

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
Aug 20th, 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 6:30pm on the 20th of Aug, 2024.

CALL TO ORDER: 6:45pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Stefany Muse

Absent: Allen Hyatt

FINANCIAL REPORT:

- A. Late Notices:** Several samples of 2nd Notice letters for HOA dues were reviewed and language discussed to be drafted up and sent to all Board members for approval. Kim discussed late notice letters with the attorney today, we will ask him to review our final version. The goal is to mail the second notice letters by Sept. 7th with balance due date of Oct 7thth, 2024. Payment plan options were discussed and agreed upon for amounts greater than \$1,000.
- B. Envelopes for Late notice mailing,** Kim obtained a quote today from Quik Print for \$150.10 plus tax for 1000 envelopes printed with our return address or \$100.96 for 500 Envelopes, the Board voted unanimously, Kim to order 1000 envelopes for \$150.10 plus tax to be reimbursed. Quik Print has our set up as they did the printing of envelopes for the HOA in 2023.
- C. New bank accounts were established 8/20/24** with opening deposits of \$31,567.62 in a business checking account that charges no monthly fees and the reserve account from Robson in the amount of 28,432.38 deposited in a flexible CD that allows withdrawals and pays 4.25% APR interest. The balance of HOA funds from Robson will be turned over when all funds have cleared.

I. BOARD VOTE:

- A.** The Board voted unanimously to order 1000 envelopes for \$150.10 plus tax from Quik Print.
- B.** The Board voted unanimously to reimburse Helen \$42.00 for 3 keys and re-keying of the PO Box lock.

II. ACC BUSINESS: Al Hyatt ACC Chair

- A.** No Report (we still need PDF Files of all ACC applications, violation letters, approvals/denials received/sent by Robson.) Kim saved everything she could off the Robson portal last night, in addition to what we had previously saved. Kim to ask Dustin for PDF copies of Applications, denial letters, approval letters and 1st, 2nd and 3rd violation notices sent to homeowners.

III. OLD BUSINESS:

- A. PO Box –** Helen turned in receipts to be reimbursed 3 keys and re-keying of the PO Box lock. The Board voted unanimously to reimburse Helen \$42.00 for these expenses. Kim asked Helen to check with post office and complete a change of address for WL from Robson's address to the WL HOA POBox address.
- B. Covenant Violations –**We have received a PDF file of Covenant Violation, letters/2nd notices etc. sent by Robson, Kim saved those as separately name file with Homeowner name, address, date of violation etc. Kim also saved everything available on the Portal last night for Covenant Violations. Kim asked Stefany if she would keep up logs and documentation for both Covenant and ACC Applications/Violations on our shared drive in the cloud, Stefany agreed.
- C. Insurance policy renewal.**
State Farm: Helen, still no response from Paige at State Farm, current State Far Policy is \$8740 Annually.
Farmers Ins: 8/20, Stefany, received Farmers Ins. Quote and has emailed it to the Board 8/07/24, quoted at \$6046.00, this would be high estimate. The Board reviewed the itemization. Kim would like a Broker to review and compare State Farm and Farmers policies to be sure coverage is comparable
Philadelphia: 7/30 Kim asked Stefany to call Philadelphia 800-873-4552 recommended by CASA Property Mgmt. 8/20, Stefany reports she has not received a return call.

Harmon Ins: 7/29 Kim has called Broker Harmon Ins & sent info to Harmon Ins for quotes. 8/20, Kim has made 3 follow up calls and will call Harmon Ins. again.

- D. Robson's contract non-renewal.** Progress on getting 3 quotes for bookkeeping services to handle the funds, A/R, A/P and annual assessment billing in lieu of Robson's services:
- i. Stefany has spoken to **Collins Property mgmt.**, we need formal bid sent in, \$1728.00 per month, \$500 set up fee, maintenance staff \$50 per hour if used. 8/20 Stefany reported what Collins has sent is their proposal.
 - ii. Helen to call **Optimus Property Mgmt**, Yolanda. 8/20 no response on Optimus, Kim reported she saw last night on Robson's site that Yolanda now works for Robson Property Management.
 - iii. Stefany is contacting **My Trusted Bookkeeper**. 8/20, Stefany reported she has received no call back.
 - iv. Kim called attorney 8/20/24 regarding requirements for proposed changes to the Bylaws and Covenants and any special wording needed for 2nd late notices, in order for him to follow up with lien notices and collections.
 - v. **Casa Management** has sent a proposal, full service mgmt. \$2,292 per month plus \$296 for Covenant ACC inspections and additional other misc charges. Kim will forward proposal.
- E. Secretary position**, to date no interest has been expressed in filling this position. Kim will try to reach out to a couple of individuals. **8/20, no update.**
- F. Update to residents re: Informal/Unofficial Neighborhood HOA Meeting 7/23/24 to get resident input.** Stefany finished Group email list in Gmail and on 8/12 Kim sent letter and Neighborhood priority list via group email and posted on Board Facebook group, a revised version was sent 8/13 along with instructions to return in PDF, Excel or hardcopy format. The letter and forms have also been added to the website.

IV. Board Chair Report for Volunteer Committees:

- A. Activities Committee – No report**
- B. Communications Committee** -Stefany has completed the August Newsletter, Robson sent in Email blast, Kim has posted the newsletter to the website. Kim has posted the July Board meeting minutes to the website.
- C. Landscape Committee:**
- i. **Splash pad** –Kim has a call into Craig at Power Play in Bixby for a quote to replace controller and any equip needed for them to consider it theirs for future servicing. Kim has asked the Landscape committee to get 2 more quotes to replace the bad parts. 8/20, No Update.
 - ii. **Weed Control and Fertilizer**- Per Kim True Green contract, did 1st application in 08/09/2024.
 - iii. **Detention pond on 91st has cement pile in it** – need to investigate, - Helen has reported it thru My Broken Arrow action App 6/17/23, still open– thinks the city did it replacing the end of someone's curb. Helen submitted pics during the meeting. 8/20, Kim asked new landscapers to investigate but the grass is too thick to see any issue. We will probably have to wait for winter when grass dies to clear it and investigate further.
 - iv. **Southside walking trail** – Kim has 3 way call set up for 8/21/24 with Kendal C. w/WL HOA Committee and Mitchell from Rausch Coleman Homes to discuss repair replacement of the walking trail and Rausch Coleman's responsibility to pay their share of the damage their building has caused.
- D. Welcome Committee** - No report.

V. NEW BUSINESS: None

NEXT MEETING DATE:

The next Board meeting is scheduled for **Thurs, Sept. 12, 2024** at 6:30pm.

The Board meeting adjourned at 8:45p.

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

Action item: 09/12/24 Unanimous Board vote in favor to approve and post the 08/20/24 meeting minutes.