

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
October 17, 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 17th of October, 2024.

CALL TO ORDER: 7:00pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Stefany Muse, Allen Hyatt

Absent: - N/A

I. FINANCIAL REPORT:

- A. Late Notices:** One of the original 37, second late notices were mailed (to 35 owners), one was held because the owner is not on Robson's final AR, they closed last Feb, so we are not sure if they paid yet, Gem was to get back to us on this but no response, Kim will email her about this. One letter was returned, no forwarding address (*foreclosure case we have gotten notice on*), one letter was returned with a new forwarding, this one was resent 10/07 given 30 days to pay. Kim posted a reminder on the HOA Facebook Saturday these Assessments are due by Monday, Oct 7th to avoid additional fees. Nine payments, for a total of \$4,226.69 including two liens were paid in full and a 3rd lien paid half the amount owed. Eleven unpaid liens remain, (1 paid half), the total accounts receivable for years 2024 and prior is now \$17,083. Kim spoken to the attorney re: demand letters/prelien notices, Kim has updated mailing label list with amounts due, including Sept. interest and the legal description ie: Lot/Block and sent this to the attorney 10/16/27 for review and to demand letters mailed from his office. The charge per letter for this is approx.\$60-\$75 per letter, which will be added to the amount due to collect. The 4th notice will be for the lien notice and will incur further attorney costs, from that point, collections will ensue.
- B. Bank Account:** Bank balances were stated for the Board's information. Kim is looking into a secure way to publish the banking and budget information on the website, so the general public does not have access, only HOA Members.
- C. Robson/Gem,** emailed final paperwork, they would not supply the detail deposits or AR balances in any kind of order, Last name, address etc. Their goal obviously was to make transition as difficult as possible. The request for all ACC applications/approvals and denials was ignored. We need to take a close look at Financials/Bank account, record the last transactions on the spreadsheet. They did charge us the additional \$1100 monthly contract amount even though they canceled the contract. Kim will check with the attorney on the validity of this.
- D. Title Co. contacts –** One closing has occurred and we received \$200 closing letter fee which has been deposited. Kim did a 2nd title co letter today for 2nd closing.
- E. HOA Board Email 09/10/24 from Title co.:** after research it appears Paradigm filed lien with address of one property and legal description, ie: Lot/block of another homeowner. Per Robson's A/R neither property owes past HOA Dues. Kim typed up lien release and Stefany filed the lien release. The cost was \$20.55, due to requirement for a 2nd page. Stefany paid cash and needs to be reimbursed.

II. BOARD VOTE:

- A.** The 3 Members of the Board voted 10/12/24 to reimburse Stefany \$20.55 for the filing of the release of lien filed by Paradigm on the incorrect property.
- B.** The Board voted to reimburse Helen \$96.60 for Aug PSO, left unpaid by Robson during transition.
- C.** The Board vote reimburse Kim \$268.81 for 2024 Quik Print reimb. Annual meeting postcard mailing. (*Previous check for this, cut by Robson was not cashed, due to glitch with the electronic deposit*)
- D.** The Board voted to reimburse Kim \$42.32 for mums, Board approved via text prior to the purchase.

- E. The Board voted unanimously to change HOA Insurance companies from State Farm to Farmers insurance \$8,740 annually, effective Monday 10/21/24, the Farmer's Ins quote for 12 months is \$5,780.
- F. The Board Voted and unanimously via text 10/16/24 to have the attorney file to protect the HOA lien in the amount of \$1002, in a foreclosure action, with an estimated attorney fee cost of \$600 which will be added to the amount for collections. The home's value far exceeds the bank's foreclosure action amount, the attorney advised the HOA lien and attorney's fee should be able to be recovered.
- G. The Board Voted and unanimously for a professional transcribed report of the 4/02/24 Annual Meeting minutes, to be billed at \$25 per hour.

III. ACC BUSINESS: Al Hyatt ACC Chair

- A. 10/17, Kim reported an application was received 10/01/24 to widen the driveway at 2611 s. 16th Pl., no dimensions regarding the expansion were provided. The application was forwarded via email to ACC members Al H. Chris W. and Will M. Chris Whybrew responded: "approve. Honestly, I don't think widening driveways are a big issue and promote keeping cars off the street." A 2nd approval is needed, Kim rewrote the original application which would not print, delivered it to AL for approval and return to the Board. 10/17, Al reported he approved the application with a note that if any color is to be added that would need to be a separate approval. Per Al, the approval was delivered to the homeowners.

IV. OLD BUSINESS:

- A. **Covenant Violations** – Hoping the ACC will take on the inspections to do drive thru, take pics of any current violations so we can get letters out. Al will work with Kim to set up ACC mtg and discuss the possibility of them doing these drive throughs. 10/17, Kim won't be able to have this meeting until bids are received, budget is complete and HOA Dues/Assessment invoices are mailed out.
- B. **Insurance policy renewal:**

State Farm: 8/20 Helen, still no response from Paige at State Farm, current State Farm Policy coverage is \$8740 annually. 9/12, Stefany to ask a broker office manager here in the neighborhood for feedback on this. 10/17, Kim spoke to Paige last week and today and is getting conflicting info, she says they changed our policy to \$486,000 in June, (we had only asked for quote for \$450,00) but State Farm's calculation changed to \$486,000 in coverage at a current rate of \$8,740. Originally, we were covered at \$509,000, we have no idea why. I further discussed the mail we received 10/01/24 from Robson showing \$2022 increase postmarked on 8/22/24 saying amended in June 2024 and then another State Farm envelope post marked 8/24/24 saying there is a credit of \$1522, amended 9/25/24 (a month after the mail date!) makes no sense, Paige's explanation did not make sense either. I asked her to email the details to the Board. The email is also confusing, rec'd 10/17/24, read at this meeting, with a declaration page that says we have \$509,000 coverage and policy amount of \$8740 which does not match what Paige stated on the phone or in her email that it was attached to 10/17/24.

Farmers Ins: 8/20, Stefany, received Farmers Ins. Quote and has emailed it to the Board 8/07/24, quoted at \$6046.00, this would be high estimate. The Board reviewed the itemization. Kim would like a Broker to review and compare State Farm and Farmers policies to be sure coverage is comparable. 10/17 Stefany has had a neighbor who works in a brokerage office review the policy to be sure we had adequate coverage, comparable to State Farm, she agreed it was a great quote her office couldn't match or get any quote for less than \$8,000, Tonight we clarified with the broker at Farmer's on a call with Helen, Stefany and Kim that the liability insurance coverage is also included in this the quote, the additional money for the umbrella liability would be on top of that and it is not something we need or had in the past. The current Farmer's Ins quote for 12 months with coverage in the amount of \$451,628 is \$5780, a savings of \$2,960 annually!!

Philadelphia: 7/30 Kim asked Stefany to call Philadelphia 800-873-4552 recommended by CASA Property Mgmt. 8/20, Stefany reports she has not received a return call.

Harmon Ins: 7/29 Kim has called Broker Harmon Ins & sent info to Harmon Ins for quotes. 8/20, Kim has made 3 follow up calls and will call Harmon Ins. again. 9/12 kcd has spoken to Janice apparently broker

not releasing quotes due to multiple request, there is confusion due to Phase VII & VIII shopping insurance also. 10/17, Harmon Ins. was never able to provide a quote after multiple attempts.

- C. **Bookkeeping quotes** - Progress on getting quotes for bookkeeping services to handle the funds, A/R, A/P and annual assessment billing in lieu of Robson's services:
 - i. Stefany is contacting **My Trusted Bookkeeper**. 8/20, Stefany reported she has received no call back. 9/12, Stefany reported she spoke to bookkeeper for an hour and was impressed with them. Kim asked for details of conversations to be emailed to the Board for review. 10/17 Stefany needs last few month's Bank statements to send to MyTrusted Booker for a written quote.
 - ii. Kim has a call scheduled Monday evening 10/21/24 with Jennifer Amstutz, the bookkeeper recommended by AI's CPA to further discuss details of the association and get a written quote.
- D. **Secretary position**, to date no interest has been expressed in filling this position. Kim will try to reach out to a couple of individuals. 8/20, no update. 9/12 Kim has reached out to one person about the secretary position, were awaiting a reply, they were thinking about it. 10/17 no word back, Kim to reach out again.
- A. **Update to residents re: Informal/Unofficial Neighborhood HOA Meeting 7/23/24 to get resident input:** 9/12, the survey results have been tallied on a spreadsheet which is sorted by top priority for improvements and repairs and by the largest percent of responses in favor of the change. Kim sent reminder to email to about 12 people we haven't heard from that normally respond. The spreadsheet needs to be tallied again due to a few lines that are off by a count of 1 or 2 responses, in addition all the "Yes" and # Priorities should be tallied separately from the No's. Kim asked if anyone else would like to take the response sheet and to recount the tally while she is gone on vacation? Noone wanted to take this on individually, we will work on this After Kim's vacation. In the meantime, this count has given us a good idea that the painting of exterior fence columns, splash pad new equipment and southside walking path replacement are top priorities for gathering bids. 10/17 we need follow-up on this when more pressing matters are addressed, currently the count that is done has given us the priorities of: 1.) painting of exterior fence columns and entrances, 2.) replacing the equipment that runs the splash pad and 3.) replacing the southside walking trail, bids are being gathered. Depending on the bid prices we may be able to get the fence pillars cleaned and painted along with the entrance signs this fall 2024 and then the splash pad done late winter EARLY spring 2025, the walking trail will most likely be postponed until Spring of 2026.
- B. **Homeowner Foreclosure notice served to the HOA** at Kim's address – 9/12, Kim gave original copy to Stefany to follow up with the attorney to see if we needed to take any action. 10/17, after her vacation, Kim emailed the Summons regarding the Bankruptcy to the attorney for review. Kim also spoke to She attorney 10/16 and he said he advises filing in court on this since the mortgage balance appears to only be \$140,00 there is plenty of equity there for the HOA to recover our past due assessments in the amount of \$1,002 plus attorney's fees, estimated to be \$600, The Board voted 10/16/24 via text and unanimously agreed to have the attorney file to protect the HOA lien in the bankruptcy action.

Board Chair Report for Volunteer Committees:

- A. **Activities Committee** – As discussed with the board via text, Kim has posted about neighborhood "October Booing" on facebook, purchased some tags and giftbags which are available on her porch for pickup, if one neighbor wants to give a little Halloween surprise to another neighbor. Kim will also email instructions and tags as well as post on the website over the weekend.
- B. **Communications Committee** – Discuss whether tenants in rental properties should be accepted on HOA facebook, concern would be if we did any polling we would have to ask them not to participate. 10/17, after much discussion about the amount of people trying to get on our neighborhood facebook with fake addresses, who are not owners, this topic was tabled.
- 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. 8/20, 9/12, No Update. 10/17, Craig at Power

- play met with Kendal at the Splashpad on Weds. 10/02/24, we are currently waiting on a written bid, Kim needs to have landscape committee meeting.
- ii. **Southside walking trail** – Kim has 3 way call set up for 8/21/24 with Kendal C. w/WL HOA Committee and Mitchell from Rausch Coleman Homes to discuss repair replacement of the walking trail and Rausch Coleman’s responsibility to pay their share of the damage their building has caused. Kendal has met with Rausch Coleman contractor, we are waiting for a written bid to be submitted. 10/17, to date still no written bid has been received, Kim needs to have landscape committee meeting.
 - iii. **Arterial street fence post/entrance sign cleaning and painting:** we need to get bids and possibly get this completed in November depending on bids, Kim needs to have landscape committee meeting.
- D. Welcome Committee** – Kim has revised the welcome letters and sent to Helen for review, one for NEW owners since 08/01/24, one for new owners since 7/01/23. Can we get these mailed and 2 welcome baskets put together? Kim will do letters for owners 07/01/23- 07/31/24. Who will do 2 welcome baskets, w/2 letters, ACC Application and Covenant short version ACC and general HOA rules? 10/17, Helen and Stefany had previously agreed 9/12, to make the baskets, but Kim ran out time before vacation to get homeowner list together for these letters and baskets, **this needs follow up.**

I. NEW BUSINESS:

- A. **2024 Annual Meeting minutes** - full transcribed copy for \$25 per hour, by a professional transcriptionist, the recording is 2.75 hrs long. The estimate should be less than \$200 for the 2024 minutes maybe even \$100 since they have already been started. A Short version can also be produced for posting. Do we want to move forward with getting the short and long version transcribed? The Board voted to have the long/complete verbiage transcribed.
- B. **Title Co Letters** - Kim did 6 more Title Co. letters the night before she left for vacation, it appears WGH Oklahoma LLC, is going to be selling all 6 of their properties. These were invoiced at \$200.00 each. Upon return from vacation Kim asked **ACC** to inspect these properties for violations, probably something we should do prior to all closings we are notified about. Al called Kim the following evening with a list of the issues at each address, Kim typed them up and sent them to 3 closing agents handling those closings.
- C. **Large Tree creaking over southside path** - We have received an email & video about a tree that is creaking when the wind blows, the homeowner backing to the path near it is afraid it may come down and damage her new fence or hurt her dog. It appears to be over the walking path and appears to be a large one that actually belongs to Rausch Coleman. Kim sent the email and video to Kendal and Kyle to review and inspect. 10/01, Kyle replied the Tree is on Rausch Coleman property, he sent me video back the Tree looks very low over the walking path. Kim to discuss further with Landscape committee about following up with Rausch Coleman, asking them to trim or getting our own bids to take it back to the property line. Kyle did also speak to the homeowner who reported this, and she understands the situation.
- D. **Planting beds and tree rings for fall/winter/early spring** – minimum 12 flats of 18 planted with mulch estimated \$872, Board approved via text, Gardner estimate came in at \$577. Additionally, the Board voted affirmatively, via text, since the last meeting for Kim to purchase 8 large mums at Sanders, they were \$27 now \$5, for a total of an additional \$40 plus tax, these should return year after year.
- E. **Annual Assessment Billing Planning** – Kim has spent some time thinking about this, her thoughts are: In November we send letters to explain Assessment, Board Nominee process, give our contact info, ACC reminder, announce **tentative** Annual Mtg date Thurs. 2/20/25 and alternate inclement weather date, Tues. 2/25/25. Al will check about booking Knights of Columbus for these dates, Helen will check with the Library and Stefany will check with the Geaux Theater for availability and cost. We would enclose the Board nomination application form (with approval from nominating committee), additionally the actual assessment invoice page includes half of the form to update your contact info to be returned with their payments or separately if we enable online payments, drafts of these forms were sent out prior to the meeting for review. Al expressed his desire not to raise HOA dues. In addition, we can enclose current and future budgets. In January we can mail a meeting notice reminder, YTD Expenses for 2024, proxy forms and include late notices for 2025 HOA Dues not paid by Dec. 31, 2024. There was some discussion

about the quote from Quik Print for the mailing Vs doing it ourselves, Stefany is to decide if she can do all the printing and with help from Al to do the stuffing and labeling to do the mailing. Stefany will also pursue a quote from a “mail merge” company that does this sort of mailing. Kim will pursue a more accurate quote from Quick Print when we determine the # of pages needed. Kim can provide the mailing list in excel.

- F. **Annual Assessment Payments** – Kim will research setting up HOA PayPal account with link on our website to receive electronic payments. After speaking to the Bank in the past, Zelle is not really a viable option for a business account.

NEXT MEETING DATE:

The next Board meeting is scheduled for Tues, October 29, 2024 at 6:30pm.

The Board meeting adjourned at 10:15p.

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

Action item: 10/17/24 Unanimous Board vote in favor to approve and post the 09/12/24 meeting minutes.