

Washington Lane Homeowners Association Phases I-VI, Inc.

Board of Directors Meeting – April 23, 2024, 6:00pm – 8:42pm

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

- I. **Call to Order:** Meeting called to order by Board President Kim Dryden at 6:22pm.
- II. **Board present:** Al Hyatt, Stefany Muse, Helen Smith, and Janice Hoag. Guest present: Leann Hyatt.
- III. **Financial Report**
 - a. Still need September and October Robson financial statements from Dustin/Previous Board.
 - b. Still need previous WL HOA Board bank statements to complete the required financial audit per bylaws Article X, 10.4. and to be able to file 2023 taxes.
- IV. **Board Committee Reports:**
 - a. **Communications Committee:** Stefany Muse chair; Review of final newsletter draft, once March financials are corrected with Robson, Newsletter will be ready to post on WL HOA website and Facebook; will ask Robson to do an email blast and provide names of residents with no email address so they can be hand delivered, or have a realtor like box set up at the park so homeowners can stop by and pick up a newsletter.
 - i. **Action Item: Stefany to follow up with Dustin on March financial discrepancies.**
 - b. **Architectural Control Committee (ACC):** Al Hyatt chair; Dustin has sent 4 ACC letters. Two new requests received 4/18 and 4/22; 2 new complaints received on homeowner house colors.
 - i. **Action Item: Need copies of all Robson ACC letters to review and update if needed.**
 - c. **Landscape Committee:** Kim Dryden chair; Landscape bids discussed including variations in lawncare services per bidder. Robson has not provided the bid from their landscape contact yet. Still need:
Sprinkler Repairs and Splash Pad Repairs/Maintenance – Kim has contact for these types of repair, Tom's Outdoor Living. Repair cost are \$100 per hr, they generally send 2 guys out, so \$200 per hour, expect \$300 to open splash pad plus any repairs needed. **The Board approved her spending up to \$2,500.00. If costs exceed this amount, she must send the Board an email to approve the overage.**
 - i. **Action item: Voice Vote: 5 ayes / 0**
Flowers for entrances to be purchased. **The Board approved Kim spending up to \$1,800.00 for landscaping the 4 entrance beds, flowers, mulch, possible edging, if costs exceed this amount, she must send the Board an email to approve the overage.**
 - i. **Action item: Voice Vote: 5 ayes / 0 nays**
 - d. **Welcome Committee:** Helen Smith chair; donated items gathered and baskets needed for new residents since there are 2 closings happening soon with new homeowners.
- V. **Washington Lane HOA Board Online Sites:**
 - a. Board email – [wlhoaboardph1to6@gmail.com](mailto:w lhoaboardph1to6@gmail.com).
 - b. Board members given password and confirmed access to this email group. Kim provided walk-through of the folder set-up to find emails and documentation, she has loaded.
 - c. WL HOA Website - <https://www.washingtonlanehoaph1-6.com/>
 - d. WL HOA Facebook – Washington Lane HOA Phases I-VI Community at <https://www.facebook.com/groups/733078068934093/>

VI. Late Notices to be sent

- a. Covenants – **10.8 Lien for Assessments, Fines and Compliance Expenditures.**
Robson has been charging interest on past dues to homeowners without liens. WL HOA Board does not want such interest charged unless a lien has been filed. **Kim to Email Dustin.**
- b. Robson's example's of past due letters have no date of letter nor due date for payment. WL HOA Board wants upcoming letters to have May 31, 2024, letter date with 30-day due date included on letter. **Kim to Email Dustin.**

VII. Tax Documents

- a. LLC needs Board Member Names included.
- b. Form 8822B needs completed.
- c. WL HOA Taxes still need to be filed.
 - i. **Action Item:** Kim will follow-up with Tax Office to file HOA tax extension and form 8822B completion.

VIII. New Business

- a. **WL HOA PO Box -Action Item:** Stefany to check the current P.O. Box to see how long it is paid for; and to see if both street and P.O Box address must be used on mail.
- b. **Insurance Policy quotes needed.**
- c. **CPA Audit question: Attorney question.**
 - i. Bylaws 10.4 – is CPA Audit needed or only if management Co present? Is management Co responsible to have CPA perform Audit? **Action Item:** Kim to Follow up.
- d. Review and approve Board Minutes for discussion at next meeting on April 30, 2024, 6pm.

XIV. Adjournment

- a. Meeting Adjourned at 8:42pm, motion made by President, Kim Dryden, and second by Janice Hoag, motion carried.

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

Action item: 5/28/24 Unanimous vote in favor to approve 4/23/24 meeting minutes