

**Washington Lane HOA Phases I-VI  
Board Meeting Minutes  
August 25, 2025**

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, Broken Arrow, OK, the meeting was held via phone conference at 6:30pm on August 25, 2025.

**CALL TO ORDER: 6:30pm** by Kendal Coats, President

**Present via Phone:** Kendal Coats-President, Andrea Caldwell, VP, Helen Smith-Secretary, Kim Dryden-Treasurer.

**I. FINANCIAL REPORT:**

- A. Title Co Checks** – 2 additional Title Co closing letter checks in the amount of \$200.00 each were deposited 08/05/25 and 08/14/25. The outstanding \$200 from a March closing with Titan Title has not been received.
- B. Website update**-The July check register has been balanced with the bank statement for July 2025. The check register and bank statements for July were distributed to the Board via email 8/19/25. The Board reviewed the documents and agreed unanimously to the posting of these items on the website.
- C. HOA CD account** came due Aug 18<sup>th</sup>, 2025. There is a 7 day grace period to renew.  
The current Bank of America CD rate options are:
  - 7 month Locked CD with 4.0 APY
  - 12 month Flexible CD with 3.25% APY (you can withdraw part of it if needed without penalty, 9 times per year, after the first 6 days)
  - Loans are not available on CD's.
  - A vote was held email/via text 8/24/25 - 8/25/25, the Board voted unanimously in favor of renewing the 12 month flexible CD.
  - Kim contacted Bank of America 8/25/25 to roll the CD over keeping the same terms as previous CD, a 12 month flexible CD, per the Board vote.
- D. Account #020206:** Sale pending with lien in place, Kim has made contact with the realtor and the title co to let them know about the lien to be cleared at closing and provided her contact info.

**II. Board Meeting Minutes:**

- A.** 06/24/25 Board meeting minutes were reviewed and approved for website posting.
- B.** 07/15/25 Board meeting minutes were reviewed and approved for website posting.
- C.** 08/19/25 Board meeting minutes were reviewed, minor changes were made and approved for website posting.

**II. BOARD VOTE:**

- A.** The Board voted unanimously to approve the June 24<sup>th</sup>, July 15<sup>th</sup> and Aug 19<sup>th</sup>, 2025 Board Meeting Minutes.
- B.** The Board previously voted 3 in favor, 1 abstain via text 8/13/25 to approve payment to GreenGrass Lawn Care, in the amount of \$562.50.
- C.** The Board previously voted 3 in favor, 1 abstain via text 8/10/25 to approve payment to Custom Tree Care & Landscape LLC in the amount of \$3,540.00.
- D.** The Board previously voted 3 in favor, 1 abstain via text 7/29/25 to approve Bevan Landscaping proposal in the amount of \$125.00 to spray 4 entrance beds, 8 evergreens for bagworms.
- E.** The Board previously voted unanimously via text & email 8/23/25-8/24/25, to rollover of the HOA CD, keeping the same terms, a 12 month flexible CD.
- F.** The Board voted unanimously to approve the \$600 Bevan Landscape proposal to replace playground mulch.

**III. ACC/Covenants:**

**A. ACC applications:**

-**Account # 010106:** Homeowner email to HOA: "The fencing around my property has deteriorated over the years and I would like to replace it in stages beginning with the back first. It is now a chain link with cedar post and rails. I have spent a lot of money repairing and replacing the cedar rails and post over the years. I am

requesting authorization to use the traditional metal rails and posts.” **8/25** Kim emailed a copy of the ACC application to the homeowner on 8/22/25. It appears she backs to Paradigm’s new Phase IX.

**B. Violation Letter Drafts:**

**-Account #010122: House paint color violation letter** – Kim to send Kendal application and letter copies of what has transpired in the past on this matter. **4/30** No Update. **5/28** No Update. **6/24** Kendal will f/u. **7/15**, Kendal has drafted the letter and will email it to the Board. **8/25**, no update.

**-Account #010129:** Owner has installed a new fence along Delmar without submitting an ACC application, the fence appears very dark brown or black, Kendal spoke to the owner who was not agreeable to submitting the required paperwork for ACC approval. Other violations include a red shed, 8 ft tall fence and concrete slab installed since 2023 per Google earth. Kendal will let Kim know if the shed shingles are in compliance or in violation of ACC covenants so that a letter can be drafted. **08/25**, per Kendal the shed shingles are in compliance, the issue remains there has been no ACC application for any of this work, the Board discussed and agreed, Kim to send the owners a letter asking they complete an ACC application and submit for review.

**C. New ACC/Covenant Violations reported, 1<sup>st</sup> notice letters to be sent:**

**-Account #060150** Remove plastic tree with no leaves from the center of the front yard. On HOLD, awaiting HOA Attorney response.

**-Account #020202** – yard overgrown reported to Kim on FB Messenger Thurs 8/7/25, it was bad, checked again Sunday 8/10 before doing a letter and it had been mowed. We then received a complaint that “a gray/silver car parked in the street that hadn’t moved in several days.” The house appears vacant and owners have another mailing address, so we are not even sure this is their car. The Board discussed the situation and as long as it is tagged with inflated tires we can’t prohibit parking on city streets, unless they are blocking traffic etc.

**E. Violation Letter Follow Up:**

- **Account # 020122 – 2<sup>nd</sup> notice** to be written and mailed, appliance remains on the front porch. **7/15**, Kim completed 2<sup>nd</sup> notice letter on 7/14/25 and mailed, violation correction to be completed by Aug, 15<sup>th</sup>. **8/25**, the appliance remains on the front porch laying down so you have to pull in the driveway to see it behind bushes, this might be more visible this fall. Kendal has agreed to go talk to the homeowners to see if they need assistance removing the appliance as the Board understands this may be an elderly person.

- **Account #010319** – grass over 2 feet high, basketball goal laying on the ground next to the driveway, Christmas lights still up, 2 dead trees 1 in front, 1 in back – rental tenants being evicted. 7/15, Kim emailed, cc via US mail to Investor owners at 2 different addresses, City of BA ordinances cited as well as Covenant violations. **8/25**, Update: this property has been mowed and basketball goal and Christmas lights have been removed, 2 dead trees remain. The Board agreed, Kim to send second notice email.

- **Account #010323** – Previous pool installation approved, did not restore common area fencing of white vinyl spilt rail on Delmar. **6/24** Kim will send email reminder to complete by 7/31/25. **7/15**, Kim sent email 07/08/25 to complete repairs by 7/31/25. **8/25**, the white vinyl common area fence was reinstalled as requested, however they have partially replaced their privacy fence and left all the old fence wood standing up in the common area behind their fence. The Board agreed, Kim to check ACC fence status and send 2<sup>nd</sup> email re: cleaning up fence debris.

**-Account #010114** – Grass 1 to 3 ft high, this is an Estate owned property. Kim has the attorney contact for the estate and will email them regarding the grass and edging with pictures. **8/25**, Email was sent to the Estate attorney was sent on 7/24/25 with pictures asking that they get the property mowed and edged ASAP. This was taken care of within a week, however it has been noted the backyard had very little mowing and one side is nearly as tall as the shed. The Board agreed, Kim to send a second email regarding the backyard mowing to the Estate attorney.

#### IV. OLD BUSINESS:

- A. Mulch in the playground-**Kendal received a 2<sup>nd</sup> quote for \$1600, but that was just for the mulch and for delivery, not installation. The original quote from Gardner's was 450 to fill in low spots under play equipment. The Board agreed to have Gardner's Lawn Care to submit new proposal for \$600 and increase the amount of top mulch in addition to leveling low spots. **7/15**, no update Mark Gardner is out of the country the last 2 weeks. **8/25**, New bid received 08/01/25 on the HOA Board email from Bevan Landscape, who is taking over Gardner's Landscape. The amount is now for \$600 for the same amount of mulch as Gardner's previous quote \$450 bid but includes a more detailed cleanup of debris/grass, etc. to be completed, the updated bid was emailed to the Board 8/19, along with his landscape quotes. The Board discussed the quote and voted unanimously to proceed to have the mulch refilled in the playground area as quoted by Bevan Landscape for \$600.00, Kim will notify the landscaper.
- B. Removal of 2 dead trees and pruning large dead branches on 91<sup>st</sup> street trees, additionally 1 almost dead tree on the Southside walking trail will be removed and 3 others trimmed back to elevate low branches.-** Kendal received a second quote from Custom Tree Care & Landscaping in the amount of \$1980.00 which includes stump grinding of removed trees. The Board agreed unanimously to proceed with this contract once we have received their certificate of insurance and W-9 form. Kim will make contact for the paperwork. **7/15**, after 2 emails and a phone call, the insurance certificate and W9 were received 7/12/25 via email to the Board, this project can now be scheduled. **8/25**, prior to the start of the project a text vote was taken 7/31/25 by the Board and the majority agreed via text to increase the original approved amount to include removal of the dead tree in the park and on another the east walking trail and grind the stumps, in addition, removal of large broken portion of a Hackberry tree on the east walking trail and they ground 2 additional stumps left by other removals. The new total for this project is \$3,540.00, the Board voted and agreed 3 in favor of & 1 abstain, via text to pay invoice on 08/10/25.
- C. Short Term Rental approval in HOAs –** Recent info received from Andrea: HB2800 did NOT pass, if it had HOAs could not prevent short term rental or any use of property in an HOA community. HOA Board are advised to ensure they have amended the covenants to restrict "short-term rentals." Sly investors are buying up properties in HOAs so they can use them as Airbnb to accommodate the new casino and amphitheater attendees who will be coming to BA. Be watchful of the house bills trying to push this! The Board agreed this needs to go to homeowners for a vote, we should probably ask HOA attorney for verbiage. Kendal also has a contact on the OK Realtors Assoc. that may be able to help with verbiage to close the loophole for VRBO's as well as corporate buyers. **7/15**, Kendal's contact did not have further information. The Board further discussed bringing this to the HOA Attorney for input and possibly bringing it forward to the HOA members for a vote. **8/25, HOLD until closer to Annual meeting mailing for voting.**
- D. Landscaping contract is due for renewal**, do we want to get bids or allow 2% or 3% increase? 7/15, The Board agreed to have current contractor rebid and include trimming along fence line on southside of walking path in addition to weed eating to maintain all existing current asphalt paths. **8/19**, Bevan Landscape, Chris Bevan, is taking over Mark Gardner's business, he has submitted bids to the HOA Board email on 08/01/25, Kim sent these to each Board member as well on 8/19/25. The routine landscape maintenance bid of \$23,400 takes our monthly price from \$1,933.00 to \$1,950.00 or \$27,000 annually. A second bid for 2,250 monthly includes changing out flower beds and island. His charge works out to \$3600 for flowers, we only spent \$1,716.00 last year & we have freedom to choose flowers, opt not to it or get volunteers. Chris also included a bid for weed control \$3600 (no fertilizer) and a third bid that would include routine landscaping duties, weed control x4 per year and flipping of the seasonal flower beds and islands for a total of \$30,600 per year or \$2550 per month. Kim doesn't recommend we move away from Tru Green who includes fertilizer, she also doesn't think we should bundle services and be tied into anything for the flower beds. Kendal requested the map used to gather landscape quotes, Kim will send this to Kendal tonight. Kendal has a contractor to contact. **8/25**, Kim had idea to save money if we finish out August with Gardner's Landscape maybe we could have new guys, who want to bid, mow mid Sept and late Sept, and pay for a one time service for each visit to see their work and hold off on actually signing a new contract until March 1st, not making that payment in winter months could save us nearly \$6,000, Nov - Feb. (\$8000 less \$2000 extra in Sept., figuring we would pay more like \$3,000 for two, one time mows in Sept.) Another option to lock in price/contract is more pay as we go, say contract is 2,000 per month,

we would pay \$500 Nov-Feb, 4 months save \$1500x4 months= \$6000, pay the \$6,000 over 8 warm active months, \$2,750 monthly. The Board agreed these sounded like good ideas and can be discussed with contractors who submit bids.

**V. NEW BUSINESS:**

- A. Sprinklers on Lynn Lane & 91<sup>st</sup> Street-** The Board agreed via text on 08/07/25 to approve calling Greengrass to repair the underground leak on the south side of the Lynn Lane entrance reported by the landscaper with pictures. The bubblers at the 91<sup>st</sup> Street tree line were also capped wherever there are missing trees. The majority of the Board voted via text 8/13/25 to approve payment in the amount of \$562.50. **8/25**, did Archie get response these are capped now? Kendal stated he forwarded a response to Archie to the Board.
- B. Entrance evergreens are sick**— Bevan Landscape was contacted to investigate, they determined there were bagworms, as suspected and quoted \$125.00 to treat all 8 evergreens at both entrances. The Board was contacted via text 7/29/25 and voted 3 in favor, 1 abstain, to approve the quote and have them treat the evergreens with Bifenthrin. The treatment was completed and the invoice paid as agreed.
- C. Park Electrical box surrounded by overgrown Johnson Grass** – The landscaper asked if we wanted this cut down? Kim can donate white hardy hibiscus bushes to plant there next year. Kendal responded that he would prefer to cut the grasses back himself as there are splash pad cables running through that area. Kim will let the landscaper know.
- D. Broken water manhole cover reported by landscaper** – in front of sidewalk at east flower bed on 91<sup>st</sup> Street. Kim has reported this to the City of BA Water Dept, it should be fixed this week.
- E. Reports of dangerous chemicals being poured down neighborhood storm drains have been received-** Kendal will gather some general info on why nothing but water should be poured or disposed of in storm drains and post the information on Facebook.
- F. Water bill for splash pad** – does not appear to be correct at only \$26.00 for each of the first 2 months we had the splash pad up and running, this has been reported to the City of BA Water Department who will send someone out to check the status of the meter this week.
- G. Do we want to let tenants on the FB if they provide homeowner's name, address and agree to group rules?**  
The Board discussed and unanimously agreed yes to continue this practice.
- H. Splashpad emitters were reported loose since the last meeting**, Kendal tightened it up and gave the splashpad a once over inspection to be sure everything was operational.
- I. The "Motorized Vehicles Not Allowed" signs** will be installed soon by Kendal, weather permitting. The Board agreed these should be approximately 4 to 5 ft in height.
- J. Overgrown trees/brush. etc. on the NW side of the neighborhood** beyond the curve in the arterial fence line is not ours and Paradigm needs to maintain the overgrown trees etc. in that area. Kendal suggested the Board review the mowing map he completed, available on the Board email today.

The Board meeting adjourned at 7:30p.

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