

MEETING MINUTES

(Unapproved)

Unit Owners Annual Meeting

The Woods at Highland Park Condominium Association, Inc.

Saturday, October 19, 2024 @ 10:00 AM

Fellowship Hall

Grace Lutheran Church – 303 Green Bay Road, Thiensville, WI 53092

1) Call to Order

President Zarcone called the meeting to order at 10:05 AM.

2) Roll Call & Proxy Presentations

Secretary Zganjar called the roll as follows.

- a. Unit Owners Present: Bill & Vicki Lukas, Mike & Mary Nall, Ann Scherzinger, Ken & Evie Zganjar, Jon & Sue Becker, Jim & Tori Stephens, Kathy Garstecki, Reyne Kraft, Tim Terry & Amy Coats, Dan Wichman, Paul & Mary Gieschen, Julie Hershey, Carol & Robert Burtch, Rebecca Nead & Carmen Petri, Julie Schack, Judene Sennott, Mary Pat & Nick Zarcone, Steve Rothschild (Joined meeting late).
- b. Unit Owners Absent: William & Edith Burns, Paul & Sally Engilbous, John Erich, Deb Klinkert, Katherine Giffin, Nancy Goldberg, Jon Hershey, Dave Hoff, Jan & John Schwarz, April & Todd Morar.
- c. Proxies Present: Mary Lou Nall (John & Jan Schwarz), Ken Zganjar (Paul & Sally Engilbous), Ken Zganjar (Dave Hoff - #4 Units), Ken Zganjar (John Erich), Julie Hershey (Nancy Goldberg), Reyne Kraft (April & Todd Morar), Tori Stephens (William Burns).

3) Confirmation of quorum present

Secretary Zganjar confirmed the presence of a quorum (96 % of unit owners were present or present by proxy).

4) Personal Appearances

There were no personal appearances by non-unit owners.

5) Correspondence

None.

6) Approval of Previous Annual Meeting Minutes

Moved to approve meeting minutes of the October 11, 2023, annual meeting as presented

RESULT: Approved by Voice Acclamation

MOVED BY: Director Zganjar

SECONDED BY: Director Kraft

7) Presidents' Report

This meeting marks the one-year anniversary of the HOA being in the hands of the owners, not David. Taken as a whole, we've had a successful first year.

- We are now completely sold out with the last units to be occupied in the spring
- We had our first resale of a unit; the interest in the neighborhood remains high as there just are few choices for newer / higher-end condominiums in the area.
- We completed phase 1 (Buildings 1 – 9) of the lawn remediation, with reasonable results.
- We were able to get the streets repaired and the driveways sealed. That won't be an annual event but probably every 2-3 years.
- There were no major issues with our key vendors.
- Some minor landscaping damage caused by the snowplow

- Some tweaking needed with Town & Country on the landscaping
- We were able to renew our insurance at a reasonable premium, a bigger feat than you may imagine as several carriers have either completely stopped writing coverage of associations like ours or have increased the premiums significantly.
- The social committee kept us engaged with a variety of events.
- We got the website portal up and running, not sure how much use. Instead of sending email to everyone, we may just post everything to the portal to essentially force people there.
- We were able to adjust the rules to reflect the desire of the majority of the owners, as discussed at the special meeting session in July. We fully recognize that we don't have a unanimous agreement on every item, but that's highly unlikely when there are 28 owners each with their own perspectives.

There are a few key agenda items for the next year.

- We need to contract with a new snowplow service, as our current provider has run into some financial difficulties and could not/would not provide a contract proposal. Best for us to move on.
- We need to have Town & Country edge cut the outlines and mulch all the planting beds in 2025. Generally, that is not something we should do every year, but we are open to the desires of the owners.
- We need to have Dave Hoff complete phase 2 (Buildings 10 – 14) of the lawn remediation program.
- We need to review and renew the insurance policy (annual event by insurance committee).
- We need to achieve better utilization of the website portal.

8) Treasurers' Report

- a. Account Balances as of October 18, 2024
 - i. Operating Account - **\$32,925.23**
 - ii. Working Capital Account - **\$22,534.00**
 - iii. Reserve Account - **\$10,000.00**
 - iv. Investment Account - **\$104,464.85**
- b. Financial Statements as of September 30, 2024
 - i. Balance Statement
Treasurer Kraft provided hard copies to all in attendance.
 - ii. Income Statement
Treasurer Kraft provided hard copies to all in attendance.
- c. CD Ladder / Investment results
Treasurer Kraft indicated that our HOA investments have resulted in HOA earnings as follows.
 - Associated Bank, 1/1/23 – 11/30/23 = **\$128.75**
 - Port Washington State Bank, 12/8/23 – 12/31/23 = **\$257.30**
 - Port Washington State Bank, 1/1/24 – 10/16/24 = **\$3,468.53**

Moved to approve treasurer's report as presented.

RESULT: Approved by Voice Acclamation (Unanimous)
MOVED BY: Director Zganjar
SECONDED BY: Director Zarcone

9) Old Business

a. Lawn remediation program – Phase I

President Zarcone reported that the Phase 1 common area lawn remediation program has ended. Results were mixed but certainly an improvement from pre-remediation conditions.

b. HOA remediation water cost reimbursement to individual unit owners

Director Kraft reminded unit owners that the board will be reimbursing them for water usage during the remediation program. Unit owners should, prior to November 1, 2024, submit their Mequon Water Utility bills from the third quarter of both 2023 and 2024. Director Zganjar will mail out reimbursement checks to the unit owners after November 1, 2024.

10) New Business

a. Insurance Report

Director Kraft provided a hard copy summary of our HOA Casualty & Liability coverage. She encouraged all unit owners to share this information with their personal insurance agent to be sure they have adequate condominium owners and umbrella insurance which complements the HOA coverage.

b. In-Ground Watering System

A spirited discussion was had regarding the installation of a development-wide lawn watering system. President Zarcone described how he and his wife installed a watering system prior to taking occupancy of their unit. The board, at the time consisting of Declarant Hoff, his wife and current director Zganjar, approved the installation request. The Zarcone's paid for all costs involved. The common area lawn serviced by their watering system is superior in appearance to the other common area lawn in our development. President Zarcone indicated that in the event the HOA does not provide water for the common areas of lawn, unit owners should expect the common lawn areas to revert to dormancy when insufficient rain occurs.

Director Zganjar indicated that he had done preliminary research on the cost of such an installation. The installation would involve the use of three different contractors.

Plumbing Contractor

The plumbing contractor will install one sprinkler control unit, one flow meter, stub a 2" copper pipe to the exterior of 13 buildings and "plumb-tap" into the existing water service. The Zarcone's unit already has these components and will only need an upgrade to the capacity of the existing controls so as to allow the Lukas's in ground piping to be added. Plumber indicated he can do 4 buildings per day or seven days of work. Work can be completed independent of other work but must be done prior to sprinkler installation.

Driveway Tunneling Contractor

The tunneling contractor will mechanically tunnel under existing driveways and install a PVC conduit to allow servicing water to land locked lawn areas. Not all buildings will need this service. All tunneling can be accomplished in two days.

Sprinkler System Provider / Installer Contractor

The sprinkler installer will provide all tubing, sprinkler heads, and control units for all buildings except the Zarcone's area where these elements already exist. Contractor will need two months to complete his work.

Estimated Cost of Installation

Estimated to be \$5,500 - \$5,800 per unit owner.

Payment Options

The HOA may either special-assess each unit owner the final cost per unit, or the HOA may take out a loan for the total amount of the installation and pay it off over time through the dues format.

President Zarcone asked for a show of hands of those unit owners in favor of in-ground lawn watering system. A majority of the unit owners favored installation of the system.

President Zarcone then indicated that he would send out an email asking each unit owner(s) to indicate, confidentially, their preferences relative to having a watering system installed.

c. Letters of resignation

Directors Kraft, Zarcone, and Zganjar presented letters of resignation prior to the election of new directors.

d. Election of Board Members

President Zarcone indicated that the board received notice of candidacy from three-unit owners, Reyne Kraft, Nick Zarcone, and Ken Zganjar.

i. Distribution of ballots

Paul Gieschen distributed 27 ballots to unit owners and proxies (Katherine Giffin not present and w/o proxy).

ii. Ballot compilation

Paul Gieschen and Bill Lukas tallied the ballots and returned the results to President Zarcone.

iii. Election Results

Reyne Kraft – 27 votes (Term ends October 2027)

Ken Zganjar – 23 votes (Term ends October 2026)

Nick Zarcone – 19 Votes (Term ends October 2025)

e. Open Question & Answer Session

Unit owner M. Nall, on behalf of unit owner J. Schwarz, asked the board about creation of a possible formal connection between our property and the property to the south. The purpose would be to create a safe pathway for walking on Green Bay Road. Director Zganjar indicated that any formal pathway to neighboring private or public lands would require obtainment of an easement from the respective property owner.

Unit owner M. Gieschen indicated that exiting the development on to Green Bay Road is unsafe because of the blind spot to the north as a result of the presence of overgrown trees near The Woods sign. Director Zganjar advised the unit owner to talk with the DPW at the City of Mequon to have them evaluate the situation. Possible tree trimming would be a decision the city would make as the trees are their property.

11) Adjournment

Moved to adjourn at 11:42 AM

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Zarcone

12) Next meeting: Wednesday, October 1, 2025