

Washington Lane Homeowners Association Phases I-VI, Inc.

Board of Directors Meeting – April 9, 2024, 6:10pm – 8:55pm

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

- I. Call to Order: Meeting called to order by Board President Kim Dryden at 6:10pm.
- II. Board present: Stefany Muse, Vice President, Helen Smith, Treasurer and Janice Hoag, Secretary, Al Hyatt, Member at Large.
- III. Ballot Counting and Election results have been confirmed by Robson Property Management (RPM). The temporary Board is now the current Board. Board positions were determined by unanimous vote and noted above. Robson has received a request to post the ballot counts on their website.
 - a. **Action Item: Post Board election ballot count/results on Robson Portal after Robson obtains permission from those not elected.**
Voice vote: five ayes / 0 nays.
- IV. Annual Accounting Audit per Article X 10.4 Association Manager
 - a. A Certified Public Accountant is to perform an audit every year. Possibly we need an attorney opinion if this is only required if there is a management co? Is it their responsibility to have it done?
 - b. No audit occurred in 2023 after transition of HOA from Paradigm to HOA Board.
 - c. Missing tBank Statements from previous HOA Board from August 2023 to March 2024 when the Bank of America account was closed.
Action Item: Ask Robson to obtain missing Bank Statements.
Voice vote: five ayes / 0 nays.
- V. Architectural Control Committee (ACC) requests.
 - a. One application in review to determine set back.
 - b. All ACC requests need to be submitted to the Robson portal or to Board email
 - c. ACC Committee members will need to be set up on Robson portal to put notes and track emails, decisions, and all ACC requests.
- VI. Video Meeting with Robson – New Account Manager, Dustin Tumleson at 6:32pm
 - a. Outstanding collection process: first letter is a Courtesy reminder, copy and postage charge only so less than \$2 each is the estimate; First default letter sent 30 days later (\$15.00 each; and Second default letter (\$20 each). After that we can send to collection agency (\$50.00), in addition a \$250.00 fee is applied by the Collection Agency for filing lien and providing a pre-foreclosure analysis, all charges for Default and Collection letters are charged to the homeowner if we go through Alexa.
 - b. Robson works with Alexa Collection Agency. Fees can reach up to \$450.00 added to Homeowner balance due. HOA gets dues owed and agency keeps late fees.
 - c. The HOA Board would need to enter into a contract with the Collection Agency.
 - d. HOA Board requested Robson Portal access to Accounts Receivable (AR) reports.
 - e. **Action Items:**
 - i. Dustin to set up AR report access for the HOA Board.
 - ii. Dustin to check with Robson Accounting on interest amount being applied to Homeowners outstanding balances.
 - iii. Dustin to send Robson default letters for Board review.
 - iv. Dustin to find out if Alexa covers legal fees if any Homeowner challenges the charges.
 - v. Dustin to post Robson contract on WL HOA portal.
 - vi. Dustin to follow up on Article X 10.4 if an accounting audit or review has occurred by Robson.

- vii. Kim will send Dustin a copy of the WL HOA Tax forms once filed.
- viii. Dustin will find out when Robson started managing WL HOA if it was in August or later and obtain Robson's bank statements for September and October 2023.
- ix. Dustin will follow-up on the list of items still needed from the previous HOA Board: post office box keys; Bank of America bank statements from August 2023 to March 2024; and garage sale banners.
- x. Dustin to follow up was electric and water shut off for the HOA?
- xi. Dustin to request an itemized bid from current landscape service as contract expires at the end of April 2024. The board has other quotes coming in for review.
- xii. Kim to send Dustin to send WL map of areas to mow to current landscape service as north side of the Lynn Lane entrance needs mowing up to the creek.
- xiii. Dustin to send to WL Board all Homeowner requests for records.
- xiv. Dustin to send ACC denial response.
- xv. Kim to follow up with Dustin by Thursday on Landscape discussions.
- f. The call with Dustin ended at 8:01pm.

VII. Outstanding Items for next HOA Board meeting

- a. Outstanding collections handling.
- b. Annual Meeting Minutes review.
- c. Committees and volunteer requests review.

VIII. Possible future Homeowner's Special Meeting Agenda Items

- a. Discuss value of keeping the Property Management Company
- b. Update the Bylaws and Covenants
 - i. Institute rental application/ HOA approval process, possibly with 1 year minimum leases.
- c. Items to consider and prioritize for to improve the community depending on finances:
 - i. Replace the Park Fence
 - ii. Paint columns and entrance sign stucco
 - iii. Restucco Entrance signs Vs another finish on these signs. ie: brick
 - iv. Refurbish walking trails
 - v. Tree replacement (after Lynn Lane and 91st street expansion
 - vi. Do we want to become a gated community? Cost?

XIII. Adjournment

- a. Meeting Adjourned at 8:55pm, 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 4/09/24 meeting minutes