

**Washington Lane HOA Phases I-VI
Board Meeting
March 19, 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 6:00pm to 8:00pm on March 19, 2024.

CALL TO ORDER Kim Dryden: President

ATTENDEES: Stefany Muse, Allen Hyatt, and Leann Hyatt

- I. Kim Dryden, WL HOA President, appointed the new Board of Directors until next election, 04/02/2024.
 - a. Stefany Muse, appointed for 1 yr., not up for election, fulfilling original election 2 yr. term.
 - b. Helen Smith, appointed interim Treasurer.
 - c. Janice Hoag, appointed interim Secretary.
 - d. Al Hyatt, appointed interim Member at Large.
- II. Annual meeting notices will be mailed by Quik Print this Thurs 3/21/24 or Fri. 3/22/24. Previous unanimous vote via text to approve Kim Dryden to be reimbursed for this cost, just under \$300.
- III. The new Facebook group has been activated, **Washington Lane HOA Phases I-VI Community**, name decided by Board Members via text and email votes. Stefany, Kim, and Leann are the admins. We will look for additional community members.
- IV. Print meeting notice on 1/2 sheets, yellow 8x10's to hand out an Easter Egg Hunt. (50). Stefany to do this.
- V. Post signs 3/24/24, Sunday, at entrances with the annual meeting notice. Stefany and Kim to work on this. Is everyone ok with the expense of \$15 for 2 new signs, a possible \$5 for posterboard and \$15 clear plastic cello to waterproof signs? Vote affirmative, 3 yes. Update: *We were able to reuse signs, Kim will just pay for plastic herself no reimbursement.*
- VI. Three of us plan to meet with Robson Tues 3/26, 4pm, and will take a list for topics of discussion. Topics list so far:
 1. The Annual meeting is now being planned for Tues April 2nd at 6:30p, sign in at 6pm, Geaux Theater in Broken Arrow, Ok. The board will have Quik Print mail meeting notices by March 22, 2024.
 2. Kim has appointed a temporary board as Robson suggested prior to our meeting March 26, 2024. The new board intends to count ALL proxies for everyone who has does not have a lien on their property.
 3. Due to the delay in meeting please send the information being requested below via email as soon as possible:
 - a. Please provide a list of all physical property the previous board has returned to your office so that we may compare to the list we have compiled as due to the HOA, signage, checkbook cover, alpha file, Christmas lights/wreaths and invoices /other hard copies of any paperwork in their possession from April 2023 to current date.
 - b. How many proxies were validated from Feb. 27th Annual meeting and how many residents were in attendance that established the quorum of 77 total?
 - c. Please send the accounts receivable list/report identifying which homeowners have not paid.
 - d. Please send a copy of all of the previous board's resignation letters.
 - e. What was the bank balance for the HOA acct on Dec 31st, 2023? What is the HOA bank balance today?
 4. At the 3/26 meeting with Robson, we would like to review and have copies of the following:
 - a. A copy of all bank stmts., Aug. 2023 through Feb 2024 and all invoices paid April 2023 through Feb 2024 or whatever is in your possession in either paper or electronic.
 - b. Please provide copies of all board meeting minutes for the HOA from July 2023 through Feb 2024 in your possession.
 - c. A copy of the checkbook register, or whatever document you have kept track of the HOA's expenses on.

5. At the 3/26 meeting we would like to discuss:
 - a. The HOA financials.
 - b. The Reconvened HOA Annual meeting agenda.
 - c. The ACC processes.
 - d. Of Note: We have a tax service who will do the HOA taxes at no charge. Please let us know if the 3/26 meeting date at 4p is acceptable to you.

No additions were made to the above list during the meeting 3/19/24.

- VII. Need a sprinkler test for all sprinklers. (Jim can help). Al has sprinkler knowledge. We will try to get Jim, Al, and Will together to test sprinklers out soon, in case we need to schedule a repair.
- VIII. Need splash pad test by 5/3/24. ... turn on 5/17 for the season? – Not thoroughly discussed
- IX. Plan flower design, plant, and mulch 4 entrance beds by April 15th. Possible new edging for entrance beds? Kim to work on this, I have started plant list, I will get with Will about wholesale plant prices.
- X. Plan Annual meeting agenda for 4/2/24 mtg date. Stefany to print ballots. Kim/Stefany to print sign in sheets.
 - A. Pres. Call Mtg to order. I intro myself, brief explanation how I am back. I ask that everyone one hold questions/ comments until the board and Robson have presentations and until the mic is passed to them, we will go back around the room until all questions are answered.
 - B. Pres. introduces the Interim Board/candidates and Robson.
 - C. Each of the candidates speaks re: why they want to be on Board/community goals.
 - D. Robson presents their Accomplishments on behalf of the WL HOA, 8/22/23 to date.
 - E. Robson answers members' questions. Robson/Gem may depart at this point.
 - F. The board answers members' questions.
 - G. We ask for Board Nominees from the floor, Nominees speak.
 - H. Hold Board election by ballot or acclamation if not Nominees.
 - I. We ask for 2 volunteers for the Nominating Committee to serve through next year's board election, 1 Board member.
 - J. We ask for Committee volunteers for ACC, Welcome Committee, Communications (FB Admin/Newsletter)
 - K. We discuss the Park Fence replacement options.
 - L. Adjournment.
- *If we have a big turnout (like 80 people) we discuss moving forward w/ Robson vs attorney advice, ACC/Liens.
- XI. We need 3 landscaping bids. Give 30 days' notice to the current landscaper by April 1st Kim has asked Gem, via email, to notify Drover he needs to rebid for contract. Kim to get another bid. Stefany to get another bid.
- XII. Soon we will need 3 Insurance policy bids. Debbie can get us at least one. Stefany to get another quote.
- XIII. Fencing bids, park fence 905 ft. Different design/material options. Debbie is working on getting this information for us. Kim has previous quote for \$20,000 for spilt rail coated chain link.
- XIV. Plan Tree replacement for 91st Street. – Not discussed
- XV. WLHOA Website needs to be updated: Kim to update with new Mtg Date & New Email

Final Meeting notice

WASHINGTON LANE PHASES I-VI RECONVENED ANNUAL HOA MEETING

DATE: Tuesday, April 02, 2024
TIME: 6:30pm – meeting start time
(sign-in will begin at 6:00pm)

PLACE: Geaux Shows Theater
3812 South Elm Place
Broken Arrow, OK 74011
(SW corner, New Orleans Square, behind Apple Barrel)

EVERYONE will be afforded the opportunity to speak and ask questions.

Email the HOA Board at: wlhoaboardph1to6@gmail.com

Keep up with the neighborhood news at:

Website: Washingtonlanehoaph1-6.com

Facebook Group: Washington Lane HOA Phases I-VI Community

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

Action item: 5/28/24 Unanimous vote in favor to approve 3/19/24 meeting minutes.