

**Washington Lane HOA
Board and Committee Meeting
April 6, 2023**

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 6th of April, 2023.

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

II. **ROLL CALL OF OFFICERS**

Roll call of officers at 6:30pm

Present: Kim Dryden, Allen Hyatt, Yolanda Martin, Sammye Dodds.

Absent: Greg Dodds, Leslie Davis, Amber Hamilton

ACC: Present: Allen Hyatt, Absent: Bob Keefover.

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

III. **Objective:** Discuss Financial report, ACC, Landscaping Bids, Introduction Letter.

IV. **FINANCIAL REPORT:**

A. **Kim** will review financial info, specifically 13,000 line of A/R Detail sent by Jennifer with Paradigm and lien status. Kim will continued this project 3/25/23 to determine lien amounts and turnover amounts, reviewing approx 7200 lines, entering last payments dates, payments and balance dues to get a current A/R for current residents as well as verify Deposits Nov – March of dues rec'd and deposited in HOA account. **3/26/23, Sharon assisted Kim with this project, spreadsheet review completed by Sharon. Next step Kim to total amount dues, amounts deposited and verify against bank accounts.**

4/06, Kim to assign Balances due to each resident on current resident address/contact list.

B. **Amber** review of Tulsa County Tax Assessor office and confirm lien list current/released, update. **3/30, Amber still working on this review.**

04/06/23:

C. **Kim:** Discussed writing off late \$50 fee's for houses that have not paid their 2022 dues. As of March 22nd approx. \$12,000.00 is owed in past 2023 HOA Dues. **This was discussed with Leslie Davis, Treasurer, prior to the meeting who was in agreement with this idea.**

D. **Al:** How many houses only owe for this year? **Kim:** approximately 22 houses.

E. **Kim:** We will be writing off roughly \$8,000 in fee's, if we charge lien fees only.

F. **Kim:** \$18,000 in **Liens after w/o,.**

G. **Kim:** \$60,330.00 rec'd from Paradigm., Bank account opened and check deposited 4/4/23.

H. **Kim:** \$55,000 is budget estimate for next 9 months, without management fees.

I. **Kim: Suggested when we send bal due letters we state we are reducing balance ...not, waive late fee**

J. **Kim: Suggested to wait until fall to decide on voting to add late fees into the Bylaws.**

K. **Kim:** Cook out raised \$142.00, \$60.00 went back to **Dave and Cindy, leaving \$82.00 for next event**

V. **BOARD AND COMMITTEE VOTE:** A vote was taken to collect Dues and Liens fees only, waiving interest and misc. fee's, this item was approved.

BOARD AND COMMITTEE VOTE: Dave Z., Painting the swing set and repair bolts/\$88.. Will need three colors Red, Blue, and Green, Paint will come in quart size, we will need 1 to 2 cans per color. \$45-\$65 per quart, approved.

VI. **ACC BUSINESS:**

BOARD AND COMMITTEE VOTE: Acct #50129 homeowner, Sherwin Williams Paint Color Cyberspace was Approved for trim and garage door.

- A. **Acct# 20105** homeowner emailed Kim about the white perimeter fence has fallen from the wind. Kim: is going to have her handyman look at it.
Also, **Account # 20105** email about adjoining fence he has with neighbor is leaning if ACC could assist- Kim to send his email to Bob and Al.

VII. **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. **3/30, Amber presented PMI Property Management BID, \$1544 monthly fee.**
- 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 to call Three Oaks for bid \$\$ on just phase I-VI. 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. **Dave Z. met with 2 more contractors. waiting for bids to come in. Dave to call Three Oaks for bid \$\$ on just phase I-VI.** Received a bid from Dover Landscaping and Trees \$2,275. Monthly total. Weekly mowing, March - October. Weed Control \$300 Monthly - Feb- Nov.
- C. **All Common areas to be deeded 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.**
- D. **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 phases I-V. **Yolanda has completed this and emailed back to Kim who has not reviewed it yet.**
- E. **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 worked on Annual Meeting minutes, forwarded to Amber to fill in info from her recording.**
- F. **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. Amber's friend will do one page web design, she is guessing \$500, she will meet with him and discuss more specifics. Kim: Will be a project for June.**
- G. **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. **4/06, No Update.**
- H. **Email/Phone list needs to be built/updated** to send above info – Kim/Sharon are doing later in April, early May. 4/06, This is actually done now, we just need to add new names from Easter Egg Hunt sign in and see if we got additional contact info. email/ph's.
- I. **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. 4/06, Update not going to fancy, signs need cleaning, will need reface soon at 91st street, in light of broken sprinkler

and large fence project looming it, Kim and Sharon discussed not spending \$4,000 to redo entrances, edging etc, just complete missing edging, add seasonal color, does everyone agree? Yes.

- 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 voted yes via text 3/25, we will reimburse him \$200 for stain/sealer. Also discussed getting a camera or phony camera for gazebo area. 3/30, Dave completed first coat on gazebo. ***Dave will be reimbursed after 4/11 when check clears.***
- K. **Yolanda will finish up Phase VI - Door to Door - *waiting for Kim to update Info Collection form and reprint. To be done early April after turnover funds are straight.***

VII. NEW BUSINESS

- A. **Closing Co. contact** for Jennifer to refer Title Co's to for HOA Dues balances? ***Will Leslie be contact? Kim is doing this for now.***
- B. **Write 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). 3/30, Amber and Kim to do this late April, early May – 4/06, Sammie also a good fit for this project, really we need everyone's thought's input, start jotting things down as you think of them please!!
Kim: 14 days for ACC approval time. Amber: Each board member should be a signed a day to check email.
- C. **Rules and Regulations** - Need short version of Restrictive Covenants typed up as rules and regulations, to send with Intro letter to residents. ***Yolanda has started a draft of this, need assist from Kim, mid April***
- D. **ACC requirements** – need to draft paragraph to add to homeowner intro letter and 1 pg. simplified ACC requirements from Covenants to be sent with new Boards intro letter to residents. *Julie will work on this.*
- E. **Weed Prevention Contract** – need to get 3 bids, 1 can be from Ryan's Lawn care currently doing it.
-Who will take the lead on this? – should be in landscape bids, see Landmark included in price. 4/06, Sammie is getting a bid from Ryan Lawn about weed pre application.
- F. **Splash Pad- 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 3/24) ***04/06, Greg: Tom \$110 is for opening and closing the splash pad. Any repairs are extra. Greg will be getting more bids on splash pads. Look at Leisure Park Slash Pad box to see if that would be something that would work for ours. Dave and Greg: Are going to turn on Sprinkler system to find out if it works.***
- G. **Replace the garbage cans at the Park?** Greg /Sammie to ask City for new trash cans. Sammie: City \$5 each a month. \$15 to delivery, **Kim: Commercial trash cans Sam's 42 Gal. \$146.98 each.** Park needs 3 trash cans.
- H. **Need to get keys or replace locks on garbage cans at the Park or get keys?** ***Dave Cocolin says they asked for keys. We did not receive keys, Greg will cut locks off.***
- I. **Sprinklers are a total mess, broken, appears not shutoff/winterized per landscape crew to Dave Z.** Need sprinklers/splashpad turned on/tested. Next big bid project for any sprinkler and or splashpad repair that needs to be completed. 3/30, ***Will ask Greg at the next meeting if he will take the lead on this.....update: We should get some prices in landscape bids, but do need separate amounts. Still***

waiting on Ryan Lawn and Trees Service. Dave and Greg: Are going to turn on Sprinkler system to find out if it works.

- J. Yolanda: Getting the address of the rentals in Phases VI*
- K. Kim: Will email Dave Cocolin to see if he has blue prints to the sprinkler system and splash pad.*
- L. Playground Mulch Project: Sammye: Getting a bid from son on Labor for Mulch in the park. Mulch for park 55' - 59', Rubber Mulch \$7,000. Lowe's Sales Premium Hardwood Mulch 2-cu ft. 5 for \$10.50 bag will equal \$1,000 to do the park. (this is shredded mulch price)*
- M. Amber: Getting on bids on Dropbox, and other cloud storage.*
- N. Kim: Found neighbor that has a Screen and projector for movie night. Dave Z has speakers.*

NEXT MEETING DATE

The next Board and Committee meeting is scheduled for *April 13, 2023 at 6:30pm.*

The board meeting adjourned at 8:38 p.m.

Yolanda Martin and Sammye Dobbs, Secretary
April 6, 2023

These minutes were approved by the Board of Directors, April 27, 2023.

Tabled for Future Discussion:

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. Two attorneys basically indicated there is nothing they would do that we are not doing.

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. **Completed 4/01/23, raised \$142 less \$60 in expenses for meat, buns, etc., we have \$82 left for next Neighborhood event.**

3. Key to Splash Pad Equipment – Jennifer with Paradigm has this key for us. **Kim Received 3/31/23, gave key to Dave Z. 04/06/23.**

4. 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. **Yolanda went to Arvest,**

spoke to Brook on Elm, small business acct.no monthly fee, .50 per item over 100 per month, ACH payments fee? Fee... to homeowners to be determined. **Board determined we would use Bank of America Small Business account. Completed 4/04/23, bank account opened with turnover funds of \$60,330 Funds on hold for 10 days. Homeowner's can pay for free with Zelle or if we use 3rd party on the website there will be a percentage charge to homeowner.**

5. **Secretary of State, File for New HOA Name: Washington Lane Phases I-VI. File Fri 3/31 or Mon 4/03. Amber to do this online. Completed 3/31/23.**
6. **PO Box address needs to be opened. Kim: US Post office \$180 pr/yr, Sammye, UPS cost, \$215 annual Sammye to open a PO Box at 71ST Post office, Completed. Keep receipt for reimbursement.**
7. **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. – 4/06 Approved with Painting to be done.**
8. **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. – Leslie drafted letter for Dave, Kim sent back some revisions late 3/27/23. Leslie sending final letter later tonight. Completed – Dave Cocolin elected not to sign the letter we wrote at his request, he wrote and signed his own resignation letter.**
9. **File with the IRS for new EIN. Kim discussed with Leslie, she will file Fri, 3/31 or Mon, 4/03. Leslie unable to file, Yolanda Martin Completed, 4/03/23.**
10. **City of Broken Arrow Water bill, Sammye to transfer to New HOA, Completed, 4/03/23.**
11. **PSO HOA Electric bill, Yolanda to transfer to NEW HOA, Completed, 4/03/23.**