

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
July 30, 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 30th of July, 2024.

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

Present: Kim Dryden, Helen Smith, Stefany Muse

Absent: Allen Hyatt

I. FINANCIAL REPORT:

- A. Late Notices: Have been mailed out by Robson, we have received a copy of the statements in a PDF file but have not received a copy of the individual letters to the Homeowners which Kim requested. Helen to email Dustin with a request for the letter copies. 7/30 Helen requested Need New AR list for 2nd notices to be mailed and copy of 2nd notice letter to review.
- B. We now have the account receivable report by alpha (sort of, Trust names are not in Alpha order) from Robson with payment amounts and balance due but still no detail of each deposit that we can tie A/R back to the bank statement deposits amounts. The Homeowner list Kim has compiled is accurate and complete per the Tulsa County tax records, A/R balances as of June 30th have been entered, but there are a few discrepancies to work out, for instance Robson had 3 or 4 accounts with no names on them on the exported version of the AR to Excel that Robson provided.

II. BOARD VOTE:

- A. True Green contract, 2 applications in 2024, voted unanimously in favor to sign contract for 2024.
- B. **Electrical box cover ground level at 91st St**, was replaced by Kendal C. for just over \$26, voted unanimously in favor to reimburse Kendal for receipt he submitted.

III. ACC BUSINESS: Al Hyatt ACC Chair

- A. No Report (we still need PDF Files of all ACC applications, letters, approvals/denials received/sent by Robson.)

IV. OLD BUSINESS:

- A. **PO Box** –Kim has asked Dustin for missing items from last Board, will include 2nd key request. 7/30, Need follow up with Dustin for additional key. Helen now has box ownership.
- B. **Annual Meeting Invoice** - Kim received the invoice for Geaux Theater but we have requested a revised invoice. Kim has made contact for revised invoice. 7/09 No update. 7/30, Kim made 2nd request on 7/26/24, as of today we found no adjustment is needed to the invoice received May 20th, Kim will forward to Robson for payment.
- C. **Covenant Violations** –We still need PDF Files of all Covenant Violation, letters/2nd notices etc. sent by Robson and responses received back from homeowners, Stefany to request. Also ask about July Drive thru.
- D. **Insurance policy renewal.** Helen, Paige said they would have bid by June 7th, doesn't have bid won't have a cost until June by 20th- 25th. Helen said expires June 2024, Paige said don't worry we will still be covered. Need new bids for coverage in the amount of \$450,000. Helen reported a discrepancy in what State Farm says our policy is @ \$500,000 and can't quote less, but our declarations page says \$309,000. Stefany getting additional quote from her agent/friend.
7/30, per Helen policy is still in underwriting should be done by Aug 2nd, need to notify Paige to take Robson off the policy effective Aug 21st and make sure Ph 7&8 are not included. No luck getting Farm Bureau on the phone yet.

Stefany, Farmers Ins. Says State Farm Policy is written wrong shouldn't have a building address, they need break down of items covered, Board made itemized list during the meeting.

7/30 Kim asked Stefany to call Philadelphia 800-873-4552 recommended by CASA Property Mgmt.

7/29 Kim has called Broker Harmon Ins & sent info to Harmon Ins for quotes.

E. 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. Kim has spoken to and emailed **Jennifer Amstutz** several times, you all have been included in that info. via email, she would work through Quick Books which HOA would pay \$60 (3 users) - \$90 (5 users) per month (1st 3 month offers a discount and the HOA retains ownership of so the account history would remain ours. The fee for loading is \$500, Kim feels like she could probably do this for us free, since we have it all in excel, we may just have to manipulate the spreadsheet set up for the upload to Quick books, then Jennifer's fee is \$300 to \$400 per month, we can do our own assessment notice mailing (or have Quick Print do it), she will send stmts PDF to us, The HOA will be able to do our own Title Co letters and keep that income.
- ii. Stefany has spoken to Muret CPA \$600 month, plus \$25 per letter, \$2500 start up fee – uses own Quick books.
- iii. 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.
- iv. Helen to call Optimus Property Mgmt, Yolanda.
- v. Stefany is contacting My Trusted Bookkeeper.
- vi. Kim called Scott Eudy, Esq. regarding attorney services for 3rd assessment collection letters and follow up lien letter, lien filing, same for ACC/Covenant violations and review of possible revisions to Covenants and Bylaws. His rate is \$250 per hour, if we write up letters on his template he will be able to generate several very quickly, create PDF's send to owners registered mail and send PDF copies back to HOA, the fees for anything assessment related would be charged back to homeowners. Same if we had to go the route of Covenant violation, the attorney fee when it got to the lien stage would be charged to homeowner for the lien and any collection/court costs that ensued. We could do this for 2023-2024 Assessments not collected to try him out and report back to residents.
- vii. Kim called Casa Management, gave specs for our community, asked for a financial only property management quote as well as full blown property management quote, including ACC & Covenant Violation management, they were supposed to email it no later than 7/29/24. Of note, it sounds like they use exact same system portal system Robson uses so that does not give me a good feeling about services being any better.
- viii. Need a plan for Robson's turnover of funds, \$10,000 set up transfer of bill payments. Kim to email Dustin for plan for turnover, what they plan to provide and when.
- ix. Secretary position, to date no interest has been expressed in filling this position. Kim will try to reach out to a couple of individuals.

V. Board Chair Report for Volunteer Committees:

A. Activities Committee – No report

B. Communications Committee -Stefany is working on the August Newsletter

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.
- ii. **Park Fence**-Kim to ask Dave Z. to spread out missing pickets 1 per bottom section next to post until we have another neighborhood meeting. Kim will ask Landscape committee to each get quotes for white vinyl, spilt rail coated chain link and metal fence quotes, 905 ft, 3 gates, 1 dbl gate.
- iii. **Backflow Covers**-have been received by Kim and need to be picked up by the landscape committee for installation. Kim needs to turn in receipts, trouble printing from Amazon.
- iv. **Sprinklers** –Helen reported again the flowers are wet in the evening, Kendal said he could replace the sprinkler control box for less than \$200 (cost for the box) – No sense giving extra water. We will be

running for a while if we plant fall flowers. Vote to approve this expenditure? Table until Helen sees it go off at night again.

- v. **Weed Control and Fertilizer**- TruGreen's services will be used for fertilization and weed control. Final Weed Control/Fertilizer contract for remainder of 2024 received 7/31/24, if all are in agreement Kim will sign it tonight and get back to Darrell at TruGreen. (Contract previously sent to Board, Kim just had him add specific months of service) Voted unanimously in favor True Green contract for 2 applications in 2024.
- ix. **Baby Swing at playground** –Kyle sent pic of baby swing that exists at the playground it appears it does not to be replaced it just needs new straps/seatbelt. 7/30, no follow up on this yet.
- x. **Electrical box cover ground level at 91st St**, reported broken by Helen, photo submitted, was replaced by Kendal C. for just over \$26, vote to reimburse Kendal for receipt he submitted.
- xi. **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. Heleb submitted pics during the meeting.

D. Welcome Committee

- i. Helen has not been able to reach Tina by email or Beth by text Kim let Helen know she knows Beth has been out of the country so she might try reaching out again. Try to reach out to Beth again and Tina.
7/09, No Update. 7/30, No Update.
- ii. Helen is also going to get a list of closings from August thru May from Dustin. Helen will also request copies of the welcome letters that Robson has sent, per their contract, to new owners. Helen requested today 6/11/24. 7/30, Helen has received 9 Welcome letters back from Dustin.

VI. NEW BUSINESS:

- A. **Update to residents re: Informal/Unofficial Neighborhood HOA Meeting 7/23/24 to get resident input** of items to address and prioritize and Covenant/Bylaw changes. Kim has added items suggested at the meeting and drafted a cover letter to resend this info. out via email, website and Facebook. Stefany volunteered to build email list in the WLHOABoard group gmail account. Letter and spreadsheet reviewed by the Board, changes made.
- B. The Board reviewed email Robson forwarded to the Board from a resident, Board stated responses, Kim will send our responses to Dustin via email.

NEXT MEETING DATE:

The next Board meeting is scheduled for Aug 6th, 2024 at 6:30pm.

The Board meeting adjourned at 9:45 pm.

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

Action item: 8/06/24 Unanimous Board vote in favor to approve and post the 7/30/24 meeting minutes.