

Washington Lane Homeowners Association Phases I-VI, Inc.

Board of Directors Meeting – April 30, 2024, 6:00pm – 8:13pm

2509 S. 17th Street, Broken Arrow, OK 74012

- I. **Call to Order:** Meeting called to order by Board President Kim Dryden at 6:13pm.
- II. **Board present:** Stefany Muse, Helen Smith, and Janice Hoag. Absent: Al Hyatt.
- III. **Washington Lane Neighborhood Phases I-VI ‘Edge to Edge Newsletter’:**
 - a. Review of final newsletter draft with Robson financials removed due to discrepancies with accounts on the Robson portal.
 - i. **Action Item: Decision to post May Newsletter on WL HOA site and Robson portal as soon as possible. Voice Vote: 4 ayes / 0 nays**
- IV. **Robson Activities:**
 - a. Completed April drive through and issued letters of non-compliance to 9 homeowners. Per portal, letters sent 4/29. 2 were for mailbox violations, but Kim is pretty sure both of them had prior approval from Paradigm, 1 for Washer /Dryer on Curb (but it was trash day), 1 was for landscaper advertising had done work on property. 3 were with regard to ACC violations, paint color, 3rd cement driveway poured,..... Need to ask Robson to conduct drive through on Wednesday – Friday since trash pick-up day is Tuesday for the neighborhood. Some homeowners set out trash early afternoon on Mondays.
 - i. **Action Item: Stefany to ask Robson for a copy of the master Covenant Violation 1st, 2nd and 3rd notices.**
 - b. Title Company closings have occurred, and the Board needs to be notified plus obtain a copy of the Title Company Closing Letter. This is necessary for the Welcome Committee to follow up with the new residents and include the Robson portal information.
 - i. **Action Item: Helen is going to contact Dustin for these letters.**
 - c. The Robson portal displays a Board folder. This needs to be relocated or verified that it is not accessible to all with portal access. This contains homeowners’ names and statuses on dues.
 - d. Robson is not keeping their calendar updated with our WL HOA events, ie: Garage Sale.
- V. **Board Committee Reports:**
 - a. **Communications Committee:** Stefany Muse chair; contact information needed for volunteers.
 - b. **Welcome Committee:** Helen Smith chair; contact information needed for volunteers. Kim has a Welcome Letter on the Board site.
 - c. **Activities Committee:** Janice Hoag chair; Kim will post information about the upcoming Garage Sale on various sites. Banners at entrances are to be hung on Sunday 5/12/24. The Garage Sale will be held on 5/17-5/18.
 - d. **Landscape Committee:** Kim Dryden chair; Landscape Committee meets at Kim’s house on 5/1 to review all bids. Additional calls are out for weed/fertilizer companies. The current Landscape contract ends 4/30/2024.
 - i. Complaint received about downed trees still on the southside.
 - ii. Need to find out who trimmed trees in the common area.
 - iii. Stormwater Management and Utilities from City of Broken Arrow are to return Kim’s call about the mud issues impacting the Lynn Lane entrance.
 - e. **Architectural Control Committee (ACC):** Al Hyatt chair; Kim stated there are 3 violations posted by Robson and saved on the Board Shared Drive. No list of variances was produced by Paradigm last year at HOA turnover, they thought “it was better for us to start fresh” when we asked.
 - i. Need to ask Robson if all variances are posted on their portal.
 - ii. Need a reminder posted so homeowners know that signs from contractors and vendors are not to be left in yards.

VI. New Business:

- a. Review of Board email from 4/24 at 11:08pm with questions to pose to Robson.
 - i. Decision to send all questions. **Voice Vote: 4 ayes / 0 nays**
- b. The HOA Board needs copies of all invoices, Title Company charges and everything paid.
- c. The HOA Board needs Insurance quotes for at least \$450,000 in property.
- d. Meeting with Robson accountant needed to reconcile financials.
- e. Meeting with Kim and Helen scheduled on 5/4 to review all financials in possession of the HOA Board to keep current with Robson.
- f. Homeowners lists to be maintained for 'master list;' one for mailings and another for Accounts Receivables.
- g. Need to schedule a meeting with Robson to review expectations, contractual obligations, and financials.
- h. HOA Board will use the Board email for responding to homeowners and use personal emails to communicate between Board members.
- i. HOA Board Meetings will move to bi-monthly beginning in May.
 - i. Next Meeting on 5/14.

VII. Meeting Minutes:

- a. All minutes from 3/19 to present need a few edits/updated and posted for Board final review and approval. Kim and Stefany have a few edits for the minutes. Kim will make edits to help Janice out and post DRAFTS on Shared Drive Folder for Board review.

XIV. Adjournment:

- a. Meeting Adjourned at 8:13pm, motion made by President, Kim Dryden, and second by Janice Hoag, motion carried. All HOA Board minutes to be reviewed at the next meeting.

Prepared by the Secretary for Washington Lane HOA Phases I-VI

Action item: 5/28/24 Unanimous vote in favor to approve 4/30/24 meeting minutes