

## MEETING MINUTES

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Thursday, November 6 @ 6:00 PM

12417 N. Crane By Court, (Director Zganjar's Residence)

1) **Call to Order:** Director Zarccone called the meeting to order at 6:05 PM.

2) **Roll Call:** Present; Directors' Zarccone, Zganjar and Kraft.

3) **Approval of Meeting Minutes of September 21, 2025**

Motion to approve the meeting minutes of September 21, 2025

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarccone

**AYES:** Kraft, Zarccone, Zganjar

4) **Personal Appearances:** None.

5) **Election of Officers**

a. President

Motion to elect Director Zarccone president

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Zganjar

**SECONDED BY:** Director Kraft

**AYES:** Kraft, Zarccone, Zganjar

b. Secretary

Motion to elect Director Zganjar Secretary

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarccone

**AYES:** Kraft, Zarccone, Zganjar

c. Treasurer

Motion to elect Director Kraft Treasurer

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Zganjar

**SECONDED BY:** Director Zarccone

**AYES:** Kraft, Zarccone, Zganjar

d. Vice President

Motion to elect Director Zganjar Vice President

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarccone

**AYES:** Kraft, Zarccone, Zganjar

## 6) Committee Assignments

### a. Documents Review Committee

Motion to dissolve Documents Review Committee

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Zganjar

**SECONDED BY:** Director Zarcone

**AYES:** Kraft, Zarcone, Zganjar

### b. Insurance Committee

i. Reyne Kraft (Board Representative)

ii. Jon Becker (Chair)

iii. John Schwarz

Motion to retain current committee assignments

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarcone

**AYES:** Kraft, Zarcone, Zganjar

### c. Architectural Review Committee

i. Nick Zarcone (Board Representative)

ii. Chris Chenery (Chair)

iii. Ann Scherzinger

Motion to retain current committee assignments

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarcone

**AYES:** Kraft, Zarcone, Zganjar

### d. Website Committee

Motion to dissolve Website Committee

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarcone

**AYES:** Kraft, Zarcone, Zganjar

### e. Social Committee

i. Reyne Kraft (Board Representative)

ii. Mary Lou Nall (Chair)

iii. Jan Schwarz and April Morar

Motion to retain current committee assignments

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarcone

**AYES:** Kraft, Zarcone, Zganjar

f. Horticultural Committee

- i. Ken Zganjar (Board Representative)
- ii. Nancy Goldberg (Chair)
- iii. Ann Olson and Jim Stephens

Motion to establish as a Standing Committee and to retain the current committee assignments.

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarcone

<b>AYES:</b> Kraft, Zarcone, Zganjar
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7) Communications

- a. 9/27/25 - Email from Unit Owner Goldberg regarding meeting with Curt Rose
- b. 9/28/25 – Email from Unit Owner Olson regarding landscaping deficiencies
- c. 9/29/25 – Email from Unit Owner Lukas regarding damaged plastic rain splash pans
- d. 9/29/25 – Email from David Hoff regarding landscaping deficiencies
- e. 9/30/25 – Email from Unit Owner Olson requesting approval for the planting of a Burr Oak tree planting in the common area to the southeast of their unit.
- f. 9/30/25 – Email from David Hoff regarding asphalt deficiencies at Unit Owner Hershey’s driveway.
- g. 10/2/25 – Email from Unit Owner Pitre regarding Mequon Water Utility bill
- h. 10/9/25 – Email from the Board to Unit Owner Scherzinger regarding guest parking rules.
- i. 10/11/25 – Email from Unit Owner Scherzinger regarding guest parking rules letter from Board.
- j. 10/6/25 – Email from Unit Owner Becker regarding basement electrical outlet modification expenses relative to irrigation controller device.
- k. 10/19/25 – Email from Unit Owner Terry regarding incident, on 10/17/25 @ 11:09 PM, of suspicious individual outside his unit.

8) Treasurers’ Report

- a. Account Balances as of November 6, 2025.
  - i. Operating Account - **\$14,413.87**
  - ii. Working Capital Account - **\$22,992.89**
  - iii. Reserve Account - **\$10,013.00**
  - iv. Investment Account - **\$158,254.90**
  - v. CD Ladder worksheet – Must renew prior to maturity date or default renewal is for 12-month CD and at 2.00% rate. **Next CD renewal dates 1/2/26 and 2/13/26.** Director Zarcone to renew these two CDs in Director Zganjar’s absence.
- b. Financial Statements as of September 30, 2025
  - i. Income Statement presented by Director Kraft.
  - ii. Balance Sheet presented by Director Kraft
    - Motion to accept the treasurer’s report as presented.
    - RESULT:** Approved by Voice Acclamation (Unanimous)
    - MOVED BY:** Director Zganjar
    - SECONDED BY:** Director Zarcone

## 9) Old Business

- a. **Outdoor Accents Final Payment** – A final payment of \$11,767.14 has been made as the full irrigation is now fully installed and operational..
- b. **Quarter 3 Irrigation Water Reimbursement Checks** – The new irrigation system flow meters became operational on July 15, as per Steve Brown. We will need to estimate the water flow amounts from June 16 to July 15 for Unit Owner Hosts and add it to the actual flow amounts between July 15 and the end of the watering season, September 30. As compensation for the inconveniences of the flow meter adjustments, Steve Brown has agreed to perform the year-end winterization of the system at no charge. This is a savings of \$1,225 for this service.
- c. **Irrigation System Winterization appointments** – Outdoor Accents has scheduled winterization appointments as follows.
  - (1) Zarccone – 10/03/25 @ 8:00 AM
  - (2) Becker – 10/03/25 @ 9:30 AM
  - (3) Engibous – 10/03/25 @ 11:00 AM
  - (4) Kraft – 10/03/25 @ 12 Noon
  - (5) Nead/Pitre – 10/03/25 @ 1:00 PM
  - (6) Chenery – 10/03 25 @ 2:30 PM
  - (7) Gieschen – 10/03 25 @ 4:00 PM
- d. **Jim Wilke & Dave Hoff Agreement** – Western detention pond maintenance & tree removal. Dave Hoff paid for the removal of two large trees on the HOA property which he agreed to do as per the preconstruction agreement with neighbor Jim Wilke. Director’s Zganjar & Zarccone agreed to attempt to have the HOA eradicate the weed growth around the western detention pond adjacent to Jim Wilke’s property for esthetic reasons.
- e. **Private property signs** – Entrance to The Woods, TAPCO LLC, ***“PRIVATE ROAD (red), NO TURN AROUND (black),”*** 18” x 24”, \$112.78. Director Kraft will purchase the sign from TAPCO company and Director Zganjar, and unit owner Chenery will install sign following a consensus location determined by an onsite evaluation by the directors.
- f. **Hershey/Olson/Goldberg** – Arboe Vitae & Maple Tree planting request. Applicants state they want to plant a total of twelve (12) Arbor Vitae and one (1) Specimen Tree in the common area just north of building 9. Applicant has placed stakes marking the locations. Acquisition and planting costs of items are to be shared by the applicants.
- g. **Spectrum vs. AT&T** – Subcommittee (Olson, Goldberg, Scherzinger) to determine if the HOA can get a “group rate” for services. Neither company was willing to collaborate with the HOA to provide a Group Rate for services.
- h. **Annual Meeting** – Scheduled for Wednesday, September 24 at 6:00 PM. Grace Lutheran Church, 303 Green Bay Road, Thiensville, WI 53092. Review agenda. Election of one director.

## 10) Committee reports

- a. **Insurance Review Committee** – Director Kraft is investigating the need for a possible change to our HOA documents to clarify any ambiguity relative to deductible payment responsibilities.

- b. **Architectural Review Committee** – Director Zarccone indicated that the Olson’s did have a tree planted to the southeast of their unit in compliance with BOD approval. No modifications were made to the existing Arborvitae at this time.
- c. **Social Committee** – Director Kraft indicated that the social committee recently met and decided to have our Tippers & Dippers gatherings once monthly instead of twice monthly beginning in 2026. Also, plans are being made for Halloween, Kentucky Derby, and Holiday gatherings and the annual golf outing for 2026.
- d. **Horticultural Committee** – Director Zganjar reported that Unit Owner Goldberg met with Curt Rose of La Rosa landscaping to discuss seasonal pruning and clean up. Parties agreed to keep open a communication line for all future HOA needs.

**11) New Business**

a. **Director Election Results of Annual Meeting**

- i. Unit Owner Nick Zarccone ran unopposed and was unanimously elected to a three-year term beginning September 24, 2025, through the annual meeting in 2028.

b. **Website Administrator**

Motion to appoint Mary Gieschen as Website Administrator

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarccone

<b>AYES:</b> Kraft, Zarccone, Zganjar
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- c. **Concrete Splash Blocks** – Director Zganjar met onsite with Logan Jackson, a nephew of Unit Owner Becker, on Sunday, October 14, to discuss hiring him to provide all necessary labor to prime paint, top-coat paint and install all necessary concrete splash blocks in the development. The work would begin in the spring of 2026. There are approximately 130 existing non-concrete splash blocks. The HOA would supply all necessary materials and tools.
  - i. Dutch Boy Natural Look Matte Water Based Exterior Concrete Sealer, \$ 33.97 /gallon (Menards).
  - ii. Dutch Boy MaxBond Paint & Primer, Flat, Exterior 100% Acrylic Enamel, Accent/Base D, “Ground Coffee” color, 406-7DB, \$ 58.98 / gallon (Menards).
  - iii. Concrete Splash Blocks, Model 1794467, \$12.98 / Pc. (Menards). Menards does provide delivery. Delivery is \$110.00 + \$0.60 / mile. There are #32 Splash Blocks per pallet. We will need \$ pallets. Talked to Dylan on 10/15/25.
  - iv. Will need paint brushes and four sawhorses with #4 - 2” x 4” x 10’.
  - v. Post Installation gutter downspout modifications costs would be managed on an as-needed basis by a third party.
- d. **Irrigation Watering Schedule – 2026** Director Zganjar will contact Outdoor Accents and request a watering schedule for 2026 as follows. Watering to begin May 1 and end September 30. Watering days will be Mondays, Thursdays, and Saturdays. All watering will occur between midnight and 6:00 AM. Each watering zone will be watered for 20 minutes each zone.

- e. **Walking map of public vs. private roadways** Director Zganjar will put together a colored map of allowable public walking pathways / roads and post to the website.
- f. **Retaining Walls Phase II** Director Zarcone will send an email to Developer Dave Hoff to express our concern over the erosion issues in Phase II as well as concerns about improper retaining wall construction in Phase II.
- g. **Two Black Locust Trees** Director Zganjar will contact Choice Cuts tree Service to note the approval for them to remove the two Black Locust trees to the west of buildings 13 and 12 at a cost of \$1,700. Both trees are in danger of falling on these two buildings.
- h. **Petition City of Mequon** Director Zganjar has petitioned the City of Mequon to reduce the speed limit on Green Bay avenue from our entrance to Highland Road.
- i. **Petition Bikeway Committee** Director Zganjar has petitioned the City of Mequon Bikeway Committee to extend the sidewalk from Thiensville north to our entrance.
- j. **Snow Plowing Contract** Director Zganjar indicated that he received a favorable snow removal contract proposal from Erich Schnappup. The Board decided to stay with La Rosa but to reach out to Mr. Schnappup next year. Unit owner Nall will be recording dates and times of La Rosa site visits for snow services. "Trust but verify" was the reasoning.
- k. **MATC Horticultural Department** Director Zganjar indicated that next spring the Board will consider hiring college age students from MATC to help with weed removal from the HOA property behind Building 13. A \$25 / hr. offer to the students.
- l. **Waste Management Holiday Bonus** Director Kraft motioned to pay our Waste Management drivers seasonal bonuses as follows: Trash cart pickup driver; \$100, Recyclable cart pickup driver; \$50. Unanimously approved.
- m. **2026 Budget** A spirited preliminary discussion was had about the 2026 budget. The board will meet again before the end of the year to approve a budget. Director Kraft was tasked with creating several draft budgets as per our discussion. The consensus was to develop a 2026 budget which would not require an increase in quarterly dues.

12) Next meeting: Sunday, **December 14, 2025** @ 9:00 AM and Sunday, **March 22, 2026** @9:00 AM

13) Adjourn

Motion to adjourn

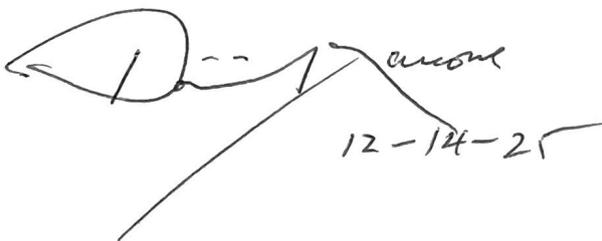
**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zarcone

**AYES:** Kraft, Zarcone, Zganjar

Meeting adjourned at 9:08 PM



*Zarcone*  
12-14-25