

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
January 11, 2026**

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, Broken Arrow, OK, the meeting was held **via phone call**.

CALL TO ORDER: 6:20pm by Andrea Caldwell, President

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

I. Board Meeting Minutes:

- A.** The 12/18/25 Board meeting minutes, previously emailed to the Board for review, were approved. Posting of the minutes to the website was also approved.

II. BOARD VOTE:

- A.** The Board voted unanimously to approve the December 18, 2025 Board Meeting Minutes.
- B.** The Board voted unanimously to approve the December, 2025 check register and December 2025 bank statements for posting to the HOA website.
- C.** The Board voted unanimously in favor of the original invoices being remailed with a Late/Lien Notice inserted stating this would be the final notice and 2026 HOA Dues must be paid no later than 2/28/26 in order to avoid February interest accrual and having a lien filed against their property.
- D.** The Board voted unanimously to accept the resignation of Kendal Coats, from the HOA Board.
- E.** The Board voted unanimously in favor of Andrea Caldwell filling the position of President and Helen Smith filling the position of Vice President and Kim Dryden filling the position of Secretary/ Treasurer.
- F.** The Board voted unanimously in favor of the Treasurer purchasing a box of 500 window envelopes preprinted with the HOA return mail address.
- G.** The Board unanimously voted to approve the office supply expenses on 12/29/25 to be ordered from Amazon.

III. FINANCIAL REPORT:

- A. Account #010313 requested 6 months to pay 2026 HOA Dues.** The Board agreed unanimously to offer the property owners until May 29, 2026 (5 months) to pay before we file an additional lien for the 2025 HOA Dues, that would incur more lien fees, in addition to the 2 liens they already have. However, during this extension, interest will still accumulate that they will need to pay, it just means no additional lien or lien fees for the 2026 amount until will be filed, as long as the lien is paid in full by May 29, 2026.
- B. Account # 20302 requested until March 28, 2026 to pay 2026 HOA Dues,** due to being unemployed for 9 months in 2025. The Board agreed unanimously to have them make monthly payments for the 2026 HOA Dues to be paid in full by March 28, 2026 to avoid a lien being filed. However, during this extension, interest will still accumulate that they will need to pay, it just means no additional lien or lien fees for the 2026 amount, as long as the lien is paid in full by March 28, 2026.
- C. 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. **01/16/25**, the Treasurer followed up and was able to resolve the matter with the old and new homeowners and the account has now been paid in full for the 3 years due.
- D. 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. **01/16/25**, an additional \$200 was deposited in December for Title Co closing letter in December bringing the total income for these letters to \$3,800 for 2025.

- E. **Website update**—The check registers and bank statements for December were previously emailed to the Board for review. The Board voted unanimously to approve posting these documents to the website.
- F. **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. **01/16/26, No Update.**
- G. **Late/Liens Notices** – the Board agreed the original invoices would be remailed with a Late/Lien Notice inserted stating this would be the final notice and 2026 HOA Dues must be paid no later than 2/28/26 in order to avoid February interest accrual and having a lien filed against their property, due to some invoices being mailed late and the original due date having been extended until 01/09/26.

IV. **ACC/Covenants: No pending applications or issues.**

V. **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. **01/11/26, No Update**, Kim will follow up.
- B. **Automated Mailing Service** reduced the amount of the invoice due to them from \$760.99 to 513.11 due their error, mailing half of our assessment invoices late **and they have been paid.**
- C. **Account # 010128** - the Board received an email from this homeowner with questions/concerns, a response has been drafted for the entire Board input/approval. **01/16/25 update:** a lengthy response was emailed to the homeowner.

VI. **NEW BUSINESS:**

- A. **Resignation to the Board was sent via text 12/29/25 by Kendal Coats**, stating “I Do not have the ability for all of this right now so consider this my resignation.” The Board discussed the director roles and it was voted that Andrea Caldwell would replace Kendal Coats as President, Helen Smith would fill the position of Vice President and Kim Dryden would fill the position of Secretary/Treasurer. Passwords to HOA accounts have been reset.
- B. **Window Envelopes** will need to be ordered pre-printed with our return address in order for the Treasurer to mail the approximately 110 past due late/Lien notices. The Board voted to approve this expense. The Treasurer will price the cost of a box of 500 at Automated Mail Service and Quick Print and order from the cheaper of the two.
- C. **Offices Supplies needed** – Kim emailed the Board for approval to order Notebooks, pocket dividers and misc. supplies to further organize the HOA books for future Boards and CPA reviews, cost of the 2 Amazon orders is estimated to b \$105.00 plus tax. The Board unanimously voted to approve the office supply expense 12/29/25.
- D. **Drainage onto our east side walking path at the south corner** is now an issue, the new neighborhood to the south has installed a large drainage pipe pointed toward our path as reported by 2 neighbors with pictures. Kim has left messages for Sarah Walters at the City of BA.
- E. **A homeowner reported brush is being piled up** behind the address of **Account # 50108** near the northeast corner walking trail. **We** will see if someone can look into this, not sure if it is the homeowner doing this.

The Board meeting adjourned at 7:15p.

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