

**Washington Lane HOA Phases I-VI  
Board Meeting Minutes  
March 3, 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 6:08pm on March 3, 2026.

**CALL TO ORDER: 6:08pm** by Andrea Caldwell, President

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

**I. Board Meeting Minutes:**

- A. The 01/11/26 Board meeting minutes, previously emailed to the Board for review, were approved via email 02/16/2026 by 2 Board members. Posting of the minutes to the website was also approved. These were uploaded to the HOA website 02/28/26.
- B. **12/18/25 Board meeting Minute revision** - Approx the middle of page 2 states “NOTE: Any payments postmarked after January 31<sup>st</sup> will accrue interest for the entire month of January.” This should be struck, due to the due date for HOA Dues being extended until January 9<sup>th</sup>, 2026 the Board unanimously voted **not** to charge interest for the month of January on 2026 HOA Dues. The revisional will be done, noted and posted to the HOA website.

**II. BOARD VOTE:**

- A. The Board voted 2 in favor, 1 abstain via email 02/16/2026 to approve the January 11, 2026 Board Meeting Minutes.
- B. The Board voted 2 in favor, 1 abstain via email 02/16/2026 to approve the January 11, 2026 check register and January 2026 bank statements for posting to the HOA website.
- C. The Board voted unanimously in favor of approving the TruGreen contract with 4 applications for a total amount of \$4,893.65, prior to the meeting via Text 2/16/26 & 2/17/26.
- D. **Account # 20302**, The Board voted unanimously in favor of refunding the homeowners for the \$100 credit balance, if that is their preference. (the owner elected to leave a credit balance, prior to typing these minutes)

**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 the owner 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.
- B. **Account # 020302 requested until March 28, 2026 to pay 2026 HOA Dues**, due to being unemployed for 9 months in 2025. **01/11/26**, The Board voted unanimously in favor of having them make monthly payments for the 2026 HOA Dues to be paid in full by March 28, 2026 to avoid a lien being filed. 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, as long as the lien is paid in full by March 28, 2026. **03/03/26**, the account is paid in full, in fact they have overpaid, with the Boards’ approval the Treasurer will send them back the \$100 overpayment. The Board voted unanimously in favor of refunding the homeowners, if that is their preference.
- C. **Account # 020403** - Homeowner emailed 2/02/26 and asked: Due to unemployment, is there any kind of hardship forgiveness, or donations available for those in need within the neighborhood? 02/03/26 the Treasurer responded she would take this to the Board for consideration, due to delay in Board meeting the Board voted via text to offer the homeowner the following payment terms: 3 payments, made monthly March through May to be completed with interest by May 28, 2026, in order avoid having a lien filed, which would

result in additional costs. The homeowner was notified of this offer Feb. 22, 2026. No response has been received as of 03/03/26. The Board voted unanimously to proceed with the lien due to lack of homeowner response.

- D. **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.
- E. **Website update**-The check registers and bank statements for January 2026 were emailed 2/16/26 to the Board for review. The Board voted 2 in favor, 1 abstain to approve posting these documents to the website, via email 02/16/26. These documents were posted to the website 02/28/26.
- F. **CPA Review** –The CPA Review was received via email 02/13/26, there were some suggestions for policy /Bylaw and Covenant improvement/strengthening. These items are being drafted to be put to a neighborhood vote per mailed written ballot. This may require legal review before it is sent out, the Treasurer has been reaching out to local attorneys and is trying to set an appointment for a free consultation this week.
- G. **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.

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

- A. **Acct# 030152-ACC Application received** 01/27/26 for painting house Antique white with black trim and garage door. Boarded via email 2 in favor, 1 No on black trim. The approved application was emailed back to the homeowner 02/01/26.
- B. **Acct # 050151 –ACC Application received** 03/02/26 for a new Roof, the owner notified via Messenger only Weather wood is permitted, sent Covenant reference, application doesn't specify color. The **Board** voted unanimously in favor of approving the roof with the stipulation of only "weathered wood" color shingle be used as specified in the covenants.
- C. **Acct# 050156 – Violation reported:** a dog is being walked off leash in the neighborhood, complaint received, 2<sup>nd</sup> complaint received with a picture attached. The Board voted unanimously in favor of sending the homeowner a violation letter.
- D. **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.
- E. **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 3<sup>rd</sup> notice in 30 later with notification of possible \$500 fine if not corrected in 30 days.

#### V. OLD BUSINESS:

- A. **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.
- B. **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, Mr. Redington has stated work should begin soon.

- C. **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."

**VI. NEW BUSINESS:**

- A. **Fence Quotes** 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.
- B. **Fence options** – 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.
- C. **Entrance Bed planting** was discussed, Kim will get pricing on flower design presented from ChatGPT.
- D. **Written Proxy/Ballot review** – 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.

The Board meeting adjourned at 8:10p.

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