

Washington Lane Homeowner Association, Phases I-VI, Inc.
Annual Meeting Minutes, April 28, 2026 – 6pm
Broken Arrow Library 300 W. Broadway, Broken Arrow, OK

Board Members in Attendance:

Andrea Caldwell- President, Helen Smith-Vice President, Kimberly Dryden- Secretary/Treasurer

Call to Order, by the Board President at 6:05pm.

Introduction:

- Welcome. Based on the number of proxies received a Quorum has been established. We have a lot of news to share from financials to HOA projects. We do need to stop at 7:30p in order to put chairs back and clear the room by 7:45p.
- Homeowner, made a motion that the agenda be amended and the election of Board members be moved to start no later than 6:30p. The motion was seconded. The Board agreed to this time change, if allowed to proceed without further interruption. Homeowner, insisted on a vote of the motion, other homeowners asked for an explanation regarding the change in agenda to be voted on. Kim Dryden explained, normally you hear what the Board has done in the past year and we take questions, then we call for Board nominees from the floor, we had 2 nominees who submitted ahead of time and we planned to let them speak and any other nominees speak, one of them is not present. Discussion ensued with the homeowner who made the motion, did he want the vote to begin at 6:30p or did he want to start the process and hear from the nominees at 6:30p? It was clarified he was requesting to start the process at 6:30p. The Vice President called for the vote by a show of hands, the motion passed.
- Proof of notice was given of the Annual meeting notice mailing, receipts for copies, stuffing envelopes and postage were presented.

Secretary, Kimberly Dryden:

- **Proof of notice:** a copy of the Annual Meeting Notice mailing and the mailing receipt were presented.
- 2025 Annual meeting minutes are posted on the website **washingtonlanhoaph1-6.com**.

Treasurer's Financial Report, Kim Dryden:

- March 31, 2026 month end checking balance was just over \$200,000.00, we have been working hard, saving up for the fence replacement at 91st Street. The CD Reserve balance was just over \$30,000.00.
- The final contract for the fence has not been signed, being that it got so close to a new Board coming on board.
- A courtesy reminder was emailed in Feb. to those with remaining balances, prior to liens being filed.
- 16 owners have not paid **2026 Dues**, additionally 3 owners have partially paid, less fees so no new lien were filed on them, 16 liens were filed (I think 14 on 3/31/26, 2 liens done approximately a week later, 1 due to noncompliance with payment agreement).
- Total A/R Balance on 4/26/26 is approximately \$22,838.00 (this includes interests and cost assessed with the filing of Liens)
- April 10, 2026 Notices for the Annual Meeting date were mailed with the Cover letter, the meeting Agenda, the Proxy/Ballot, the 2026 final Budget, the 2025 Budget Vs Actual Expense. The total mailing cost \$867.75, a savings of \$880.25 to do it ourselves, with UPS assist vs. Quick print. For some reason Quick Print quoted \$500 or \$600 more than past quotes.

- Copies of the 2026 Budget, the 2025 Budget Vs Actual Expense were mailed in the meeting notice package, this is also available on the HOA Website: **Washingtonlanehoaboardph1-6.com** under **“Annual Meeting Info.”** Homeowners were asked if anyone had questions about the budget, no questions were asked.
- Title Co Letters, \$3,600.00 fees were brought in 2025 as miscellaneous income for the HOA. There was one \$200 fee from last March 2025 that was just collected and deposited 4/09/26, it took several emails to get that one!
- HOA 2025 taxes were filed. We did owe \$6,039.00 due to the \$19,000.00 Cox check we got last year.
- The insurance claim for wind damage to the 91st Street fence was paid to the HOA in the amount of \$6,573.00.
- CPA review for years, 2023 & 2024 have been completed for \$1,300.00. The full report is posted to the HOA website. Items #1 through #3 on the ballot tonight came from recommendations from the CPA regarding a Board like turnover checklist, code of conduct/conflict of interest statement and the document retention and storage policies.
- CPA quote for 2025 is \$1200.00, suggest we get additional quotes. Although for 2023 and 2024 we were given an intro rate.

Secretary’s report, Kim Dryden:

2025 ACC /Covenant Update:

ACC Applications: 08 were received. 08 approved. 0 denied.

(In 2026 we already have 7 ACC applications approved)

- We would like to reinstate this committee, if anyone would like to volunteer.

ACC/Covenant Violation letters: 15 letters were sent, not including 2nd and 3rd notices.

- The rusty VW bug is finally gone after 3 violation letters and threat of the \$500 fine, after 10 years!
- No further reports of the operating an auto detail business from the home, after the 2nd notice.

Other Items completed:

- **Splash pad update:** We called the manufacturer and ordered the controller box directly from them for approximately \$6,900 plus tax total \$7,241 w/shipping and Water Odyssey tech support walked us thru installation and setup. Kendal dedicated the time to do this install this with the help of an irrigation company at a cost of \$1,471, for a total cost of \$8,712.00.
- **Park fence** continues to be maintained by Dave Z, a homeowner who lives near the park, is making wood pickets painted to match the vinyl one at a nominal cost to keep the slats filled.
- **Contracts initiated with Bevan Landscape, our previous guy sold his business to Chris Bevan. TruGreen, Farmers Ins and State Farm Fidelity Bond Ins were all renewed.**
- **Park playground mulch** was refreshed.
- **Tree pruning** was done on several trees in the common areas.
- **16th Street and 13th Street walking path crossing – “No Motorized Motor Vehicle” sign** installation completed.
- **QuickBooks Account has been set up for the HOA**, Homeowners are loaded, 2025 HOA Dues invoices generated, but as Treasurer I haven’t had time to teach myself QuickBooks so it is not currently in use. If the new Board wants to utilize the account, it will just need homeowner list updated from Oct 2025.
- **Baby/toddler swing was replaced** due to damage (sawed open) at the park playground.
- **Liens for HOA Dues were filed Sept 2025 for years 2025 and prior by the Board.** The Board had been waiting for the Attorney to file the liens, but he never did! The attorney was dismissed from the HOA account, The Board finally had to report him to the partners of the firm, we had obvious proof of his failure to perform and be truthful. The partners had him personally send us \$375 on a foreclosure he did not handle timely and the law firm forgave the HOA all legal fees for services we had received and not yet been invoiced for in the stated amount of somewhere between \$ 13,000 and \$17,000.

- **Covenant Amendment to combine Phases I-VI** was never done after 2023 Annual Mtg, this has been filed with the Tulsa court clerk.
- **Bylaw Amendments** as voted on at the 2025 Annual meeting to change CPA Audit to CPA review and Annual meeting date from February to March or April, has been filed with the Tulsa court clerk.

Projects/Events in progress to be completed:

- **AT&T Fiber is being installed in the neighborhood**, per the City of Broken Arrow's legal department they have the right to access utility easements on your property. You may see strangers in your yard.
- **Next year we anticipate being able to pay online with Zelle thru the HOA website for 2027 HOA Dues** payments now that BOA is offering Zelle to Business customers.
- **91st Street Fence/Stucco replacement** – The Facebook/Email poll results are for the brown stain fence with the taupe color stucco pillars. 5 fence replacement quotes and 4 stucco quotes were received.
- **Marking the south side walking path crosswalks at 13th and 16th Street crossings**, we are in discussion with the City of BA about this. At this time the HOA does not qualify for speedhumps at these locations. Kim has queried the City regarding the appeals process; the next step is a petition that a percentage of those people on the street have to sign. We have also inquired about getting stop signs installed.
- **Speedhump study recently completed for S. 15th Pl.**, City reported the HOA **does** qualify for speedhump, the next step is a petition that a percentage of those people on the street have to sign and then that goes to City Council, there's a whole process.
- **City of BA engineering office has been contacted regarding the water being dumped on HOA grounds** from drainage pipe in our Southwest corner walking trail by the south neighborhood. So far their response is the developer complied with the City engineer plan. I have asked for that plan and that statement from the engineer. Additionally, there is more general erosion due to the south developer removing almost all the trees on the South side path. It appears their new fence is at risk of failing due to the erosion as well, so hoping he will help with dirt and sod.
- **Reuse 91st St rock to redirect south side path water drainage:** There is a possibility we could put rock out there to make some sort of culvert to direct the water away from the path but then we need to look at who are we dumping the water on? We got a quote for \$4700 to remove the rock and regrade along the 91st St fence line and \$7700, to re-sod. Kyle that brought up the idea and reuse some of that rock to direct some of that water away and stop some of that erosion. That quote was for hauling the rock away, so placing it elsewhere will probably cost more
- **The south developer has been contacted multiple times regarding people working very late hours and the noise to our south**, my recommendation is to call the non-emergency police phone # while it is happening. He has also been notified a couple of times (with pictures) about **the trash we are receiving due to his contractors not securing their garbage**. Homeowner, reported they are allowed to work until 10p.
- **The sidewalk on the southeast end of the walking trail near Lynn Lane** has been recently poured by the south developer to replace our section he did damage to, it is already cracked, he has been notified, no response so far.
- **We will enhance our landscape at the entrances this spring**, GPT Chat helped us develop a more robust flower design to make things look much nicer this year. We were holding off because of doing the fence and the stucco on the entrance signs. We don't contractors want to trample over the new flowers, we can go ahead and do the Lynn Lane side and maybe the tree rings at 91st St first and then they could come back and do the two 91st St entrances once the stucco is completed.
- **Playground mulch should be reviewed** to see if additional mulch is needed this year.
- **Easter Egg Hunt was cancelled** this year due to lack of volunteers to fill eggs.
- **Garage Sale dates 05/08/26 & 05/09/26** – a new volunteer took this over this year, thank you to Jacqui.

Ballot Voting items:

- **11 changes to the Bylaws have been proposed, the first 3 being recommendations from the CPA.**
- **Homeowners were asked if they had questions regarding the ballot items.**

A member proposed removing the 2nd line of item #5 on the Ballot which was initially voted in favor of, however because the written ballot had been mailed to all the membership for voting it was discussed and later decided the wording on ballot item 5 could not be changed without a legal opinion, the vote should proceed as it is written.

Introduction of Board Nominees:

Eugenia (Gina) Harris is nominated, she had turned in her form ahead of time and met with the Board and the nominating committee member, Al Record.

Amanda Thompson also had turned in her form ahead of time and was invited to meet with the Board and the nominating committee member, however she did not attend and is not here tonight.

Bette Newfield, Archie Devore and Chris Whybrew were nominated by proxy and accepted their nominations.

Instructions were given to mark out John's name and write Bette's name in on the line for John Newfield, be sure to cross out John and add Bette to that line, if you do not mark out John's name and write Bette's name the vote will be for John not Bette. Instructions were given to write in Chris Whybrew and Archie Devore on the 2 remaining blank lines.

The Board asked if there were any further nominations/volunteers from the floor. There were none.

Each nominee listed above, addressed the membership with their reasons for wanting to join the Board and their previous experience that might be beneficial, with the exception of Amanada who was not present. Kim expressed desire to stay on the Board for one more year to assist the new Board with the history and historical HOA knowledge and this would start the stagger of Board positions again, which is how it is meant to be, as the initial elections were for 3 yr, 2 yr and 1 yr positions.

Instructions were reiterated on how to vote for the Board members.

Kim apologized we had not introduced the current Board at the onset of the meeting, Andrea Caldwell is currently the President, Helen Smith is Vice President and myself, Kim Dryden, I am the Secretary/Treasurer right now.

Homeowner Question: On the ballot were items 1 through 4 recommended by the CPA? Kim responded that items #1 - #3 were CPA recommendations. #4 is just moving the verbiage to a more appropriate location in the Bylaws.

With regard to the written ballot, item #5, Kim confirmed we can vote on ballot item 5 as it is written, changes cannot be made to the written ballot at this point, as it was mailed to the homeowners, we cannot change the language, so if you don't like the way it is written there then vote no for it.

Homeowner question: When will ballots be counted and who counts them? Kim responded last year we had watchers, typically Board members would count the votes. It was asked if there could be "watchers" again, the Board was in agreement with this. Volunteers for watchers are Sharon Trogon, Sally Smith and Christian Bortis.

Homeowner Question: How long are these terms for? Answer, 3 years. Kim stated she would like to fill a term for one year. It was brought up that the positions expire staggered based on the first election and the Board could fill positions based on the expiration of those positions. The Board agreed that would be better, therefore currently the

President position is for 3 years, Vice President 2 years and Secretary or Treasurer will be 1 year, other Ad-hoc positions are for 3 years so length of service will depend on the role each Board member assumes after the election.

Homeowner Question: Can you explain ballot items 9, 10 and 11? **Question 9 & 10** refer to a Corporate Seal that the Association does not have and per Dave Cocolin at Paradigm during the turnover to residents, he stated he was not in possession of a Corporate seal. **Question 11** refers to 2 cosigners on checks, that is not in practice. The Board approves expenditures by votes for items other than routine recurring items, ie: utilities and insurance and contracted items such as the monthly landscape invoice and TruGreen contracts, etc. Many if not most things are paid by EFT or Debit Card. Also, Bank of America who provides our Free Business checking account cannot enforce this. It was noted Bank of Oklahoma might support 2 signatures, cost is unknown. Everyone on the Board has log in access to the bank accounts. The Board is also insured with a Fidelity Bond to protect the HOA from any kind of theft. **Homeowner noted:** it was more important to have more than one signer on the account. The Board confirmed, 3 Board members are signers on the account. **The Board mentioned all members of the HOA can see the bank statements and check registers on the HOA website.** So for anyone questioning where their 10% increase in dues went you can look and see all expenses there, most of the money has been saved for the major work to be done.

Homeowner questioned how proxies are counted and if we have all of hers: The Board confirmed yes we have all the proxies, if a homeowner completed their own voting, then their vote stands, if the proxy/ballot was left blank by the homeowner who signed over their vote, then those proxies are counted as a vote the same way the proxy holder voted. The Proxies that do not count if is someone has a lien on their property/unpaid assessments. You are not eligible to vote if you are not current on your dues.

Homeowner asked the Board to address questions 6 & 7: The Board explained Question 6, that if items 1-3 are passed with affirmative voting today and become appendices to the ByLaws that the Appendices can only be changed in the same manner as the ByLaws, by a vote of the membership. **Discussion went on to include there are many items in the ByLaws that could be addressed but the HOA really needs money for an attorney to do this in it's entirety. In addition, many changes could be made to the Covenants, however that requires a majority vote of the membership to make a change, essentially 192 homeowners would have to vote affirmatively for an item to be changed/updated/deleted or added.** Items that could be addressed by covenant changes include whether or not to continue to require the front yard tree and possibly a requirement for owners to complete an application with their tenant information when leasing a property. This would give the HOA the knowledge needed to address situations with the owners/management companies in other states that may arise with their tenants, such as subletting where multiple families are living in one house, that the owner may not even be aware of. Kim also stated the Board does not police the neighborhood, if you see an issue please report it to the Board email with a picture and we will write letters and follow up the best we can, we have addressed many issues this way.

Homeowner asked for a deadline to announce tonight's vote outcome, another homeowner suggested the count be done May 31st. Motion made to set May 18, 2026 as deadline for the count and announcement of the outcome, a vote ensued. The vote was affirmative for the date of May 18, 2026.

Homeowner brought up covenant violations for 6.10 landscaping violations, such as missing trees. The Board asked him to report items/addresses to the Board email. Homeowner stated he is bringing this up because he got a violation due painting his green house. Kim explained that was because his house paint color is in violation of the Covenants and it was reported to the Board by other homeowners. Again, if he sees violations he is welcome to report them in the same manner, to the Board email.

Homeowner questioned not being able to vote on ballot item 5 and does that not also apply to adding Bette/additional Board members to the voting? Kim confirmed we can vote on ballot item 5 as it is written, changes cannot be made to the written ballot at this point, as it was mailed to the homeowners, however the Bylaws/Covenants do allow for Board members nominations from the floor during the meeting.

Voting instructions were reiterated, if you are voting for Bette Newfield, strike out the word John and enter Bette's name.

Kim asked if there were any other questions. None were asked.

Written Ballot Voting Commenced.

Voting was completed: Ballots were completed, collected.

7:25 Meeting Adjourned.