

**Washington Lane HOA Phases I-VI
Board Meeting Minutes
October 29, 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 29th of October, 2024.

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

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

I. FINANCIAL REPORT:

- A. Bankruptcy on HOA Lien Property:** Kim has emailed and left a message for the attorney for an update on this.
- B. Demand Letters:** Kim has emailed and left a message for the attorney 10/28/24 to follow up on demand letter info.
- C. Bank Account/Website:** 10/17, Kim is looking into a secure way to publish the banking and budget information on the website, so the general public does not have access, only HOA Members. 10/29 Kim still researching.
- D. Robson/Gem:** Email sent 10/28/24, why is homeowner "X" missing on their A/R? Home sold Feb 2024 "X" to "XX". Gem responded 10/29 (today). This will need to review of financial info to vet out.
- E. Liens:** Update 11 liens remain, one homeowner, made arrangements and paid half, the 2nd installment is due Nov. 17th. One Lien was paid in full, Lien release filed 10/21/24, a second lien paid in full 10/17/24, Kim verified with Shalay at BOA Customer service 10/28/24 that this payment cleared. Kim has prepared the lien release for Stefany to file this week.
- F. Returned payment:** 2024 payment, \$268.18 payment was returned for Insufficient funds: should we require money order? **The Board agreed we should require a money order to replace this payment, Kim will contact the homeowner.** There was no BOA bank fee involved on the HOA account per Kim's conversation with Shalay at BOA Customer service on 10/28/24.
- G. CPA Audit vs CPA Review –** Stefany has typed up the information received from Helen's husband Jeff, accountant, with a description of each and emailed a PDF to Kim and Helen, Kim asked Stefany for the document in word format. Kim has contacted 4 accounting offices in BA, 1 was not CPA, 1 said they don't do HOA's, the 3rd will not do Audits, they said "too much liability, and they thought we would have a hard time finding someone willing to do it." Kim met with 4th office, 10/23/24 the CPA there does have HOA clients and will write up proposals for a review and Audit, as well as bookkeeping services, 10/27/24 Kim emailed her details of HOA for the purposes of getting quotes.

II. BOARD VOTE:

- A. Board voted unanimously to pay Gardner's Invoice 1930 for \$636.21 for Fall Entrance flowers.**
- B. Board voted unanimously in favor of spending \$400 - \$650 to order the pickets.***
- C. Board voted unanimously to move forward with the TruGreen Weed/Fertilizer contract for \$5640 in 2025.**
- D. Board voted unanimously to assess the \$500 fines Covenant violations with 2 previous notices.****
- E. Board unanimously voted that the HOA would not enable online payments thru the website at this time.**

III. ACC BUSINESS: Al Hyatt ACC Chair

- A.** Kim reported 2 applications were received 10/24/24:
 - i. Fence stain color approval received via email (no Appl). 10/27, ACC approval was emailed back from Chris and Al. On 10/28/24, Kim forwarded the email with the fence stain approval back to the homeowner.
 - ii. Pool and hot tub installation, this was forwarded to the ACC on 10/26/24 via email for approval/denial. Email approvals were email back to Kim 10/27/24 from Chris and Al. On 10/28/24, Kim emailed and asked ACC to please provide signed application back for the pool/hotub approval and give a signed copy to the homeowner or get it to Kim and she will forward to the homeowner.

IV. **OLD BUSINESS:**

A. Covenant Violations –

- i. The HOA received an email dated 10/07/24 complaining about where some is parked. Can this be reported to the City?? Kim will email the homeowner back and let her know she can check with the City Dept of Code Enforcement 918-259-8400 but this does not appear to be a violation of any HOA Covenant.
- ii. The HOA received an anonymous letter dated Oct 11th, 2024 stating 2504 S. 13th St. is running an auto repair business. A violation of City code 13.18, numerous cars being tinted, vacuumed and repaired as well as switching the car tag to multiple vehicles, parking in street impeding traffic flow, washer in front of garage door with trash on top and part of a fallen tree that has been for months.
- iii. Additionally we have sent previous letters on # ii above as well as to 2 or 3 other homeowners with broken down cars in their driveways, per the attorney he would like us to send a notice with the violation fine, then if not resolved he would send a demand letter for violation to be rectified and begin the collection process for the fine. We have one home with this issue that has changed name in title, Kim has a call into attorney on whether or not previous violation letters need to be re-sent with new owner name, it has been same resident and it is his car there the entire time.

****Board voted unanimously to assess the \$500 fines on homeowners who have not rectified covenant violations and have received two notices for broken down vehicles parked, running a business and unapproved house paint color.**

- B. Insurance policy renewal:** Kim completed the switch to Farmers Insurance with Theresa 10/21/24, our online account set up was completed, username and password shared with the board at tonight's meeting. EFT drafts are set up to draft monthly from the BOA Checking \$481.74, no fees apply to EFT drafts, fees are only for credit or debit card payments per Theresa at Farmers. Kim also asked Farmer's to quote Fidelity Bond insurance for 5 Board members with \$150,000 in coverage has come back at \$421. Kim notified Paige at State Farm Insurance to cancel our general policy effective 10/22/24. **Kim emailed Paige at State Farm on 10/28/24 to find out if Fidelity Bond Ins renewed in April 2024 or expired? 10/29, Paige replied the Fidelity Bond Insurance is still in place it renews April 2025.**

- C. Bookkeeping quotes -** Progress on getting quotes for bookkeeping services to handle the funds, A/R, A/P and annual assessment billing in lieu of Robson's services:
- i. Stefany is contacting **My Trusted Bookkeeper**. 8/20, Stefany reported she has received no call back. 9/12, Stefany reported she spoke to bookkeeper for an hour and was impressed with them. Kim asked for details of conversations to be emailed to the Board for review. 10/17 Stefany needs last few month's Bank statements to send to MyTrusted Booker for a written quote. 10/20, Kim sent Stefany the Bank Statements she needed for the Bookkeeper quote. 10/29, No Update.
 - ii. Jennifer Amstutz: Kim contacted the bookkeeper recommended by Al's CPA on 10/22/24 to further discuss details of the association and get a written quote. Kim let her know this is for budgeting purposes now and voting purposes during our Annual Meeting Feb. 2024, she will provide written quote.
 - iii. Kim met with a CPA firm, 10/23/24, here in Broken Arrow that has other HOA clients, they are going to gives us some bookkeeping options, Kim emailed the CPA the details of our HOA for the quotes on 10/27/24. The quote has come back, 10/29/24 at \$535 per month using Quick Books, see copy distributed for Board review. Kim has emailed the following questions back to the CPA/Bookkeeper: Will there be a setup fee? Will they mail 1st & 2nd late notice or just provide us the list or generate the late notice in PDF file for us? Will we be paying our own invoices online? Will we have access to Quick Books and or be owners of the account?

- D. Secretary position,** to date no interest has been expressed in filling this position. Kim will try to reach out to a couple of individuals. 8/20, no update. 9/12 Kim has reached out to one person about the secretary position, were awaiting a reply, they were thinking about it. 10/17 no word back, Kim to reach out again. 10/29, Kim spoke to a resident who has been involved in the past and he was going to attend tonight's meeting to consider joining the board, but at the last minute was unable to come.

- E. 2024 Annual Meeting minutes –** 10/17, The Board voted to have the long/complete verbiage transcribed. 10/29, Kim reported the transcriptionist has been sick causing a delay, on 10/28/24 Kim emailed the wave

file and the previous partially transcribed minutes that had been started to the transcriptionist to test on her equipment to see if she could do this job.

- F. Planting beds and tree rings for fall/winter/early spring** – minimum 12 flats of 18 planted with mulch estimated \$872, Board approved via text, Gardner estimate came in at \$577. Additionally, the Board voted affirmatively, via text, since the last meeting for Kim to purchase 8 large mums at Sanders, they were \$27 now \$5, for a total of an additional \$40 plus tax, these should return year after year. 10/29 Kim reported we received Gardner's invoice 1930 for \$636.21 for the planting of pansies and mums. The Board voted unanimously to pay the invoice. Sprinklers have been turned on for daily watering due to unexpected extreme heat and now wind!!
- G. Annual Assessment Billing, Mtg Planning** – 10/17, Kim has spent some time thinking about this, her thoughts are: In November we send letters to explain Assessment, Board Nominee process, give our contact info, ACC reminder/application, announce tentative Annual Mtg date Thurs. 2/20/25 and alternate inclement weather date, Tues. 2/25/25, the Board agreed to these dates. There was some discussion about the quote from Quik Print for the mailing Vs doing it ourselves. Stefany is to decide if she can do all the printing and with help from Al to do the stuffing and labeling to do the mailing. Stefany will also pursue a quote from a "mail merge" company that does this sort of mailing Kim will pursue a more accurate quote from Quick Print when we determine the # of pages needed. Kim can provide the mailing list in excel. 10/29, Kim has finished updating the Excel homeowner list which can be used to generate the mailing labels with the exception of 5 homes whose Mgmt is in transition. Helen suggested handing out cards at sign in for people to turn in their questions after Board had given their presentation. The Board thought this was an excellent idea to help keep the meeting running smoothly.
- i. **Annual Mtg location/Dates:** 10/17, Al will check about booking Knights of Columbus for the Feb. dates, Helen will check with the Library and Stefany will check with the Geaux Theater for availability and cost. 10/29, Al sent text to Kim the Knights of Columbus \$50 per hour, only holds 50 people, no audio equip. Helen says the Library is available both dates, Stefany to check with Geaux Theater for Price and availability. Kim to check with the attorney for his availability to attend.
 - ii. **Board Nomination application form:** After researching examples online and reading about HOA Board responsibilities Kim drafted a Board Nominee application form, to be approved by the nominating committee. Copies were distributed for the Board's review and suggestions. Kim to contact Nominating Committee.
 - iii. **Assessment invoice/Contact info update:** Kim drafted a form for the Annual Dues billing. Half the page is to collect updated homeowner contact info to be returned with their payments or separately if we enable online payments. Copies were distributed for the Board's review and suggestions.
 - iv. **Budgets 2024/Proposed 2025** - In addition, should we enclose current budget or bank balance w/ Yr end estimate? and future budgets, Years 2025-2029?? (or send these in January for future?) – ongoing discussion
 - v. **January 2025** we can mail a meeting notice reminder, YTD Expenses for 2024, (Future budgets?) proxy forms and include late notices for 2025 HOA Dues not paid by Dec. 31, 2024. – ongoing discussion
- H. Annual Assessment Payments Online** – 10/17, Kim will research setting up HOA PayPal account with a link on the HOA website to receive electronic payments. After speaking to the Bank in the past, Zelle is not really a viable option for a business account. 10/29, Kim spoke to the online banking dept. at BOA 10/25/24 and discussed several options the bank offers, none of which were really appropriate for our HOA situation, The bank rep. agreed, Paypal or similar 3rd party App is probably the best way to go. 10/27, Kim set up a Pay Pal account in her name to start some testing with (not involving the HOA Bank account at this point) we will need a second checking account set up as a pass thru account for payments to be received into. 10/29, after Board discussion the decision was made and **the Board unanimously voted that the HOA would not enable online payments thru the website at this time**, it seems we would need to enable Quick Books before this could be done and there is really no reason to. Any homeowner who wants to pay electronically can just set the HOA up as a payee on their account and make an electronic payment to generate a check to be sent.

Board Chair Report for Volunteer Committees:

A. Activities Committee – No update

- B. Communications Committee – 10/17,** Discussed whether tenants in rental properties should be accepted on HOA Facebook, concern would be if we did any polling we would have to ask them not to participate. 10/17, after much discussion about the amount of people trying to get on our neighborhood Facebook with fake addresses, who are not owners, this topic was tabled.

C. Landscape Committee:

- i. **Splash pad –10/29,** Power Play Splash Pad Bid came in at 32,218.3. The installation portion from Established Construction is \$27,600. Some of this cost may be for optional items, Kim to call Kendal or Craig about options.
- ii. **Southside walking trail –** Landscape committee meeting canceled due Kim's brother-in-law and then mother-in-law's passing 10/24/24. Kendal reached out to Rausch Coleman 10/28 via email cc'd Kim, still waiting on quotes after about a dozen emails over the past 2 months with Rausch Coleman. 10/29 Kendal has asphalt companies scheduled to give quotes this week.
- iii. **Large Tree creaking over southside path -** We have received an email & video about a tree that is creaking when the wind blows, the homeowner backing to the path near it is afraid it may come down and damage her new fence or hurt her dog. It appears to be over the walking path and appears to be a large one that actually belongs to Rausch Coleman. Kim sent the email and video to Kendal and Kyle to review and inspect. 10/01, Kyle replied the Tree is on Rausch Coleman property, he sent me video back the Tree looks very low over the walking path. Kim to discuss further with Landscape committee about following up with Rausch Coleman, asking them to trim or getting our own bids to take it back to the property line. Kyle did also speak to the homeowner who reported this, and she understands the situation. 10/29 Kim to ask landscape committee if we need to trim branches, I think their take on it is the tree limbs are fine.
- iv. **Park Fence pickets –** Due to the money saved on landscaping contract/weed control, insurance policy and no more management company, Kim proposed we vote to purchase pickets (double the amount currently needed so we have replacements for a couple of years, (due to cost of packaging and shipping) if we can secure a volunteer to install them. (our volunteer to spread out the missing one must be to busy). A vote was taken by the Board to in favor of spending \$400 - \$650 to order the pickets, cut in half?, if we can secure a volunteer to place them.*
- v. **TruGreen Bid for 2025 –** Kim was able to secure bid for Tru Green for 5 treatments in 2025, 3 treatments @\$1260 and 2 treatments @ \$960 totaling \$5,640. This includes not only weed control but 2 treatments will also include fertilization. Same plan/cost per treatment as last year. A vote was taken to move forward with this contract for the 2025 calendar year.
- vi. **Painting Exterior Fence Pillars/Entrance Signs:** (to include cleaning and repairs if necessary) Again due to savings the Board gained on behalf of the HOA, Kim feels it is possible for us to possible complete this project this fall. Kim has made contact with Will, a General Contractor in the neighborhood and asked for a professional painting co recommendation to clean repair and paint our exterior pillar in arterial fences along Lynn Lane and 91st Street and entrance signs. Will said he could get bids, Kim typed up detailed specs and will email them to Will 10/29/24, after tonight's meeting, as well as the Landscape committee for review, in case she forgot anything. Hopefully we will have quotes to review and vote on whether to move forward or not with this project at our next meeting, 11/05/24.

D. Welcome Committee – No Update, this needs follow up.

NEW BUSINESS:

- A. Response to Homeowner questions on the neighborhood survey:** response was discussed, Kim to draft email back.
- B. Realtor wants meet and greet –** sent email, will provide refreshments, Kim draft response...possibly a meeting in the Park in May, keep in touch.

- C. Nominations of New Board Members** – Committee to review form, announce Park? Meet and Great in Nov Letter for early Dec date? Kim will contact Committee members to discuss.

NEXT MEETING DATE:

The next Board meeting is scheduled for Tues, November 5, 2024 at 6:30pm.

The Board meeting adjourned at 8:40pm

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