

**Washington Lane HOA
Board and Committee Meeting Minutes
June 15th, 2023**

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 15th of June, 2023.

- I. **CALL TO ORDER** Kim Dryden: President
- II. **ROLL CALL OF OFFICERS**
Roll call of officers at 6:30pm
Present: Kim Dryden, Amber Hamilton, Greg Dodds, Yolanda Martin. Absent: Leslie Davis
Present: ACC: Bob Keefover, Alan Hyatt
Present: Landscape Committee: Dave Zimpel, Sharon Trogdon
Present: AD Hoc: Sammye Dodds, Cindy Wallace. Absent: Julie Keefover
- III. **Objective: Discuss Project Updates: ACC Updates, Website Update, Entrance Landscape Plan, HOA Board Introduction Letter, Insurance Contract bids, Welcome Committee letter, continue fencing discussion.**
- IV. **FINANCIAL REPORT:**
 - A. Kim will review financial info, specifically 13,000 line of A/R Detail sent by Jennifer with Paradigm **06/01 Kim, 99% done still some investor and rental property address to confirm**
 - B. **Teams, Dropbox, and other cloud storage use to share HOA Files:** Was everyone able to access?...not everyone has tried, Leslie is on, Yolanda stayed after the meeting and Kim got her in. **5/25 Amber having trouble logging in, will try after the meeting with Kim.**
 - C. **Release of Lien Process - what is required from Tulsa County Clerk's office to release a lien, do they have a form or do we use our own? 4/27, Amber will research. 5/08 Amber said we just type up the release on HOA letterhead with lien no., property address, owner name and amount paid and state lien was satisfied in full and being released by WL HOA Phases I-VI. 5/18 Kim, we have 1 lien paid off, deposit s/b Clear now I will type release and Amber offered to file with the Tulsa County Clerk.**
- V. **BOARD AND COMMITTEE VOTE:**
 - A. **Motion to approval all previous meeting minutes.**
 - B. **Voted yes: approval, Quick Print HOA Mailer**
 - C. **Voted yes: C & H Landscaping company to plant and mulch entrances.**
 - D. **Voted yes: Board and Vol to work on Website, goal to have it avail to residents July 31**
 - E. **Voted yes: Resident and Guest only signs for park**
 - F. **Voted yes: NO Pet's Allowed - park signs**
- VI. **ACC BUSINESS:**
 - A. **Acct #040101- New Black roof across from park, Bob called Kim to discuss. 4/27 Greg and Bob are going to talk with the homeowner about talking to their insurance company about replacing the roof to weathered wood as required by the covenants. 5/08 Bob and Greg to meet with homeowner. 05/18 either Al and Greg M-F or Bob and Gregg on the weekend to meet with homeowner. 5/18, Kim, had idea and we would need attorney opinion but maybe for enforcement, we addend covenants to say we may place a lien for the amount of what it will cost to rectify the situation when the house is sold, so they pay then???** **5/25 Bob and Greg spoke with the homeowner last weekend regarding possible recourse with his Insurance company, Roof Co. about getting his roof redone, he may also have recourse against the title co. who handled his closing as he says they did not provide him the covenants as required by state law. Kim and Sammye to draft letter to homeowner for official notification to homeowner.**

- B. Lee, Mee ACC Application – Need more info. **6/01 Kim, what info is needed? Has someone contacted them?**
- C. New ACC member, **06/01 Kim to Introduce John Newfield newest ACC member!! YAY!!.**
- D. **ACC requirements** – need to draft paragraph to add to homeowner intro letter and 1 pg. simplified ACC requirements from Covenants to be sent with new Boards intro letter to residents. *3/30, Julie will work on this. 4/13/23, Julie provided intro. info. for ACC to be added to Welcome letter w/synopsis of ACC rules, Julie to email this Verbiage or we can retype if not saved. 4/27 Kim and Yolanda will work on final list. 5/18 group discussion to add ACC rules for fences, sheds, covenants 7.3, 7.8, 7.7 and 6.8 – Kim to do this.*
- E. **Acct #030118 – new app rec'd 5/16 and BCC to Bob & Al for Solar panels. 5/18 Kim, should we BCC Bob and AL, is ok to just cc you? Owners will have your direct email. Bob and Al agreed for their email to be shared. 06/01____ Status Update?**
- F. **Acct #040139 - wants to know if approval is needed for above ground pool? 5/16 Kim BCC email to AL & Bob. 5/18, ACC/Board determined per covenants the above ground pool must be approved, Kim will notify Sarah. 6/01 Kim, received App back gave to Al who discussed with Bob and homeowner, Application approved, signed by Al Hyatt & returned to Kim.**
- G. **Acct #020203 - 5/18 Bob** reported something tall being built possibly a playhouse? They need a letter/ACC application completed. **5/18 Kim to write generic letter we can insert paragraph for such situations. 06/01 Kim has recruited Sammie to keep books for ACC and cowrite form letters for violations**
- H. **Acct #020403 - Kim, new owner already had Solar panels installed, found out at Bunco 5/9. 5/10 Kim rec'd request and emailed homeowner the Solar Co the ACC form stating homeowner must complete it. 06/01 Kim, no completed application has been received, homeowner to receive violation letter.**
- I. **Acct# 060160-5/18 Kim, it has been reported to me via email that there is a new fence, out of compliance, shed and pergola built after May 1st. 5/25 Kim, Homeowner texted me pics, I don't see any violation unless we have set back rules from fence line, we need ACC to draft rules/requirements for common things like sheds, fences, above ground pools/decks? Homeowner to receive violation letter due to no application.**
- J. **ACC letters - 6/1 Kim spoke with Yolanda "Optimus" regarding how much would she charges to write Acc letters. Yolanda quoted Kim \$500 a month but will think about it and giver her a definite number at a later date. Kim present the board and committee meet with presenting with charging HOA for every letter instead of \$500 a month. Decided to put this on hold.**

VII. OLD BUSINESS:

- A. **Broken Common Area Fence along Lynn Lane - 4/06, Account #020105, Homeowner emailed Kim about the white perimeter fence has fallen from the wind. 5/18 Kim, Debbie E. went and looked at fence she and Will will repair when his back heals in 3 weeks.**
- B. **Sprinklers are a total mess, broken, appears not shutoff/winterized per landscape crew to Dave Z. Need sprinklers/splashpad turned on/tested. 5/18 Dave, met with Living Water quote for sprinkler repair - Unanimous vote yes to move forward with the estimate \$720 and \$820 to get the 2 entrances and arterial streets, 91st and Lynn Lane, in working order of minus the Backflow Bag cost of \$600. 5/25 Kim has scheduled this, first available appt is June 2nd Fri.**
- C. **Entrance Landscape plans: need designs, pricing, etc., include mulch and some hardscape edging, at least for missing bed edging on 91st street and anywhere else it is missing. 5/25 Sharon, met with Kim and C & H Landscaping Tues at entrances, got bid today \$6500 to redo beds/bushes, planting, mulch, edging. Kim and Sharon had appt today with Tom's outdoor, should have quote next Thur June 1st for re-edging etc. and full brick job. Kim suggests we hold off on changing edging until we can entirely redo Entrance**

signage, they are in terrible condition, and the beds so everything matches. Board Members agreed 3 present and 1 absent that waiting until early spring to do signage edging and bedding all at once would be best, 1 member wanted to proceed now. 6/1 Sharon spoke with Mike Babb of Balboba Landscaping. Moving the sprinkler heads, dig the plants and plant them symmetrical. To put the brink on pillar they need faced with brink the end cap will only allow 1/2 inch to 1 inch. Also recommend to sand blast and re-stucco with the right stucco. Mr. Babb had worked with alot of HOA and don't be afraid to raise the dues. Mr. Babb has been in business for 40 years he just got a quarter million bid. So he is unable to give us a bid at this time. However will be available in the Fall. The job eta will probable be six months. Board approval C & H Bid for \$350 for all flower beds. Removing the Pansy mulching flowers bed. Sammie will get bid from son to remove rocks.

- D. **Gazebo Stain and Seal Project**, Need Volunteers or bids – 3/25/23 update Dave Z sanded off the graffiti off gazebo. 4/27 Dave, 2nd coat of stain to be applied weather permitting. Dave turned in receipt for stain, board elected to also reimburse Dave for the special spray nozzle for this project.
- E. **All Common areas to be deeded to HOA by Developer**, Amber is going to check Tulsa County Clerk office to be sure common areas deeded to us, including the .85 acre strip along 91st St fence, west of entrance. **Kim to check Tulsa County Assessor office online records.** 5/25 Kim did receive a copy of the deed Paradigm filed 5/11/23 to turn this over to us, to date it has not been recorded on the county website.
- F. **Amendment based on annual meeting vote to include Phase VI with phases I-V needs to be typed up and filed with Tulsa County Clerk's Office.** Kim asked Yolanda to type this up and provided template from previous combination of phases I-V. **Yolanda has completed this and emailed back to Kim who has not reviewed it yet.** – New goal June 15th.
- G. **Website Design: Allen and Amber** will get a bid for website design. Al's person called Kim, Kim left voicemail for Brad Spangler, , Kim will reach out to Chelsee Carvalho see if she can head this up. *Example website: Shenandoahvalleyhoa.com.* Amber's friend will do one page web design, she is guessing \$500, she will meet with him and discuss more specifics. Group determined Domain will be **"washingtonlanehoaaph1-6."** 5/18 Amber is going to get a bid from Scott Pendergrass. 5/25 Kim and Chelsee met Sunday 5/21, Chelsee attended 5/25/23 meeting and gave a Demo to the board of the website and gave Kim Login info on for website building etc. Kim and Chelsee to try and meet this weekend to set up payment link. **Board voted to let Kim and Yolanda finish the website by July 31.**
- H. **Park Fence debacle:** Kim let everyone know Debi Evans is spearheading working with EMPIRE Fence on some sort of corrective action to repair our park fence that is now falling apart and she will keep us informed with progress via email. 4/27 Kim spoke to Debi, Empire management has been out to look at the fence and will submit a report to Debi and she will share with us as soon as she receives it. 5/18, Kim shared Debbie's email and info still no letter from Empire, I asked if you all were OK Debbie was ok to state we are ready to file with BBB and pursue in small claims court? Board agreed this was fine for Debbie to do. Kim suggests we put letter together from the board demanding repair. 5/18 Board was in agreement the Park needs wider gates if replaced in the future. 6/1 Kim presented to the Board and committed that we should ask Empire for a full refund.
- I. **Write Homeowner Intro Letter/Email/Facebook** with board contacts, events, proposed budget, short version of Rules and Regs from our Covenants preferably one page (other side w/ ACC requirements). 4/13, Board and Committee members decided we should keep the email Kim previously set up: NeighborsofWL@gmail.com that was set up and passed out on our door to door contact info. collection Campaign. 5/25 Kim reported since the letter was written a few weeks ago so much has changed it needs to be re-written. Kim to do draft for next mtg. 5/25 **Group discussed** canceling Ladies of Washington Lane Facebook account and notifying everyone of this in the letter. Kim to price return mailing labels with Vista print, also contact Quick print about their price quote to print letter & info. 3pgs/dbl sided copies, envelopes with our return mailing address, extra envelopes, & Bulk postage with return mail 1st class postage.

06/01 Kim, emailed group 5/26 Vista print 700 labels \$63.00, doesn't matter which design we pick, 18 labels to a page .94" x 2.7", 2 rows of 9, so decent size, June 7th delivery, \$11.99 (this is the best price break /quantity. Quick Print, \$172.64 to print 11250 (3x375) dbl sided copies, \$150.10 for 1000 envelopes (or \$100.21 for 500) with HOA return address and our logo. \$116.71 mailing service, address stuff envelopes. 1st class postage for return mail at bulk rate will most likely save us the \$116.71 so it is a break even to have quick print do it Vs doing it ourselves. \$50 more for the extra 500 envelopes printed with our return address., all black only color ink way more expensive, they are working on a quote for No soliciting stickers. I also drafted updated Inro Letter, HOA Mailer \$172,64, Envelope \$150,10, Mailing \$122, 62, First Class \$225.00, Total \$670.36 plus taxes

- J. **Rules and Regulations** - Need short version of Restrictive Covenants typed up as rules and regulations, to send with Intro letter to residents. Yolanda has started a draft of this, needs assist from Kim. **Goal to Complete April 27th.** 4/20, Yolanda and Kim met 4/18, almost completed this project. 4/19, Kim emailed a copy to board and, ACC, landscape committee and Ad Hoc members.
- K. **Playground Mulch Project:** *Sammye: Getting a bid from son on Labor for Mulch in the park.* 4/13/23, Mulch for park 55' - 59', Rubber Mulch \$7,000 delivered not instilled. Lowe's Sales Premium Hardwood Mulch 2-cu ft. 5 for \$10.50 bag will equal \$4,000 to do the park. (this is shredded mulch price). 4/13, Research to continue on pricing bark (nugget) mulch. Need installation price. 4/27, Kim spoke to Mark Gardener, he will give neighborhood a bid to install mulch at playground and for planting entrances. 05/18 Kim, I would like to pursue getting this done asap. Need approx. 1200 sq ft of mulch to cover 4" deep, or 600 bags \$1200 plus tax and labor. **5/18 Need bids, Amber is getting bids.**
- L. **State Farm Ins Policy Update-** 4/20, Need update prices to replace fences, playground, splash pad, gazebo and entrances signs. – Completion date goal June 1st. 4/27, Amber to get replacement cost for insurance bids on all common area fence, playground, splash pad gazebo and Entrance monuments/signs. **5/18 Amber is working on this. Amber proved fencing bid for replacement of common area fence with the vinyl we have as well as wrought iron fence around to park to improve that area since the fence is constantly broken after empire "repair" last summer. 06/01 Kim, we need new State Farm Bid and 2 more bids for HOA community insurance, Celia Deleon and Craig Schafer expressed interest in bidding our HOA Ins, Yolanda is this something you can tackle?. Kim gave Yolanda Celia Deleon #.**
- M. **No Soliciting Neighborhood** – Need to file our No Soliciting status with the City of BA, each neighbor has to display a No Soliciting sign. Al is getting prices on how much 400 stickers would cost to put in Welcome Letter. **5/25 group discussion, Amber said check with Vista print for this and return address labels, Kim to do this. 06/01 Kim emailed to group 5/26 Vista print price to group \$224 roll 500 gold foil paper w/House /neighborhood design.**
- N. **Welcome baskets for new neighbors** – 5/18, Kim we need to get a group of Vol to put this together, we will need to provide letter, info sheets. rules etc. **5/25 Amber has done the Welcome Committee letter, need to share with the group.**
- O. **Neighborsofvl@gmail.com** – 5/08 group determined to check group email as follows: Leslie Weds, Amber Fri, Kim Sun, Yolanda Mon. – **5/18 Kim Does everyone know what to do when checking email?? Have access to Master ACC form to send people cc Bob and Al. – Not everyone has logged in yet, Yolanda stayed after the meeting to get logged in.**
- P. **Splash pad equipment paint** – 5/18 Dave and Cindy, have started painting the splashpad equipment!
- Q. **Rental Properties** – VROB – Amber found Covenant 13.18 No Business or Commercial Activity. **No lot shall be used at any time for business,** commercial or professional activity, including home occupations, except that (a) Declarant and those designated by Declarant may use any portion of the property owned by Declarant or those designated by Declarant in connection with real estate sales efforts and (b) those uses authorized by PUD No. 135 and approved by Declarant. **5/18 Kim, our problem is we have no teeth to enforce so we need to addend Covenants to 1.) not allow rentals, with a \$5,000 fine if you do it and a lien**

for not paying or 2.) allow rentals with parameters, 1 year lease, renters application, credit check, background check, etc. We will need attorney to give opinion on whether this is feasible and it would be a change to the Covenants voted on at the Annual Meeting. 5/25 Amber is going to call attorney about HOA right about addressing Air B&B per covenant.

NEW BUSINESS:

- A. **Splash Pad Jets: 6/1 Dave presented to the Board and Committees that there are two jets that are leaking. Dave presented four options. (1) Call Tom's to replace the two jets. (2) Put in a French Drain. (3) Make Tom's come out to shut the two jets off. (4) Dave can build a plate to modify the low spot to keep the water from the jets from running all over the sidewalk. Board agree to go with option (4).**

NEXT MEETING DATE

The next Board and Committee meeting is scheduled for *June 15th, 2023 at 6:30pm.*

The board meeting adjourned at 8:30pm.

Yolanda Martin, Secretary

June 1st, 2023

These minutes were approved by the Board of Directors, June xx, 2023