

## APPROVED MINUTES OF THE BOARD OF DIRECTORS MEETING

The Woods at Highland Park Condominium Association, Inc.

Sunday, December 17, 2023

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

**1) Call to Order**

Director Zarcone called the meeting to order at 10:01 AM

**2) Roll Call**

**Present:**

Director Zarcone

Director Kraft

Director Zganjar

**3) Approval of Meeting Minutes of November 19, 2023, BOD meeting:**

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

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zganjar

**AYES:** Kraft, Zarcone, Zganjar

**4) Communications:**

- a. Acuity Insurance letter confirming Association Treasurer, Reyne Kraft, now has online bill pay access.
- b. Email from Unit Owner Ann Scherzinger expressing her thoughts on Association issues including Board communications with unit owners, electric dog fences and pet rules. The Board drafted a response to Ann's concerns and will respond to her via email.

**5) Presidents' Report:**

- a. Director Zarcone indicated that he did discuss the Town & Country contract with Declarant (Dave Hoff) and that Dave provided details of the missing numbers for the 2024 Lawn Maintenance period.
- b. Director Zarcone negotiated a dues format with Declarant for the unsold and ready to occupy units. Declarant will pay the Association the full quarterly dues for each unsold unit when the roof-mate unit has gone to closing.

**6) Treasurers' Report:**

- a. Director Kraft presented the Balance Sheet, Income Statement and Checkbook Ledger for all Association accounts.
- b. Director Kraft indicated that all Unit owners are current with their Association dues.

**7) Old Business**

- a. **Town & Country Contract:** Director Zarcone will be collaborating with Declarant and Town & Country Lawn Service to update the terms of the 2024 contract to accurately reflect the actual costs of service.
- b. **Associated Bank Termination:** Director Zganjar indicated that all ties with Associated Bank have been terminated and all funds have been transferred to Port Washington State Bank branch in Thiensville.
- c. **Port Washington State Bank :** Directors Zganjar indicated that the Association banking accounts at the Port Washington State Bank are as follows.
  - i. **Operating Account:** Available Balance \$13,323.37, Effective Balance \$3,323.37  
Motion made to approve repayment of \$10,000.00 Reserve Account loan from the Operating Account to the Reserve Account on 12/18/23.

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

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zganjar

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| <b>AYES:</b> Kraft, Zarcone, Zganjar |
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- ii. **Working Capital Account:** Available Balance \$18,685.40, Effective Balance \$18,685.40
- iii. **Reserve Account:** Available Balance \$24,658.94, Effective Balance \$34,658.94  
Effective Balance on 1/4/24 will be \$44,228.94 after first quarterly dues transfer.

Motion made to transfer \$40,000.00 from Reserve Account to Investment Account on 1/5/24.

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

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zganjar

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| <b>AYES:</b> Kraft, Zarcone, Zganjar |
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- iv. **Investment Account:** Available Balance \$0.00, Effective Balance \$40,000.00
  - 1. Purchased \$20,000 CD-#1 on 11/13/23, Matures 8/13/24 @ 4.89%.
  - 2. Purchased \$20,000 CD-#2 on 11/13/23, Matures 8/13/24 @ 4.89%.

Motion made to approve the purchase of two additional CD's on 1/5/24.

- 3. Approve Purchase CD #3, \$15,000 CD on 1/5/23, 9-Month, Matures 10/5/24.
- 4. Approve Purchase CD #4, \$15,000 CD on 1/5/23, 9-Month, Matures 10/5/24.

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

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| <b>AYES:</b> Kraft, Zarcone, Zganjar |
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- d. **2024 Budget & Dues Assessment:** Director Kraft presented the 2024 budget. The budget reflected no increase in quarterly dues for 2024.

Motion made to approve the budget as presented.

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

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| <b>AYES:</b> Kraft, Zarcone, Zganjar |
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- e. **State of Wisconsin Annual Report:** Director Kraft indicated that she has contacted the State of Wisconsin and updated all pertinent information as to the transfer of management responsibilities from Declarant (Dave Hoff) to the Association and its executive members.
- f. **Outside Legal Counsel:** The Board discussed possible legal representation for the Association needs and narrowed the search down to Attorney John Wirth and Attorney Melanie Lee. Since there are no current needs, the issue was tabled until further notice.

## 8) Committee Reports

- a. **Document Review Committee:** Declarant (Dave Hoff) indicated he had no objections to the four proposed bylaws amendments and that the Board could now proceed to send ballots out to the Unit Owners for approval. Declarant did offer suggestions for the proposed Rules, Paragraph 6 amendment.
- b. **Insurance Review Committee:** A Pro Bono legal opinion from Attorney John Wirth to Director Zganjar laid out the challenges for the Association in getting an amendment to the Declaration to modify the insurance coverage of the Association. The Board determined that the likelihood of obtaining the necessary approval of Declarant and Mortgagees to allow an amendment to the Declaration was extremely remote. The Board decided to make the Insurance Review Committee a Standing Committee rather than an Ad Hoc Committee. The Board requested the Committee seek out additional competitive proposals prior to the renewal date of March 1, 2024, of our current Acuity policy.
- c. **Architectural Committee:** No report.

9) **New Business**

- a. **Resolution 006-2023** – Moved to create two additional standing committees as follows.
  - i. WEBSITE DESIGN & MAINTENANCE COMMITTEE (Mike Nall, Bill Lukas, Mary Gieschen\*).
  - ii. SOCIAL COMMITTEE (April Morar, Jan Schwarz, Mary Lou Nall\*).

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

**MOVED BY:** Director Zganjar

**SECONDED BY:** Director Kraft

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| <b>AYES:</b> Kraft, Zarcone, Zganjar |
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\*Chairperson

- b. Sales Status of Remaining Unsold Units
  - i. Bldg. #13 (North Side) Closing March 2024
  - ii. Bldg. #12 (East Side) Closing November 2024
  - iii. Bldg. #13 (South Side) For Sale
  - iv. Bldg. #14 (East Side), For Sale
  - v. Bldg. #11 (South Side), Reserved
- c. Unit Owners Bylaws Amendment Ballot: Director Zganjar indicated that about one half of the Unit Owners have turned in their ballots to date.
- d. Rules Paragraph 6 Amendments: The Board discussed and finalized the Rules Paragraph 6 changes as follows.

Pets.

Unit Owners are limited to two usual and common household pets such as dogs and cats plus other small household pets such as fish or small birds. No livestock or similar animal may be kept on the Property. No breeding or commercial use related to animals is permitted.

All pets must be on leashes and accompanied by a responsible person when outdoors. All fecal matter must be picked up and disposed of properly and immediately. Fines may be established and imposed for lack of compliance. Dog runs and outside fencing are prohibited. "Invisible Fence" and similar underground electronic or ultrasonic pet fencing may be installed only with prior written approval of the Board of Directors.

Unit Owners must register all dogs with the Association. A dog registration form is provided to the Unit Owners by the Association

Dogs barking is normal, but Unit Owners should not allow their dogs to bark constantly, nor in such a way that disrupts life for others in the HOA. Association reserves the right to require that pets causing or creating a nuisance or unreasonable disturbance, or noise, be permanently removed from the community within ten (10) days of written notice.

Any Unit Owners dog involved in a bite incident, which breaks skin and requires medical professional attention, will result in an "owner incident report." If a second such incident occurs with the same dog, that dog will be mandated to be permanently removed from The Woods at Highland Park Condominium Property.

An aggressive dog incident which does not require professional medical attention will also result in an “owner incident report.”

No pet shall be left outside overnight.

Dog training is most helpful in managing dog behavior and dog owners are encouraged to seek such training for their pets.

- e. **Website:** a lengthy discussion ensued relative to the best course of action to take in putting together an Association Website. It was determined that the best course of action was to pursue acquiring the existing web domain, [www.thewoodsathighlandpark.com](http://www.thewoodsathighlandpark.com), from realtor Linda Lundeen and modifying it to achieve our desired components. The Board requested the Website Design & Maintenance Committee begin that process.

**10) Next meeting: Sunday, March 24, 2024.**

**The meeting was adjourned at 11:45 AM.** Moved by Director Zganjar and seconded by Director Kraft. The motion passed by voice acclamation (unanimous).