

**Washington Lane HOA
Board and Committee Meeting
March 23, 2023**

Minutes of the Board of Directors Meeting of the Washington Lane Homeowners Association, *Broken Arrow, OK*, held at the 2509 S 17th St, Kim Dryden Home at 6:30pm on the 23rd of March, 2023.

I. **CALL TO ORDER** Kim Dryden: President

II. **ROLL CALL OF OFFICERS**

Roll call of officers at 6:40pm

Present: Kim Dryden, Amber Hamilton, Yolanda Martin.

Absent: Leslie Davis, Greg & Sammye Dodds, **ACC**: Bob Keefover, Allen Hyatt.

Also Present: Landscape Committee: Dave Zimpel, Sharon Trogdon. AD HOC: Cindy Wallace.

III. **Objective**: Continue to work out the details of HOA turnover from Developer and prepare for control of the HOA.

IV. **FINANCIAL REPORT**: Dave Cocolin has emailed in response to Kim's call the following:

A. **Kim**: Discussed Dave Cocolin's email after Kim's conversation with him.

Kim previously shared via email with the group Dave's email response which included the following:

B. **Kim** will review financial info and lien status this weekend received from Jennifer.

Kim did work on this but there were missing items rec'd 3/22/23, 9:30pm via email:

- March Bank Balance Attached as of 03.22.23
- January Bank Statement Attached
- I do not have a comprehensive phone list for residents but if you look at the Excel Workbook Tab "All residents Phone Numbers" I've given you what I have (column M)
- AR Detail in Spreadsheet form attached-Last tab in Excel WB
- I have the splash pad key; have asked Three Oaks for the trash can key
- Trying to locate signed copy of bylaws

Kim will continue this project 3/25/23 to determine lien amounts and turnover amounts

Update 3/25/23, Sharon to assist Kim with this project

Kim stated she and Leslie talked, we feel like we do not need Quickbooks, Excel is fine.

C. **Amber** to go to Tulsa County Tax Assessor office and confirm lien list current/released.

V. **BOARD AND COMMITTEE VOTE**:

VI. **Old BUSINESS**

A. **Management Co Bids**: Optimus Property Management \$1000 from **Sammye/Kim**. OK HOA Property Management \$2500 from **Sammye**. Need 3rd bid on management company, **Amber** to f/u with names Leslie provided.

B. **Lawn Contract bids**: **Dave Z**: Landscaping Bid from Chris Bevin \$2,700 includes weed spraying. **Kim** is going to call to see if she can get a bid without spraying. ***Kim sent an email out with suggestion for 1st landscape contract from Chris Bevin, no input rec'd back – review email during mtg for feedback.*** **Dave Z.** has appt tomorrow for landscape bid and has met with additional co. who has not submitted bid yet. **Dave Z.** will get bids from 2 more landscaping co's referred by Yolanda with Optimus.

C. **Swing set repair – bolts replaced**, **Dave Z.** getting price to do get these parts. ***Per Dave Z., parts are \$11.00 a piece, approx \$88, on hold until turnover.***

D. **New HOA Bank Account**: **Yolanda visited 3 banks, AVB rates are too high. BOK uses a third company for online banking. BOA sounds promising. Yolanda will get more rate/fee info from Western Sun, and**

Tulsa Teacher Credit Union. Western Sun does not open business accounts. TTCU does not do business account this large.

- E. **All Common areas to be deed to HOA by Developer, Amber** is going to check Tulsa County Clerk office to be sure common areas deeded to us, including the .85 acre strip along 91st St fence, west of entrance. **Kim to check Tulsa County Assessor office online records.**
- F. **Amendment based on annual meeting vote to include Phase VI with phases I-V needs to be typed up and filed with Tulsa County Clerk's Office.** **Kim asked Yolanda to type this up and provided template from previous combination of Pphases I-V.**
- G. **Annual HOA Minutes need to be finalized** – We need to check someone else's recording. **Kim to count Proxies to add #'s for voting. Yolanda and Sammye will finalize Annual Meeting minutes.**
- H. **Website Design: Allen and Amber** will get a bid for website design. **Al's person called Kim, Kim left voicemail for Brad Spangler, indicated he could help with this, no return call, Kim will reach out to Chelsea Carvalho see if she can head this up. Example website: Shenandoahvalleyhoa.com.**
- I. **Park Fence debacle: Kim let everyone know Debbie E.** is spearheading working with Empire Fence on some sort of corrective action to repair our park fence that is now falling apart and she will keep us informed with progress via email. **2. Neighborhood Cookout, Dave Z and Cindy** discussed having a neighborhood barbecue at the park after the Easter Egg Hunt, April 1st, 4pm. Adults: \$5.00 hamburger, chips and drink. Kids eat free: hotdog, chips and drink. Sammye, Kim and Sharon also discussed bringing cookies to the Easter Egg Hunt. Amber discussed bring Sides for BBQ. **Julie** will add Cookout/BBQ info to signs she is making to post at entrances for the Easter Egg Hunt.
- J. **Key to Splash Pad Equipment** – Jennifer with Paradigm has this key for us

VII. NEW BUSINESS

- A. **Secretary of State, File for New HOA Name: _Washington Lane Phase I-VI. File Fri 3/31 or Mon,4/03.**
- B. **File with the IRS for new EIN. Kim discussed with Leslie, she will file Fri, 3/31 or Mon, 4/03.**
- C. **Closing Co contact for Jennifer to refer Title Co's to for HOA Dues balances? Will Leslie be contact?**
- D. **PO Box address needs to be opened. Kim US Post office \$180 pr/yr, Sammye, need UPS cost?**
- E. **Turnover letter to Dave Cocolin needs to be written for his signature. – Per Kim, Leslie is doing this.**
- Remove Phases I – VI off Broken Arrow Lots.com 4/30/23. - **Have Leslie add to letter for Dave**
- F. **Homeowner Intro Letter/Email/Facebook** with board contacts, events, proposed budget, short version of Rules and Regs from our Covenants preferably one page (other side w/ ACC requirements).
- G. **ACC** – need to draft paragraph to add to homeowner intro letter and 1 pg simplified ACC requirements from covenants to add to a Rules & Reg's page to be sent with new Boards intro letter to residents.
- F. **Email list needs to be built/updated** to send above info – **Kim/Sharon are doing.**
- H. **Entrance Landscape plans:** need designs, pricing, etc., include mulch and some hardscape edging, at least for missing bed edging on 91st street and anywhere else it is missing. – **Sharon to do.**
- I. **Weed Prevention Contract** – need to get 3 bids, 1 can be from Ryan's Lawn care currently doing it.
- J. **Gazebo Stain and Seal Project, Need Volunteers or bids – 3/25/23 update Dave Z sanded off the graffiti off gazebo. He plans on having it stained but the time 4/1/23 picnic. HOA will reimburse him \$200 for stain/sealer. Also discussed getting a camera or phony camera for gazebo area.**
- K. **Tom's Outdoor Living** – Monthly contract \$110 to monitor Splash pad, **Greg to call and ask what they were doing exactly for that money. (Kim just gave Greg ph# to call)**
- L. **Replace the garbage cans at the Park? Will Greg /Sammye ask City for trash cans.**
- M. **Need to get keys or replace locks on garbage cans at the Park?**

- N. Yolanda will finish up Phase VI - Door to Door, waiting for Kim to update Info Collection form and reprint.
- O. Dave Z. says a landscape crew giving a bid said our sprinklers are a total mess, broken, appears not shutoff/winterized. Need sprinklers/splashpad turned on/tested. Next big bid project for any sprinkler and or splashpad repair that needs to be completed. *Will ask Greg at the next meeting if he will take the lead on this.*

NEXT MEETING DATE

The next Board and Committee meeting is scheduled for *March 28th, 2023* at 6:30pm.

The board meeting adjourned at 8:20 p.m.

Yolanda Martin and Sammie Dobbs, Secretary

March 23, 2023

These minutes were approved by the Board of Directors, March 28, 2023.

COMPLETED BUSINESS:

1. Attorney Needed for Turnover? No. 3/16/23, Everyone was in agreement to forgo an attorney for HOA turnover, basically Paradigm will just be turning over the balance of our 2023 dues and we will be filing for a new separate HOA with the Secretary of State and with the IRS for new EIN.