

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
November 14, 2024**

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 6:00pm on November 14, 2024.

CALL TO ORDER: 6:00pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Andrea Caldwell **Absent:** - Allen Hyatt

I. **FINANCIAL REPORT:**

- A. Helen reported the PSO and City of BA water bills are now set up on auto pay.
- B. Kim reported speaking to the HOA attorney today for approximately 7 minutes, asked him to hold one demand letter as we had a "payment in the mail" from one homeowner, the letters had not gone out yet we requested a change last week that he add the 2025 HOA Dues assessment amount to the demand letter. Letters should go out early next week.
- C. Kim completed another title co letter for a refinance, charged \$100 for a refinance letter.

II. **BOARD APPOINTMENT:** Kim Dryden, President appointed Andrea Caldwell to the HOA Board, Helen Smith was in agreement with this appointment.

III. **BOARD VOTE:**

- A. Previous Board vote via text 11/13/24 to approve Gardner's Lawn Care expense of \$80 to remove broken dead tree along 91st Street that came down in the windstorm.
- B. The Board voted unanimously to move forward with Interstate Asphalt to replace the southside walking trail in the amount of \$18,000. (they offered a \$9,000 discount due to overage on another job)
- C. The Board voted unanimously to proceed with Grimaux Painting & Repair for new stucco installation on the pillars and entrances signs on the Lynn Lane side at a cost of \$13,600.

IV. **ACC – N/A**

V. **OLD BUSINESS:**

- A. **Annual Assessment Mailing**– the quote from Automated Mail Service came in at \$519.50 plus tax for 6 copies, included printing envelopes and postage. 4 pages can be double-sided, one page can be pink and that 6 pages can be mailed for the cost of one first class stamp. A new quote confirmed this, no price change.
 - i. **Cover letter for Assessment Mailing** was reviewed and changes made to dates, verbiage etc.
 - ii. **Budget to be included** – Board reviewed YTD 2024 Budget and Proposed Budgets for years 2025-2029 using estimated #'s and quotes for the big ticket items we need repaired and or replaced. – reviewed as a refresher and to bring Andrea up to speed. The Board approved with final changes for mailing.
 - iii. **Assessment Invoice** was reviewed with final changes and approved for mailing.
 - iv. **Board Nomination and Questions for Annual mtg form, approved no changes.** Al R. on the nominating committee approved the Board Nominee form via email, Sheila O. was unable to receive the email but ok to proceed with Al's approval.
 - v. **ACC Application and ACC and Covenant restriction synopsis**, approved for mailing.
 - vi. Kim will PDF the documents and email them to Automated Mail Services for mailing.

VI. **Board Chair Report for Volunteer Committees:**

A. **Activities Committee – No update**

B. **Communications Committee – No update**

C. **Landscape Committee:**

- i. **Splash pad** –11/10, Kim had invited Kendal, who was unable to attend this meeting to explain about options on the Power Play Splash Pad Bid came in at 32,218.30. There is an additional

optional \$10,920 plus tax, in parts that could also be replaced. The installation portion from Established Construction is \$27,600 includes \$3,600 for labor on the additional optional \$10,920 in parts plus tax. Kim to speak to Kendal and Craig at Power Play and confirm understanding re: optional items as stated. 11/14, reviewed topic for Andrea's benefit. Andrea suggested we find out what other splashpads in our area use our equipment and ask who they use for repairs and service. Kim to follow up with Kendal on this. ASC Playground in OKC also needs to be contacted for a Bid, so far Kendal has had no luck reaching them, Kim will try to call them.

- ii. **Southside walking trail** –Kim and Kendal had a phone call with Mitchell at Rausch Coleman, 11/13/24 to discuss possible solutions for replacing the southside walking trail. Mitchell sounded agreeable to replacing the broken concrete sidewalk along Lynn Lane and mentioned re-grading to assist with flooding in the area as well as running a drainage pipe under the sidewalk again to assist with water buildup over the sidewalk, in addition he was agreeable to replace the concrete path heading east from Lynn Lane on the southside walking trail up to approximately 10th Street. Mitchell will further review and send Kendal the in exact cut off point for the concrete. In the meantime, Interstate Asphalt has offered a 33% discount of \$9,000 for a new bid price of \$18,000 if we can commit to the work this week. The Board considered and discussed this offer and decided to move forward with the project to take advantage of the discount. Kim to followup with Kendal and to have Interstate Asphalt email the Board the revised estimate/contract in the amount of \$18,000, liability and worker's comp ins.
- iii. **Painting Exterior Fence Pillars/Entrance Signs:** Kim has been able to get quotes from 2 companies, the 3rd bid never came in. CertaPro Painters \$27,983 this includes power wash, scraping and stucco and concrete repair, no painting of concrete caps and Grimaux Painting and Repair \$26,820 (this is with a 10% discount if we do both 91st St and Lynn Lane at once, this includes New Stucco, install metal mesh and new stucco with color of choice and painted concrete caps on the Lynn Lane side. Per Juan with Grimaux explained the original stucco installation was done improperly without mesh so just repainting would not last long, as we know. The Board discussed and voted to proceed with Grimaux for new stucco installation on the pillars and entrances signs on the Lynn Lane side at a cost of \$13,600, the pillar caps will also be painted.
- iv. **Fences down due to windstorm,** Kim has called 5 places, 3 said they would give me a quote, no one has gotten back to me with a bid. Two homeowners repaired their own sections, Jim fixed last section no charge. One of the homeowner's repaired section appears down again, Jim will go back and see if he can fix that one.

D. Welcome Committee – No Update.

NEW BUSINESS:

- A. Andrea will need to be added as a signer on the HOA bank accounts.

NEXT MEETING DATE:

The next Board meeting is scheduled for Tuesday, November 19, 2024 at 6:30pm.

The Board meeting adjourned at 8:00pm.

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