

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
April 27, 2026**

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, Broken Arrow, OK, the meeting was held **via phone call** at 6:00pm on April 27, 2026.

CALL TO ORDER: 6:00pm by Andrea Caldwell, President

Present via Phone: Andrea Caldwell-President, Helen Smith-Vice President, Kimberly Dryden – Treasurer/Secretary

I. Board Meeting Minutes:

- A. Board Meeting Minutes for dates 03/02/26, 03/12/26 and 04/02/26 were reviewed, revised approved for posting on the HOA website via email 4/26/26, 2 in favor, 1 abstain.

II. BOARD VOTE:

- A. The Board voted unanimously via phone/email 04/08/26 in favor of approving final drafts for Annual meeting mailing.
- B. The Board voted unanimously via text 04/08/26 & 04/07/26 email, in favor of increasing the Website budget by \$400 to \$1200.00 and to approve the 3 year subscription plus the domain name fee and reducing tree replacement line item by \$400.00 and paying for the website fee for up to 3 years & domain name charge. The Board also unanimously approved charges incurred on Kim's credit card for the website year to be reimbursed by the HOA but will try to switch to HOA Debit card.
- C. The Board voted unanimously via text 04/09/26 in favor of using UPS to make copies and stuff envelopes for the Annual meeting mailing and Kim to be reimbursed \$10.75 for a package of mailing labels.
- D. The Board voted unanimously via text 04/12/26 in favor of Kim using the HOA Debit card to purchase ink from Amazon for the printer for HOA printing for approximately \$30.00.
- E. The Board voted unanimously via text 04/12/26 in favor to approve payment to State Farm for the Fidelity Bond Ins., in the amount of \$361.00.
- F. The Board voted unanimously via text 04/15/26 in favor of paying the HOA Taxes to the IRS in the amount of \$6,039.00 online via HOA debit card per instructions from Gardner's Tax Service.
- G. The Board voted unanimously via text 04/24/26 and 04/25/26 in favor of posting the CPA Annual Financial Review for Yr/End 2023 and 2024 to the HOA website.
- H. The Board voted unanimously to approve, reimbursement Kim for postage 7x \$1.07 total \$7.49 for additional annual meeting mailing notices to new owners.
- I. The Board voted via email 4/26/26, 2 in favor, 1 abstain to approve the Board Meeting Minutes for dates 03/02/26, 03/12/26 and 04/02/26 and post them to the HOA website.
- J. The Board voted via email 4/26/26, 2 in favor, 1 abstain to approve the Feb and March Bank statements and check registers to be posted on the HOA website.
- K. The Board voted unanimously in favor of filing the Second Amendment to Covenants to Combine Phases I-VI with the Tulsa County Clerk, per the 2023 Annual Mtg vote. There will be \$5.00 notary fee and \$66 filing fee.
- L. The Board voted unanimously in favor of filing the First Amendment to Bylaws to change verbiage in sections 3.2 and 10.4, with Tulsa County Clerk, per the 2025 Annual Mtg vote. There will be \$5.00 notary fee and \$22 filing fee.

III. FINANCIAL REPORT:

- A. **Account #010313 requested 6 months to pay 2026 HOA Dues. 1/11/26**, The Board agreed unanimously to offer the property owners until May 30, 2026 (5 months) to pay before we file an additional lien for the 2025 HOA Dues, that would incur more lien fees, in addition to the 2 liens they already have. However, during this extension, interest will still accumulate that they will need to pay, it just means no additional lien or lien fees for the 2026 amount until will be filed, as long as the lien is paid in full by May 28, 2026. **03/03/26 update**, one payment received and bounced, 2/25/26, the Treasurer emailed that they must pay money orders or cashier's check. A total of \$435.00 must be paid in March, April and May. – Board voted the deal would be OFF and to do lien, if payments are not kept up. **03/12/26**, No Update. **4/02/26**, the homeowner has not made the

March installment. **04/27/26**, the Board voted via text 04/07/26 to file a lien against this property for not adhering to the payment agreement, homeowner was notified and lien was filed 04/09/26.

- B. Liens were filed 3/31/26 for 14 homeowners who owed years 2026 and prior. 4/27/26, an additional 2 liens were filed for a total of 16.**
- C. Account # 050120** - Lien release was filed for old Paradigm lien not previously released when the homeowner paid, discovered by Title Co due to homeowner selling their property.
- D. Title Co Checks** –The outstanding \$200 from a March 2025 closing with Titan Title has not been received, follow up emails were sent 6/24/25, 07/01/25 and 09/05/25 requesting our payment for Account # 040145. **03/12/26**, No Update. **04/02/26** - Titan Title emailed 3/18/26 and said they mailed checks, Kim emailed 3/30/26 letting them know no check was received, they should stop payment and we will come pick it up in person. **04/27/26**, The \$200.00 payment for the March 2025 closing was finally received and deposited on 04/09/26!
- E. Website update** – The Feb and March Bank statements and check registers were emailed to the Board members for approval to post to the HOA website. The Board approved these documents for posting on the HOA website via email 4/26/26, 2 in favor, 1 abstain.
- F. HOA Tax forms were sent to Gardner’s Tax Service 3/31/26.** A homeowner who lives in the neighborhood works there and provides this service for free. Unfortunately, the Treasurer totally forgot about the 1099 deadline 1/31/26, they are now filed late. **04/27/26**, HOA Taxes were filed timely on 4/15/26, we were advised we had until Oct 2026 make payment. The Board voted unanimously via text 4/15/26 to pay the taxes in the amount of \$6,039.00. Taxes were paid on the IRS website 4/16/26, with the HOA Debit card per instruction from Gardner’s Tax service.

IV. Covenant/ACC/Application/Approvals/Denials/Violations:

- A. Acct# 050156 – Violation reported: 3/03/26**, a dog is being walked off leash in the neighborhood, complaint received, 2nd complaint received with a picture attached. The Board voted unanimously in favor of sending the homeowner a violation letter. **04/02/26**, Letter is not done yet. **4/27/26** no update.
- B. Acct# 050108 – Violation reported:** Brush pile accumulated behind house near northeast corner of walking path. **01/11/26**, we will see if someone can look into this, not sure if it is the homeowner doing this. **03/12/26**, Robert took pics for Kim, they are on other side of walk not near homeowner property, Kim to ask landscaper to clean up. **04/02/26, No Update. 4/27/26**, Kim has contacted the landscaper again to be sure this got cleaned up, no reply yet, there I also a large branch he removed from the path that is to be cut up and taken away.
- C. Account# 50164-Violation reported-**Fence in rear yard falling into the neighbors yard, **3/03/26** Board voted to do violation letter with a second notice in 2 weeks and 3rd notice in 30 later with notification of possible \$500 fine if not corrected in 30 days. **03/12/26**, 1st letter sent via email 03/08/26. **04/02/26**, 2nd notice emailed 03/24/26. **4/27/26**, third notice was sent 04/26/26 giving 30 days notice, at which point a fine will be assessed and a lien placed.
- D. Account# 010323-ACC application received** - Limewash brick home with Benjamin Moore, Revere Pewter, color sample submitted along with pic of intended final outcome. The voted, 2 approved, 1 abstain.

V. OLD BUSINESS:

- A. Asphalt Path damage by AT&T Contractors**, reported by Kendal on 09/03/25, he is having discussions on repair vs monetary reimbursement. **10/28**, Kendal noted there are new boxes (cable?) installed near the Lynn Lane entrance. **03/03/26**, Kim to follow up with Kendal for contact information, also need HOA mailbox key back. **03/12/26**, No Update. **4/03/26**, No Update. **4/27/26**, No update.

- B. Broken sidewalk on south/east path Rausch Coleman to repair** - Kendal will follow up with Rausch Coleman regarding previous path damage. **12/18/25**, No update. **03/03/26**, this issue was reported via phone and with follow up email to Sarah Walters with the City of BA, Sarah responded today "I will get out there to take a look at the broken sidewalk and take some pictures to forward onto the developer. I will also inquire status about adding a drainage pipe to this area." 2/12/26, Mitchell Reddington, the developer stated he would replace the sidewalk, work should begin in the next couple of weeks. **03/03/26**, This was delayed and Mr. Redington has stated work should begin soon. **03/12/26**, No Update. **4/03/26**, No Update. **04/27/26**, work is completed but the new sidewalk already has a crack and there is a lot of erosion and mud, they need to sod behind the fence (or maybe we do)? 4/12/26 Kim emailed Mitchell Redington, re: Trash blowing all over path and streets from his contractors and needing sod along new fence, need to call or text him no response to the emails.
- C. Drainage onto our east side walking path at the south corner** is now an issue and our new neighborhood to the south has installed a large drainage pipe pointed toward our path as reported by 2 neighbors with pictures. **03/03/26**, after several messages, Kim spoke to Sarah Walters at the City of BA, 1/15/26 and an email to document the conversation was sent 1/15/26, Sarah responded 1/16/26: "Thank you for sending the pictures. I have reached out to the Engineer of record about the Storm Pipe discharging onto the Washington Lane trail. Will keep you posted on that. I will also let the developer know about this concern." **03/03/26**, No Update. **3/12/26**, Kim emailed Sarah at the city back on 3/08/26 asking that she send us a copy of the Engineer's response regarding the storm water, mud etc. being dumped on our property by the new neighborhood to our south that states this meets the City of BA's requirements. **04/03/26**, a second request was sent to the City on 04/01/26 asking for the engineer's report. **04/27/26**, received response from the City 4/06/26 but have only briefly reviewed the email and pics.
- D. Fence Quotes** – **03/03/26** were discussed, still waiting for contractors to submit bids, will hopefully have them next week. Colors of fence stain and pillar stucco were reviewed as presented in CHAT GPT Pics. 3 stucco color choices were selected to be defined after all bids are in and contractor is selected. 03/12/26, it was discussed Kim to reach out to companies that specialize in Masonry/stucco for separate quotes on that. Kim will also confirm fencing bids include the first 2 side yards on S. 15th Pl and that all co's quoting can provide Liab. and Work Comp. insurance certificates. **04/03/26**, Balance of Fence quotes were received for a total of 5 quotes and 4 quotes for the Stucco work. All prices were put into Excel for comparison purposes, proposals were shared with the Board, the options were discussed. The Board narrowed down the selection, but a few more questions need to be asked about materials etc. and we need to receive formal contracts with warranty info not just estimates. **04/27/26**, discussed the Pros and cons of the fence installers.
- E. Entrance Bed planting** - **03/03/26**, discussion, Kim will get pricing on flower design presented from GPT Chat. **03/12/26**, No Update. **04/02/26**, we got a bid but it was way out of line, sent back for revision. **04/27/26**, material revision done but Kim thinks Labor should also be revised. Discussion regarding planting Lynn Lane side separate from 91st St due to upcoming fence project. Kim to ask Bevan to revise and separate bids for entrances.
- F. Written Proxy/Ballot review** – **03/03/26**, Items for changes to the Covenants and Bylaws were discussed and will be reviewed by the Board for final approval prior to mailing with Annual meeting notice. **03/12/26**, drafts of ballot items for Bylaw and Covenant changes had been sent to the Board for review, no suggestions for changes. It was discussed the Covenant changes may need postponed to future vote due to the attorney most likely needing more time to review. The Proxy/Ballot will be sent to the attorney for review. **04/03/26** – Board received Attorney advice on the written ballot language to send for voting. **04/27/26**, received final written approval on 04/07/26 from HOA attorney on Proxy /Ballot.
- G. Paradigm still hasn't deeded the .81 acres along 91st St.** - Kim emailed Dave Cocolin and Jennifer 12/2024 then more recently 3/08/26, Dave replied asked for tax bill which I sent 3/08/26. 3/09/26, Jennifer sent form Tulsa County requires for them to change name, which needs to be signed by the Board President and notarized. **04/02/26**, the transfer document has been signed and notarized 3/31/26, Kim to scan and email to Paradigm. **04/27/26**, Kim scanned and emailed the notarized transfer document to Jennifer with Paradigm, cc Dave Cocolin 04/09/26.

H. **Cover Letter, 2026 Budget, Draft ByLaw Appendices'** were reviewed, no suggestions for changes. Kim will forward to the law firm for review. **04/02/26** -on 3/24/26 Kim had conference call with Kathleen Pence, reviewed items we needed legal review: 1. Proxy/Ballot, 2.) Appendices referred to on the Ballot, 3.) Bylaw 8.6 review/Interpretation. 4.) Amendments to the Bylaws and sent everything in writing after the call. **4/27/26**, received approval from attorney for these items.

I. **Speedhump request for S. 15th Pl.** – Homeowner on Facebook asked about this, Kim contacted the City of BA who will do a traffic study to see if the street qualify. Studies done just a couple of months ago on 13th St and 16th St did not have enough traffic to qualify. **04/27/26**, 13th St. and 16th St still do not qualify but a petition could be submitted to the City. 15th Pl did qualify and petition will need to be submitted to the City of BA by 75% of the homeowners that abutt that street.

VI. **NEW BUSINESS:**

A. **Wix Website** is up for 3 year renewal – The Board unanimously voted in favor of increasing the budget item and renewing the website and domain name for 3 years (discount period) via text/email 4/08/26 or for shorter period, if not too expensive, to let next Board decide if they will continue website. Kim to research how to remove her credit card from the Website account and add the HOA Debit card.

B. **Annual Meeting Notice Mailing** – a quote was received from Quick Print for \$1748.00 to mail our 6 dbl. sided pgs. Kim called a couple other places and found the cheapest copies would be from UPS .16 cents per dbl. sided pg x2310 copies = 369.60 plus \$92.50 to fold stuff and seal the envelopes the preaddressed envelopes provided by Kim for a total of \$462.10. The Board voted unanimously via text on 4/09/26 for Kim to use UPS for the mailing and for Kim to be reimbursed \$10.75 for a package of mailing labels Kim did mail merge export from excel, printed the mailing labels, stuck them on the abundance of HOA envelopes we already had, brought them to UPS 4/10/26 in the morning, they had them stuffed by afternoon, w/postage of \$1.07x 370 = \$395.90. **The total mailing cost \$867.75, a savings of \$880.25 to do it ourselves with UPS assist vs. Quick print.** A few days later an additional 7 notices were mailed to new owners, there was a unanimous vote to reimburse Kim for postage 7x \$1.07 total \$7.49.

C. **Welcome letters were mailed 4/22/26.** (10 were sent).

D. **Pinter cartridge ink** – The Board voted unanimously 4/12/26 to approve Kim to order on HOA debit card from Amazon, approx. \$30.00.

E. **State Farm Fidelity Bond Insurance due to renew.** The policy price remains the same at \$361.00. The Board voted via text, 4/12/26 to approve the Treasurer to send the check to pay this annual renewal.

F. **HOA Attorney, problems with invoice** - we have another attorney who is not providing timely responses, they are not returning the Board's phone calls/emails. Kim to send written inquiry since her calls and previous emails have not been answered.

G. **Amendment to Covenants to Combine Phases I-VI** – 2023 Annual Mtg vote. Attorney reviewed the drafts. Board to review final documents vote to approve for filing with Tulsa County Clerk, there will be \$5.00 notary fee and \$66 filing fee. The Board voted unanimously in favor of moving forward with getting this completed.

H. **Amendment to Bylaws** to change CPA Audit and Annual mtg date. 2025 Annual Mtg vote. Attorney reviewed the drafts. Board reviewed final documents vote to approve for filing with Tulsa County Clerk, there will be \$5.00 notary fee and \$22 filing fee. The Board voted unanimously in favor of moving forward with getting this completed.

I. **The Annual meeting sign-in sheet** has been prepared by the secretary.

- J. HOA Mailbox Key** - (this was under “V. A.” above) **03/03/26**, Kim to follow up with Kendal for the return of the HOA mailbox key. **4/27/26**, Kim received a text from Kendal Coats 04/26/26, he does not have the PO Box Key, he is willing to pay for a replacement. The Board decided we would leave it to the next Board to decide if they wanted to rekey the Post Office Box or just order a new key.

- K. Irrigation System start up for the year** – in search of a more reasonable sprinkler repair company.
4/28 note: Abundant Rain charges \$110 per hr 1st man and \$40 per hr for the 2nd man, much cheaper than previous quotes. The Board voted via text 4/28 to have them come out and review system and give quote.

The Board meeting adjourned at 7:00pm.

Prepared by the Board of Washington Lane HOA Phases I-VI