi-port valves had been completed, Bisbee-Wheeler reported. The cost would be included in Northwest Pool's next invoice. Other pool pumps, valves were in good working condition for this season.

**ii. Handrail installation**

Board members discussed handrail installation would need to be considered in the next year, and budget.

**iii. June pool utilization**

June pool usage was typical for this time of year. HOA members also discussed enforcement of rules posted on the website and at the pool.

**b. Update on pool cover replacement**

Hall reported that he had been in contact with two vendors for replacement and was awaiting word back.

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

No update.

**d. Update on pool card system access**

More than 170 residents had registered their pool cards. Numbers were inputted weekly in the system.

**7. Covenant enforcement action**

**a. Discussion and possible action on enforcement letters and fines**

Jones discussed enforcement letters for two homes that have been in violation of covenants for more than two months.

**8. Neighborhood Image/Social Committee Update**

**a. Update on request to paint basketball court**

No update.

**b. Newsletter update**

Newsletter open rates continue to be strong and neighbors seem engaged.

**c. Neighborhood events update**

**i. Pool Party, July 26**

Kona Ice had been booked for the event. Pizza would be ordered from Stars and Stripes Pizza, which is owned by a Bristol Park resident. Lifeguards were confirmed.

**ii. Neighbors Night Out, Sept. 9**

Board members discussed confirming the date of Neighbors Night Out with the city of Edmond and registering the neighborhood for the event. Board members also discussed getting a bouncy house to make it a bigger event than last year.

**9. Building Committee**

**a. Discussion and possible action on building committee requests**

Property owners at 1800 Camden Way attended the meeting to discuss a request to install a resin storage shed in the backyard.

Members discussed the dimensions of the shed that is 74.5 inches x 68.25 inches x 89.75 inches and has a down slanted roof. Members asked the property owner where in the backyard the shed would be placed, and would it be visible from the main thoroughfare of Bristol Park. Jones said bylaws require sheds to have similar roof composition as homes. Members discussed the need for all sheds to have HOA consideration before installation. Motion to approve made by Hall, seconded by Bisbee-Wheeler. Motion passed 3-0 – Hall, Bisbee-Wheeler, Alls voting yes. Jones did not vote.

**10. New Business**

No new business. Motion to adjourn at 8:45 p.m.