

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
June 11, 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 7:00pm on the 11th of June, 2024.

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

Present: Kim Dryden, Helen Smith, Al Hyatt. **Absent:** Stefany Muse

I. FINANCIAL REPORT:

- A. Lien interest and attorney recommendation on CPA Audit and Special meetings:** Kim has emailed everyone her 6/05/24 conversation with attorney Scott Eudey: Lien interest is ok being charged as of due date, he agrees we need CPA Review not CPA Audit (need to reword HOA documents w/ Special Mtg) and move out from under "Manager" so a self-governed Board also has to do it, not just when there is a manager. Confirmed, Special meeting is only for topics on Special meeting agenda, a separate Special meeting is not needed to raise dues more than 10 % or for special assessment as long as they are on the agenda, multiple topics can be on the agenda.
- B. Late Notices:** Dustin is having trouble getting an actual Due date on the letters as he previously said he could. I told him we would want to see one and the statement that goes with it prior to it being mailed due to the confusion their last billing and notice mailing caused.
- C. Financial review 8/2023-current,** Kim and Helen have not met to review the past year's financials, we are still awaiting an account receivable report from Robson and deposit detail/payment history with amounts that we can tie back to bank statements.

II. BOARD VOTE:

- A. Park Fence Picket replacement:** Unanimous affirmative vote, Kim to order from wholesale co. in OKC \$225 approved to be reimbursed
- B. Backflow Covers needed:** 2 large @\$69 and 1 Medium @\$46 are needed. - Unanimous affirmative vote Kim to order from AMAZON and be reimbursed, Sandstone color

III. ACC BUSINESS: Al Hyatt ACC Chair

- A.** Green house – Owner has stated that he will not change the paint color. Robson sent letter May 22nd giving 90 days so at 90 days 8/22/24 he would get a letter outlining the next actions to be taken, vote affirmatively.
- B.** Homeowner was not able to access the ACC application on Robson portal, he was directed to the HOA Board website able to submit his application to paint garage door, this has approved and will be forwarded to Robson to log.
- C.** Will McLane officially voted onto ACC committee.
- D.** Board reported a vehicle violation was reported today, and a resident with chickens was reported. Al will report these violations to Robson with a 2nd vehicle violation reported to him. Basketball goal placement was discussed. Approvals are needed for basketball goals. Al will also get address of pool installation happening north of Delmar and verify ACC application receipt. Al to ask Dustin for of log of ACC application denials approval and Covenant Violation letters.

IV. OLD BUSINESS:

- A. PO Box –** Helen visited USPS, cost of our PO Box is \$91 every 6 months, last paid 3/27/24, 2 keys were issued (legally), Washington Lane 1 thru 6 is the name on the PO Box, person on box is Sammie Dodds as owner only she can close or reassign ownership. Kim to ask Dustin for missing items from last Board, will include 2nd key request and transfer of ownership.

- B. **Annual Meeting Invoice** - Kim received the invoice for Geaux Theater but the amount was not correct, we have requested a corrected invoice to be issued. Kim has made contact for corrected invoice.
- C. **Covenant Violations** – Kim noted some of the original letters posted as having been sent have now disappeared from Robson’s portal. Kim emailed Dustin 6/10, asked where May letters were, was drive thru done? He says it was done, not when, he says they are posted, checked portal nothing is available to view. Also, asked in same letter about the April letters on Portal that disappeared? He did not respond. Al and Kim checked the portal night of Jun 11th meeting, no new May letters were found.
- D. **Insurance policy renewal.** Helen, Paige said they would have bid by June 7th, doesn’t have bid won’t have # by 20th- 25th. Helen said expires June 2024, Paige said don’t worry we will still be covered. Need a new bids \$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.
- E. **Meeting Minutes:** Minutes from all previous Board meetings 3/19/24 through 5/14/24, have been released to Robson for posting and posted on the HOA Board website. A post was made to Facebook letting people know these are available. Previous Board Minutes dating back to 8/01/23 have not been posted as approved due to time constraints, these will need to be scanned in first, as only hard copies are available.
- F. **Secretary position:** The Board has not reached Janice Hoag regarding a leave of absence, due to time constraints, follow up should occur this week. Al wants Kim to reach out to Cathy Coats to fill the secretary seat. After discussion, Helen will reach out in the next few days to Janice regarding a leave of absence, if that does work out Kim will reach out to Robson for their suggestion on how to handle.
- G. **Corp seal/Stamp** - There was previous discussion on how to officiate final minutes with a corporate seal/stamp. Do we really want to?.... this requires to print stamp and scan back in, no resolution to discussion.

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

- A. **Activities Committee – No report**
- B. **Communications Committee** – Kim has created a HOA Website sections for Newsletters and posted them.
- C. **Landscape Committee:**
 - i. **Park Fence**-Kim reported she has heard back from Omni with a quote for cost of pickets \$900-\$1,000 for 27 full pickets installed. Wholesale \$6 picket 27x6=\$162 plus \$40 approx shipping, Dave Z will cut and install or my latest idea is we take a picket from a full section and distribution, order 25-30 pickets will give us extra – **Unanimous affirmative vote, Kim to purchase replacement pickets up to \$225.**
 - ii. **Backflow Covers**-the landscape committee has found backflow covers that look like rocks, avail on Amazon 2 large @\$63 and 1 Medium @\$48 are needed. Update: Dustin can’t order he says, we can order and submit for reimbursement, **Unanimous vote Kim to order and be reimbursed**, Sandstone color.
 - iii. **A tree limb that fell on homeowner fence** – the HOA fallen tree limb residual damage to the fence, Will with Z-Construction reported to Kim, this repair is complete.
 - iv. **Sprinklers**, Research says do 3x a week for 20-30 mins, Kim to call Pros and get timers changed if appropriate.
 - v. **Landscape Contract** – Kim has copied Board on emails w/Robson regarding giving notice to Drover. Apparently Chris Drover was not given notice after our request to Gem at in person meeting with Gem on 3/26/24 in Robson’s office. In addition, on 04/09/23 the Board had video call with Dustin and asked him to follow up on this notice to Drover and asked him to secure Drover’s bid as well as another landscape bid. Apparently, at no time was Drover actually given notice that Robson Property Management can recall, therefore Drover is holding us to a July 31st contract end date. I have notified Mark Gardner, he is agreeable to and Aug s1st start date, Kim had not yet signed the Gardner contract due to discrepancy with Robson/Drover.

vi. Weed Control and Fertilizer, 3 quotes and services were reviewed, in addition the landscape committee recommends separating these services from the landscaper's contract. A unanimous vote was taken to use TruGreen's services for fertilization and weed control. Kim has not signed due to Landscape contract issues.

vii. Entrance Islands- the island tree rings/mulch and flowers have been installed, looks good!

viii. Dead Crepe Myrtle in the Park –SE Corner, needs removal, Kim to ask Gardner for a quote.

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.
- 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.

VI. NEW BUSINESS:

A. None.

NEXT MEETING DATE:

The next Board meeting is scheduled for June 25, 2024 at 6:30pm.

The board meeting adjourned at 10:00 pm.

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

Action item: 6/25/24 Unanimous Board vote in favor to approve and post the 6/11/24 meeting minutes

7/03/24 Board Voted via email (3 members present at mtg 6/11) to approve w/change per email from Al Hyatt.