

**Washington Lane HOA
Board and Committee Meeting Minutes
July 13th, 2023**

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 on the 13th of July, 2023. Refreshments were served.

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

II. **ROLL CALL OF OFFICERS**

Roll call of officers at 7:40pm

Present: Kim Dryden, Greg Dodds, Yolanda Martin, Leslie Davis, Absent: Amber Hamilton

Present: ACC: John Newfield, Bob Keefover, Alan Hyatt, Sammye Dodds, Secretary

Present: Landscape Committee: Dave Zimpel, Sharon Trogdon

Present: AD Hoc: Cindy Wallace. Absent: Julie Keefover

III. **Objective: Discuss Project Updates: ACC Updates, Website Update, HOA Board Introduction Letter mailing, Insurance Contract bids, Welcome Committee letter, continue fencing discussion.**

IV. **FINANCIAL REPORT:**

- A. Kim will review financial info, specifically 13,000 line of A/R Detail sent by Jennifer with Paradigm **4/06, Kim** to assign Balances due to each resident on current resident address/contact list. **4/27 Kim**, I am down to about 20 addresses to straighten out, deciding who owns what with investors and property management co's in the mix. On and Up note think we are getting 1 lien paid off this week! **5/08 Kim**, this is done with the exception of 4 people can locate address and a few investor lots not sure we have accurate info, will email Excel Sheet to Leslie this week. **5/18 Kim** emailed Dave C and Jennifer on 5/11/23 about the 4 names I couldn't identify. **5/25, Kim, Jennifer emailed back the address for the name I couldn't identify so 1 step closer to finishing the list. 06/01 Kim, 99% done still some investor and rental property address to confirm.**
- B. **Release of Lien Process - what is required from Tulsa County Clerk's office to release a lien, do they have a form or do we use our own? 4/27, Amber** will research. **5/08 Amber** said we just type up the release on HOA letterhead with lien no., property address, owner name and amount paid and state lien was satisfied in full and being released by WL HOA Phases I-VI. **5/18 Kim**, we have 1 lien paid off, deposit s/b Clear now I will type release and Amber offered to file with the Tulsa County Clerk. **06/01 kcd I looked for samples for release online, might just ask Amber to print one Paradigm filed, reading lien rules I believe we should print copies of all current liens in place to send with collection letters and if not collected in 30-60 days we refile in our name as Amber previously suggested.**
- C. **Financials Report– 6/29 Leslie, Bank balance \$53,500+, includes about \$4,000 collected in dues and HOA Closing Fees on new build homes that have been sold.**

V. **BOARD AND COMMITTEE VOTE:**

- A. ***Motion to approval all previous 6/29/23 meeting minutes, carried unanimously.***
- B. ***Voted yes: approval, to mulch the park. Mark Gardener, Gardener's Landscaping \$3,686.***
- C. ***Voted yes: approval, Deed Restricted Community or HOA Community Sign for both entrances.***
- D. ***Voted yes: approval, Greg to install some pvc tubes with holes drilled to aerate the areas for a cost of \$200 or less for materials***

VI. **ACC BUSINESS:**

- A. **ACC will hold their own meetings– 6/15/23, 1st meeting ACC mtg held June 14th**, defined requirements for certain things, these will be typed up for HOA Board approval since we will have to sign any denials. Sammye to keep ACC meeting minutes and ACC Application approval/denial log. **6/29 Kim, Sammye and Kim met drafted violation letter templates. 7/13, The ACC will continue to meet with the Board every**

other Thursday's rather than have their own meetings for everyone's input. Kim to Add Acc items back to HOA Board Mtg agenda.

- B. Acct # 040401-New Black roof across from park**, Bob called Kim to discuss. **4/27 Greg and Bob** are going to talk with the homeowner about talking to their insurance company about replacing the roof to weatherwood as required by the covenants. **5/08 Bob and Greg** to meet with homeowner. **05/18 either Al and Greg** M-F or Bob and Gregg on the weekend to meet with homeowner. **5/18, Kim, had idea and we would need attorney opinion but maybe for enforcement, we addend covenants to say we may place a lien for the amount of what it will cost to rectify the situation when the house is sold, so they pay then???** **5/25 Bob and Greg spoke with the homeowner last weekend regarding possible recourse with his Insurance company, Roof Co. about getting his roof redone, he may also have recourse against the title co. who handled his closing as he says they did not provide him the covenants as required by state law. Kim and Sammye to draft letter to homeowner for official notification to homeowner. 6/01 Kim and Sammye** plan to work on this project this Sat 6/03. **6/29 Sammye, 1st Violation letter sent to Dan Farcas for the black roof installation. 7/13 Sammye drafted a response to Mr. Farcas and passed out a hard copy at the board meeting, Kim asked Sammye to email this in word so it could be shared via email reviewed and send back with any suggestions from the group.**
- C. Acct #010322 ACC Application** – Need more info. 6/01 Kim, what info is needed? Has someone contacted them? Bob says they needed more info on the fence and shed dimensions and materials, Bob will contact homeowners to check on the status of this.
- D. ACC requirements** – need to draft paragraph to add to homeowner intro letter and 1 pg. simplified ACC requirements from Covenants to be sent with new Boards intro letter to residents. **3/30, Julie will work on this. 4/13/23, Julie provided intro. info.** for ACC to be added to Welcome letter w/synopsis of ACC rules, Julie to email this Verbiage or we can retype if not saved. **4/27 Kim and Yolanda** will work on final list. 5/18 group discussion to add ACC rules for fences, sheds, per covenants – Kim to do this. Kim and Yolanda met typed up ACC Rules short version of covenants to send Board Intro letter. **6/15/23, 1st meeting ACC mtg held June 14th,** defined requirements for certain things, these will be typed up for HOA Board approval since we will have to sign any denials. Sammye to keep ACC meeting minutes and ACC Application approval/denial log. **6/29 Kim, Sammye and Kim met ,drafted violation letter templates. 7/13, The ACC will continue to meet with the Board every other Thursday's rather than have their own meetings for everyone's input. Kim to Add Acc items back to HOA Board Mtg agenda.**
- E. Acct #030118** – new app rec'd 5/16 and BCC to Bob & Al for Solar panels. 5/18 Kim, should we BCC Bob and AL, is ok to just cc you? Owners will have your direct email. Bob and Al agreed for their email to be shared. 6/01 Kim asked status, Bob will follow up with homeowner, this was for solar panels.
- F. Acct# 040139 - wants to know if approval is needed for above ground pool? 5/16 Kim** BCC email to AL & Bob. **5/18, ACC/Board** determined per covenants the above ground pool must be approved, Kim will notify Sarah. **6/01 Kim,** received Application, gave to Al. Al discussed with Bob and homeowner and approved pool and deck rail no higher than 8ft, signed off on. Homeowner discussed fence over 6ft with Al, who told homeowner this would not be permitted.
- G. Acct # 020203, 5/18 ACC Member** reported something tall being built possibly a playhouse? They need a letter/ACC application completed. **5/18 Kim** to write generic letter we can insert paragraph for such situations. **06/01 Kim has recruited Sammye** to keep books for ACC and cowrite form letters for violations, the plan is to meet Sat and start this project.
- H. Acct # 020403-5/18 Kim,** new owner already had Solar panels installed, found out at Bunco 5/9. **5/10 Kim rec'd request** and emailed Kristy & the Solar Co the ACC form stating homeowner must complete it. **06/01 Kim,** no completed application has been received, homeowner to receive violation letter. **6/06, Kim** this was incorrect I did have an email application from Kristy Hoss, I have forwarded it to the ACC on 6/04 asking for rush since I missed it, I also let Kristy know what happened.

- I. **Acct# 060160-5/18 Kim**, it has been reported to me via email that there is a new fence, out of compliance, shed and pergola built after May 1st. There was much discussion on how to handle violations, no resolution. Kim to draft letter regarding the need for ACC application and approval. Sharon says this is her neighbor, the board asked her to send pics of what was built. **5/25 Kim**, Sharon has texted me pics, I don't see any violation unless we have set back rules from fence line, we need ACC to draft rules/requirements for common things like sheds, fences, above ground pools/decks? Homeowner to receive violation letter due to no application.
- J. **Acct # 060171-Homeowner complaint re: renter trampoline sticking above fence**, does this need ACC approval? **06/01, group discussion with ACC**, it was determined temporary Play equipment, does not require ACC approval. Kim will respond to Vicky. **6/06 Kim update**, not exactly true there is language about temporary and permanent recreational equipment needing approval, need ACC to revisit or define.
- K. **Hoss, Kirsty**, 2nd application rec'd this one is for **soft sided above ground pool with PVC supports, 30x16ft**.

VII. OLD BUSINESS:

- A. **Broken Common Area Fence along Lynn Lane** - 4/06, **Acct #020105** emailed Kim about the white perimeter fence has fallen from the wind. Kim: is going to have her handyman look at it. **04/13, Kim met with homeowner 04/08 fence is broken and will need professional repair**. Also, homeowner emailed about adjoining fence he has with neighbor is leaning if ACC could assist-Kim to send his email to Bob and Al. **Kim sent Email 4/08/23 to Bob and Al for follow up**. **4/20, Kim** we need someone to take the lead on finding good fence repair Company, volunteers? **4/20-Bob, Al and Greg** to follow up with homeowner with broken common area fence along Lynn Lane. Kim gave Bob a fence co card and Debbie E. name and Ph# for fence repair company referral for fence behind homeowner and to ask if she would have idea of cost to replace our common area fencing for insurance purposes. **4/27, Bob** spoke to homeowner about the fence between him and his neighbor not being HOA responsibility, we still need a fence company to repair the fence behind homeowner's house. Still in the process of looking for a fence repair company. **5/08 Amber**, will call Budget Friendly Fences, Broken Arrow Fences. Kim to forward Amber homeowner's contact info and address. **5/18 Kim, Debbie E.** went and looked at fence she and Will will repair when his back heals in 3 weeks. **7/13 No updates at this time.**
- B. **All Common areas to be deeded to HOA by Developer**, Amber is going to check Tulsa County Clerk office to be sure common areas deeded to us, including the .85 acre strip along 91st St fence, west of entrance. **Kim to check Tulsa County Assessor office online records. – goal to Complete April 30th. New goal May 30th.** **5/18 Kim on May 11th** I emailed Dave about this not being done, his story was City is taking 6 weeks, not true title changes for purchases have been done immediately. Jennifer on vacation will f/u when she returns. **5/25 Kim did receive a copy of the deed Paradigm filed 5/11/23 to turn this over to us, to date it has not been recorded on the county website.**
- C. **Amendment based on annual meeting vote to include Phase VI with phases I-V needs to be typed up and filed with Tulsa County Clerk's Office.** Kim asked Yolanda to type this up and provided template from previous combination of phases I-V. **Yolanda has completed this and emailed back to Kim who has not reviewed it yet. – goal to Complete April 30th. New goal May 30th. New Goal June 30th.**
- D. **Website Design: Alan and Amber** will get a bid for website design. Al's person called Kim, Kim left voicemail for Brad Spangler, indicated he could help with this, no return call, Kim will reach out to Chelsee Carvalho see if she can head this up. *Example website: Shenandoahvalleyhoa.com*. Amber's friend will do one page web design, she is guessing \$500, she will meet with him and discuss more specifics. Kim: Will be a project for June. **4/13, Kim-** Brad Spangler called me back and suggested using Wix.com (easiest) or wordpress.com to build website, suggested Go Daddy.com for domain name, Brad is it person he will be a resource to help us build website. Chelsee had contacted me also she is willing to take this project on with assist from Brad, she will need Group email and domain name to get started. We would like to have this project completed or at least well underway by mid May so we can reference this in our Board Intro to

Homeowner letter. Group determined Domain will be **“washingtonlanehoaph1-6.”** **4/20, No Update.** **4/27 Kim** has been in touch with Chelsee, we plan to meet or talk Sunday 4/30/23, in the meantime to will secure WL website name form GoDaddy. Amber expressed concern with timeliness if done on a volunteer basis. Kim suggests we give it a shot to be done for free if it doesn't work out we can always hire someone later. **05/08 Kim**, I have had no time to do this yet. **5/18 Kim, Chelsee** and exchanged Text plan to meet or work on it this weekend. **5/18 Amber** is going to get a bid from Scott Pendergrass. **5/25 Kim and Chelsee** met Sunday 5/21, set up domain name and site on Wix.com. Chelsee attended 5/25/23 meeting and gave a Demo to the board of the website and gave Kim Login info on for website building etc. Kim and Chelsee to try and meet this weekend to set up payment link. **6/01 Kim update to 5/25 mtg notes**, got domain name had to go with #1-6 rather than roman numerals (lower case would be i-vi) paid approx. \$640 for 3 years with Leslie's approval, Chelsee also secured \$400 discount off the \$600 so site will cost approx. \$240 for 3 years, hosted by Wix.com set up with board email so no matter what happens and who is involved the website and control of it belong to the HOA. **6/15 Amber has concerns about Board and Volunteers doing this, decided we would move forward with Volunteers with goal of having it available July 31st to residents, with at least the basics done.** **7/13 Kim spoke with Chelsee. Chelsee has been able to work on the website. She was able to add Park reservation calendar app, we need to add FAQ , Payment Link, she would like the add a description of the role of ACC.**

- E. **Park Fence debacle:** *Kim let everyone know Debbie E. is spearheading working with EMPIRE Fence on some sort of corrective action to repair our park fence that is now falling apart and she will keep us informed with progress via email.* **4/06, No Update.** **4/13, Kim- Debbie E,** thought Empire was sending out Subcontractor last Friday, it does not appear they came, no one saw them, Kim has reported this to Debi asking that we get owner of Empire involved. We might have a hard time since we are now different Entity and “WE” did not pay them. 4/20 Kim, Per *Debbie E.* she has requested a meeting with Empire's owner. Amber suggested we might report them to the better business bureau, Kim asked Amber to confer with *Debbie E* on that matter. **4/27 Kim** spoke to Debi, Empire management has been out to look at the fence and will submit a report to Debi and she will share with us as soon as she receives it. **5/18, Kim shared Debbie's email and info still no letter from Empire, I asked if you all were OK Debbie was ok to state we are ready to file with BBB and pursue in small claims court? Board agreed this was fine for Debbie to do. Kim suggests we put letter together from the board demanding repair.** **5/18 Board** was in agreement the Park needs wider gates if replaced in the future. **6/1 Kim presented** that we should ask Empire for a full refund, in writing, possibly settle for the \$8500 we paid. Report to BBB and go to small claims. **6/29 Board voted to process with a letter stating a full refund of \$8,500. If not reply than moving forwarded with reporting Empire to the Better Business Bureau and than to small claims courts.** **7/13 Kim presented that it would be a good idea to have Amber talk to attorney on where we stand with this matter, since the original agreement was with Paradigm and payment from HOA funds from before we separated from Paradigm's control/management.**
- F. **Write Homeowner Intro Letter/Email/Facebook** with board contacts, events, proposed budget, short version of Rules and Regs from our Covenants preferably one page (other side w/ ACC requirements). **3/30,** Amber and Kim to do this late April, early May – **4/06,** Sammie also a good fit for this project, really we need everyone's thought's input, start jotting things down as you think of them please!! Kim: 14 days for ACC approval time. Amber: Each board member should be assigned a day to check email. **4/13,** Board and Committee members decided we should keep the email Kim previously set up: NeighborsofWL@gmail.com that was set up and passed out on our door to door contact info. collection campaign – Kim to get password to the board members. - Goal to Complete April 27th. **4/27, Kim emailed the board the password for this email account on 4/23/23** with the updated contact Board/Vol list emailed. 5/25 Kim reported since the letter was written a few weeks ago so much has changed it needs to be re-written. Kim to do draft for next mtg. 5/25 Discussed canceling Ladies of Washington Lane Facebook account and notifying everyone of this in the letter. Kim to price return mailing labels with Vista print, also contact Quick print about their price quote to print letter & info. 3pgs/dbl sided copies, envelopes with our return mailing address, extra envelopes, & Bulk postage with return mail 1st class postage. **06/01 Kim,** emailed group 5/26 Vista print 700 labels \$63.00, doesn't matter which design we pick, 18 labels to a page .94" x 2.7", 2 rows of 9, so decent size, June 7th delivery, \$11.99 (this is the best price break

/quantity. Quick Print bid for mailing job \$172.64 to print 1250 (3x375) dbl sided copies, \$150.10 for 1000 envelopes (or \$100.21 for 500) with HOA return address and our logo. \$116.71 mailing service, address stuff envelopes. First class postage for return mail at bulk rate discount will most likely save us the \$116.71 so it is a break even to have Quick Print do mailing Vs doing it ourselves. \$50 more for the extra 500 envelopes printed with our return address., all black ink only, color ink way more expensive, they are working on a quote for No soliciting stickers. Kim then reviewed the HOA Intro letter in detail with the group, (prev emailed to everyone) asking for suggestions, look for types etc. Made some minor changes as we reviewed, everyone agreed for the most part looks good. Kim to clean up balance up typo's, etc. HOA Mailer \$172.64, Envelope \$150.10, Mailing \$122.62, First Class \$225.00, Total \$670.36 plus taxes \$727
6/29 Kim just waiting for Quick Print to get envelope proof correct, hopefully the mailing can go next week.
7/13 Kim letter was mailed 7/07/23, discussion on neighbors response to the letter. A couple of positive feedback, 1 negative comment texted to board member. Total final invoice \$708.29.

- J. Playground Mulch Project: Sammye: Getting a bid from son on Labor for Mulch in the park. 4/13/23, Mulch for park 55' - 59', Rubber Mulch \$7,000 delivered not installed. Lowe's Sales Premium Hardwood Mulch 2-cu ft. 5 for \$10.50 bag will equal \$4,000 to do the park. (this is shredded mulch price). 4/13, Research to continue on pricing bark (nugget) mulch. Need installation price. 4/27, Kim spoke to Mark Gardener, he will give neighborhood a bid to install mulch at playground and for planting entrances. 05/18 Kim, I would like to pursue getting this done asap. Need approx. 1200 sq ft of mulch to cover 4" deep, or 600 bags \$1200 plus tax and labor. 5/18 Need bids, Amber is getting bids. 06/01 Kim, since I called Chris Drover and Mark Gardener for bid on entrances I asked them to bid 4", 1200 cu. ft. mulch labor and material bid for park play area. Some discussion about whether releveling is really necessary, water collected after large rain and with mulch higher on the sides currently forcing water to the center. 6/29, Amber several calls, I was not able to get a bid from "my guy" 6/29 Kim Drover quote on pine bark is \$4,200.00 but he thinks we actually need less mulch. Gardener's quote Brown Mulch (doesn't say bark) \$3,200 tax 269, total \$3,269. Kim emailed Mark Gardener 6/15 & 6/30 for Pine Bark price. Sammye asking Matt for quote, Kim has also emailed C&H Landscape aka Blake Hickerson & Hayden. 7/13 Kim had emailed board price from Drover \$4200, C&H Landscape \$4850, Matt Lawwill \$3800 and Gardener landscape for bark mulch \$3686. Approved by Board -Mark Gardener or Matt Lawwill whoever can do the job first. 7/14, Kim updated Board via text Gardner Landscape can do the job 7/20, Lawwill on 7/27 so Gardener was awarded the contract. 7/15 Greg called Kim, apparently a homeowner reported smoking then flaming decomposed mulch in the Park last summer where it builds in corners, Greg and Dave said they could install some pvc tubes with holes drilled to aerate the areas for a cost of \$200 or less for materials. Kim took a vote via text and it was approved to do this. 7/16 Kim got in touch with Dave about the possibility of killing weeds and grass in mulch before new mulch was installed, Dave said he had some spray he could use and did this on 7/17/23.**
- K. State Farm Ins Policy Update- 4/20, Need update prices to replace fences, playground, splash pad, gazebo and entrances signs. – Completion date goal June 1st. 4/27, Amber to get replacement cost for insurance bids on all common area fence, playground, splash pad gazebo and Entrance monuments/signs. 5/18 Amber is working on this. Amber provided fencing bid for replacement of common area fence with the vinyl we have as well as wrought iron fence around to park to improve that area since the fence is constantly broken after empire "repair" last summer. 6/01 Kim emailed Amber today for the other price quotes, we need to gather insurance bids, no response yet. We need new State Farm Bid and 2 more bids for HOA community insurance which expires 6/20/23, Celia Deleon and Craig Schafer expressed interest in bidding our HOA Ins. Kim asked Yolanda to gather the 3 Ins Co bids, Yolanda agreed. 6/29 Kim is going to follow up Paige for further information about the policy and get playground and splash pad replacement costs quotes. 7/13 Kim is still working on this I have had accompany out to look at park, have not received the quote yet.**
- L. Welcome baskets for new neighbors – Kim would like to propose adding this as a small budget item as I feel It will give us a good intro to our new neighbors and provide them the necessary info with regard to HOA Covenants and Dues to avoid future issues - this item tabled for next meeting – out of time 4/27. 5/08 Kim asked for approval to \$10 to \$20 per welcoming basket for new neighbors. Voted on & approved. 5/18, Kim we need to get a group of Vol to put this together, we will need to provide letter, info sheets. rules etc.**

5/25 Amber has done the Welcome Committee letter, need to share with the group. 7/13 Kim received copy of Welcome Letter draft, however there is some crossover on this being our original into letter Vs a Welcome new neighbor to the neighborhood letter.” Kim has found online sample letter, the group could combine the original draft letter info pertinent to new neighbors. Sharon, Cindy, Sammye, Yolanda are going to work on the letters (owners/renters) for the Welcome baskets. – need to ask Amber if she would like to as well. Kim will send online sample Welcome letter to the group.

- M. New Park signs requested on Facebook- 3 No Pets, 3 Residents and their guests only – 06/01 In response to homeowner complaints - Group discussion, everyone liked the Resident sign idea. Greg voiced that he doesn't have issue with dogs in the park, just not in mulched play area. Kim said the park has always been intended as No dogs allowed, Bob interjected there was a fenced “dog park” years ago on an empty lot but now that is built. Kim expressed concerns re: the sanitary conditions of park if pets are urinating etc on park lawn, even if people do pick up after pets. Discussion was tabled for another meeting. 6/15 after further discussion re: leash laws, possible bite risks, Kim can text some pics of signs found on Amazon, not to expensive, probably \$200 for 6 signs. Board voted, Kim to order signage. 6/29 Kim will take care of. 7/13 Kim will be ordering signs, styles as voted upon via text.
- N. Splashpad Jets – Sammye reported pooling water and water running down street from splashpad. 6/1 Dave had taken a look at the issue, there are two jets that are leaking. Dave presented four options. (1) Call Tom's to replace the two jets. (2) Put in a French Drain. (3) Make Tom's come out to shut the two jets off. (4) Dave can build a plate to modify jet to redirect and the low spot would need to be filled with dirt and possibly sod to keep the water from the jets from running over the sidewalk into the street. Board agreed to go with option (4). Kim Provided Dave with a Part contact given to her by Tom's Outdoor. 6/29 Dave is still working on building plate. 7/13 Dave is still working on.
- O. New sprinkler issues at both entrances does not appear they are running, new flowers dying, reported to Kim today. 6/29 Dave Z resolved the issue at Lynn Lane by removing a bush, Kim asked Dave to change the sprinkler to run daily for 10 mins on Lynn Lane while we are in this heatwave, Dave will do this tomorrow. Kim call Living Water Irrigation to look at Sprinkler settings at 91st St Entrance, they found a leak at zone 6 which is grass out by road, so they bypassed it and set sprinklers for daily for 10 mins. Estimate to fix zone 6 is \$100, a vote was taken to allow repair, they will schedule to come back tomorrow 6/30 or Monday. 7/13 The grass on 91st is not getting water along the street the board decided to table this, the trees, entrances and island are getting water. Estimated price from Living Water to replace the 2 Control Boxes at 91st \$700, board decided to postpone repair, felt not watering the grass not a huge issue especially with all the rain we have had can revisit if it really starts to dry out, Sharon pointed out that areas is getting runoff anyway.
- P. Splashpad is not working per text from Sammye to Kim. 6/29 Kim texted Dave Z, he was working sprinkler issue. Kim called Toms Outdoor, they will send someone tomorrow hoping it is just a timer issue, if it is a larger repair they will have to reschedule for Monday. 7/13 Kim reported Toms Outdoor sent Jose out 6/30, GFI on pole was tripped, no invoice was received for this repair and it was working for Holiday weekend.
- Q. Entrance erosion at 91st Street, west flower bed – 6/29 Kim, Drover quoted \$150 to but ups some stones to stop erosion. Board was agreeable to this. 7/13, KCD I hadn't asked Drover to do this yet, would like someone there when he does, also felt bad only giving him \$150 job when he quoted 3 other expensive ones so I have held off. Sharon can meet him at entrance but not until week of 7/24/23.

NEW BUSINESS:

- A. Late notice letters and lien collection letters: 7/13 Group decided letters will go out Aug 1st or 7th and will have a deadline of Aug 31st or Sept 11th to pay, if not paid a lien will be filed with a \$150 filing/admin fee added. All homes that already have liens filed that do not pay by Sept 11th will be refiled in current HOA name. Kim to do late/lien notices and will send draft to group for approval. Kim will also work on the mailing list to be able to labels for mailing HOA Dues Notices.

- B. Fence at South end of neighborhood on Lynn Lane – 7/13 Greg, Appears development to the south of us has dug up a lot of our greenspace and taken down the HOA Common area fence at last house south on Lynn Lane. Leslie said she had contact for builder. 7/14, Kim got contact info for project manager and texted it to Greg who agreed to follow up making sure this area is repaired back to it's original state. Rausch Coleman Project manager is Mitchell Redington 918-218-8843.**

C. Deed Restricted Community or HOA Community signs to be posted at both entrances. – Kim to do this

NEXT MEETING DATE

The next Board and Committee meeting is scheduled for *July 27th, 2023 at 6:30pm.*

The board meeting adjourned at 9:05pm.

Yolanda Martin, Secretary

June 13th, 2023

Kcd final 3

Tabled for Future Discussion:

- 1. Late Fee for HOA Dues:** 04/03/23, Kim: Suggested to wait until fall to decide on voting to add late fees into the Bylaws, maybe even 2 years to see how collections go the first year.
- 2. Rental Application Process.....**adding the Bylaws, 12 month lease, approval process, hefty fines is no approval, state no rentals first year of ownership to deter investors..
- 3. Management Co Bids:** Optimus Property Management \$1000 from **Sammye/Kim**. OK HOA Property Management \$2500 from **Sammye**. Need 3rd bid on management company, **Amber** to f/u with names Leslie provided. 3/30, *Amber presented PMI Property Management BID, \$1544 monthly fee. 04/13, Kim called for Official Vote to table hiring management co. until fall or until this becomes too much for Volunteer Board and committee members. -On HOLD 7/2023 Kim rec'd updated unsolicited bid for \$1500 per month From Optimus.*
- 4. Trash and recycle cans to be kept from street view or behind fences.**
- 5. Covenant Enforcement:** Kim, had idea and we would need attorney opinion, but maybe for enforcement, we could addend covenants to say we may place a lien for the amount of what it will cost to rectify the situation when the house is sold, so they pay then??? (for big tickets like wrong color roofs)
- 6. Trees need trim up common area in Phase 2 – 6/29,** Kim, Drover bid for trim up canopy to 6ft is \$650, it was determined this type of pruning needs to be done in stages in very late fall or late winter.
- 7. Add to Covenants:** Email notification shall serve the same as mail notification for Dues and/or meetings.