

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
January 21, 2025**

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 Street, the meeting was held at 6:00pm on January 21, 2025.

CALL TO ORDER: 6:30pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Andrea Caldwell

I. FINANCIAL REPORT:

- A. Accounts receivable** – An additional \$5,601.62 has been collected for 2025 HOA Dues since the last meeting. Approximately 95 homeowners left to pay 2025 dues, 19 Homeowners have been turned over to the HOA attorney for collections.
- B. Attorney Demand Letter Update** – The figures have been re-calculated to include the \$278.00 for the 2025 HOA Dues as well as additional interest accumulation on 19 homeowner accounts and submitted to the HOA Attorney.
- C. Lien notice** - A notice was mailed today for payment no later than Feb 3, 2025 to homeowner with residence now for sale on the attorneys advice and he will hold the demand letter for this property as HOA Dues will be collected at closing.

II. BOARD VOTE:

- A. The Board voted unanimously to approve the 2025 Budget.
- B. The Board voted unanimously to approve the 2024 Budget and Actual Expenses.
- C. The Board voted unanimously to approve the 2025 Annual meeting packet.
- D. Landscape Committee volunteer, Kendal Coats, was appointed by the President, to fill a vacant seat on the Board, the Board unanimously voted in favor of Kendal Coats to fill the position of Member at Large.
- E. The Board voted unanimously for Kim to order on Amazon, up to \$30, for index cards and colored paper on the HOA Debit card.

III. ACC – No report

IV. OLD BUSINESS: None

V. Board Chair Report for Volunteer Committees:

- A. Activities Committee – No update**
- B. Communications Committee – No update**
- C. Landscape Committee:**
 - i. **Splash pad – No Update.**
 - ii. **Southside walking trail** – Kendal has met with one additional contractor to inspect the path after the snow melted 01/17/25, we are awaiting a written report. There should be a second contractor coming this week.
 - iii. **Fences down due to windstorm – 91st St Fence damage** - No Update.
 - iv. **Park Fence** – No Update
 - v. **TruGreen Contract** – A new contract for 4 applications in the amount of \$4,710.00 was submitted for Budget year 2025. 01/21, the contract was sent back for a few revisions 01/18/25.
- D. Welcome Committee – No Update.**

NEW BUSINESS:

- A. The Final Proxy/ Ballot, written Ballot and Agenda** - these items were sent to the HOA attorney last week for his review, we have asked him to write the cover letter announcing the meeting and explaining

the use of Proxies and Ballots due to the misinformation residents continue to receive on the old HOA Facebook site still in use by a resident claiming it as her personal page.

- B. **State Farm** – We received a cancellation notice- We have sent this to Paige, our policy was cancelled 10/22/24, which she confirmed in writing via email, we have asked for a full accounting of our account starting in 2023.
- C. **Speedbump at 16th Street and 13th Street crossing into new neighborhood south of us** – A homeowner called about this, it has been on our radar but we were waiting for more sales/traffic there to justify a speedbump, we also thought we should look into stop signs and having a crosswalk painted there. Helen contact the City of BA to find out what can be done and what the process is.
- D. **2025 Budget** – reviewed by the Board, the Board voted unanimously to approve the budget.
- E. **2024 Budget and Actual Expenses** - reviewed by the Board, the Board voted unanimously to approve.
- F. **2025 Annual meeting packet** - The Board voted unanimously to approve the 2025 Annual meeting, packet consisting of the Agenda, Proxy/Ballot, 2025 Budget, 2024 Budget/Actual Expenses...just waiting on attorney cover letter.
- G. **Automated Mail Systems** has been contacted for a quote and timeframe for mailing the Annual meeting packet.
- H. **2024 HOA 1099's** - need to be issued, Kim will contact Loretta at Tax Service to do this.
- I. **Need a short version of the 2024 Annual Meeting Minutes completed**, Kim and Helen to meet and complete this.
- J. **Appoint Kendal Coats to Member at Large** to fill position and the remaining term – Kendal was unable to attend tonight's meeting but will attend beginning Feb 4th, 2025 .
- K. **Index Cards** – Kim was approved to order index cards for Annual meeting questions to be submitted at the meeting.
- L. **Written Ballots** – Kim was approved to order a ream of colored paper to print Written Ballots for the night of the meeting.

NEXT MEETING DATE:

The next Board meeting is scheduled for Tuesday, February 4th, 2025 at 6:00pm.

The Board meeting adjourned at 8:15pm

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