

## HOA BOARD COMPLETED BUSINESS thru 7/2023: (Kim's note's)

1. **Attorney Needed for Turnover? No. 3/16/23**, Everyone was in agreement to forgo an attorney for HOA turnover, Two attorneys basically indicated there is nothing they would do that we are not doing.
2. **Key to Splash Pad Equipment –4/06/23 Completed.**
3. **New HOA Bank Account: Completed 04/04/23 – Bank account set up, have 4 signing board members.**
4. **Secretary of State, File for New HOA Name: Washington Lane Phases I-VI. File. Completed 3/31/23**
5. **PO Box address opened. Completed 4/03/23.**
6. **Swing set repair – bolts to be replaced, Dave Z. on hold until turnover. – 4/06 Approved parts/bolt replacement with painting to be done.**
7. **Turnover letter to Dave Cocolin** written for his signature. **4/30/23 Completed** – Dave Cocolin elected not to sign the letter we wrote at his request, he wrote and signed his own resignation letter.
8. **File with the IRS for new EIN. Completed 4/03/23.**
9. **City of Broken Arrow Water Bill, Completed 4/03/23.**
10. **PSO HOA Electric, Completed 4/03/23.**
11. **Weed Prevention Contract** – 3 bids received, **4/13, This will be included with the landscape contract to do the weed control application**
12. **Closing Co. contact** - 4/13, Kim is doing this for now, 3 received & responded to so far. Total of 10 day by July 31<sup>st</sup>. The HOA Billed \$150 for each of these closing Co letters.
13. **Lawn Contract bids: Completed 4/21/23.**
14. **Garbage can locked, 4/13, Greg will cut locks off.**
15. **Rules and Regulations** - Need short version of Restrictive Covenants typed up as rules and regulations, to send with Intro letter to residents. **4/19, Completed.**
16. **March Utility bills** - Paradigm had given us March utility bills at turnover due in April, those are Paradigm's responsibility correct? Does everyone agree we should only be responsible for bills on new accounts dated after April 1<sup>st</sup>, 2023. **4/20, Unanimous – Yes.**
17. **ACC letters of denial.** Board members will sign all denial ACC letters. City Permits must be submitted with the application.
18. **ACC Application Master Draft. 4/27** ACC application finalized with revisions.
19. **Replace the garbage cans at the Park: 4/30 Completed.**
20. **Blueprints/schematics to the sprinkler system and splash pad. 4/27, Dave C responded he didn't have blueprints or schematics suggested we call Tom's Outdoor.**
21. **Post Office Keys:** all board members now have keys to the post office box. **Complete 4/27/23.**

22. Annual HOA Minutes need to be finalized –4/27-Completed - All Previous meeting minutes were voted on accepted by the board.
23. Mileage - The board approved 50 cents per mile and this matter was then voted upon.
24. Phase VI - Door to Door Info sheets - 5/08/23 Completed last week.
25. Letterhead/Logo design for WL HOA Phases I-VI. 5/08, distributed 2 fonts, Lucinda Calligraphy is clearer if we add email to the bottom of Letterhead, everyone agreed on this.
26. Pergola plan colors – 5/08 ACC approved this application.
27. Lien Process, what is required from Tulsa County Clerk's office to file a lien. 5/08 research complete
28. Driveway extension, cement slab behind fence –5/18 – owner has decided to put the project on hold.
29. Playground Equipment Painting. 5/18 our Volunteers have finished painting the playground equipment!
30. Fidelity Bonds for HOA Board members that will be signing checks is required per HOA ByLaws 7.3, pg 5. & 10.2 pg. 7. 5/18, State Farm quote \$360, board voted to approve this expense.
31. Neighborsofwl@gmail.com – 5/08 group set up, group given password to alternate days checking HOA email.
32. Email/Phone list needs to be built/updated. 5/25 completed.
33. Splash Pad- Tom's Outdoor Living – splashpad turned on 5/26 for the kids and will run thru 9/11/23.
34. Teams, Dropbox, and other cloud storage use to share HOA Files: 4/23, HOA Board gmail account set up and completed and email with account log in and updated contact info sheet emailed to board members. 5/08 posted Expenses on shared cloud. 5/18, loaded a ton to shared Drive, including homeowner list with A/R Balances. Other items include, Covenants, Bylaws, ACC form, Letterhead, Landscape Contract, etc.
35. Park Hours – 06/01 it was suggested we post Park hours. We cannot do that, as it is not a rule in our Covenants, the only enforceable thing we can do is advise people to call the non-emergency police # if teens are out past 11p curfew Sun – Th and 12a, Fri & Sat and causing issues in the park.
36. Sprinklers are a total mess, broken, appears not shutoff/winterized per landscape crew. - Unanimous vote yes to move forward with the Living Water estimate \$720 and \$820 to get the 2 entrances and arterial streets, 91<sup>st</sup> and Lynn Lane, in working order of minus the Backflow Bag cost of \$600. First available appt is June 2<sup>nd</sup>. 6/15, Repairs done, work completed just over \$1200.
37. Entrance Landscape plans: need designs, pricing, etc., include mulch and some hardscape edging, at least for missing bed edging on 91st street. Moved for vote to schedule them to do this, will schedule it ASAP. Completed planting 6/24/23.
38. Gazebo Stain and Seal Project, Need Volunteers or bids – Board approved reimbursement for cost to stain for volunteers to do this. 6/15, The 2<sup>nd</sup> coat of stain is done!!
39. No Soliciting Neighborhood – Need to file our No Soliciting status with the City of BA, researched with City, they are no longer permitted to file No soliciting neighborhoods.
40. Splash pad equipment paint – 6/15, Volunteers completed Splashpad equipment painting! Thank you!

41. ACC letters - 6/29, ACC violation letter templates were drafted.
42. New Potential ACC members, 6/01, introductions of New ACC member were made.
43. Rental Properties – VROB – Possible Covenant Violation discussed: **Covenant 13.18 No Business or Commercial Activity.** **No lot shall be used at any time for business,** commercial or professional activity, including home occupations, except that (a) Declarant and those designated by Declarant may use any portion of the property owned by Declarant or those designated by Declarant in connection with real estate sales efforts and (b) those uses authorized by PUD No. 135 and approved by Declarant. **6/29, determined after research that according to the Covenant 13.18 “No Business or Commercial Activity” does not state no rental or Air B & B. Board decided to have this matter voted on at the Annual Meeting in February.**
44. **Trees need trim up common area in Phase 2** – 6/29, Drover bid for trim up canopy to 6ft is \$650, it was decided additional bids were needed. 6/29, Note: After the meeting Sammye texted Kim the trees are Pin Oaks. Googled care and pruning of this type of tree, it says only prune/limb up in dormant months Nov- Feb due to insect and disease risk, also it appears the pruning should be done in stages, maybe 3ft yr 1, additional 3 ft yr 2, will consult arborist in the fall before pruning. 7/13, tabled until early winter.
45. **Write Homeowner HOA Board 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). **7/07/23 - letter, with inserts, was mailed to all homeowners.**
46. **ACC requirements –1<sup>st</sup> meeting ACC mtg held June 14<sup>th</sup>,** drafted defined requirements for certain things, these will be typed up for HOA Board approval since we will have to sign any denials. ACC secretary to keep ACC meeting minutes and ACC Application approval/denial log.
47. **New sprinkler issues at both entrances does not appear they are running, new flowers dying.** 6/29, resolved the issue at Lynn Lane by removing a bush. Living Water Irrigation to look at Sprinkler settings at 91<sup>st</sup> St Entrance, they found a leak at zone 6 which is grass out by road, so they bypassed it and set sprinklers for daily for 10 mins. Estimate to fix zone 6 is \$100, a vote was taken to allow repair, they will schedule to come back tomorrow 6/30, or Monday. 7/13, The grass on 91st is not getting water along the street the board decided to table this, the trees, entrances and island are getting water. Estimated price from Living Water to replace the Control Box at 91st \$700, board decided to post pone repair, felt not watering the grass not a huge issue especially with all the rain we have had can revisit if it really starts to dry out, it was pointed out that areas is getting runoff anyway.
48. **Splashpad is not working per text.** 6/29 called Tom’s Outdoor, they will send someone tomorrow hoping it is just a timer issue, if it is a larger repair they will have to reschedule for Monday. **7/13,** reported Toms Outdoor sent Jose out 6/30, GFI on pole was tripped, no invoice was received for this repair, it was working for 7/4 Holiday weekend.
49. **2 ACC Violation letters sent**
50. **Approximately 12 ACC approvals completed**
51. **Playground Mulch Project: mulch was installed 7/20, looks great!! Several positive comments on Facebook!!**
52. **5 homeowner’s complaints received, 4 letters drafted to homeowners**
53. **Deed Restricted Community or HOA Community signs to be posted at both entrances,** could not be ordered with other signs. 7/27 No one wanted to take on pursuing a special order, tabled at this time.
54. **Late notes for Budget year 2023 HOA for due date 12/31/22, mailed 7/31/23**
55. **New Park signs requested on Facebook- 3 No Pets, 3 Residents and their guests only – 1<sup>st</sup> week of August,** signs turned over to Current board members for posting
56. **Website for Neighborhood completed 8/02/23, will update as needed, eventually post a link for payments.**
57. **Comedy night** – How about looking into a Comedy night at BA movie theater on Elm reserve for neighborhood event there?? 7/27 Group decided to table it.
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