

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
December 5, 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 December 5, 2024.

CALL TO ORDER: 6:40pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Andrea Caldwell

I. FINANCIAL REPORT:

- A. **A third lien amount has been paid off** since Robson's departure in August. Helen will deposit the check and a lien release will be filed when the 2025 dues are current and we are certain payment has cleared.
- B. **Gem at Robson has Closing checks for us** - 12/04 we received an Email from Gem they had closing checks for us they were holding at their front desk, Kim replied and today 12/05/24 Helen picked up the checks for 2 closing fees and closing paperwork dated 10/10/24 for the 6 WGH Oklahoma owned properties and their checks dated 11/24/25 for their 2025 assessment payments in the amount of \$253 ea., the balance of \$25 each will need to be collected. Kim has also been in touch via the Board email with the property manager for these properties and emailed them all the documents that were mailed in Nov., as well as mailing them.

II. BOARD VOTE:

- A. The Board voted unanimously to approve and post the Board meeting minutes for dates 11/10/24, 11/14/24 and 11/19/24.
- B. The Board voted unanimously in favor of the appointment by the HOA President, Kim Dryden of Andrea Caldwell to fill the office of secretary.
- C. The Board voted unanimously to reimburse Kim for postage of \$23.23 for 23 and Helen \$8.08 for 8 manual assessment notice mailings.
- D. The Board met at the entrance, Sunday 11/24 and unanimously chose the color Charcoal for the pillars and caps and Ultra White for the entrance sign surrounds.
- E. The Board voted and unanimously agreed to spend an additional \$200 with Grimaux, power washing of additional white vinyl fence along Lynn Lane, north side.
- F. The Board voted unanimously in favor of having Kim order fasteners to re-install garland at 91st Street that the wind took down and eight 3M hooks to hang the wreaths and some plastic Christmas balls to decorate the garland or wreaths.
- G. The Board voted in unanimously favor of Kim purchasing a 2-pk carton of ink cartridges for the printer and be reimbursed less than \$30.

- III. ACC – Kim received a text that there was construction at S. 12th St. Kim to contact ACC to see if the homeowners have ACC approval and send a letter with the application if they don't. 12/05, Kim received word from Chris W. there is No ACC application in process file, approved the letter to be sent on behalf of ACC, the board approved via email 12/06/24, the letter/application were mailed 12/06/24.

IV. OLD BUSINESS:

- A. **Annual Assessment Mailing**– Kim went to AMS Sat. 23rd, picked up extra copies for the approximately 30 to be mailed manually due to different amounts due. Kim was able to look at one prepared for mailing, they looked good. They were mailed 11/25/24 by AMS.
Helen and Kim met Sunday and stuffed envelopes, 11/24 and 11/25/24 mailed 8 to owners with different amounts dues for various reasons. Kim verified with the attorney on 11/26 which invoice notice to use for those receiving demand letters. These additional 23 letters were sent 11/27/24, the cost was 1.01 each, Kim has receipt for reimbursement of \$23.23. Helen needs to be reimbursed \$8.08 for the 8 mailed 11/25/24. We have received 3 Assessment notices back, Kim will update addresses and remail them 12/06/24.

V. **Board Chair Report for Volunteer Committees:**

A. Activities Committee – No update

B. Communications Committee – Kim posted the October Meeting minutes and Budgets from the Assessment notice mailing on the website 11/30/24.

C. Landscape Committee:

- i. **Splash pad** – Kim has contacted Water Odyssey in Tx, the original supplier of our equipment, no phone for them had to fill out a website email form for a call back. I let them know we are looking to see who services their equipment in OK or who still may have their equipment.
- ii. **Southside walking trail** –Kim was able to get both insurance certificates updated and verified by the HOA agent at Farmers Insurance. Interstate Asphalt has completed the job. Kim was not happy with how they left things Weds., 11/27 and had them come back Monday 12/02/24 to repave behind several houses just east of 13th and cleanup all the piles they left behind. Kim looked again, there are still areas of improvement, Kyle from Landscape Committee took photos and met with Kim the evening of 12/03, Kim emailed photos to Aaron and Rocky at Interstate Asphalt with request for further improvements. Kyle will join Kim on conference call, if needed, with Interstate Asphalt. 12/05, Andrea agreed to walk the trail as well. A conference call was held with Kendal tonight with the Board to discuss the condition of the walking trail. All agreed improvements are necessary.
- iii. **Painting Exterior Fence Pillars/Entrance Signs:** Grimaux liability insurance was received but they did not have Work Comp as previously specified. Kim spoke to the HOA's Farmers Ins, they suggested to have Grimaux sign a Hold Harmless agreement which they have done. The Board voted to proceed with the Hold harmless agreement due to the low-risk nature of the job being performed. The Board met at the entrance, Sunday 11/24 and unanimously chose the color Charcoal for the pillars and caps and Ultra White for the entrance surround to contrast with the dark granite signage. The board also voted to spend an additional \$200 for power washing of the white vinyl fence along Lynn Lane north of the entrance. On 11/30 Kim had notices delivered/taped to all owners doors who will be affected by the project which started Monday 12/02/24.
- iv. **Fences down due to windstorm:** Jim has gone back and fixed the fence on 91st Street, previously repaired by homeowner. No charge from Jim. No quotes have been received from the 3 contractors contacted.
- v. **Christmas lights** were installed at the entrances 11/19/24, the wreaths will be installed closer to Christmas, the timers are not currently set to go on, the electric is not working on the west side of 91st Street. 12/05, Jim was able to get the electric working for \$3.53 in parts, No charge for labor or parts.
- vi. **Christmas garland** is very heavy and came down in the wind, the clips didn't hold, it had to be removed on Lynn Lane anyway, due to Stucco project, it was also removed at 91st St. until we have better clips. The Board Voted to have Kim order zip tie mounts to re-install garland at 91st Street and 3M hooks to hang the wreaths and some plastic Christmas balls for the garland or wreaths. Jim set the timers back on for the Christmas lights to go on "dusk to dawn" on Tues, 12/03/24.

D. Welcome Committee – No Update.

NEW BUSINESS:

- A. Member at Large position is now vacant - Allen Hyatt has resigned from the HOA Board and the ACC, in writing via email 11/27/24. We are saddened by his departure.
- B. Appointment to fill the position of Secretary - Kim Dryden, President, appointed Andrea Caldwell to the position of Secretary.

NEXT MEETING DATE:

The next Board meeting is scheduled for Tuesday, December 17^d, 2024 at 6:30pm.

The Board meeting adjourned at 8:30pm.

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