

MEETING MINUTES

"APPROVED"

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, September 8, 2024 @ Noon

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

1) Call to Order

Director Zarcone called the meeting to order at 12:02PM

2) Roll Call

Present:

Director Zarcone

Director Kraft

Director Zganjar

3) Personal Appearances: None

4) Approval of Meeting Minutes of June 2, 2024, BOD meeting:

RESULT: Approved by Voice Acclamation (Unanimous)

Moved BY: Director Zarcone

SECONDED BY: Director Kraft

AYES: Kraft, Zarcone, Zganjar

5) Communications:

- a. Email from Unit Owner Scherzinger on 6/3/24 in response to Unit Owners Burns bird feeders. (Addressed in Rules amendments).
- b. Email from Unit Owner Scherzinger on 6/3/14 regarding the need for "Private Property – No Trespassing" signs on our property. (Discussed and moved to not install such signs).
- c. Email from Unit Owner Scherzinger on 6/3/24 regarding Unit Owners putting garbage carts out too soon. (Addressed in Rules amendments).
- d. Email from Unit Owner Scherzinger to Board Member Zganjar on 6/9/24 regarding the Poblocki Paving work schedule. (No discussion).
- e. Email from Unit Owner Matras on 6/10/24 requesting permission to plant additional trees in her back yard area. (Requested planting plan and species identification).
- f. Email from Unit Owner Morar on 6/10/24 regarding his concern for storm water drainage around his unit. He wants assurance that Declarant will mitigate this problem. (Director Kraft and Director Zarcone met with Declarant and Unit Owner Morar onsite to discuss remediation).
- g. Email from Unit Owner Matras on 6/21/24 specifying number and species of trees to be planted behind her Unit and request for Board approval. (Approved).

- h. Email from Unit Owner Scherzinger on 6/23/24 regarding the water from the sprinklers hitting her windows. (Director Zganjar forwarded Unit Owner Scherzinger's email to lawn remediation contractor).
- i. Email from Wayne Eslyn (Grandiflora Landscaping) on 6/26/24 regarding anticipated planting schedule of three trees on south property line (HOA ordered). The plantings should take place the week of July 8, as per contractor.
- j. Email from Unit Owner Lukas on 7/3/24 regarding hose bib leakage.
- k. Email from Dave Hoff on 7/3/24 regarding hose bib maintenance. (Shared with Unit Owner Lukas).
- l. Email to Matt Sammons on 7/3/24 regarding snow removal lawn damage costs. (No response from contractor).
- m. Email from Unit Owner Scherzinger on 7/18/24 with follow up comments regarding the special meeting on Rules. (No action).
- n. Email from Unit Owner Matras on 7/30/24 regarding T & C statement for lawn remediation of her side yard. (Directors Zarcone and Kraft reminded Unit Owner Matras that she is responsible for the T & C invoice).
- o. Email from Unit Owner Morar On 8/12/24 regarding Realtor Sign removal and drainage issues around his unit. (Director Zganjar contacted Declarant, signs removed soon after).
- p. Email from Unit Owner Scherzinger on 9/8/24 regarding her desire to have #3 additional tree plantings to the south property line, in addition to the three the HOA is paying for, at her expense. (Approved contingent providing site plan).
- q. Email from Unit Owner Schwarz regarding safety concerns of unit owners walking on Green Bay Ave. and creating a possible walkway to neighboring properties separate from our Green Bay Road entrance. (Director Zganjar met with Unit Owners and explained legal roadblocks to creating separate walkway. Unit owners withdrew their request for Board discussion of issue).
- r. Email from Unit Owner Scherzinger on 9/7/24 regarding Board policy of including all emails in meeting minutes. (Board members agreed, for transparency purposes, that the policy of including all email correspondences from Unit Owners in the meeting agendas and minutes will continue).
- s. Email from Unit Owner Scherzinger on 9/8/24 providing the Board with a site plan for the #6 tree plantings. (Approved).

6) Presidents' Report: None.

7) Treasurers' Report:

- a. Account Balances as of August 31, 2024
 - i. Operating Account - \$22,261.26
 - ii. Working Capital Account - \$21,567.33
 - iii. Reserve Account - \$10,903.63
 - iv. Investment Account - \$94,138.49
- b. Financial Statements as of June 30, 2024

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. New date for annual meeting – Wednesday, October 16 @ 6:00 PM, Mequon City Hall, Lower Conference Room. However, it was learned at today's meeting that not all of the Directors could attend this meeting date, so an alternative date of Saturday, October 19 @ 10:00 AM was agreed upon. Director Zganjar is tasked to call to see if the City Hall Lower Meeting room is available for that date.
- b. Outcome of Special Meeting on Rules: The Directors approved modifications to the rules based on the consensus of the Unit Owners. Director Zganjar to publish new rules document and send it to the Unit Owners.
- c. Poblocki Paving Work – completed in satisfactory condition.
- d. Lawn remediation Program - completed in mostly satisfactory condition.
- e. Unit Owner Matras tree plantings: approved
- f. South property line tree plantings: approved
- g. Water reimbursement to phase 1 Unit Owners for Lawn Remediation program: Board agreed to reimburse unit owners the difference in the cost of the volume of water used between the third quarter of 2023 and the third quarter of 2024, according to their water statements. Unit Owners should submit their water bills to the Board for those two water usage periods.

9) Committees' reports

- a. Document Review Committee – Director Zganjar (Nothing new at this time).
- b. Insurance Review Committee – Director Kraft
 - i. Ansay & Assoc. representative to attend Annual Meeting
 - ii. Anticipated 8-15% premium increase in 2025
- c. Architectural Review Committee – Director Zarcone (Nothing new at this time).
- d. Website Design & Maintenance Committee – Director Zganjar indicated Chairperson Mary Gieschen has made great progress on the website development.
- e. Social Committee – Director Kraft. Meeting took place and many potential events are being considered.

10) New Business

- a. Matras closing – Focus Title Company, Bob & Carol Burtch (New Owners)
- b. Status of Remaining Units
 - i. **SOLD** - Bldg. #12 (East Side Unit), Closing November 2024
 - ii. **SOLD** - Bldg. #12 (West Side Unit), Closing December 2024

- iii. **SOLD** - Bldg. #11 (North Side Unit), Closing April 2025
- iv. **SOLD** - Bldg. #11 (South Side Unit), Closing April 2025
- c. Unit owner Burns planting request - approved
- d. Fall cleanup schedule – Town & Country (Late September / Early October).
- e. T & C Invoice for Unit Owner Matras lawn remediation (Paid by Unit Owner).
- f. T & C Invoice for Snow Plowing lawn damage remediation (Board voted to not pursue Sammons for costs).
- g. 2024-2025 Snow plowing contract (Reviewed several proposals. Decision in closed session).
- h. 2025 Lawn Service contract (Existing contract still in place for next year with T & C).
- i. Inground watering installation (To be discussed at annual meeting).
- j. Annual Meeting agenda review & Election of New Directors Process (Director Zganjar instructed to seek names of Unit Owners interested in having their names on the ballot for the annual meeting election process).

11) Motion to go into closed session

MOVED BY: Director Zganjar

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

12) Motion to return to open session

MOVED BY: Director Zganjar

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

13) Next BOD meeting: October 19, 2024 (Annual Meeting)

14) Motion to Adjourn Meeting

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

Meeting adjourned: 1:45 PM

NOTE: ALL MEETING MINUTES ARE REVIEWED AND REVISED BY THE DIRECTORS AND BROUGHT UP FOR FINAL APPROVAL AT THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING.



A handwritten signature in black ink, appearing to read "D. Zarcone", with a long horizontal line extending to the right.