Washington Lane HOA Phases I-VI
Board Meeting Minutes
March 26, 2024

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, *Broken Arrow*, *OK*, held at the home of Kim Dryden, *2509 S 17th St.,* at 6:30pm to 8:30pm on March 26, 2024.

I. **CALL TO ORDER** Kim Dryden: President

II. ROLL CALL OF OFFICERS

Roll call of officers at 6:30pm

Present: Kim Dryden, Stefany Muse, Helen Smith, Janice Hoag, Al Hyatt.

Also Present: Shelia Oranch, Leann Hyatt.

III. Objective: Continue to work out the details of the HOA transition from previous Board and collaborate with the Robson Property Management Company.

A. Kim, Stefany, and Janice shared discussions from the 4:00 to 5:20pm meeting with Gem Nelson, Robson Director of Community Management this afternoon. Stefany and Janice were also in attendance at this meeting.

a. Gem stated:

i. The HOA Board needs to update the IRS form and Tax ID – handed form to Kim.

ii. Sign-in sheets from the 2/27/2024 meeting, copies of proxies; 2 additional mailed in proxies and 2 proxies turned in at this meeting were in a manilla envelope in a tub of documentation. The sign-in sheets have an asterisk by the names of those who are delinquent on dues.

1. The previous Board instructed Robson, against their advice, not to count proxies for homeowners who had not paid current HOA dues.
2. It has now been established there was a quorum at the 2/27/2024 meeting and the quorum is valid for the upcoming 4/2/2024 meeting.

iii. There have been no revoked proxies since the last meeting.

iv. There will be Robson system access as 'Admins' given to the new HOA temporary board. Kim is to send email names, addresses and phone numbers to Gem.

b. Kim requested:

i. Robson to check and see that electric and water utilities have not been closed. The electrical power checked at the park since it was not working the day of the Easter Egg Hunt.

ii. Robson needs to speak with the current Landscaper to mow the area in tree patch north of the Lynn Lane entrance all the way up to the creek as this is part of our responsibility and is noted as such on the map. Also, we need new landscape bids for 2024. Drover Landscape needs to be given notice to end his contract 4/30/24, he can rebid for this year, there will not be automatic renewals.

iii. Copies of previous Board's resignation letters.

iv. Copies of every invoice and bank statements from both bank accounts. Gem stated that HOA dues went into Robson's CINC Bank account and that the previous HOA Board's Bank of America account was closed 3/5/2024 and the balance of around $17,000.00 was given to Robson. This bank account also had a debit card.

v. Copies of all Account Receivables.

vi. Copy of Robson's Homeowner list.

vii. Copies of all meeting minutes, including all electronic & paper copies from 8/1/23 to present.

viii. Three Garage Sale banners that hang at Washington Lane entrances. Gem stated she has not seen nor is in possession of any such banners.

c. Kim reviewed the agenda for the reconvened 4/2/2024 HOA Annual Meeting at the Geaux Shows Theater:
   i. Introduction by and of the President.
      1. Share Robson email acknowledging Kim as President, Attorney Letter with legal opinion on Kim's position on the current HOA board, and the temporary board in place.
      2. Robson presents what they have done for the HOA since contracted in August 2023. Gem agreed to attend with the additional charge of $75.00 for an hour as noted in the contract.
   ii. Answer questions from the list and the audience.
   iii. Introduce the new candidates on the ballot and any from the floor.
   iv. Proxies will be used from the 2/27/2024 meeting. Stefany explained to Gem that the Robson Proxy form was updated due to Katie Reid sending out the Proxy form ahead of when nominations were due. All thought the Proxy would have been sent out after the Nomination forms were received by Robson. Gem said she would follow up with Katie about this matter.
   v. Voting on HOA Board positions up for renewal for 2024-2025 (Treasurer, Secretary, Member At Large). Ballots will be printed for the annual meeting with blank fields for any additional names to nominate. Also, there is a request to update contact information, if they want to be contacted by the HOA Board, if they want to volunteer, and any comments to share.
   vi. Select a Nominating Committee for 2025 prior to annual meeting.

d. Gem stated:
   i. There has been no further activity with Paradigm.
   ii. There has been no attorney interaction, however, Robson did seek attorney advice on their own to determine that Kim was the only official remaining Board member.
   iii. Minutes of the 2/27/2024 meeting will be ~~reviewed~~. written. (??)
   iv. Votes for the new HOA Board could come by acclamation or nominations from the floor.
   v. Recommends that with Board minutes to have decisions and motions but to maintain an Action List of working items and statuses.

e. Kim, Stefany, and Janice carried out 1 transparent plastic tub of paperwork and 4 gray plastic tubs of Christmas decorations and power cords. Stefany verified the checklist of items with Gem. The 4 Christmas decorations tubs are being stored in Janice's garage.

B. Discussion after the above information was presented to the Board.
   a. Robson will post on their site that Kim is the legitimate HOA President.
   b. Rules for the meeting to be disclosed per Oklahoma Statute regarding conduct at a public meeting. Security will be available if needed.
   c. Kim needs to present evidence of the financial issue that is in dispute over a $600.00 for 3-year website fee versus a one-year $480.00 website fee.
   d. We need to ask the Homeowners if they want the services and costs of a property management company. A roving microphone will be managed by Will so that all questions from the audience can be addressed.
   e. Ballots will available at the upcoming HOA meeting. Plus, we will accept nominations from the floor.
   f. We can count all proxies from the previous meeting since this upcoming meeting is a reconvening meeting. Kim to send Stefany a couple updates for the ballot.

g. We may need the attorney advisement on whether a cease-and-desist letter is needed for the Administrator and previous HOA Board member of the, Neighbors of Washington Lane, neighborhood HOA Facebook Account to relinquish rights to that account. The new WL HOA Facebook account set up by Kim has herself, Stefany, and Leann as administrators. We need a few others from the HOA community to support this administrator role, these Admins. will be members of the Communications Committee.

h. Kim to send an email to Gem asking her to send out an email stating a quorum was met on 2/27/2024. Also, to ask for a copy of the minutes where the decision was made to hire Robson.

IV. FINANCIAL REPORT:

A. None to review at this time until evaluating what documents are in the plastic tub and awaiting the email from Gem with invoice information.

V. **BOARD AND COMMITTEE VOTE:** None taken.

VI. ACC BUSINESS:

A. Mr. Posey may be interested in volunteering for the ACC.
B. Gem sent 2 ACC requests to Kim, and they were discussed: one approved and one requiring additional. dimensions for a storage building.
C. Need to rebuild the ACC file to track all variances.

VII. OLD BUSINESS:

A. Robson continues to have delays in posting information about our upcoming meeting and updating the calendar on their portal.

VIII. NEW BUSINESS:

A. If the Property Management contract is terminated, there is already a new website, WL HOA Board email address and Facebook page.
   a. Need a meeting with Gem in 2 weeks after the 4/2/2024 meeting to discuss how to move forward and next steps and financial obligations if not moving forward.

B. Options for HOA members to pay annual dues could include mail in a check, 3rd party app (i.e., PayPal or Cash App) or Zelle (bank to bank).

NEXT MEETING DATE

The next Board and Committee meeting is scheduled for April 1, 2024, at 6:00pm.

The Board meeting adjourned at 8:30 p.m.

Prepared by the Secretary for Washington Lane HOA Phases I-VI

Action item: 5/28/24 Unanimous vote in favor to approve 3/26/24 meeting minutes.