

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
November 10, 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 2:00pm on the 10th of November, 2024.

CALL TO ORDER: 2:30pm by Kim Dryden, President

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

I. FINANCIAL REPORT:

- A. We have received a replacement Money Order for NSF returned check, Kim gave the money order to Helen on 11/08/24 for deposit.
- B. The \$200 fee for the closing on E. Atlanta St. was received in the mail today from the title co. by Helen, who will deposit the check.
- C. There is an email on the Board email from a homeowner who has mailed 2024 Dues payment, Kim to respond to the email and notify the HOA attorney to hold the demand letter for them if one has not been completed yet.
- D. **Bank Account/Website:** 11/10, Kim has not been able to devote enough time to setting up the members only site on the website, therefore in effort for more financial transparency to the homeowners the Board voted to publish the Budget info, the Check register and BOA Bank statements to the website. Kim will work on doing this in December, after the assessment mailing is completed.

II. BOARD VOTE:

- A. **The Board members voted unanimously to approve the Board Meeting Minutes from 10/17/24 and 10/29/24 and post them on the HOA website.**
- B. **The Board voted unanimously in favor of using Automated Mail Services for Assessment mailing in the amount of approximately \$519.70 plus tax.**
- C. **The Board voted unanimously in favor of Booking the library for no cost to hold the Annual HOA Meeting.**
- D. **The Board voted unanimously in favor of publishing the Budget info, the Check register and BOA Bank statements to the website by Dec. 31, 2024.**
- E. **The Board voted, 1 against and 2 in favor of raising HOA Dues by 10% as permitted by our governing documents for the year Fiscal year 2025, rounding to the nearest dollar the new assessment is \$278.**

III. ACC

- A. **There is an ACC application in the Board email for a Weather wood roof, Kim to forward to ACC members and sign as 2nd signature if 2 people are not available due to Al Hyatt being on vacation.**

IV. OLD BUSINESS:

- A. **Secretary position,** to date no interest has been expressed in filling this position. 11/11, the invite was extended to attend this meeting, the persons were not available to attend.
- B. **Annual Assessment Mailing**– the quote from Automated Mail Service came in at \$519.50 for 5 copies, included all printing envelopes and postage. Follow up needed to be sure 3 pages can be double sided?...one page can be pink?and that 5 pages can be mailed for the cost of one first class stamp? First class postage is needed for returned mail service. The Board Voted to use AMS pending questions.
 - i. **Annual Mtg location/Dates:** The cost of Geaux Theater this year is \$250, the Board elected to book the Library. Annual Mtg date Thurs. 2/20/25 was unavailable at the library, the Annual meeting that was able to be booked was Tues. 02/25/25. Helen has completed the booking. Kim checked with the attorney, he was available both dates, Kim will advise him the final date booked is Tues., 02/25/25.
 - ii. **Board Nomination application form:** The Board had no suggestions for changes, Kim to forward the form to the Nominating Committee for review/ input/revisions.

- iii. **Assessment invoice/Contact info update:** The Annual Dues billing, half the page is to collect updated homeowner contact info to be returned with their payments or separately if they pay by EFT. The Board had no changes to the form. The plan would be to print this sheet on pink paper.
- iv. **Budget to be included** – Board reviewed YTD 2024 Budget /Expenses and Proposed Budgets for years 2025-2029 using estimated #'s and quotes for the big ticket items we need repaired and or replaced. The goal would be to finalize these numbers now that we have received 2 painting bids for the arterial street fence pillars and entrance signs, asphalt bids and splashpad bid, at least as “proposed budgets” for the Nov mailing. The Board reviewed discussed and agreed to include the 2025-2029 Proposed budget along with 2024 Budget #'s and 2024 Actual/Estimated Expenses.
- v. **January 2025,** we will mail a meeting notice reminder, YTD Expenses for 2024, 2025 Final Approved Budget, proxy forms and include late notices for 2025 HOA Dues not paid by Dec. 31, 2024.

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

A. Activities Committee – No update

B. Communications Committee – No update

C. Landscape Committee:

- i. **Splash pad** –Kim had invited Kendal to attend this meeting to explain about options on the Power Play Splash Pad, parts bid came in at 32,218.30. There is an additional optional \$10,920 plus tax, in parts that could also be replaced. The installation portion from Established Construction is \$27,600 includes \$3,600 for labor on the additional optional \$10,920 in parts plus tax, Kim to call Kendal or Craig about options items for clarification.
- ii. **Southside walking trail** – Kim and Kendal had a phone call with Rausch Coleman last week and have another call scheduled 11/13/24 to discuss possible solutions for replacing the southside walking trail. Bids for Asphalt have been received for \$23,300 and \$27,000, Concrete estimate is \$47,600.
Painting Exterior Fence Pillars/Entrance Signs: Kim has been able to get quotes from 2 companies, the 3rd bid never came in. CertaPro Painters \$27,983 this includes power wash of pillars, scraping and stucco and concrete repair, no painting of concrete caps and Grimaux Painting and Repair \$26,820 (this is with a 10% discount if we do both 91st St and Lynn Lane at once, this includes scraping loose stucco, crack repair etc, install mesh and new stucco with color of choice and painted concrete caps on the Lynn Lane side. Per Juan with Grimaux explained the original stucco installation was done improperly without mesh so just painting would not last long.

NEW BUSINESS:

- A. **2025 Assessment Increase Vote** – After careful review of the 2024 expenses, the balances in the HOA accounts and the 2025-2029 proposed budget numbers **(w/o bookkeeping or management co expenses)** and a lengthy discussion of the top 3 items the neighborhood identified in July as priorities to be fixed, as noted in items V. C. i., ii., iii above, a vote was taken on whether to increase the HOA Assessments by the maximum 10% allowed per our governing documents. Two Board members voted Yes to the proposed increase and one Board member voted No. Unfortunately, the Board member who voted No on raising assessments chose to resign from the Board if the other Board members would not change their vote and she left the meeting. This was a great loss to the Board.
-It should be noted the Board did not make the decision to raise dues lightly, but after years of neglect by the developer our neighborhood has fallen into disrepair. Our goal is to be as frugal as possible while beautifying our neighborhood and increasing our property values. The current Board has recently been able to secure insurance through Farmers Ins. which will save us \$2,960.00 annually. Over the summer we were able establish a new landscape contract which includes installation and take down of the Christmas lights with separate weed and fertilizer contact with Tru Green, which combined saves us \$2,000.00 annually.

NEXT MEETING DATE:

The next Board meeting is scheduled for Thursday, November 14, 2024 at 6:00pm.

The Board meeting adjourned at 4:30p

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