

Washington Lane Homeowners Association Phases I-VI, Inc.

Board of Directors Meeting – April 17, 2024, 6:10pm – 8:55pm

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

- I. **Call to Order:** Meeting called to order by Board President Kim Dryden at 6:15pm.
- II. **Board present:** Al Hyatt, Stefany Muse, Helen Smith, and Janice Hoag. Guest present: Leann Hyatt.
- III. **Board Committee Chairs and New Homeowner Volunteers to contact:**
 - a. **Nominating Committee:** Al Hyatt chair; Homeowners – Shelia O’Ranch and Al Record, Jr.
 - b. **Architectural Control Committee (ACC):** Al Hyatt chair; Homeowners – Will McLane, Tom Morris, and Zachary Dahmm.
 - c. **Landscape Committee:** Kim Dryden chair; Homeowners – Kendal Coats and Kyle Posey.
 - d. **Communications Committee:** Stefany Muse chair; Homeowners – Robert Schwerner and Cathy Coats
 - e. **Welcome Committee:** Helen Smith chair; Homeowners – Tina Cabrera and Beth Nanita.
 - f. **Activities Committee:** Janice Hoag chair; Homeowners – Natalie Guffey, Les/Kathy Wozniak.
Tenants are allowed to participate in all social events.
- IV. **Washington Lane Neighborhood Phases I-VI ‘Edge to Edge Newsletter’:**
 - a. The draft newsletter and content reviewed. Need Financial Corner updated with current status per Robson’s ledgers.
 - b. Goal is to be monthly as needed and emailed to those with email addresses provided and mailed or hand delivered to those we know do not use email and have requested delivery.
 - c.
- V. **Washington Lane Neighborhood Phases I-VI Facebook Page:**
 - a. Homeowners have asked which page is the official page to get the latest updates.
 - i. Washington Lane HOA Phases I-VI Community is official
 - ii. Neighbors of Washington Lane Phases I-VI was previous official page however, previous HOA Board President has not relinquished and remains with sole Administrator status on the page.
- VI. **Financials**
 - a. Missing October 2023 statement from Robson. Dustin does not have access to the previous Robson system, he is supposed to be getting this information for us.
 - b. Missing August, September, and October 2023 Bank of America statements from previous HOA Board.
 - c. Follow-up with Robson needed for changes in applying interest to outstanding HOA dues. HOA Board process discussed:
 - i. The first letter goes to Homeowners as courtesy reminder of outstanding balance to Homeowners with a balance greater than \$20.00 with interest waived on accounts without current liens, ie: (less than \$473.00 (230.00 + 253.00)).
 1. **Action Item: Vote on letters for outstanding HOA dues. Voice vote: five ayes / 0 nays.**
- VII. **ACC Application Forms**
 - a. ACC forms need reviewed. Only two are showing in Robson portal.
 - i. Discussion on covenants which require earthtone colors for trim and exterior home.

1. Action Item: Vote on HOA earthtone shades - add to the ACC guidelines and post an acceptable color palette, which would not require ACC approval; also include acceptable roof colors. Voice vote: five ayes / 0 nays.

- ii. Al to follow-up with Dustin on what approvals have been made by Robson and the previous HOA Board since only two show in the Robson portal.
 - 1. Discussed whether to grandfather previous cases but will need legal counsel.
- b. Need status of Robson drive through Washington Lane beginning in April.
 - i. Al to follow-up with Dustin on status.
 - ii. Awaiting ACC violation letter templates from Robson.

VIII. Covenant Violations Drive Through

- a. Need status of Robson drive through Washington Lane beginning in April, Stefany to follow up.
- b. Need Covenant violation letter templates from Robson, Stefany to ask for 1st, 2nd & 3rd notices.

VIII. Landscape Committee report

- a. Sprinklers need replaced or repaired on 91st Street and in the Park.
- b. Park has a dead crepe myrtle tree to be removed.
- c. Electrical needs evaluated in the Park.
 - i. Goal to open Park Splash Pad on Memorial Day weekend.
- d. Bids for repairs to be requested.
- e. 4 bids will be collected for the Landscape Contract

XIII. Adjournment

- a. Meeting Adjourned at 8:51pm, 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 4/17/24 meeting minutes