

## MEETING MINUTES

**Board of Directors Regular Annual Meeting  
Thursday, December 1, 2022, 3:00 PM  
Café Hollander at Spur-16, Mequon, WI**

***The following represents actions taken, if any, on the items presented and discussed at the December 2, 2022, Board of Directors meeting.***

Call to Order, Roll Call

**A. Roll Call of current Directors:**

- **David J. Hoff, President**
- **Patricia S. Hoff, Vice President, Secretary, Treasurer**
- **Kenneth Zganjar, Director**

**B. Reading of the meeting minutes of November 4, 2021**

**Action requested: review and approve**

***Patricia Hoff moved to approve the minutes, Zganjar second, APPROVED.***

**C. Treasurer's report**

**Action requested: review and approve if necessary**

- a) Tax Return – 2021 (Dave to provide copy)
- b) Current Financial Reports; quarter-to-date & year-to-date
- c) Review status of current (2022) budget
- d) Proposed 2023 Operational & Replacement Budget
- e) 2023 dues proposal

***Documents were reviewed. David H presented operating expense summaries from 2022 and proposed changes in operating expenses for 2023. The 2023 budget as presented includes a \$45.33 increase in monthly Association Dues to cover anticipated 2023 operating expenses. Ken Zganjar moved to approve the proposed 2023 budget, Patricia Hoff second, APPROVED.***

**D. Old Business**

- a) **Lawn area reworking** scope, proposals, and timeline

***David Hoff summarized 3 different approaches to address this issue from 3 different landscape maintenance contractors. The Board recommended the developer follow the approach proposed by the new landscape maintenance company for the sake of accountability. The board was unanimous in this recommendation.***

**E. New Business**

- a) Review Common Area landscaping proposal from Deb Matras (**Review and act**)

***David Hoff moved to approve this request to change the established landscape buffer on the south side of Woods property with the following conditions, second by Ken Zganjar, APPROVED. These conditions must be accepted in writing by Deb Matras:***

- i) Written consent from Deb's roof mate to be submitted to the Board*
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The Woods at Highland Park  
Mequon, WI 53092

- ii) *Deb is responsible for paying all costs for this work as well as any site restoration. She will use Grandiflora Landscape, the Association's insured landscape contractor.*
- iii) *Deb has requested that the existing viburnum "will have to be kept trimmed to not block the view." The Board will not be changing normal trimming routine for our landscape maintenance contractor and is not responsible for the sight lines through these shrubs.*
- iv) *Deb agrees to pay to install a new 7-foot conifer in the same location as the tree she is planning to remove if a future buyer or the Board requests this in the future.*

b) HOA Mailbox installation (5990 W. Woods Ct. / timeline)

*David Hoff estimated the HOA mailbox will be installed in Spring of 2023.*

c) Leaning "Cottonwood" tree - south property line (removal?)

*Ken Zganjar will contact a tree removal firm to address this issue.*

d) Concrete splash blocks

*No action taken*

e) Snow plowing contract 2022-2023

*This contract has already been put in place with Sammons Landscape.*

f) Landscape maintenance contract 2023

*The landscape maintenance work was bid out to three landscape contractors. Each proposal was evaluated and the Board selected Town & Country Lawn Service LLC. Ken Zganjar moved to select Town & Country, Patricia Hoff second, APPROVED.*

g) Future Transfer of HOA management from Developer to Homeowners

- i) Transfer to take place following Developer closing on 21<sup>st</sup> Unit.
- ii) Special meeting of homeowners and Developer to occur within 30 days of 21<sup>st</sup> unit closing.
- iii) Special meeting ballot to elect initial 3 Directors to include Developer (See sample ballot).
- iv) Developer to complete all financial reports through 12/31 of final year of Developer's management responsibilities

*David Hoff advised the board that the in-house CPA at The Hoff Group who has been doing the accounting for the HOA is leaving The Hoff Group in mid-December 2022. Ken Zganjar made a motion to move the accounting functions and administrative authority and access to the HOA bank account into his control as he is the only resident who also sits on the Board of Directors for the HOA. Ken further moved that he continue in this role until the new Board is elected after the 21<sup>st</sup> unit sale and that The Hoff Group will transfer all electronic and hard copy files directly to Ken Zganjar for this purpose. Seconded by Patricia Hoff, APPROVED.*

*Ken Zganjar discussed the idea of staggering future Board member terms. No action was taken.*

*Ken Zganjar made a motion to adopt a policy requiring the board to get competitive bids for any HOA expense that exceeds \$2,000. Renewal of existing service contracts are exempt from this policy. Patricia Hoff second, APPROVED.*

F. Next meeting date (TBD)

G. Adjourn

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