

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
December 18, 2025**

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, Broken Arrow, OK, the meeting was held **via conference call** at 6:02pm on December 18, 2025.

CALL TO ORDER: 6:02pm by Andrea Caldwell, Vice President

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

Absent: Kendal Coats-President

I. Board Meeting Minutes:

- A. 10/30/25 Board meeting minutes, previously emailed 11/24/25, were approved for website posting via text/ph/email on 12/03/25.

II. BOARD VOTE:

- A. The Board voted unanimously 12/03/25 via text/ph to approve the Oct. 30, 2025 Board Meeting Minutes.
- B. The Board voted unanimously 12/03/25 via text/ph to approve the Oct. 2025 and Nov. 2025 check register and bank statements for posting to the HOA website.
- C. The Board voted unanimously 11/04/25 via text to approve the Green Grass Lawn to winterize the sprinkler and splashpad for the season.
- D. The Board voted, 3 approved, 1 abstain via text 11/26/25 for the Treasurer to order a new baby/toddler swing seat for the HOA park from Amazon for approx. \$60.00 on the HOA debit card. **(this swing is being returned)**
- E. The Board voted, 3 approved, 1 abstain via text 12/09/25 for the Treasurer to order a new baby/toddler swing seat for the HOA park from Lowes in the amount of \$139.76 on the HOA debit card.
- F. The Board voted unanimously, via text 12/03/25, to reimburse Kim Dryden in the amount of \$18.67 for 2 pkgs of hooks and fishing line to hang Christmas décor.
- G. The Board voted, 3 approved, 1 abstain, via text/ph 12/07/25, to reimburse Kim Dryden in the amount of \$30.17 for the purchase of a new Christmas light timer and an additional string of Christmas lights.
- H. The Board voted unanimously in favor of, any Board member who signs the liens or Lien releases and has them notarized at UPS or any entity charging \$5 per notary page is approved by the Board to do so will be reimbursed by the HOA with receipts going forward without further approval needed. Additionally, if a Board member pays for postage and pre-postpaid return envelope to Tulsa County Clerk office, for filing of the lien, that this expense is automatically approved and will be reimbursed by the HOA with receipts on an ongoing basis. Additionally, the HOA bank debit card can be used for these purposes without additional approval, receipts must be turned in with a copy of the lien/lien release paperwork.
- I. The Board voted unanimously to allow a grace period for 2026 HOA payments and to post a statement on the HOA Facebook group regarding the grace period.

III. FINANCIAL REPORT:

- A. The Board voted unanimously 11/14/25 via text for those with liens already filed for years 2025 and previous, a comment will be added to their 2026 Annual HOA Dues Assessment invoice that the total does not include fees associated with the lien and for them to contact the Board at our email address for a payoff amount.
- B. **Title Co Checks** –The outstanding \$200 from a March 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. **9/23** No Update. **10/28**, No Update. **12/18/25**, \$3,600 has been collected in 2025 in Title Co letter fees and deposited to the HOA checking account.
- C. **Title Co requests- 12/18/25**, 3 additional Title Co closing letters were completed since Nov. 1, 2025.

- D. Website update**—The check registers and bank statements for October and November were previously emailed to the Board for review. The Board voted unanimously, 12/03/25 via text/ph, to approve posting these documents to the website.
- E. CPA Review**—Due to a software glitch, the CPA contract signing was delayed until 12/13/25. Many documents were sent via email and the final paper documents for the Yr/End 2023 were delivered 12/15/25 to the CPA's office along with contract payment. Documents for Yr/End 2024 are being organized for delivery to the CPA.
- F. Liens filed in Sept. 2025** were all mailed to the homeowners as a courtesy prior to the assessment invoice mailing. Four homeowners contacted the Treasurer for payoff amounts and we have received 3. Two deposited already, 1 picked up at post office yesterday 12/17/25 and an email stated the fourth one was mailed on 12/17/25.
- G. Lien Filing and Lien Release Process** - The Treasurer would like to propose that any Board member who signs the liens and has them notarized at UPS or any entity charging \$5 per notary page is approved by the Board to do so will be reimbursed by the HOA with receipts going forward without further approval needed. Additionally, if a Board member pays for postage and return pre-postpaid envelope to Tulsa County Clerk office, for filing of the lien, that this expense is automatically approved and will be reimbursed by the HOA with receipts on an ongoing basis. Additionally, the HOA bank debit card can be used for these purposes without additional approval, receipts must be turned in with a copy of the lien/lien release paperwork.
- H. ACC/Covenants:**
- A. ACC applications: None Pending.** We have received a few inquiries regarding the process and ACC applications have been sent to homeowners with responses to their questions.
- B. Violation Letter Drafts: No Update**
- I. 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. Kendal will follow up with Rausch Coleman regarding previous path damage. **12/18**, No update.
- J. NEW BUSINESS:**
- A. Park baby/toddler swing destroyed** – this was reported with a photograph by a neighbor living across from the park. A replacement was found on Amazon, 11/26 a replacement was found on Amazon and was texted to the Board for approval to use the HOA debit card to purchase a replacement for approximately \$60.00. Unfortunately, this swing is smaller and would not accommodate larger toddlers, so this will be returned to Amazon. 12/09/25 a replacement baby swing from Lowes was sent via text to the Board to request approval to use the HOA debit card to purchase a \$139.00 baby swing from Lowes, comparable to what we have.
- B. Christmas decorations were installed the Dec. 3rd & 4th**, the \$300 cost is part of the annual landscape contract. Kim did have to purchase 2 additional pkgs of hooks for the wreaths and fishing line to hang garland without damaging the new stucco with screws/nails or glue in the amount of \$18.67, the Board unanimously approved this expenditure 12/03/25 for reimbursement. 12/04/25 during installation, Kim purchased for the landscapers a new timer for the Lynn Lane entrance lights and an additional string of lights for a total of \$30.17, the Board voted to approve reimbursement for this expenditure on 12/07/25 via text/ph, 3 approvals, 1 abstain.
- C. Automated Mailing Service** was contracted to complete the printing and mailing of the 2026 HOA Dues assessment invoices with the understanding that the mailing would be completed no later than Nov. 29, 2025 per the HOA governing documents which require that the mailing be completed by Dec. 1st of each year. The invoices and other documents were emailed to the printer on 11/17/25 by the Treasurer. 12/05/25, the Treasurer posted on the HOA Facebook that all invoices were mailed Nov. 26, 2025 and everyone should have now received them, comments started coming back that not everyone had received

one. The Treasurer contacted the mail service that indicated there were no issues with the mailing and it must be a post office issue. Notifications continued to come in from homeowners and on 12/08/25 the Treasurer compiled a list of 28 missing invoice packets for the printer to reprint. The printer indicated they believed a whole batch/tray of invoice was misplaced at the post office and that "Batch" was reprinted and mailed 12/09/25. The Treasurer continued to ask, in additional emails, what a "Batch" consisted of and requested an exact list of which invoice #'s/homeowners names were reprinted. The Treasurer continued to question where the issue occurred, asking if they had proof of mailing the original 382 invoices and pointed out the list of missing invoice files actually came from 2 of the 4 PDF files of invoices sent for printing, meaning many more people did not receive their invoice than what was reported the Board. Finally, Brandon called the Treasurer back 12/17/25 and during the phone call with the manager, Brandon, he forwarded the Treasurer's emails to his production manager for answers and she responded that originally they did not print 2 of the 4 PDF's sent to them, so everyone with the last name starting with the letter Le-Z (182 homeowners) did not have their invoice printed and mailed Nov 26, 2025. The additional invoices were printed and mailed 12/09/25.

-Two residents have asked if we were going to give a payment extension and one wants to vote to change the HOA Dues assessment vote to change the due date to April each year, stating Dec is a bad time.

-The treasurer proposed we vote to give a grace period, the Board voted unanimously in favor of this and to post the following notice on the neighborhood Facebook group:

"Due to the snafu with the printing company not getting the 2026 HOA Dues Assessment mailing out in a timely manner to all homeowners, a grace period for the receipt of 2026 HOA Dues payment will be given until Friday, January 9, 2026. The balance of the missing invoices were mailed December 9, 2025. We appreciate your patience while we researched the issue.

NOTE: Any payments postmarked after January 31st will accrue interest for the entire month of January."

-Pro and cons of changing the HOA Annual Dues date were discussed.

The treasurer had responded to the homeowner: "As far as changing the Dues collection date to April this is something you might bring up at the HOA Annual meeting to see how others feel. Things to consider are in April many have tax bills due, so that "time of year" is not any better than holiday time. The due date cannot be changed without proper voting and adoption by the HOA to change the governing documents and changing it without a proration that greatly increased the first payment would leave the HOA 25% short in the budget that year.

-The Board discussed and agreed upon tentative dates for Late/Lien Notice Demand letters, Annual meeting notice mailing and tentative Lien filing date.

- D. Account # 010128** - the Board received an email from this homeowner with questions/concerns, a response has been drafted for the entire Board input/approval.
- E. Account #060150** - the Board received an email from this homeowner regarding a past due balance he assumed with home purchase that the feels he is not responsible for, the Treasurer will write a response email. This situation has been previously discussed with the HOA attorney's firm and the homeowner is responsible for the past due balance.
- F. Account #010313** – the Board received an email from a homeowner regarding setting up a payment plan, the Treasurer responded and asked her what she had in mind, letting her know she would present it the Board, no response so far.
- G. Misc other email questions** have been responded to regarding making payments, changing address etc., all have been responded to and are on the shared Board email for review.

The Board meeting adjourned at 6:53p.

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