Bristol Park Owner's Association

Board of Manager's Agenda

August 20, 2026

1. Welcome, Call to Order – 7:06 pm
2. Public Comment –
    a. Sharon – a house on Nantucket, huge tree damaged by the ice storm, growing over to the neighbor's property, lots of weeds under the trees, hanging over the neighbor's driveway – Bradford Pear – it can be turned into the city, especially if it is over the sidewalk
3. Approval of Minutes
    a. Rodney, motion to approve, Julie seconded, motion passed without objection
4. Financials
    a. Past due homeowners – email blitz last chance, then enforce fines in January 2027 more aggressively. Recommended by bookkeeper.
    b. Past due homeowners - letter to be sent informing of current balance or credit, motion to have letter sent by HOA services, 30 days to clear or have lien applied motion made by Rodney, seconded by Greg, no objection motion passed
5. Bookkeeping, Accountant and Tax Prep
    a. New Bookkeeper Hired
        i. Bank Transition
            1. Close out BancFirst-by September 15, 2026
            2. Online banking set up – Edmond Electric
    b. Outstanding Invoices are up to date
    c. Communication Procedures with HOA services
        i. Need to have one or two people be the point of contact
        ii. People needing reimbursement email request with documentation attached, board members all reply all, forwarded to HOA Services
        iii. Possible Google Form to be used instead,
        iv. Need to have documentation that is clear with procedure to get reimbursement
        v. For work with vendor, the board member that works with that vendor needs to be the point of contact for this
    d. General Approval Procedures

        i. Contract Expenses and Utilities
        ii. Reimbursement Approval Procedure-a Google form will be created for people to fill out and attach documentation for reimbursement
        iii. Invoice Approval Procedure – board member working with this vendor is point of contact
    e. Taxes are still pending. Due in October. HOA services can do it
    f. Changes to Title Letter Fees
        i. Previously the HOA received 100% of title letter fees, $150. New bookkeeping service charges $225, propose adding $50 for the HOA to receive
        ii. Motion by Rodney to add $50.00 to the cost of the Title Letter for "Transfer Fee" seconded by Anne Hall, motion passed without objection
        iii. Change Contact on Website
        iv. Neighborhood Fees and Procedure
    g. City of Edmond Transition
        i. Send a letter to City of Edmond to remove Philips, add a representative of HOA Services and two board members: Rodney Jones and Anne Hall as points of contact
6. Image Committee/Violations
    a. Image Letters to be mailed
    b. Air BnB – 1632 Camden Way
7. Neighborhood Night Out
    a. September 8, 2026 – 6-8pm, setup at 5:20pm
    b. Face Painting, Corn Hole (Nancy), Bounce House & 785
    c. Ice Cream $40, dry ice needed in a cooler, about 4pm
    d. Water $40
    e. 2026 budget - $600.00
    f. Phillip – contact and bring Sheriff, EPD, EFD, storm chaser
8. Pool
    a. Handrail – postpone until pool is closed
    b. Need to re-caulk, fix light, tile descaled, handrail install, tile repair/replaced around handrail. Will budget for it to be done for before the 2027 pool season.
9. Building Committee
10. Meeting Adjourned motion to adjourn at 9:11pm