

MEETING MINUTES

"Approved"

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, November 17, 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) Election of Officers

a. President

Motion to elect Nick Zarcone president

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Kraft

AYES: Kraft, Zarcone, Zganjar

b. Treasurer

Motion to elect Reyne Kraft Treasurer

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

c. Secretary

Motion to elect Ken Zganjar Secretary

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

d. Vice President

Motion to elect Ken Zganjar Vice President

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

4) **Approval of BOD Meeting Minutes of September 8, 2024**

Motion to approve the meeting minutes of September 8, 2024

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

5) **Personal Appearances:** None

6) **Communications:**

- a. 9/9/24 - Email from Unit Owner Scherzinger regarding annual meeting date changes & bcc emails; regarding annual meeting & bylaws; regarding Rosh Hashanah Holiday & annual meeting.
- b. 9/19/24 – Email from Unit Owner Morar regarding gutter changes.
- c. 9/21/24 – Email from Unit Owner Burns regarding desire to run for director.
- d. 9/22/24 – Email from Unit Owner Morar regarding silt fence removal.
- e. 9/23/24 – Email from Declarant Hoff regarding elevated decks off building #11.
- f. 9/23/24 – Email from Unit Owner Scherzinger regarding Unit Owner Zganjar's request for tree plantings.
- g. 9/24/24 – Email from Unit Owner Zganjar indicating desire to run for director.
- h. 9/24/24 – Email from Unit Owner Kraft indicating desire to run for director.
- i. 9/24/24 – Email from Unit Owner Zganjar requesting tree planting approval.
- j. 9/25/24 – Email from Unit Owner Burns regarding his proposed planting plan.
- k. 9/30/24 – Email from Unit Owner Zarcone indicating desire to run for director.
- l. 10/10/24 – Email from Declarant Hoff advising the Board to add bldgs. 11 & 12 to lawn mowing contract for 2025.
- m. 10/18/24 – Email from Unit Owner Schwarz regarding HOA insurance renewal terms.
- n. 10/18/24 – Email from Unit Owner Lukas regarding tree trimming at property entrance.
- o. 11/12/24 – Email from Paul Gieschen regarding low water pressure.
- p. The Board received and responded to dozens of emails from unit owners regarding the in-ground irrigation topic since the concept was proposed at the annual meeting.

7) **Treasurers' Report:**

- a. Account Balances as of November 17, 2024
 - i. Operating Account - \$31,027.91
 - ii. Working Capital Account - \$22,534.00
 - iii. Reserve Account - \$10,000.00
 - iv. Investment Account - \$105,543.89
- b. Financial Statements as of November 17, 2024
 - i. Income Statement
 - ii. Balance Sheet

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

8) Old Business

a. Status of Remaining Units

- i. **SOLD** - Bldg. #12 (East Side Unit), Closing November 20, 2024 (Chris & Sarah Chenery)
- ii. **SOLD** - Bldg. #12 (West Side Unit), Closing December 13, 2024 (Dan Wasserman)
- iii. **SOLD** - Bldg. #11 (North Side Unit), Closing April 10, 2025 (Jeff & Ann Olsen)
- iv. **SOLD** - Bldg. #11 (South Side Unit), Closing May 22, 2025 (Richard & Carol Jochem)

- b. Unit Owner Water Use Reimbursement. Director Kraft indicated unit owner disbursement checks have been mailed to those unit owners due reimbursement checks.

- c. 2024-2025 Snow plowing contract. LaRosa Landscaping company has been hired to perform snow removal this winter season. Streets will be plowed and salted.

NOTE: Driveways and sidewalks will be plowed and/or shoveled but not salted. Salting of sidewalks and driveways will be the responsibility of unit owners. This decision was precipitated by unit owners not wanting granular salt on these surfaces to prevent landscaping damage and pedestrians/dogs tracking salt into the units.

- d. 2025 Lawn Service contract. We are currently under contract with Town & Country for the 2025 year.

- e. In-ground Irrigation System discussion. Director Zarcone indicated that the advisory tally from unit owners resulted in the vast majority of owners being in favor of the project. Proposals were received from four vendors: Acme Irrigation, RKM Irrigation, Bibi Calderone Irrigation and Outdoor Accents Irrigation. Several of the contractors advised that irrigation control units were not needed in each of the 28 units, which resulted in meaningful cost savings relative to the initial estimates provided during the annual meeting. The Board also investigated the possibility of installing a well to furnish the water used in the system and Director Zganjar indicated that Jim Voight, Director of Operations at the City of Mequon, would not issue a permit to allow our HOA to have a well dug on our property to be used exclusively for lawn irrigation. Legal opinion of Attorney John Wirth indicated that the Board does have the authority to approve an in-ground irrigation system and special assess unit owners for its cost. Attorney Wirth further indicated that the Board might want to seek easements from those Unit Owners having in-ground irrigation controller units installed in their individual units as part of the overall system. The Board tabled any decision on the matter to enable the Board to resolve a few outstanding items. The matter will next be discussed at the December 15th meeting.

9) Committees' reports

- a. Document Review Committee – Director Zganjar, no report.
- b. Insurance Review Committee – Director Kraft indicated that she and Director Zganjar recently met with Ashton McLean (Risk Control Associate) of Travelers Insurance to discuss our existing policy. Director Kraft indicated that our annual insurance premium from Travelers is projected to increase by \$4,597 for 2025.
- c. Architectural Review Committee – Director Zarccone, no report.
- d. Website Design & Maintenance Committee – Director Zganjar indicated that Mary Gieschen continues to develop our website.
- e. Social Committee – Director Kraft expressed her thanks to the social committee for their efforts in providing lunch at the annual meeting.

10) New Business

- a. Neighborhood watch / safety. It was noted by Director Zganjar that there has recently been an increase in residential break-ins in Ozaukee County
- b. Low water pressure at Gieschen & Wichman residences. Director Zganjar contacted Jim Voight at Mequon City Hall. Jim will be visiting the residences to determine the problem.
- c. Federal Corporate Transparency Act. Director Kraft will take care of registering all three board members as well as filing the proper report to the federal government.
- d. HOA Sponsored Lawn Remediation Program. Director Zganjar solicited proposals from three vendors for lawn fertilization programs for Phase 1 areas. Be Green Pro, LLC, TruGreen Commercial, and Spring Green. The Board tabled any action on these proposals until next board meeting.
- e. Street trees. The Board allocated funds in the 2025 budget for the planting of five (5) new street trees on Woods Lane and the replacement of three (3) existing trees on Crane Bay Court. Options are Sugar Maple, Autumn Maple, or Frontier Elm. Wayne Eslyn of Grandiflora Landscaping quoted us \$500 each for 2" diameter trees.
- f. Replacement of dying trees. Director Zganjar indicate that Wayne Eslyn of Grandiflora agreed to replace the two dying trees along the south property line near the Scherzinger unit. No cost to HOA as the trees were planted just months ago.
- g. 2025 Budget & Dues Discussion. The Board discussed the 2025 budget. As a result of a few missing budget item totals, approval of the budget was tabled and will be taken up and finalized at the December 15 board meeting.

11) Adjourn

Motion to adjourn.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zganjar

AYES: Kraft, Zarccone, Zganjar

Meeting adjourned at 11:32 AM

12) Next meeting: Sunday, December 15 @ 10:00 AM

