

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
July 09, 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 9th of July, 2024.

CALL TO ORDER: 6:40pm by Kim Dryden, President

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

I. FINANCIAL REPORT:

- A. Late Notices: Have been mailed out by Robson, we have received a copy of the statements in a PDF file but have not received a copy of the individual letters to the Homeowners which Kim requested. Helen to email Dustin with a request for the letter copies.
- B. We now have the account receivable report by alpha (sort of, Trust names are not in Alpha order) from Robson with payment amounts and balance due but still no detail of each deposit that we can tie A/R back to the bank statement deposits amounts.

II. BOARD VOTE:

- A. Board voted to forward the Bob Dooley Electric invoice for \$150 for the splash pad to Robson for payment.

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. Kim has asked Dustin for missing items from last Board, will include 2nd key request and transfer of ownership. **Need 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** –per Stefany Dustin said no violations found on June Drive thru, no letters generated.
- 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 getting quotes.**
- E. **Informal/Unofficial Neighborhood HOA Meeting 7/23/24 to get resident input** of items to address and prioritize those items. Kim to Draft Email Blast as a reminder to be sent next week, she will send to the board for approval first. Stefany has Entrance sign meeting reminder verbiage typed up and will be printing them this week to be posted Fri/Sat this week.

V. Board Chair Report for Volunteer Committees:

- A. **Activities Committee – No report**
- B. **Communications Committee -No report**
- C. **Landscape Committee:**
 - i. **Splash pad** – We received an invoice from Bob Dooley Electric for \$150 for checking Splashpad electric, no problems found. Later determined by Tom's Outdoor to be a malfunctioning controller.

Tom's Outdoor emailed quote for \$11,000 to replace the controller. Kim recommends we get additional bids from actual splash pad installers who will service the equipment in the **future**. Tom's Outdoor are irrigation people who serviced it as a favor to the developer since the original company Odyssey Water works is out of business in OK and other suppliers will not service another manufacturer. Kim has a call into 1 company for a quote and has asked the Landscape committee to get 2 more quotes.

- ii. **Park Fence**-Kyle found cheaper pickets, but with shipping it will cost more the previous quote received. Table decision until we have neighborhood meeting.
- 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.
- iv. **Sprinklers** -Kyle reported via email the sprinklers were not set for evening. Helen noted that the sprinklers were not on at 7:10pm on the east side of 91st St 4 different times she checked since last meeting, those flowers still look yellow with no growth. Kim reported flowers in the islands are doing fine and the west side of 91st entrance about half of them look good.
- iv. **Weed Control and Fertilizer**- TruGreen's services will be used for fertilization and weed control. Kim has not signed due to missing months of service on the contract they sent and alignment problems on their document.
- v. **Mulch refresh in playground area** -Not sure if Kyle was able to rake and level mulch. Quote received to replace (100 bags of mulch) and level mulch is \$1000. Table decision until we have neighborhood meeting.
- ix. **Baby Swing at playground** -Kyle sent pic of baby swing that exists at the playground it appears it does not to be replaced it just needs new straps/seatbelt.

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 today 6/11/24 . **Helen has received 9 Welcome letters back from Dustin.**

VI. NEW BUSINESS:

- A. Discussion regarding Robson's notice of non-renewal and including this information in the reminder email blast re: Informal/Unofficial Neighborhood HOA Meeting 7/23/24. Additional discussion included getting 3 quotes for bookkeeping services to handle the funds, A/R, A/P and annual assessment billing in lieu of Robson's services, Kim Stefany and Helen to each get one quote. Kim to call Scott Eudy, Esq. regarding attorney services for 3rd assessment collection letters and follow up lien letter, lien filing, same for ACC/Covenant violations, also need cost estimate on review of possible revisions to Covenants and Bylaws.
- B. Secretary position, to date no interest has been expressed in filling this position. Kim reached out to Cathy C and left a voicemail 7/5/24 and 7/09/24, noting her previous interest and expressing we hoped she was still interested in serving on the Board.

NEXT MEETING DATE:

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

The Board meeting adjourned at 9:05 pm.

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

Action item: 7/30/24 Unanimous Board vote in favor to approve and post the 7/09/24 meeting minutes.