

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
September 12, 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 the 12th of September, 2024.

CALL TO ORDER: 6:35pm by Kim Dryden, President

Present: Kim Dryden, Helen Smith, Stefany Muse, Allen Hyatt

Absent: - N/A

FINANCIAL REPORT:

- A. Late Notices:** Helen and Kim had a work night Thurs, Sept. 5th to label and stuff late notices, 37 were sent USPS mail on Fri 9/6/24 by Helen (35 owners, 1 has 3 addresses) (added to the orig letter "Short term" payment plans would be considered.) Kim loaned stamps for mailing, Helen to purchase a roll of stamps and return 37 to Kim, keep the balance to pay bills. Next follow up on AR will be Oct 7th, accounts not paid will be turned over to the attorney for Pre-lien notices and collections proceedings on those with existing liens. Kim to send Helen the A/R ledger updated with newest owners, 2 owners didn't get late notices: one person had sent me proof of payment last March, Robson has not written off, do we agree to write off? Board agreed unanimously to w/o amount per Kim's note on old A/R ledger.
- B. Bank Account:** New account checks, binder and deposit stamp have been received from BOA, Helen has possession of them. Invoices were paid to Landscaper for Aug. maintenance, tree/limb removal, City of BA, TruGreen and reimbursements were made to: Kim for preprinted envelope order, Helen for PO box lock change and extra key and to Kendal for electrical cover (broken at 91st). Helen has Insurance invoice and will pay PSO.
- C. Robson/Gem, emailed Aug financials 09/09/24,** is everyone OK with finalizing these and having them release the balance of the HOA funds to us? There was no mention of Covenant Violation individual PDF letter copies or ACC applications, approvals and denials, even though we have asked repeatedly. The Board unanimously agreed to have the balance of our funds released to us.
- D. Title Co. contacts – 09/09,** Kim made contact with the 4 title companies that we did closing letters for last year after Paradigm to let them know we will handle closing letter info. again, as we are no longer with Robson. First American had an upcoming closing and sent Kim info for a letter which was completed and sent with our invoice for \$200 for the letter fee.
- E. HOA Board Email 09/10/24 from Title co.:** after research it appears Paradigm filed lien with address of one property and legal description, ie: Lot/block of another – previous owner owed money at address on lien but nothing was owed by the owner of lot and block that the lien was placed on. Per Robson records both properties have current balance of zero. With the Board's approval Kim will type up lien release and Stefany will file release. Board unanimously agreed to file the release of lien.

I. BOARD VOTE:

A. N/A

II. ACC BUSINESS: Al Hyatt ACC Chair

- A.** No Report (we still need complete PDF Files of all ACC applications, violation letters, approvals/denials received/sent by Robson.) Kim will build Spreadsheet (fall/winter project) of all ACC app's received and processed that we are aware of, Stefany has agreed to keep the log up until such time there is an additional ACC person to do so. Al will work with Kim to set up ACC mtg and discuss the possibility of them doing these drive throughs.

III. OLD BUSINESS:

- A. Covenant Violations** – we still need complete PDF Files of all Covenant Violations, 1st, 2nd and 3rd notices sent by Robson.) Kim will build Spreadsheet (fall/winter project) of all Violations letters sent when we have info from Robson and know who needs 2nd and 3rd notices. Stefany has agreed to keep the log up. We need volunteers to do drive thru, take pics of any current violations so we can get letters out.
- B. Insurance policy renewal:**
State Farm: 8/20 Helen, still no response from Paige at State Farm, current State Farm Policy is \$8740 annually.
Farmers Ins: 8/20, Stefany, received Farmers Ins. Quote and has emailed it to the Board 8/07/24, quoted at \$6046.00, this would be high estimate. The Board reviewed the itemization. Kim would like a Broker to review and compare State Farm and Farmers policies to be sure coverage is comparable. Stefany to ask a broker office manger here in the neighborhood for feedback on this.
Philadelphia: 7/30 Kim asked Stefany to call Philadelphia 800-873-4552 recommended by CASA Property Mgmt. 8/20, Stefany reports she has not received a return call.
Harmon Ins: 7/29 Kim has called Broker Harmon Ins & sent info to Harmon Ins for quotes. 8/20, Kim has made 3 follow up calls and will call Harmon Ins. again. 9/12 kcd has spoken to Janice apparently broker not releasing quotes due to multiple request, there is confusion due to Phase VII & VIII shopping insurance also.
- C. Robson's contract non-renewal.** Progress on getting 3 quotes for bookkeeping services to handle the funds, A/R, A/P and annual assessment billing in lieu of Robson's services:
- Stefany has spoken to **Collins Property mgmt.**, we need formal bid sent in, \$1728.00 per month, \$500 set up fee, maintenance staff \$50 per hour if used. 8/20 Stefany reported what Collins has sent is their proposal.
 - Stefany is contacting **My Trusted Bookkeeper**. 8/20, Stefany reported she has received no call back. 9/12, Stefany reported she spoke to bookkeeper for an hour and was impressed with them. Kim asked for details of conversations to be emailed to the Board for review.
 - Kim called attorney 8/20/24 regarding requirements for proposed changes to the Bylaws and Covenants and any special wording needed for 2nd late notices, in order for him to follow up with lien notices and collections. 9/12, The Board will send our 2nd late notices with language provided by the attorney.
 - Casa Management** has sent a proposal, full service mgmt. \$2,292 per month plus \$296 montly for Covenant, ACC inspections and additional other misc. charges. Kim will forward proposal.
- D. Secretary position**, to date no interest has been expressed in filling this position. Kim will try to reach out to a couple of individuals. 8/20, no update. 9/12 Kim has reached out to one person about the secretary position, were awaiting a reply, they were thinking about it.
- E. Update to residents re: Informal/Unofficial Neighborhood HOA Meeting 7/23/24 to get resident input:** 9/12, the survey results have been tallied on a spreadsheet which is sorted by top priority for improvements and repairs and by the largest percent of responses in favor of the change. Kim sent reminder to email to about 12 people we haven't heard from that normally respond. The spreadsheet needs to be retallied due to a few lines that are off by a count of 1 or 2 responses, in addition all the "Yes" and # Priorities should be tallied together, separate from the No's. Kim asked if anyone else would like to take the response sheets and to recount the tally while she is gone on vacation? Noone wanted to take this on individually, we will work on this after Kim's vacation. In the meantime, this count has given us a good idea that the painting of exterior fence columns, splash pad new equipment and southside walking path replacement are top priorities for gathering bids.

IV. Board Chair Report for Volunteer Committees:

- A. Activities Committee – No report**

- B. Communications Committee** – No newsletter done for Sept, doesn't seem to be much community interest.
- C. Landscape Committee:**
 - i. **Splash pad** –Kim has a call into Craig at Power Play in Bixby for a quote to replace controller and any equip needed for them to consider it theirs for future servicing. Kim has asked the Landscape committee to get 2 more quotes to replace the bad parts. 8/20, No Update.
 - ii. **Southside walking trail** – Kim has 3-way call set up for 8/21/24 with Kendal C. w/WL HOA Committee and Mitchell from Rausch Coleman Homes to discuss repair replacement of the walking trail and Rausch Coleman's responsibility to pay their share of the damage their building has caused.
- D. Welcome Committee** – Kim has revised the welcome letters and sent to Helen for review, one for NEW owners since 08/01/24, one for new owners since 7/01/23. Can we get these mailed and 2 welcome baskets put together? Kim will do letters for owners 07/01/23- 07/31/24. Who will do 2 welcome baskets, w/2 letters, ACC Application and Covenant short version ACC and general HOA rules?

V. NEW BUSINESS:

- A. **Homeowner Foreclosure notice served to the HOA** at Kim's address – Kim gave original copy to Stefany to follow up with Scott Eudy to see if we needed to take any action.

NEXT MEETING DATE:

The next Board meeting scheduled for Tues, October 8th, 2024 at 6:30pm was cancelled due to 2 members being ill and **rescheduled for Thursday, October 17, 2024.**

The Board meeting adjourned at 8:45p.

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

Action item: 10/17/24 Unanimous Board vote in favor to approve and post the 09/12/24 meeting minutes.