

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
February 23, 2025**

Meeting minutes for the Board of Directors Meeting of the Washington Lane HOA Phases I-VI, Broken Arrow, OK, held at the at the home of Kim Dryden, 2509 S. 17th Street, the meeting was held at 2:00pm on February 23, 2025.

CALL TO ORDER: 2:00pm by Kim Dryden, President

Present: Kim Dryden-President, Helen Smith-Treasurer, Andrea Caldwell-Secretary, Kendal Coats-Member at Large

I. FINANCIAL REPORT:

- A. Accounts Receivable**, reviewed. One homeowner has requested an extension to pay HOA Dues.
- B. Attorney Demand Letter Update** – Scott will bring demand letter copies to the Annual Mtg 2/25/25.
- C. January Bank Statement** reviewed, Helen will balance Bank Stmt tonight, to have firm #'s for mtg.
- D. Title company letters** – an additional letter was completed for upcoming closings.

II. BOARD VOTE:

- **The Board voted unanimously to approve the 02/04/25 Board Meeting Minutes.**
- **The Board voted unanimously to approve the 2024 Annual Meeting Minutes.**
- **The Board voted unanimously in favor of payment arrangements for 1 owner due to extenuating circumstances.**
- **The Board voted unanimously** to assess fines in the amount of \$500.00 to those receiving 3rd notices of ACC and Covenant violations if they do not comply within 30 days, except those needed to repaint, they would be given through 5/31/25.

II. ACC:

- A. Letters have been drafted for approval for the following violations, need to finalize:**
 - i. 2 untagged vehicles sitting in driveways for years.
 - ii. Operating an auto detailing business out of the residence.
 - iii. A drain has been installed on the common area along south side walking trail.The Board agreed fines would be assessed for \$ 500.00 to those receiving 3rd notices of ACC and Covenant , if they do not comply within 30 days, except those needed to repaint, they would be given through 5/31/25.
- B.** An application has been received for a new fence installation at 1514 E. Boston Ct and forwarded to the ACC Members for approval

III. OLD BUSINESS:

- A. 2024 Annual Meeting Minutes** – the minutes were completed and emailed 2/21/25 for review. The Board voted to approve. Copies will be available at the Annual meeting and on the website.

IV. NEW BUSINESS:

- A. Sign in sheets** - Discuss sign in process – handing out Ballots – checking proxies, etc.
- B. 2025 Annual Meeting Agenda** - Review Agenda and talking points for Annual meeting
- C. Questions already received** – Review
- D. Open forum**
- E. Review Robert's Rules of order** – handout provided

NEXT MEETING DATE:

The next Board meeting is scheduled for March 11, 2025 at 6:00pm.

The meeting was adjourned at 3:50pm.

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