

Washington Lane HOA Phases I-VI
Board Meeting Minutes
June 25, 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: 6:40pm by Kim Dryden, President

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

Guest: Kyle Posey w/ Landscape Committee

I. FINANCIAL REPORT:

- A.** Late Notices: The Board revised verbiage regarding when assessments must be paid for the late notice letters, Kim will email Dustin the revision.
- B.** Kim and Helen have met to review the past year's financials, we have gotten thru Feb invoices. We have discovered missing invoices and not enough invoice detail to know what the Mgmt Fee month's are being paid or what addresses/names the pass thru closing costs are being passed to us, we plan to finish the payable review and make a list of questions and missing invoices to ask Robson for. We now have an account receivable report by alpha from Robson but no deposit detail/payment amounts that we can tie back to A/R or bank statements.

II. BOARD VOTE:

- A.** Board voted on Baby Swing to be ordered from Amazon by Kim, and Kim to be reimbursed \$60 plus tax.

III. ACC BUSINESS: Al Hyatt ACC Chair

- A.** No Report

IV. OLD BUSINESS:

- A. PO Box** –Washington Lane 1 thru 6 is the name on the PO Box, person on box is Sammye 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. **Needs follow up with Dustin.**
- 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. **No update.**
- 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. 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. **Stefany to follow up.**
- D. Insurance policy renewal.** Helen, Paige said they would have bid by June 7th, doesn't have bid won't have a cost until June by 20th- 25th. Helen said expires June 2024, Paige said don't worry we will still be covered. Need new bids for coverage in the amount of \$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. **Stefany and Helen to follow up.**

V. Board Chair Report for Volunteer Committees:

- A. Activities Committee – No report**
- B. Communications Committee** – Stefany will work on July Newsletter, address graffiti and park fence vandalism. Kim also sent 2 topics to Stefany via email. Stefany to add to Newsletter for the southside neighbors; the Phone # for Code Enforcement to report construction work starting before 7am at Rausch Coleman and to non emergency police phone # for construction crews speeding in neighborhood and blasting their radios before 7am.

C. Landscape Committee

- i. **Splash pad** has been looked at by an electrician who found no problems, Kendal had gotten controller reprogrammed and it was working, Toms came back out to rewire so it makes rotation to come on one item at a time but the system was down and kicks off GFI every couple times the button is pushed, they think controller is totally shot. Toms is calling the manufacturer for price and should be calling Kim with quote per Kendal.
- ii. **Park Fence**-Kim reported the wholesale picket place is now quoting approx. \$300, \$8 per picket instead of \$6 so I did not order them. Do we want to reconsider the idea of spreading missing pickets out rather than spend \$300? Kyle is going to research cost of pickets elsewhere.
- iii. **Backflow Covers**-have been received by Kim and need to be picked up by the landscape committee for installation. Kim needs to turn in receipts.
- iii. **Sprinklers** – timers have been changed to 3 days per week, 20 mins except over beds and islands, those are at 8 mins., as recommended by sprinkler co. still the 91st St flowers looks sad. **Helen noted that the sprinkler were on at 7:10pm on the east side of 91st St, Kyle will investigate how the timers are set.**
- iv. **Landscape Contract** – Kim had not yet signed the Gardner contract due to discrepancy with Robson/Drover. **Kim has asked Mark Gardner to redate his contract for August 1st start date and he has done so and emailed it.**
- v. **Weed Control and Fertilizer**- TruGreen's services will be used for fertilization and weed control. Kim has not signed due to Landscape contract issues. **No Update**
- vi. **Mulch refresh in playground area** – Kim reported we either need to add mulch or have it raked out even. Mark Gardner to take a look and give us a quote. **Kyle will also look at this and possibly rake it out himself.**
- ix. **Baby Swing at playground** – this came up as a suggestion from a resident, do we want to order from Amazon \$60? Kim can get a volunteer to install. Board voted on Baby Swing to be ordered from Amazon by Kim, and Kim to be reimbursed.
- x. **Landscape Complaints**-Kyle suggested that pictures be submitted for all complaints regarding landscaping. Kim let him know this is already the process, Robson also requests pictures whenever possible but pictures are requested but not mandatory, some people do not want to send pictures or are not comfortable doing so.

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. No Update.
- 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 6/11/24. **Not discussed.**

VI. NEW BUSINESS:

- A. **Discussion regarding announcing an Unofficial Neighborhood HOA Meeting 7/23/24 to get resident input** of items to address and prioritize those items. Kim to Draft Email Blast to announce the meeting, she will send to the board for approval first. Helen will secure the meeting date and time with the BA Library at 300 W. Broadway. Stefany will make reminder signs for the entrances and post 2 weeks prior to the meeting.

The following items came up as items to discuss and prioritize:

Splash pad repair – Park fence replacement– painting of perimeter stucco fence pillars – power washing vinyl fence – Tree replacement – Irrigation upgrade (91st St timer replacement) – Reface Entrance signs – Walking trail replacement – Benches along the trail – Pickle ball courts.

Covenant revision possibilities:

Add Lease approval process, require annual lease? – CPA Audit requirement move to general section and require CPA Review – Add rules about New trash/recycle can storage - Tree requirement in front yard, keep or delete? – Detail list of ACC standards – Add approved roof colors – further define paint colors, add definition of earth tone.

NEXT MEETING DATE:

The next Board meeting is scheduled for July 9th, 2024 at 6:30pm.

The Board meeting adjourned at 9:00 pm.

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

Action item: 7/09/24 Unanimous Board vote in favor to approve and post the 6/25/24 meeting minutes