

**Bristol Park HOA Board of Managers**  
**December 17, 2025**  
**Community Room, Communication Federal Credit Union**  
**100 NE 150th St, Oklahoma City, OK 73013**

**Present:**

President Julie Bisbee Wheeler

Vice President Rodney Jones

Wes Hall

**1. Welcome, Call to Order**

Meeting was called to order at 7:02 a.m.

**2. Public Comment**

No public comment

**3. Approval of Minutes**

a. November Regular Meeting

Motion to approve by Jones, second by Hall. Motion carries.

**4. Board member vacancy**

a. Discussion and possible action on board member nominations

No action.

**5. Financial Update**

**a. Update on monthly expenses**

Board members discussed financial reports. Monthly expenses were in line with expectations. Dues statements were sent in December. Expenses in November included office supplies, postage.

**b. Discussion and possible action on November financial reports**

Motion to approve financials made by Jones, second by Bisbee-Wheeler. Motion carries.

**c. Discussion and possible action on Letter of Agreement for HOA Bookkeeping services**

Board members discussed a simplified letter of agreement provided by Treasurer. Board members discussed additional language to address board oversight on expenditures, timelines for reimbursement of expenses; deadlines for statement preparation.

Motion by Hall; second by Bisbee-Wheeler. Motion carries.

**d. Discussion and possible action on delinquent properties and liens**

Board members discussed past due property on Camden Way that is several years past due. Board members will revisit after homeowner has been provide notice of delinquent status. No action was taken, board members discussed revisiting after January dues collection date.

**e. Update on annual dues statements and letters**

Dues statements were prepared and mailed in the first week of December.

**6. Update from budget committee**

**a. Reserve study update**

Bisbee-Wheeler updated board that resident volunteer Nancy Gwin was making progress on reviewing the reserve study packet. Board members would be providing information. The study is expected to be completed in 2026.

**b. Discussion and possible adoption on proposed 2026 Budget**

Board members discussed a 2026 budget for \$103,038.09 in expenses. Major categories of expenses included pool operations and common area maintenance. The HOA had significant savings in 2025 as neighborhood volunteers provided bookkeeping services. Legal fees were also significantly less in 2025 compared to 2024. The planning budget will be revisited once final revenue figures are known.

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

**7. Discussion of 2026 contracts**

Vendors are providing proposals for 2026 work and contracts will be evaluated. The board will need to approve or ask for alternate quotes in the new year.

**8. Discussion of repair of Bristol Park south entrance sign**

Jones has the sign that needs a slight repair before being reinstalled.

**9. Holiday lighting .**

**a. Christmas Light Decorating contest**

Board members discussed a list of homes for first, second and third place. Gift cards will be provided to placeholders and gift cards will be given at the January meeting.

**10. Covenant enforcement action**

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

**i. On-street parking - oversized vehicles, commercial vehicles**

A trailer has been parked in the driveway of a home on Napa Valley. Continued violation will result in an enforcement letter.

**ii. Resident fence repairs**

Newsletter will highlight rules on fences in the neighborhood. Several homes have missing pickets that need to be fixed.

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

**a. Newsletter update**

Bisbee-Wheeler said a newsletter will be sent out late December.

**b. Neighborhood events update**

**i. Annual Meeting, January 2026**

Credit union room has been reserved for the annual meeting.

**12. Building Committee**

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

No action was taken.

**10. New Business**

No new business.

Meeting adjourned at 8:50 p.m.