

**Washington Lane HOA
Board and Committee Meeting Minutes
May 18th, 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 18th of May, 2023.

- I. **CALL TO ORDER** Kim Dryden: President
- II. **ROLL CALL OF OFFICERS**
Roll call of officers at 6:40pm
Present: Kim Dryden, Amber Hamilton, Leslie Davis, Yolanda Martin. Absent: Greg Dodds
ACC: Present: Allen Hyatt, Bob Keefover
Present: Landscape Committee: Dave Zimpel, Sharon Trogdon
Present: AD Hoc: Julie Keefover, Cindy Wallace. Absent: Sammye Dodds
- III. **Objective: Discuss Financial report, ACC, Project Updates: Sprinkler bids, Splash Pad Bids, Entrance Landscape Plan, HOA Board Introduction Letter.**
- 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.*
 - B. **Fidelity Bonds for HOA Board members that will be signing checks is required per HOA ByLaws 7.3, pg 5. & 10.2 pg. 7. 4/13, Kim** this needs to be done, anyone want to research how we go about it? Bank might know. Yolanda checking with State Farm "Paige" about seeing if they write Bonds? And How much?
4/20, Yolanda State Farm and Bank America recommend Fidelity Bond in the amount of \$150,000, this would cover any monetary losses we might incur due to theft or misconduct of the board. **4/27 Yolanda and Kim** filled out application after the last meeting. Once the application was in process, there were some questions regarding financials, Yolanda has answered with input from Leslie. **5/08 Yolanda**, contacted Paige for update on Bond 5/8 still waiting on underwriting. *5/18, Yolanda got State Farm quote \$360, board voted to approve this expense.*
 - C. **Teams, Dropbox, and other cloud storage use to share HOA Files:** Amber to research but then Kim said hold off, need accessible shared files, not just storage. **4/13, Leslie** suggested using Teams, to keep our working documents in central location, that we can all access remotely and have remote meeting or join remotely if needed, Leslie will take the lead on setting the up Teams and helping everyone get access. – Set goal completion date at next meeting. **4/20, Kim** stated she can assist, helping others set up Teams once Leslie shows me what she has set up. **Leslie** has researched further and Teams is not financially feasible. New plan is for Google Cloud storage, Kim to set up HOA Board Email to access the Cloud storage on that email for limited Board member group then regroup with Leslie. **4/27, Kim** set up HOA Board gmail account 4/23 and email account log in with updated contact info sheet to board members. **5/08 Kim**, emailed out new password today for this email account. **5/08 Leslie**, has posted Expenses on shared cloud. *5/18 Kim, loaded a ton to shared Drive, including homeowner list with A/R Balances. Other items include, Covenants, Bylaws, ACC form, Letterhead, Landscape Contract, etc. Was everyone able to access?...not everyone has tried, Leslie is on, Yolanda stayed after the meeting and Kim got her in.*
 - D. **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.*

V. **BOARD AND COMMITTEE VOTE:**

- A. *Fidelity Bond Insurance – Unanimous vote yes to \$361 annual cost for State farm Insurance.*
- B. *Living Water quote for sprinkler repair - Unanimous vote yes to move forward with the estimates \$720 and \$820 to get the 2 entrances and arterial streets, 91st and Lynn Lane, in working order of minus the Backflow Bag cost of \$600.*

VI. **ACC BUSINESS:**

- A. **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, just 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???
- B. **Acct #20115 – 4/17 to Submitted to Paradigm ACC application to Jennifer who sent it to Kim 4/23 (spam) then 4/25/23 I forwarded Application in on HOA Letterhead to HOA Board and ACC for followup. Bob had met with homeowner's grown son, and saw area for proposed cement. Board decided to require copy of the City permit as we do not think he can pour cement right up to someone else property line. Discussion about allowing work trailers to be stored in back yards. ACC and Board need to review Covenants further on this topic. Bob will let homeowner's know he needs to follow up with City of Broken Arrow. Homeownes has additional name on title "XXXX" this person did not sign the application. Are we taking electronic signatures or should they be actual signatures? 5/08 Bob, homeowner still waiting to hear from the City. 5/18 - Bob Spoke to homeowner and told him they will have to get approval from city first. Homeowner decided to put the project on hold.**
- C. **Acct #10322 ACC Application – Need more info.**
- D. **New Potential ACC members, 4/27 Kim spoke to Joseph Anderson he said he would help if he could but he is very busy with working and raising kids, Kim also left message and text for Cody Belitz who expressed interest but not return call. HOA Board and Committee will continue to look. Amber suggested Walter Edge is interested in the ACC, and possibly invite him to the next meeting. 5/08 Amber is inviting Walter Edge to the next mtg 5/18/23. 5/18 Amber has not heard back from Walter, Kim thinks John Newfield is interested she will reach out to him.**
- E. **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.**
- F. **Acct #30118 – 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.**
- G. **Acct# 40139, Sarah - 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.**
- H. **Acct# 20203, 5/18 Bob reported something tall being built possibly a playhouse? They need a letter/ACC application completed. Kim to write generic letter we can insert paragraph for such situations.**

- I. **Acct #20403 - new owner already had Solar panels installed 5/9. 5/10 rec'd request and emailed homeowner & the Solar Co the ACC form stating homeowner must complete it.**
- J. **Acct #60160.-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. The board asked her to send pics of what was built.**

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 Craig 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.****
- B. **Sprinklers are a total mess, broken, appears not shutoff/winterized per landscape crew to Dave Z. Need sprinklers/splashpad turned on/tested. Next big bid project for any sprinkler and or splashpad repair that needs to be completed. 3/30, Will ask Greg at the next meeting if he will take the lead on this.....update: We should get some prices in landscape bids, but do need separate amounts. Still waiting on Ryan Lawn and Trees Service. 4/06, Dave and Greg: Are going to turn on Sprinkler system to find out if it works. 4/13 Kim to put Chris Drover landscaper in touch with Dave Z and Greg D to make appt to review sprinklers and possibly splashpad together. 4/20 Kim spoke to Chris Drover today and asked him to make appt w/ Dave Z and Doug after 3p. Kim let Chris Drover know we don't think the small triangular common areas need to have sprinkler turned on if landscape committee approves the plan only to activate in case of extreme drought. 4/27 Greg to call Chris Drover about time to meet to review sprinkler, Kim had electric to sprinklers tested and it is working, this was reported to Greg earlier this week. 5/08 Dave, reported he spent 3 hrs with Chris testing sprinkler, after which it appeared there was a large leak at Lynn Lane, multiple issues were identified, Chris provided a written description of issues right before the mtg., via email with a guestimate of charges. Due to the complexity and amount of repairs to be made and the cost, the board determined it to be prudent to gather 1 or 2 more estimates before a determination will be made on how to move forward. 5/18 Dave, met with Living Water quote for sprinkler repair - Unanimous vote yes to move forward with the estimates \$720 and \$820 to get the 2 entrances and arterial streets, 91st and Lynn Lane, in working order of minus the Backflow Bag cost of \$600.**
- C. **Splash Pad- Tom's Outdoor Living – Monthly contract \$110 to monitor Splash pad, Greg to call and ask what they were doing exactly for that money. (Kim just gave Greg ph# to call 3/24) 04/06, Greg: Tom \$110 is for opening and closing the splash pad. Any repairs are extra. Greg will be getting more bids on Splash pads. Look at Leisure Park Slash Pad box to see if that would be something that would work for ours. 4/13 Kim tagged Sammye this week. Roark Landscaping big outfit in Tulsa does SFHS also someone on Facebook recommended, might call them...for sprinklers and splashpad. I also texted Sammye Co. name that Laura Howard provided. 4/27, Dave Z. says valve is locked, Greg will call Tom's for info. Kim will look up water address from account for Splash Pad for Dave can contact BA City to unlock valve. 05/08 Dave, reported he and Chris turned the splashpad on it seems to work, Chris to look at it further, someone reported it was on over the weekend, kids were playing, Dave will investigate this, he thought the power was off. Hopefully there are no splashpad issues. . 5/18 Dave says water is off at the splashpad,**

also loose bearing part on top of yellow water wheel on green pole will need repair eventually. Dave is going on vacation, Kim will call Toms' Outdoor to get appt for Splash pad repair and start up.

- D. Entrance Landscape plans:** need designs, pricing, etc., include mulch and some hardscape edging, at least for missing bed edging on 91st street and anywhere else it is missing. – Sharon to do. **4/06**, Update not going to fancy, signs need cleaning, will need reface soon at 91st street, in light of broken sprinkler and large fence project looming it, Kim and Sharon discussed not spending \$4,000 to redo entrances, edging etc, just complete missing edging, add seasonal color, does everyone agree? Yes. **4/13**, Kim found “Candy” color Sunpatients only \$4.99 per 4.5 inch pot at Meyers tent on Elm, called Sharon to get approval on purchase and color for our simplified landscape plan. I purchased 32 plants and will hold for sprinkler repair, Dave and Cindy offered to plant. Currently Lowes price in this size pot 5.98 to 6.98 per pot. 4/27, Sharon is going to measure the entrance Monday. Kim and Sharon are thinking 12 to 16 sunpatients, all one color for each entrance. Kim will purchase 32 more “Candy” sunpatients and 4 – 6 flats of Joseph Coat border plant in chartreuse green color. Dave and Cindy are still willing to plant the entrance beds as volunteers. **5/08 Kim**, On Hold until sprinklers are fixed so a border plant was not purchased yet. **5/18 Kim – Sharon/ Dave, do to lower cost of sprinklers I would like to get bids/prices from Hardscape Co. to redo our beds with good soil, reposition shrubs, place nice neat square edging stone border, like neighbors with giant mailbox, many of you looked at before the meeting. 5/18 Sharon is getting pricing on edge stone from Lowes and Sutherlands, Kim has taken measurements and will get diagrams to Sharon.**
- E. Gazebo Stain and Seal Project**, Need Volunteers or bids – **3/25/23 update Dave Z** sanded off the graffiti off gazebo. He plans on having it stained but the time 4/1/23 picnic. HOA voted yes via text 3/25, we will reimburse him \$200 for stain/sealer. Also discussed getting a camera or phony camera for gazebo area. **3/30, Dave** completed first coat on gazebo. Dave will be reimbursed after 4/11 when check clears. **4/13, Dave** has stain for 2nd coat, just need a good weather weekday! **4/20 Kim** texted Dave Z and Cindy after the meeting to turn in their receipt for the stain and possibly purchase the stones for the bottom of the trash cans. **4/27 Dave, 2nd coat of stain to be applied weather permitting. Dave turned in receipt for stain, board elected to also reimburse Dave for the special spray nozzle for this project.**
- F. Email/Phone list needs to be built/updated** to send above info – Kim/Sharon are doing later in April, early May. 4/06, Kim This is actually done now, we just need to add new names from Easter Egg Hunt sign in and see if we got additional contact info. email/ph’s. – Goal to complete by April 30th. New Goal May 10th. **New Goal May 30th**
- G. 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.**
- H. 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.**
- I. Website Design: Allen 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 *“washingtonlanehoaphi-VI.”* 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 Go Daddy. 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.

- J. **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 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 Debbie 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.
- K. **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
- L. **Rules and Regulations** - Need short version of Restrictive Covenants typed up as rules and regulations, to send with Intro letter to residents. Yolanda has started a draft of this, needs assist from Kim.
- *Goal to Complete April 27th.* 4/20, Yolanda and Kim met 4/18, almost completed this project.
4/19, Kim emailed a copy to board and, ACC, landscape committee and Ad Hoc members.
5/18 group discussion to add ACC rules for fences, sheds, covenants 7.3,7.8,7.7 and 6.8 – Kim to do this.
- M. **Playground Mulch Project:** Sammie: 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. – Need bids, Amber is getting bids.
- N. **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.
- O. **No Soliciting Neighborhood** – Need to file our No Soliciting status with the City of BA, We need to post on Facebook when this is complete so neighbors know to call the police to remove solicitors. 4/27, Amber to complete this project. 05/08 Amber, reported she needs to submit letter to BA police on HOA Letterhead

that we are a no soliciting neighborhood. Kim to send Amber updated HOA letterhead. *5/18 Amber found out that the City no longer has a No Soliciting policy/list for neighborhoods, each neighbor has to display a No Soliciting sign. Al is getting prices on how much 400 stickers would cost to put in Welcome Letter.*

- P. 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 need to get a group of Vol to put this together, we will need to provide letter, info sheets. rules etc.*
- Q. Playground Equipment Painting.** 5/08 Dave & Cindy have almost finished painting the playground equipment. *5/18 Dave and Cindy have finished painting the playground equipment!*
- R. Post Office pick up days** – 5/08, Everyone needs to deliver any mail regarding payments or bills to Leslie, other misc info or title co. requests for balance of HOA dues can go to Kim. *5/18, Sammye plans to pick up on Weds, Kim will have Jim p/u often he goes almost daily.*
- S. Neighborsofwi@gmail.com** – 5/08 group determined to check group email as follows: Leslie Weds, Amber Fri, Kim Sun, Yolanda Mon. – *5/18 Kim Does everyone know what to do when checking email?? Have access to Master ACC form to send people cc Bob and Al. – Not everyone has logged in yet, Yolanda stayed after the meeting to get logged in.*

NEW BUSINESS:

- A. Rental Properties – VROB – Amber found Covenant 13.18 No Business or Commercial Activity.** **No lot shall be used at any time for business**, commercial or professional activity, including home occupations, except that (a) Declarant and those designated by Declarant may use any portion of the property owned by Declarant or those designated by Declarant in connection with real estate sales efforts and (b) those uses authorized by PUD No. 135 and approved by Declarant. *5/18 Kim, our problem is we have no teeth to enforce so we need to addend Covenants to 1.) not allow rentals, with a \$5,000 fine if you do it and a lien for not paying or 2.) allow rentals with parameters, 1 year lease, renters application, credit check, background check, etc. We will need attorney to give opinion on whether this is feasible and it would be a change to the Covenants voted on at the Annual Meeting.*
- B. Splash pad equipment paint** – *5/18 Dave and Cindy, have started painting the splashpad equipment!*

NEXT MEETING DATE

The next Board and Committee meeting is scheduled for *June 1st, 2023* at 6:30pm.

The board meeting adjourned at **9:00**pm.

Yolanda Martin, Secretary
May 18th, 2023

These minutes were approved by the Board of Directors, June 1st, 2023

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.
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**
4. **Trash and recycle cans to be kept from street view.**
5. **Covenant Enforcement:** Kim, had idea and we would need attorney opinion, but maybe for enforcement, we could add 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???

HOA BOARD COMPLETED BUSINESS:

1. **Attorney Needed for Turnover? No. 3/16/23,** Everyone was in agreement to forgo an attorney for HOA turnover, basically Paradigm will just be turning over the balance of our 2023 dues and we will be filing for a new separate HOA with the Secretary of State and with the IRS for new EIN. Two attorneys basically indicated there is nothing they would do that we are not doing.
2. **Key to Splash Pad Equipment** – Jennifer with Paradigm has this key for us. Kim Received Giant key from Dave C. 3/31/23. **4/06/23 Completed,** Kim gave key to Dave Z.
3. **New HOA Bank Account:** Yolanda visited 3 banks, AVB rates are too high. BOK uses a third company for online banking. BOA sounds promising. Yolanda will get more rate/fee info from Western Sun, and Tulsa Teacher Credit Union. Western Sun does not open business accounts. TTCU does not do business account this large. **Yolanda went to Arvest,** spoke to Brook on Elm, small business acct.no monthly fee, .50 per item over 100 per month, ACH payments fee? Fee... to homeowners to be determined. Board determined we would use Bank of America Small Business account. Completed 4/04/23, bank account opened with turnover funds of \$60,330 Funds on hold for 10 days. Homeowner's can pay for free with Zelle or if we use 3rd party on the website there will be a percentage charge to homeowner. **Completed 04/04/23 – Bank account set up, have 4 signing board members.**
4. **Secretary of State, File for New HOA Name: Washington Lane Phases I-VI. File** Fri 3/31 or Mon 4/03. **Amber to do this online. Completed 3/31/23. 4/28/23 Amber sent PDF of Secretary of State Certificate to Kim and Leslie in PDF with application copy and payment receipt.**
5. **PO Box address needs to be opened.** Kim: US Post office \$180 pr/yr, Sammye, UPS cost, \$215 annual Sammye to open a PO Box at 71ST Post office. Keep receipt for reimbursement. Sammye opened PO Box, rec'd 2 keys ordered more 3 keys, **Completed 4/03/23.**
6. **Swing set repair – bolts replaced, Dave Z.** getting price to do get these parts. **Per Dave Z., parts are \$11.00 a piece, approx \$88, on hold until turnover. – 4/06 Approved parts/bolt replacement with painting to be done.**
7. **Turnover letter to Dave Cocolin** needs to be written for his signature. – Per Kim, Leslie is doing this. - Remove Phases I – VI off Broken Arrow Lots.com 4/30/23. – Leslie drafted letter for Dave, Kim sent back some revisions late 3/27/23. Leslie sending final letter later tonight. **4/30/23 Completed** – Dave Cocolin elected not to sign the letter we wrote at his request, he wrote and signed his own resignation letter.

10. **File with the IRS for new EIN.** Kim discussed with Leslie, she will file Fri, 3/31 or Mon, 4/03. Leslie unable to file, Yolanda Martin **Completed 4/03/23.**
11. **City of Broken Arrow Water Bill,** Sammye transferred to New HOA, **Completed 4/03/23.**
12. **PSO HOA Electric,** Yolanda transferred to NEW HOA, **Completed 4/03/23.**
13. **Weed Prevention Contract** – need to get 3 bids, 1 can be from Ryan’s Lawn care currently doing it.
-Who will take the lead on this? – should be in landscape bids, see Landmark included in price.
4/06, Sammye is getting a bid from Ryan Lawn about weed pre application. **4/13, Kim, Ryan’s price is \$1525 per application. 4/13, This will be included with the landscape contract to do the weed control application**
14. **Rental Property addresses: 4/06, Yolanda to get for Kim in Phases VI. Done 4/10/23.**
15. **Closing Co. contact** for Jennifer to refer Title Co’s to for HOA Dues balances? 4/13, Will Leslie be contact?
4/13, **Yes.** 4/13, Kim is doing this for now, three received & responded to so far.
16. **Lawn Contract bids: Dave Z:** Landscaping Bid from Chris Bevin \$2,700 includes weed spraying. **Kim** is going to call to see if she can get a bid without spraying. Kim sent an email out with suggestion for 1st landscape contract from Chris Bevin, no input rec’d back – review email during mtg for feedback. **Dave** to call Three Oaks for bid \$\$ on just phase I-VI. **Dave Z.** has appt tomorrow for landscape bid and has met with additional co. who has not submitted bid yet. Dave Z. will get bids from 2 more landscaping co’s referred by Yolanda with Optimus. **Dave Z.** met with 2 more contractors. waiting for bids to come in. **Dave** to call Three Oaks for bid \$\$ on just phase I-VI. Received a bid from Dover Landscaping and Trees \$2,275. Monthly total. Weekly mowing, March - October. Weed Control \$300 Monthly - Feb- Nov. **04/13, Kim** has forwarded all lawn contracts for review, most recent, Gardner, Drover, Sharon wrote up comparison table of the 5 company bids. There was much discussion, Drover and Gardner were in our price range, Sharon had been able to check a reference on each today, both had an excellent reference. If we compare same services Drover was \$4,000 more than Gardener, however the majority felt that Drover was a larger company and had more experience with commercial properties based on references. A vote was held to award Landscape contract. **4/20, Kim & Amber** received Drover Landscape and Ins Certificates late 4/19/23. Kim Emailed to all members of Board and committee late last night. Kim has concerns about only \$100,000 in Workers Comp Ins, Yolanda has asked Paige at State Farm if this amount is acceptable, Paige confirmed this amount was ok. Kim spoke to Chris Drover today as his billing cycle stated in the contract (billing 15th) did match his intentions to bill a prorated 50 % discount for the month for April and 17st thru 30th, with monthly (billing on the 1st) going forward, Chris will change contract end date to 3/31/24 to align with billing cycle. Everyone was in agreement, Kim is to move forward with signing the contract tonight. – **Kim completed 4/21/23 due to contract electronic form issues.**
17. **Garbage can locked,** need to get keys or replace locks on garbage cans at the Park or get keys? Dave Cocolin says they asked for keys. We did not receive keys, 4/13, Greg will cut locks off.
18. **March Utility bills** - Paradigm had given us March utility bills at turnover due in April, those are Paradigm’s responsibility correct? We started our own new accounts PSO/Water after turnover April 1st under our new name, those are the only bills we would pay. Does everyone agree we should only be responsible for bills on new accounts dated after April 1st, 2023. 4/20, Unanimous – Yes.
19. **ACC letters of denial.** Board members will sign all denial ACC letters. Neighbor needs to be current on dues to submit application. City Permits must be submitted with the application.
20. **ACC Application Master Draft.** 4/27 Kim presented the Paradigm ACC application with a few revisions to make it Washington Lane phases I-VI. With further discussion it was decided to add requirements for a copy of the City of BA permits where applicable, homeowner must also be current on HOA dues.
21. **Replace the garbage cans at the Park?** Greg /Sammye to ask City for new trash cans. Sammye: City \$5 each a month. \$15 to delivery. 4/13, Kim: Commercial trash cans Sam’s 42 Gal. \$146.98 each. Park needs 3 trash cans, can

put landscape stone in the bottom of them to hold them down. Vote to purchase or someone to research cost further? A vote was taken to purchase from Sam's, Yolanda will order on her Sam's business account when we get the Debit card for HOA checking account. 4/20, Kim, Debit card has been received. 4/27, Yolanda stayed after the meeting ordered two trash cans from Sam's w/Business membership on HOA debit card and then took the card to Leslie. **4/27, Yolanda the trash cans have arrived at her house. Greg with pick up cans and 2 – 12"stepping stones 2 weight cans down. Greg and Sammye got this done. 4/30 Completed.**

22. Blueprints/schematics to the sprinkler system and splash pad. 4/13, Kim- last week I emailed Dave & Jennifer for blueprints/schematics, Dave responded the Splashpad people that installed went out business years ago and he has nothing on the system, Dave says he will look for info on the sprinkler system. **4/27 Kim text Dave during mtg for follow up, Bob will also ask Dave C for sprinkler schematics when he talks to him. 4/27, Dave C responded he didn't have blueprints or schematics suggested we call Tom's Outdoor.**

23. Post Office Keys: Who wants post office keys??..... time to start checking mail. 4/13, Kim kept a key and gave Greg Dodds a key. Each board member will get a key when the rest are received. **4/20, Kim** 2 more keys were rec'd, did Sammye keep 1 of the original 3? Sammye, No, one of the original 3 keys didn't work. **Sammye will f/u with USPS to get us the 5th key.** Yolanda and Leslie now have a key. **4/27 Sammye delivered the last key to Kim and she has given it to Amber, so all board members now have keys to the post office box. Complete 4/27/23.**

24. Annual HOA Minutes need to be finalized – We need to check someone else's recording. *Kim to count Proxies to add #'s for voting. Yolanda and Sammye worked on Annual Meeting minutes, forwarded to Amber to fill in info from her recording. 4/13, Kim* Finalized Annual HOA Mtg, adding Proxy and attendance counts as well as Amber's transcribed events of meeting from her recording as Appendix A to the meeting minutes originally completed by Yolanda and Sammye, Kim will send these out to review and accept at our April 27th Mtg. Other weekly meeting minutes have all been sent out to approve at next meeting April 27th. **4/27-Completed - All Previous meeting minutes were voted on accepted by the board.**

25. Mileage - Leslie brought up paying mileage to board members, stating if we did not pay mileage, HOA could be liable if there was an accident while a board member was doing HOA related activities. Kim suggested we research that further. 4/27 Yolanda followed up with Paige at State Farm, not paying mileage does not make us responsible for anyone's vehicle or medical if an accident while doing HOA volunteer work, per Paige those rules apply to employees. Kim asked Yolanda to check if paying mileage would make the HOA responsible for any damages for same and again Paige said no, neither scenario would make HOA responsible. Kim then suggested we do allow reimbursement for mileage as the cost of gas is like the cost of anything else a board member might be reimbursed for such as office supplies, especially with regard to the cost of gas to file and release liens and other trips to the County Clerk's office. **The board approved 50 cents per mile and this matter was then voted upon.**

26. Phase VI - Door to Door - Yolanda will finish up, *waiting for Kim to update Info Collection form and reprint. To be done mid-April after turnover funds are straight. - Goal to complete April 20th.* 4/27, Kim has redone the Info collection forms and printed them 4/23, they are ready for Yolanda to take tonight with address list, envelopes and rubberbands. **5/08/23 Yolanda Completed last week.**

27. Letterhead design for WL HOA Phases I-VI. 4/20, Kim and Yolanda reviewed some very preliminary design ideas and emailed them to this group 4/18 to take a look, any thoughts? Group selected rooftop logo. May use Motto on our Intro letter, will use entrance pic Yolanda found on website. 4/27, Kim had drafted 8 versions of logo/font/page set up. Board and Committee members voted on their favorite. HOA and committee members Voted on Design #2. Kim to finalize design for next mtg. **5/08 kcd distributed 2 fonts, Lucinda Calligraphy is clearer if we add email to the bottom of Letterhead, everyone agreed on this.**

28. Acct # 20117 – Acc Application- Pergola plan colors – 5/08 Al & Bob approved this application at the end of the meeting 5/08, Bob will email signed copy to homeowner and start a notebook with ACC applications.

29. **Lien Process, what is required from Tulsa County Clerk's office to file a lien, do they have a form or do we use our own? How often must liens be refiled?** 4/27, Amber will research. 5/08 Amber, Liens need to be filed every 3 years or an attorney could protest them. Liens must be filed on HOA letterhead, homeowner name, address, legal description of property, amount due, notarized, etc.. Board decided to notify the neighbors with balances by mail, rather than door to door delivery. Goal date: June 20th, that they have until July 31st to pay balance (with lates fees & interest waived) or the board will release and refile the lien for WL HOA Phases I-VI and fees and interest charges with be reinstated and due in full. Research completed.

30.

Neighborhood Events Volunteer Group Updates:

1. **04/01/23 – Easter Egg Hunt** – Kim the was a great success, great weather, we had 1000 eggs stuffed, estimate over 70 children in attendance. Will need 1200 Eggs for next year, better sign in procedure at the gate with donation box, for future Neighborhood events.
2. **04/01/23 - Neighborhood Cookout, Dave Z and Cindy W** hosted a neighborhood barbecue at the park after the Easter Egg Hunt, which was a HUGE Success, est .150 adults and kids in attendance. Adults: \$5.00 hamburger, chips and drink. Kids eat free: hotdog, chips and drink. Sammye, Kim, and Sharon donated cookies, Amber donated a giant pasta salad, Julie and Bob donated chips, Debi E. donated dinks in cooler. Other homeowners donated paper goods. ***\$142 was raised, less \$60 in expenses for meat, buns, etc., we have \$82 left for next Neighborhood event.***
3. **Welcome Committee – 4/13, Kim, we need to have a lead to work with Welcome Committee Vol. Group, to create baskets, etc. – Need info to put in it, ie: Welcome letter, Rules and Regs from Covenants. ACC rules. Contact info., HOA Website info., BA Community info, helpful #'s., Local Discount coupons. Kim can bake cookies, in summer I can provide vases with flowers. We could do cheap like caramel corn, no HOA budget money for this, must google and be creative. Must gather free or \$1 store items, maybe baskets from garage sales.**
4. **Neighborhood Garage Sale, April April 28th and Sat April 29th – Julie will put out signs at entrances reminding everyone it is coming soon. Kim has posted event to both Facebook groups and sent reminders. Please help remind Kim to advertise outside the neighborhood, big banners will go up April 23rd.**
5. **Movie Night: 4/06 Kim: Found neighbor, Cindy? Morris, that has a screen and projector for movie night. Dave Z has speakers. –4/13, Need someone to take the lead on this if we are going to make it happen.**
- ***Goal to complete Sat. June 17th, ?? need to test out equipment first. ON HOLD!!***
6. **4th of July Celebration!! –some ideas-Music- Water or dry slide, dunk tank, facepainting, Sno Cone truck, police car, fire truck, Giant games: Jenga, Connect Four, Croquet, Corn hole, bingo, sack races, relay races, Cookout?? gather to shoot fireworks across from park. Kim to Post for interest on Facebook.**