

MEETING MINUTES

"Draft"

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, December 15, 2024 @ 10:00 AM

12417 N. Crane Bay Ct. (Director Zganjar's Residence)

1) Call to Order

Director Zarcone called the meeting to order at 10:03 AM

2) Roll Call

Present:

Director Zarcone

Director Kraft

Director Zganjar

3) Personal Appearances - None

4) Approval of BOD Meeting Minutes of November 17, 2024

Motion to approve the meeting minutes of November 17, 2024

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

5) Communications:

- a. 11/20/24 Email from future unit owner Dan Wasserman – Deck Approval Request
- b. 11/22/24 Email from Travelers Insurance Company regarding "Hot Work Contractors"
- c. 11/29/24 Email from unit owners John & Jan Schwarz – Irrigation System comments
- d. 12/02/24 Email from future unit owner Richard Jochem – Irrigation System comments
- e. 12/6/24 Email from Jim Voigt, City of Mequon Director of Water Utility regarding shut off valve service

6) Treasurers' Report:

- a. Account Balances as of December 15, 2024
 - i. Operating Account - **\$28,469.63**
 - ii. Working Capital Account - **\$24,466.67**
 - iii. Reserve Account - **\$10,288.23**
 - iv. Investment Account - **\$105,620.66**
- b. Financial Statements as of November 17, 2024
 - i. Income Statement distributed to Directors
 - ii. Balance Sheet distributed to Directors
- c. HOA Credit Card

The Board asked Director Kraft to acquire a HOA credit card. It was determined by the Board that the card is necessary when online purchases or vendors not accepting our "bill pay" feature are made.

d. Beneficial Ownership Information Report

Director Kraft indicated that she filed the necessary federal forms for all three directors and the HOA organization as per Federal guidelines.

e. HOA 2024 Tax Return

Director Kraft will be submitting the 2024 financials to our accountant for filing our 2024 tax return.

Motion to Approve the Treasurer's report:

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

7) Old Business

a. 2025 Lawn Service Contract

The Board voted unanimously to seek termination of the final year of our lawn and landscaping contract with Town & Country and the hiring of LaRosa Landscaping to take over those responsibilities. The Board felt it would be better served to have the same contractor for snow removal and lawn mowing.

b. 2025 Budget & Dues Proposal

The Board approved a 2025 budget without dues increase. The dues will remain at \$1,450.00 per quarter. Director Zganjar will email a copy of the budget to all Unit Owners.

c. In-ground Irrigation System discussion.

The Board met with Steve Brown, the owner of Outdoor Accents, on December 10 to finalize the terms of the contract. The Board requested adding four items to the terms of the contract (i) The contract would be contingent on receiving easements from the seven unit owners hosting the controllers, (ii) the installation must be completed by June 1, 2025, (iii) the Contractor will provide oral and written instructions to the Board on operations of the system, (iv) The HOA will be added, as an additional insured, to the Contractor's business liability insurance policy.

The Board unanimously approved the contract with Outdoor Accents to install an inground irrigation system for the development. The total cost of the installation is \$82,370.00. The Board also unanimously approved using all of the 2024 budget surplus plus a small amount of the Working Capital account, a total of \$29,720.00, to offset the total cost of the irrigation system. The remaining \$52,650.00 of the cost of the system will come from a special assessment of \$1,950.00 per unit owner (27). The Zarcone family will not pay the special assessment amount as they have already paid for the installation of their existing inground system, which will be seamlessly incorporated into the new system.

8) Committees' reports

- a. Document Review Committee – Director Zganjar, no report.
- b. Insurance Review Committee – Director Kraft

Our HOA Master policy has been renewed with The Travelers for the January 1-December 31, 2025, policy year. We currently have a \$22,799,947 blanket general liability policy plus \$1M umbrella policy covering 13 buildings. We anticipate adding the 14th and final building sometime in April/May. The total premium at renewal is \$21,421, anticipating another approximately \$1,236 when we add Building 11, for a projected total of \$22,657. Following consultation with our independent agent, the Insurance Committee is confident Travelers presented the most competitive bid given current insurance industry conditions and recommended renewal for 2025. Following a meeting with Ashton McLean, Risk Control Associate for Travelers, a recommendation was made for the HOA to develop a control policy for "hot works" performed by contractors hired to perform work such as welding or cutting or other activities that generate heat, sparks, et al. Those activities can be a significant source of property fire losses. Such policy was prepared and submitted to Travelers to comply with their request. The entire policy will be shared with unit owners and posted on the HOA website.

- c. Architectural Review Committee – Director Zarcone, no report.
- d. Website Design & Maintenance Committee – Director Zganjar, no report
- e. Social Committee – Director Kraft

Director Kraft indicated that the social committee approved a \$100.00 gift certificate to be presented to our regular Waste Management truck driver for the holiday season. The committee felt our driver goes out of their way negotiating our tight roads and cul du sacs.

9) New Business

- a. Lateral Water Shutoff Valves

Director Zganjar requested the City of Mequon Water Utility staff visit onsite in the spring to fully open all lateral water valves to ensure adequate water pressure to all unit owners. Additionally, city staff will mark street curbs with "blue paint" indicating the location of lateral supply valves.

- b. Dan Wasserman Deck Plans Application

The applicant's plans were forwarded to the architectural committee for review.

- c. Rules Violation Remedies

The Board approved an amendment to the Rules. Item 6(i) is added as follows; ***"First violations of Pet Rules will result in a \$100 per incident forfeiture by the Unit Owner. Subsequent violations, by the same Unit Owner, will result in a \$250 per incident forfeiture."***

10) Adjourn

Motion to adjourn.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zganjar

AYES: Kraft, Zarcone, Zganjar

Meeting adjourned at 11:37 AM

11) Next meeting: Sunday, March 23 @ 10:00 AM