

MEETING MINUTES

“Draft”

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Saturday, March 22, 2025 @ 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) Personal Appearances - None

4) Approval of BOD Meeting Minutes of December 15, 2024

Motion to approve the meeting minutes of December 15, 2024

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

5) Communications:

- a. 12/19/24 Email from Website Committee Chairperson M. Gieschen requesting changing our web design platform provider from GoDaddy to either Wix or Squarespace. The Board authorized chairperson Gieschen to change to the platform provider of her choice.
- b. 12/20/24 Email from Unit Owner Stephens regarding snow plowing issues. Director Zganjar discussed unit owners’ Stephens concerns with the snow removal contractor.
- c. 3/18/25 Email from Ryan Kuhn of Town & Country Landscaping affirming the cancelation of our 2025 lawn mowing contract with them. Director Zarcone successfully negotiated a cancelation of the contract with Ryan, resulting in substantial monetary savings as well as allowing the snow removal and lawn mowing services to be managed by the same contractor, La Rosa Landscaping.
- d. 3/18/25 Email from Sandy Rathke of Great Midwest Bank regarding Form 1076. Director Zganjar filled out the financing questionnaire and returned to Sandy.
- e. 3/21/25 Email from Bob Blazich, president of the southern neighboring condominium association, regarding the common south lot-line landscaping plan. Director Zganjar met with Mr. Blazich and finalized a plan to be implemented by LaRosa Landscaping Company. The total cost will be borne by Bob’s Condominium Association.

6) Treasurers’ Report:

- a. Account Balances as of March 22, 2025.

- i. Operating Account - **\$9,260.28.**
- ii. Working Capital Account - **\$98,288.92 (Olson \$1,950 & Jocem \$1,950 outstanding and due at closing).**
- iii. Reserve Account - **\$10,028.18.**
- iv. Investment Account - **\$118,411.73.**
 - 1. CD 1 - \$20,237.15, CD 2 - \$20,237.15, CD 3 - \$15,159.98, CD 4 - \$15,159.98, CD 5 - \$14,091.12
 - 2. CD 6 - \$10,323.38, CD 7 - \$11,529.25, CD 8 - \$11,673.72
- b. Financial Statements
 - i. Income Statement – Quarter ends March 31, 2025.
 - ii. Balance Sheet – Quarter ends March 31, 2025.

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

7) Old Business

- a. 2025 Lawn Service Contract LaRosa Landscaping Company will be doing the lawn mowing this year. The Board approved a two-year contract. Lawn mowing will be done on Wednesdays.
- b. Budgetary reconsiderations. Due to the savings in the lawn mowing contract, a revision of the 2025 budget resulted in some additional funding for elective landscaping & tree plantings. Additionally, the snow removal budget was increased to better reflect the anticipated annual average expenditure.
- c. Closing on Jeff & Ann Olson Unit. Tentatively set for April 10, 2025.
- d. Closing on Richard & Carol Jochem Unit. Tentatively set for May 22, 2025.
- e. Lateral Water Supply Valves. Director Zganjar met with Jim Voight (City of Mequon Director of Water Utility) and Jim indicated he would be sending a City of Mequon staff member out to check all 28 water valves to make sure each is fully opened. His staff will also mark the road curb with blue paint indicating the location of the valve for future reference.
- f. Dan Wasserman’s deck approval request. The Board unanimously approved the application.
- g. Phase 2 Lawn Remediation Agreement. Director Zganjar will follow up with Declarant Hoff to finalize the phase 2 lawn remediation agreement.
- h. Inground Irrigation System-Steve Brown, Outdoor Accents. Director Zganjar met with Steve Brown to discuss the upcoming lawn irrigation system installation. Steve will be onsite with his plumber, Aaron Last, on Wednesday, March 26, to finalize irrigation control unit locations in the seven host units. Unit owners Kraft, Zganjar, Zarcone,

Gieschen, Chenery, Engilbous and Pitre/Nead will each have a control unit installed in their residence.

- i. Special Assessment. Director Zganjar indicated that the lawn irrigation special assessment ACH draw occurred on March 22, 2025. A total of \$48,750.00 was transferred into the HOA working capital account. Two assessments remain unpaid: future unit owners Olson and Jochem. These amounts will be collected at their closings.

8) Committee's reports

- a. Document Review Committee – Director Zganjar. No report.
- b. Insurance Review Committee – Director Kraft. No report.
- c. Architectural Review Committee – Director Zarcone. The Chenery deck plan will be reviewed by the Architectural Committee and a recommendation will be forthcoming.
- d. Website Design & Maintenance Committee – Director Zganjar. Web platform design has been changed and is now operational and hosted by Wix. Here is a link to the new HOA portal:

<https://thewoodsathighlandparkhoa.com/>

Password: **Thew00dsho@** (case sensitive and those are zero's in w00ds, not o's)

The Board will make a concerted effort to provide all future communications through the HOA website.

- e. Social Committee – Director Kraft. No report.

9) New Business

- a. Leaky mailboxes. Director Zganjar will inquire as to who may have a leaky mailbox and he will personally seal same with silicone sealant when weather is above 50 degrees
- b. Chenery deck plan proposal. Pending review by the architectural committee.
- c. Burch / Erich mailbox replacement. Director Kraft has purchased a new mailbox complex and indicated it will be installed when the ground thaws.
- d. Herbicide application restrictions. Director Zganjar will be polling the residents to determine which residents do not want herbicides used on their planting beds. LaRosa will be advised not to use herbicides in those areas.
- e. Dead Trees. Two dead trees on south property line. Director Zganjar contacted Grandiflora Landscaping to set up a schedule to replace these as they are under warranty.
- f. Landscaping and new tree upgrades. The Board will be getting bids from LaRosa and Grandiflora for several new Woods Lane street trees and landscaping improvement in various common areas.
- g. Easy Squeegee window washer. Director Zganjar is talking with contractor to set up a schedule for window washing from April 28 through May 2. The cost per unit owner is \$210.00.

10) Adjourn

Motion to adjourn.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zganjar

AYES: Kraft, Zarcone, Zganjar

Meeting adjourned at 10:57 AM

11) **Next meeting:** Saturday, June 14, 2025 @ 9:00 AM

DRAFT