

MEETING MINUTES

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, March 22, 2026 @ 8:00 AM

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

1) **Call to Order:** Director Zarccone called the meeting to order at 8:04 AM.

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

3) **Approval of Meeting Minutes of December 14, 2025**

Motion to approve the meeting minutes of December 14, 2025

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

4) **Personal Appearances:** None

5) **Communications**

- a. 12/14/25 – Email from Carmen Pitre regarding potential submission of a planting proposal this spring. Director Zganjar responded via email.
- b. 1/3/26 – Email from Unit Owner Becker asking for a copy of the “draft minutes” of the December BOD meeting. Director Zganjar provided same.
- c. 1/14/26 – Email from Unit Owner Hershey regarding salt damage to front stoop. Director Zarccone responded via email.
- d. 1/16/26 – Email from Unit Owner Stephens regarding “critters in their attic.” Director Kraft had a verbal conversation with Jim regarding process moving forward.
- e. 2/2/26 – Email from Unit Owner Lukas regarding potential roof leak on their unit. Director Kraft responded via email.
- f. 1/30/26 – Email from Unit Owner Lukas regarding broken glass transom above their entry door. Director Zarccone responded via email with information to seek advice from window vendor.
- g. 2/16/26 – Copy of email from Unit Owner Scherzinger to Dave Hoff regarding roof leak.
- h. 3/1/26 – Email from Unit Owner M. Gieschen regarding website traffic overview.
- i. 3/2/26 – Email from Unit Owner Jochem requesting copy of CSM of project. Director Zganjar responded via email. Director Zganjar emailed a digital CSM to Unit Owner Jochem.
- j. 3/6/26 – Email from Outdoor Accents regarding date to “open up irrigation system.” Date is 4/30/26 @ 8:00 AM. The system will water three times a week—on Tuesdays, Fridays, and Sundays—from May 1, 2026, to September 30, 2026. Every zone is set to water for 20 minutes. All watering will take place between 1:00 AM and 5:00 AM.
- k. 3/15/26 – Email from Unit Owner Lukas regarding inefficient snow removal on their driveway yesterday. Director Zganjar responded via email.

6) **Treasurers' Report**

- a. Account Balances as of March 22, 2026.
 - i. Operating Account - **\$5,888.19**

- ii. Working Capital Account - **\$23,094.63**
- iii. Reserve Account - **\$10,210.56**
- iv. Investment Account - **\$170,629.90**
- b. Financial Statements – Director Kraft presented first quarter year to date reports.
- c. CD Ladder update – we currently have nine (9) active CDs in our reserve account investment portfolio. Interest rates for the nine CD's range from a low of 3.5% to a high of 4.02%. Five of the CDs are 18 months in term and four are 9 months in term. Our total current balance for the CD ladder, as of today, is **\$170,629.90**.
- d. Covenant Accounting LLC completed the HOA tax return. We will be making quarterly estimated 2026 tax payments.
- e. Director Kraft mentioned that the snow removal budget for 2026 will likely be surpassed by March 2026. We still have potential snow removal charges for November and December 2026 to manage. Waste Management increased our cost for rubbish and recycling fees by 15%.

Motion to approve the treasurer's report.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zarccone

SECONDED BY: Director Zganjar

AYES:	Kraft, Zarccone, Zganjar
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7) Old Business

- a. **Pablocki Paving** – Kyle Gottschlich will schedule us for this spring to perform "Rout/Crack Fill Procedure" on our roads. Cost is \$692.00. Driveway sealcoating **will not** take place this year.
- b. **LaRosa 2026 lawn contract costs** – Director Zarccone will contact Curt Rose to confirm our second-year contract numbers.
- c. **LaRosa certificate of insurance** – Director Kraft will check with La Rosa to make sure that our homeowners' association is listed as an additional insured on their insurance policy.
- d. **Horticultural Subcommittee** – The board, with the help of the Horticultural Committee, will discuss with Curt Rose of LaRosa Landscaping, the desired schedule for trimming and pruning during the 2026 season. In the past, transparency was lacking as to the desired results and timing. Additionally, Director Zganjar requested a bid from LaRosa Landscaping for the cost of edging and mulching buildings 10-14 for the spring season as these buildings have not yet received this attention.
- e. **Mailbox snow-plow damage** – Chenery/Wasserman & Nall/Schwarz & Rothschild/Pitre. Director Kraft will follow up with our mailbox contractor to determine the extent of damage caused by LaRosa snow removal crews.
- f. **Unit owner snow removal concerns** – Lukas & Scherzinger – Directors' Zganjar and Zarccone responded to both unit owners regarding their concerns.
- g. **Bike Path Extension & Speed Limit Reduction on Green Bay Road** – Director Zganjar sent an email to the *Joint Mequon-Thiensville Bike & Pedestrian Way Commission* regarding extension of the sidewalk / bike-path from Thiensville to Highland Road on the west side of Green Bay Road. Director Zganjar emailed the *City of Mequon Department of Public Safety* asking to lower the speed limit on Green Bay Road, between Highland Road and Thiensville, from 35 mph to 25 mph as a follow-up.
- h. **Weed removal Jim Wilke property line** – the Board is considering hiring MATC horticultural students to eliminate the overgrowth of weeds to the west of the Pitre/Nead and Wasserman units. Students will work as independent contractors and receive \$25 per hour from the HOA for the hours they work.

- i. **Cyber Security Issues** – The board decided to remove the HOA Directory from the website to eliminate the possibility of identity theft of Unit Owner information in the event of a cyberattack.
- j. **Concrete Splash Trays** – We currently have budgeted the replacement of all plastic splash pans with concrete ones. Installation of splash trays for *phase II* will begin only after edging and mulching is completed for those five buildings.

8) Committee reports

- a. **Insurance Review Committee** – No report.
- b. **Architectural Review Committee** – No report.
- c. **Social Committee** – No report.
- d. **Horticultural Committee** – Director Kraft indicated that the Horticultural Subcommittee chairperson, Unit Owner Goldberg, has been interacting with Curt Rose of LaRosa Landscaping to confirm plans for this coming growing season.

9) New Business

- a. **Window washer** – Director Zganjar has scheduled Easy Squeegee for April 28, 29, 30 and May 1 to clean unit windows of those Unit Owners wishing to participate. The cost is \$229.00 per unit and is the responsibility of individual unit owners.
- b. **Muskrat** – The middle detention pond was home to a muskrat, spotted on March 20th, marking the third appearance of this species in the last year. As with the other two, Director Zganjar neutralized, removed from the pond, and disposed of the nuisance rodent.

10) Next meeting: Thursday, July 23 @ 6:00 PM @ Director Zganjar's condominium

11) 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 9:15 AM

A handwritten signature in black ink, appearing to read "D. Zarcone", with a long, sweeping underline that extends below the signature.