

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
March 12, 2026**

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, Broken Arrow, OK, the meeting was held **via phone call** at 6:05pm on March 3, 2026.

CALL TO ORDER: 6:05pm by Andrea Caldwell, President

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

I. Board Meeting Minutes:

- A. The Board voted unanimously in favor of posting of old 2023 and 2024 Board Meeting Minutes, not previously posted on the website, if Kim has time to redact name and addresses and substitute with Account #'s to maintain owners' privacy.

II. BOARD VOTE:

- A. The Board Meeting Minutes - I. A. above.
- B. The Board voted unanimously in favor of approving signing a contract with Kathleen Pence, Esq. as the HOA attorney at the rate of \$300 per hour.
- C. The Board voted unanimously in favor of approving Dave Z. to repair and replace the missing park fence pickets, under \$200.

III. FINANCIAL REPORT:

- A. **Account #010313 requested 6 months to pay 2026 HOA Dues. 1/11/26,** The Board agreed unanimously to offer the property owners until May 30, 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 will be filed, as long as the account is paid in full by **May 28, 2026. 03/03/26 update**, one payment received and bounced, 2/25/26, the Treasurer emailed that they must pay money orders or cashier's check. A total of \$435.00 must be paid in March, April and May. – Board voted the deal would be OFF and to do lien, if payments are not kept up. **03/12/26, -No Update.**
- B. **The 4 lien releases** completed and mailed by the Treasurer 1/22/26 were just completed and mailed to us by Tulsa County on 03/07/26. The Treasurer had called them about these and spoke to 3 people who could not locate receiving them but apparently they were on someone's desk and have now been filed! The Treasurer will forward copies to the homeowners as time permits.
- C. **Title Co Checks** –The outstanding \$200 from a March 2025 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. **03/12/26, -No Update.**
- D. **Website update-** N/A
- E. **Late/Liens Notices – 01/11/26,** 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. **3/03/26,** 70 Late/Lien Notices were mailed 1/20/26 giving everyone until 2/28/26 to make payment or interest will accrue beginning Feb. 1, 2026 and liens will be filed without further notice. Additionally, 12 notices were sent to those that already had liens and 2 special letters were sent. 02/02/26, a reminder email was sent to owners who hadn't paid this year's dues with the exception of one who we do not have and email for. There are currently approximately 12 New liens to file for 2026 HOA Dues and 11 Liens to refile for those with previous years past

due liens, the Board voted unanimously in favor of filing liens for all past due homeowners. The Treasurer will proceed with filing the new liens first. **03/12/26**, a few payments that have trickled in.

IV. Covenant/ACC/Application/Approvals/Denials/Violations:

- A. Acct# 050156 – Violation reported: 3/03/26**, a dog is being walked off leash in the neighborhood, complaint received, 2nd complaint received with a picture attached. The Board voted unanimously in favor of sending the homeowner a violation letter.
- B. Acct# 050108 – Violation reported:** Brush pile accumulated behind house near northeast corner of walking path. **01/11/26**, we will see if someone can look into this, not sure if it is the homeowner doing this. **03/12/26**, Robert took pics for Kim, they are on other side of walk not near homeowner property. Kim to ask landscaper to clean up.
- C. Account# 20164-Violation reported-**Fence in rear yard falling into the neighbors yard, **3/03/26** Board voted to do violation letter with a second notice in 2 weeks and 3rd notice in 30 later with notification of possible \$500 fine if not corrected in 30 days. **03/12/26**, 1st letter sent via email 03/08/26.

V. OLD BUSINESS:

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. **03/03/26**, Kim to follow up with Kendal for contact information, also need HOA mailbox key back. **03/12/26, No Update.**

- A. Broken sidewalk on south/east path Rausch Coleman to repair** - Kendal will follow up with Rausch Coleman regarding previous path damage. **12/18/25**, No update. **03/03/26**, this issue was reported via phone and with follow up email to Sarah Walters with the City of BA, Sarah responded today “I will get out there to take a look at the broken sidewalk and take some pictures to forward onto the developer. I will also inquire status about adding a drainage pipe to this area.” 2/12/26, Mitchell Reddington, the developer stated he would replace the sidewalk, work should begin in the next couple of weeks. **03/03/26**, This was delayed and Mr. Redington has stated work should begin soon. **03/12/26, No Update.**
- B. Drainage onto our east side walking path at the south corner** is now an issue and our new neighborhood to the south has installed a large drainage pipe pointed toward our path as reported by 2 neighbors with pictures. **03/03/26**, after several messages, Kim spoke to Sarah Walters at the City of BA, 1/15/26 and an email to document the conversation was sent 1/15/26, Sarah responded 1/16/26: “Thank you for sending the pictures. I have reached out to the Engineer of record about the Storm Pipe discharging onto the Washington Lane trail. Will keep you posted on that. I will also let the developer know about this concern.” **03/12/26**, Kim emailed Sarah at the city back on 3/08/26 asking that she send us a copy of the Engineer's response regarding the storm water, mud etc being dumped on our property by the new neighborhood to our south that states this meets the City of BA's requirements.
- C. Fence Quotes – 03/03/26** were discussed, still waiting for contractors to submit bids, will hopefully have them next week. Colors of fence stain and pillar stucco were reviewed as presented in CHAT GPT Pics. 3 stucco color choices were selected to be defined after all bids are in and contractor is selected. **03/12/26**, it was discussed Kim to reach out to companies that specialize in Masonry/stucco for separate quotes on that. Kim will also confirm fencing bids include the first 2 side yards on S. 15th PI and that all co's quoting can provided Liab. and Work Comp. insurance certificates.
- D. Fence options – 03/03/26**, options will be presented to the homeowners for an informal poll on colors via Facebook poll and via email, 1 vote per household, if 2 votes are received from the same house neither will be counted, all votes must be identifiable by homeowner's full name as listed with the HOA. **03/12/26**, Final 3 stucco colors, 2 fence style options presented in 6 combinations from GPT Chat for approval by the Board to proceed with Facebook and email poll of the homeowners for pillar/fence, color/style choice selection.
- E. Entrance Bed planting - 03/03/26**, discussion, Kim will get pricing on flower design presented from ChatGPT. **03/12/26, No Update.**

- F. Written Proxy/Ballot review – 03/03/26**, Items for changes to the Covenants and Bylaws were discussed and will be reviewed by the Board for final approval prior to mailing with Annual meeting notice. **03/12/26**, drafts of ballot items for Bylaw and Covenant changes had been sent to the Board for review, no suggestions for changes. It was discussed the Covenants may need postponed to future vote due to the attorney most likely needing more time to review. The Proxy/Ballot will be sent to the attorney for review.

VI. NEW BUSINESS:

- A. Removal of river rock, Sod Installation along 91st Street** – We received a quote from Cornerstone of \$4,700.00 remove river rock and grade the area, \$7,700 sod and installation, not nearly what Kim thought it would cost we could add this to written ballot – idea to reuse rock to edge 91st street flower beds and possibly Lynn Lane and help to help with erosion southeast corner of walking path. **Board decided to table this for next Board to address.**
- B. 2025 Accomplishments** – Vice President to compile a list of accomplishments to review at the Annual meeting.
- C. Paradigm still hasn't deeded the .81 acres along 91st St.** - Kim emailed Dave Cocolin and Jennifer 12/2024 then more recently 3/08/26, Dave replied asked for tax bill which I sent 3/08/26. 3/09/26, Jennifer sent form Tulsa County requires for them to change name, which needs to be signed by the Board President and notarized.
- D. HOA Attorney Kathleen Pence, Esq.** – Kim had free consult, she seemed very sharp and organization and responsiveness seemed to be a priority, she understood we have some urgency with getting items reviewed for our Annual meeting. Her hourly fee would be \$300.00, \$50 off her normal fee. (\$250,00 an hour for a Jr. attorney.) The Board voted to proceed with Kathleen at Pence law firm and to sign a contract with them.
- E. Cover Letter, 2026 Budget, Draft ByLaw Appendices'** were reviewed, no suggestions for changes. Kim will forward to the law firm for review.
- F. Park Fence** - Kim noted there over 22 missing pickets from the park fence and would like Board Approval to have Dave Z. replace them with wood pickets he has been making for us, he charges very little, cost will be less than \$200.00. Board voted unanimously in favor of Dave Z. repairing and replacing fence and pickets as necessary.
- G. New Board Candidates** – Discussion was had regarding invite the new Board Candidates to meet with us and review HOA status and Board duties with AI Record from the nominating committee in attendance. The Board unanimously agreed this would be a good idea. Kim will reach out to the candidates to set something up for mid-April.

The Board meeting adjourned at 6:48pm.

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