

**Bristol Park HOA Board of Managers Monthly Meeting**  
**February 26, 2026**  
**Community Room, Communication Federal Credit Union**  
**100 NE 150th St, Oklahoma City, OK 73013**

**Board Members Present:**

**President Rodney Jones**

**Secretary/Treasurer Anne Hall**

**Julie Bisbee Wheeler**

**Wes Hall**

**1. Welcome, Call to Order – Rodney Jones 7:04 p.m.**

**2. Public Comment - none**

**3. Approval of Minutes**

- a. January Regular Meeting -Motion to approve-Wes Hall, second-Julie Bisbee Wheeler, no objections, motion passed unanimously.
- b. January Special Meeting Minutes-Motion to approve-Julie Bisbee Wheeler, second Rodney Jones, no objections, motion passed unanimously.

**4. Board member vacancy**

- a. Discussion and possible action on board member

**5. Financial Update**

- a. Update on monthly expenses
- b. Discussion and possible action on January Financial Reports
  - 1) Transfer of Funds
    - Motion by Anne Hall to move \$100,000 from checking to Treasury account to earn interest. Seconded by Julie Bisbee Wheeler. No objections, motion passed unanimously.
- c. Discussion and possible action on delinquent properties and liens
  - Discussion tabled until March
- d. Update on annual dues statements and letters
  - Checks are still arriving in the mail. Then they are deposited and noted by the bookkeeper. Update will be made in March.
- e. Bookkeeper Transition and Communication
  - 1) Pay Procedures
    - Discussion among the board to determine the procedure to be used to pay the bookkeeper.
    - In the interest of making the process smooth and without requiring multiple visits to the bookkeeper each month, it was proposed to have the bookkeeper invoice BPHOA on a monthly basis. The board will approve the invoice via email. Automatic electronic payment will be set up so that after board

approval, the bookkeeper can initiate electronic payment upon invoice approval by the board.

- Motion made by Anne Hall seconded by Julie Bisbee Wheeler, no objections, motion passed unanimously.

## 2) Communication

- There have been some complaints from residents needing letters of good standing for legal business. The process is taking extra time right now due to the transition to a new bookkeeper. A note will be added to the website to announce that the process will take approximately 10-15 business days to meet requests. The process is run by volunteers.

## f. Irrigation System Evaluations

- There are known problems with the irrigation system around the pool. There are other possible problems with the irrigation system near the west entrance. In order to get these issues fixed, at least two different companies need to be hired to come and evaluate the issues and provide an estimate to resolve the problems.
- Motion made to direct Rodney Jones to contact multiple companies to do this work, at a cost not to exceed \$500. Motion made by Anne Hall and seconded by Julie Bisbee Wheeler, no objections, motion passed unanimously.

## g. CheddarUp

- A discussion was made about the amount of money currently in the CheddarUp account, approximately \$4,710 as of 2/26/26, and the need to move it to the bank account. Julie Bisbee Wheeler will investigate how to do this and transfer money to the bank before the March meeting.

## 6. Update from budget committee

### a. Reserve study update

- The resident volunteer, Nancy Gwin, who is working on this needs a couple of questions answered to continue the process. The recurring expense of irrigation system maintenance needs to be added. She is researching the 'expected life' of items such as playground equipment. And she asked what percentage she should use to determine the labor cost of replacing different items.

## 7. Discussion of 2026 contracts

### a. Pool Contract

- Signed by Rodney Jones and Anne Hall
- A motion was made to use Northwest Pools for 2026. Motion made by Rodney Jones, seconded by Anne Hall, no objections, motion passed unanimously.

### b. Common Area Proposal (March 1)

- Adjacent property owners need to be notified by March 1, 2026, of their portion of the cost of maintenance of the area. Each property owner has until March 15, 2026, to accept the estimate or propose another option. After that each property owner will be billed.

## 8. Covenant enforcement action

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

- The board discussed the known offenders. Letters will be sent to residents in violation.
- b. On-street parking - oversized vehicles, commercial vehicles
- c. Inoperable vehicles
- d. Resident fence repairs

## **9. Email Procedures**

- The board discussed how to utilize the BPHOA email account and make sure that everyone was following the same procedures.
- a. Reading
  - After reading an email, it will be marked as unread. Labels can be used when accessed via computer, but not via phone.
- b. Follow-up
  - If a board member takes action on any email they will reply so that all board members are aware of what has been addressed.

## **10. Parking Lot Drainage**

- The area on the west side of the pool is not draining properly, causing a backup of water onto the parking lot, which will cause deterioration over time, requiring a new parking lot to be required.
- A motion was made by Rodney Jones that estimates for the cost of fixing the drainage problem will be procured. Second by Julie Bisbee Wheeler, no objections, motion passed unanimously.

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

- a. Newsletter update
  - Discussion was had about the cost of using an email service. Due to the number of households in BP, a \$13.00 per month fee is required. Julie Bisbee Wheeler will investigate paying for the service annually and do so with her personal credit card and be reimbursed by the board. A motion to approve this was made by Anne Hall, seconded by Wes Hall, no objections, motion approved unanimously.
- 1) Inclusion
- 2) Monthly Covenant Focus
  - The first few months there will be a brief article about covenants about fencing, weeds, trailers, and shingles.
- b. Neighborhood events update and dates
  - 1) Garage Sale – May 1-2, 2026
  - 2) Pool Party-July 25, 2026
  - 3.) Easter Egg Hunt – March 28, 2026
  - 3) Neighborhood Night Out-tentatively the second Tuesday of September, contacting the City of Edmond to verify when they have it scheduled.

## **12. HOA 2026 Goals**

- a. Board Member and Resident Establish
  - Tabled until March meeting.

## **13. Building Committee**

a. Discussion and possible action on building committee requests

b. Damage to West entrance common area

- Tabled until March meeting.

**14. Motion to adjourn the meeting by Julie Bisbee Wheeler, seconded by Anne Hall.**

- Meeting adjourned at 8:04 p.m.