

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
February 04, 2025**

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 Street, the meeting was held at 6:00pm on February 4, 2025.

CALL TO ORDER: 6:00pm by Kim Dryden, President

Present: Kim Dryden-President, Helen Smith-Treasurer, Andrea Caldwell-Secretary, Kendal Coats-Member at Large

I. FINANCIAL REPORT:

- A. Accounts receivable** – As of 02/02/25 there were approximately 49 homeowners left to pay 2025 dues pay.
- B. Attorney Demand Letter Update** – Need Update from Scott – remind him to hold letter on home for sale.
- C. Lien notices** - A notice was mailed 01/21/25 for payment of 2023, 2024 and 2025 HOA Dues no later than Feb.3, 2025 to a homeowner with his residence now for sale. The Board agreed to move forward with filing of the lien on 02/07/24. We have a 2nd homeowner who hasn't paid 2025 and has a home for sale, the Board agreed to send a demand letter 2/05/25 with a due date of Feb 24th, if payment is not received the lien will be filed Feb. 28th.

BOARD VOTE:

- The Board voted unanimously to approve the January 8, 2025 and January 21, 2025 Meeting Minutes.
- The Board voted unanimously via text/email on 01/28/25 to approve the Automated Mail Service quote for \$580.00 to mail the annual meeting package.

II. ACC:

- A.** Pictures have been taken of 2 untagged vehicles sitting in driveways for years, 2nd/3rd notices will be sent to remove the inoperable vehicles and store them inside the garage. A third vehicle with this issue has now been removed on 12th St. A letter will also be sent to the home operating an auto detailing business out of the residence. The Board agreed fines would be assessed for those receiving 3rd notices if they do not comply. The City will also be notified.
- B.** A drain has been installed on the common area.....a first notice to remove it will be sent.
- C.** The home with the ½ painted garage door that has been like that since last summer, a letter will be issued to rectify this as warmer weather approaches.
- D.** The bright green house, painted and reported last summer, received notice from Robson, the Board held off pursuing further at that time due to extenuating circumstance. They will also need a follow up letter as warmer weather approaches.

III. OLD BUSINESS:

- A. The Final Proxy/ Ballot, written Ballot and Agenda** – were approved by the HOA Attorney, the Cover letter was received back from the attorney, revised and a final version was received 01/28/25.
- B. Automated Mail Systems** - quote mailing the Annual meeting packet came in at approx. \$580 including return envelopes and first class postage. The voted Board via text 01/28/25 to approve this expense and use AMS for the mailing. The Annual meeting packet was sent 01/28/25 to AMS for printing and mailing. Mail date 1/31/25.
- C. Speedbump at 16th Street and 13th Street crossing into new neighborhood south of us over our walking path** - Helen spoke with Sarah in the Streets and Stormwater Department at the City of Broken Arrow about the speed hump request from a homeowner. Sarah reported 500 cars per day need to be using that street and 85% of those cars need to be speeding in order to be considered for a speed hump. In addition, 75% of the homeowners on that street are required to sign off on having a speed hump on their street. Sarah was asked about painting a crosswalk on the streets that intersect with the walking trail and maybe putting up crosswalk signs and she said if we give the city the names of the streets a request would be sent to a committee for approval. Helen to follow up.

I asked when the city was going to start the widening project on 91st street and her answer was there is no date set yet but it could happen in the next year or two.

- D. **2024 HOA 1099's** - 1099's were mailed 1/30/25. A homeowner who works in a tax office here in BA did them for us, no charge.
- E. **2024 Annual Meeting Minutes** - Kim and Helen met 2/02/25 and completed a DRAFT of the minutes.

IV. **Board Chair Report for Volunteer Committees:**

Activities Committee – No update

Communications Committee – No update

Landscape Committee:

- **Splash pad** – Kim to email Kendal the plumber and electrician names recommended by the City of BA Parks Dept and Water Odyssey contact. Kendal to email Water Odyssey for parts pricing.
- **Southside walking trail** – Kendal reaching out for 2nd quote to repair/ replace, no response yet. Kendal to draft response to Interstate Asphalt regarding their proposed improvement plan. Kim to check with the attorney regarding if we can file a claim against their insurance.
- **Fences down due to windstorm – 91st St Fence damage** – Andrea will call Allied, Omni and a 3rd Co., on fence repair including leaning posts/replacement quotes (Vinyl and 6ft Wood Privacy) quotes/references/ Ins/ W-9's.
- **Park Fence** – Andrea will call Allied, Omni and 3rd Co., re: on fence repair replacement quotes (Vinyl, Black Coated Chain Link and Ameristar), need references/Ins/ W-9's.
- **TruGreen Contract** – A new contract for 4 applications in the amount of \$4,710.00 was signed and returned to TruGreen on 01/22/25.

Welcome Committee – No Update.

V. **NEW BUSINESS:**

- A. **A spreadsheet of all account log ins and passwords has been created and shared so everyone has them in one place.**
- B. **Add City BA 2025 Trash p/u Schedule on website** – Board Agreed, suggested to add City hours receptacles should be pulled in.
- C. **Create short version of 2024 Annual mtg minutes** - Helen & Kim Completed Draft 2/02/25.
- D. **Detention Pond out at 91st St needs to be cleaned out**, debris including a chunk of cement left by City is blocking drainage so it is never dry enough to mow, we have not been able to get the City to clean it up. Kim to call landscaper and ask for quote to clear, we also need all Crepe Myrtle's in entrance islands and along 91st Street trimmed to encourage summer bloom, in addition the evergreens in the 91st Street entrance island need to be pruned way back.
- E. **Rausch Coleman Homes has been sold to Lennar** – Kendal to follow up with Mitchell at RC regarding the sidewalk replacement on the west end of the south side path and the 4 ft of missing/removed concrete east of 16th street.

NEXT MEETING DATE:

The next Board meeting is rescheduled for Thursday 20, 2025 at 6:00pm, due to inclement weather.

The Board meeting adjourned at 7:45pm.

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