

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
November 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 6:30pm on November 19, 2024.

CALL TO ORDER: 6:50pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Andrea Caldwell **Absent:** - Allen Hyatt

Also Present: Al Record, Nominating Committee Member and guest Shelia Record.

I. FINANCIAL REPORT:

- A. A third lien amount has been paid off since Robson's departure in August. Helen will deposit the check and a lien release will be filed when the 2025 are current for this property.
- B. Discussion to remove small interest amounts, ie: less than \$6.00 for payments that crossed in the mail with interest posting in the meantime, most amounts are \$0.23, some \$2.53 and 1 for \$5.68. The Board voted unanimously via text 11/20/24 to remove these amounts.

II. BOARD VOTE:

- A. The Board voted unanimously 11/20/24 to remove small interest amounts less than \$6 that were left after payments crossed in the mail with interest posting monthly interest, Sept, Oct.
- B. The Board unanimously approved payment to Cathey Raines in the amount of \$87.50 for transcription performed.
- C.

III. ACC – N/A

IV. OLD BUSINESS:

- A. **Annual Assessment Mailing**– it looks like the mailing will be at the end of the week. Since our orig # to Automated Mailing Systems (AMS) quote included all of the double-sided copies we would need, they said they will provide copies needed for the manual mailing of assessment notices, Kim will pick up the copies. Kim and Helen to do the manual part of the mailing this weekend for those with odd amounts due who will receive special invoices, the Board reviewed and approved those templates. We are waiting for the attorney to give us Invoice verbiage for those he is sending demand letters to, Kim to follow up again with him on Monday.
 - i. **Cover letter for Assessment Mailing** –Kim is redating the letter from the 20th to the 22nd for the printer
Final change: added website and Facebook name to footer of cover letter prior to sending to AMS.

V. Board Chair Report for Volunteer Committees:

A. Activities Committee – No update

B. Communications Committee -- No update

C. Landscape Committee:

- i. **Splash pad –11/10**, Kim had invited Kendal, who was unable to attend this meeting to explain about options on the Power Play Splash Pad Bid came in at 32,218.30. There is an additional optional \$10,920 plus tax, in parts that could also be replaced. The installation portion from Established Construction is \$27,600 includes \$3,600 for labor on the additional optional \$10,920 in parts plus tax. Kim to speak to Kendal and Craig at Power Play and confirm understanding re: optional items as stated. **11/14**, reviewed topic for Andrea's benefit. Andrea suggested we find out what other splashpads in our area use our equipment and ask who they use for repairs and service. **11/19**, Kim to follow up with Kendal on this. ACS Playground in OKC also needs to be contacted for a Bid, in the past Kendal has had no luck reaching them, Kim will try to call them.
- ii. **Southside walking trail** –11/19, Kim is working with Interstate Asphalt, as of tonight the new quote for \$18,000 has been received but the Liability Ins certificate needs the company's local address

and the Work Comp they provided was expired. Washington Lane HOA phases I- VI need to be listed as Certificate holders on both. I have also requested their W-9 form.

- iii. **Painting Exterior Fence Pillars/Entrance Signs:** 11/19 Kim has emailed Grimaux to submit Liability and Work comp certificates. We will also need their W-9.
- iv. **Fences down due to windstorm,** Kim has called 5 places, 3 said they would give me a quote, no one has gotten back to me with a bid. Two homeowners repaired their own sections, Jim fixed last section no charge. One of the homeowner's repaired section appears down again, Jim will go back and see if he can fix that one. 11/19 no update.

D. Welcome Committee – No Update.

NEW BUSINESS:

- A. **Christmas lights were installed today at the entrances,** the wreaths will be installed closer to Christmas, the timers are not currently set to go on, the electric is not working on the west side of 91st Street. Kim will have Jim look into this. If Jim can't fix it, Andrea will ask her dad (owned electrical business) to look at it or recommend someone.
- B. **2024 Annual Meeting Minutes** – the transcriptionist was not able to open the voice file on her computer, she came to Kim's and tried to use Kim's computer but the foot pedal would not work with the Wave file, after 3.5 hrs she was only 30 mins into the 2.5 hr meeting typing a verbatim transcription and she was about 12 pages in, the unfinished document is now 18 pages. Kim had her stop as she felt no one is going to read all that and it would be too costly to continue. The board agreed this is not feasible. 3.5 hrs at the agreed upon rate of \$25, we owe the transcriptionist \$87.50, Kim has \$84 cash left from the 2023 neighborhood cookout, this will be deposited to the HOA bank account and a check written to Cathey Raines to pay for her work of 3.5 hrs. The Board unanimously approved payment to Cathey Raines in the amount of \$87.50 for transcription performed.

NEXT MEETING DATE:

The next Board meeting is scheduled for Tuesday, December 3rd, 2024 at 6:30pm.

The Board meeting adjourned at 8:00pm.

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