

## MEETING MINUTES

Approved

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, June 2, 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 10:06 AM

### 2) Roll Call

#### Present:

Director Zarcone

Director Kraft

Director Zganjar

### 3) Personal Appearances: Unit Owner Bill Burns (10:00 AM – 11:45 AM)

### 4) Approval of Meeting Minutes of March 24, 2024, BOD meeting:

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Kraft

**SECONDED BY:** Director Zganjar

**AYES:** Kraft, Zarcone, Zganjar

### 5) Communications:

- a. Email from Unit Owner Ann Scherzinger regarding multiple "Rules" infractions of certain specific Unit Owners. (See new business).
- b. Email from Attorney John Wirth with legal interpretation of current HOA Parking Rules. The Board will have copies of this opinion for distribution at the Special Meeting on "Rules" slated for July 17.
- c. Email from Town & Country Lawn Service – signed contracts.
- d. Email from Director Zganjar to Poblocki Paving – signed contract
- e. Email from Unit Owner Sennott regarding neighbor's invisible fence installation and lawn repair. Director Zganjar communicated with Unit Owner Sennott regarding her concerns.
- f. Email from Unit Owner Petri to Developer regarding storm water seepage situation. Declarant communicated with Unit Owner Petri regarding her concerns.
- g. Email from Developer to Unit Owner Matras regarding garage service door and door trim paint color. Unit Owner Matras communicated with Director Zganjar that the door and trim have been painted according to the requested color palette.

- h. Email from Unit Owner Goldberg requesting approval for installation of front storm door and Generac backup generator. The Board approved both requests, contingent on following established guidelines by previous Unit Owners.
- i. Email from Unit Owner Nall regarding Social Committee meeting minutes. The Board thanks the Social Committee for its efforts.
- j. Email from Unit Owner Stephens regarding his continued problem with mulch washing on to his patio following heavy rains. Declarant communicated with Unit Owner Stephens that he will have his contractor visit the site to determine the best approach to mitigating the problem.

**6) Presidents' Report:** None.

**7) Treasurers' Report:**

- a. Account Balances as of June 2, 2024
  - i. Operating Account - \$27,731.25
  - ii. Working Capital Account - \$20,601.33
  - iii. Reserve Account - \$10,238.96
  - iv. Investment Account - \$84,056.96
- b. Financial Statements
  - i. Balance Sheet
  - ii. Income statement

**Motion to Approve the Treasurer's report:**

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Zganjar

**SECONDED BY:** Director Zarccone

<b>AYES:</b>	Kraft, Zarccone, Zganjar
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- c. 2023 HOA Tax Return – Covenant Accounting LLC has processed and filed the HOA tax return.
- d. Director Kraft indicated that all Unit owners are current with their Association dues.

**8) Old Business**

- a. Declarant Dues Payment Agreement For Unsold Units. Director Zarccone indicated that Declarant agreed to pay dues only as specified in the current bylaws.
- b. HOA Mailbox relocation 4/9/24 – C & J Trenching, Inc. The HOA mailbox was relocated to eliminate snow removal interferences.
- c. Vehicle Parking Rules Discussion as per Attorney Wirth's opinion paper. The Board decided to schedule a special meeting with all Unit Owners to obtain feedback on various rules.
- d. Development of Buyers, Lenders & Realtors Information Sheet. Director Zganjar developed the information file for future use.

- e. Reserve Fund Expenditure Analysis. The Directors agreed to continue the policy of depositing 30% of quarterly dues into the Reserve Account and investing the funds via the established CD Ladder.
- f. ***Poblocki Paving Work Schedule. Poblocki Paving will be on site to sealcoat all driveways (Except Building 13) on Monday, August 12. ALL VEHICLES WILL NEED TO BE REMOVED FROM THE DRIVEWAYS AND ROAD BEGINNING AT 7AM AUGUST 12 AND WILL NOT BE ALLOWED TO DRIVE ON THE SEALED DRIVEWAYS BEFORE 7PM ON TUESDAY, AUGUST 13. Parking on roadway will be allowed after 5PM on Monday, August 12.***

#### 9) Committees' reports

- a. Document Review Committee – Director Zganjar indicated this committee has not yet met to begin review of the HOA documents. Once Declarant has sold the final Unit, the committee will begin its work.
- b. Insurance Review Committee – Director Kraft
  - i. Increased coverage as per Rothschild/Claire Brady
- c. Architectural Review Committee – Director Zarcone
  - i. Lukas Basement Fireplace. No movement for approval.
  - ii. Bldg. #12 Deck. Approved with usual contingencies.
  - iii. Unit Owner Goldberg Storm Door request. Approved with usual contingencies.
  - iv. Unit Owner Goldberg Generac Generator request. Approved with usual contingencies.
- 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. Unit Owner Scherzinger email. The Board reviewed each of Unit Owner Scherzinger's points of concern.
  - i. **For Sale Signs**: Unit Owner Scherzinger indicated that the realtor sign placed at the Green Bay Road entrance violates the HOA Declarations, "Unit Owners shall not obstruct or place anything in the common elements, except that Declarant may display "for Sale" and other marketing signs on the Common Elements until all Units have been sold."  
The Board determined that the sign in question is in the City of Mequon's right of way and therefore the HOA does not have jurisdiction over its location. The Board agreed that the rules allow realtor signs related to the resale of Units to be placed in the common area in front of the Unit to be sold.
  - ii. **Black Grill Covers**: Unit Owner Scherzinger indicated that our HOA rules say, "Colors of grill covers must blend with the surrounding areas." She indicated "those with black grill covers violate this rule."

The Board deferred discussion until the special meeting on rules scheduled for July 17.

- iii. **Parking:** Unit Owner Scherzinger indicated that there are Unit Owner(s) violating the rules relative to parking vehicles. “I had our condos docs reviewed by the team of real estate attorneys I worked with. Their conclusion is the intent of this section is to limit parking a vehicle on a driveway to 2 weeks. The second to last sentence says, “ the driveway cannot be used for storage for more than 2 weeks.” The section also goes into detail about guest vehicle parking – “if a Unit Owner is allowed to park on the driveway indefinitely, this would be unnecessary.” Also, of note – an adult child of a Unit Owner is a guest, even if living in the unit.”
- The Board has obtained a legal opinion from Attorney John Wirth regarding this issue which does not support Unit Owner Scherzinger’s assertions. The Board will share his opinion at the special rules meeting scheduled for July 17.
- iv. **Lawn Remediation:** Unit Owner Scherzinger indicated that Declarant did not include the Crane Bay Island in the remediation plan.
- The Board will contact Declarant to address this omission.
- Also, “Unit Owner Burns is using the island as a “dog latrine.” She wants the Board to “request this Unit Owner to stop using the island as a dog latrine.”
- The Board discussed this issue with Unit Owner Burns (He was present at the meeting), and he agreed to not use visible common areas for his dog and also agreed to use the back side of the berm near his unit instead.
- v. **Violations by Unit Owner Bill Burns:** Unit Owner Scherzinger indicated that, “There are many violations at this unit, and they should be addressed.”
1. Fire Pit dug into common area
  2. Garbage bin stored outside garage; plastic buckets & folding chairs stored outside.
  3. Hoses not stored properly. Unit Owner Scherzinger also noted that Unit Owner Goldberg’s decorative hose hanger is in violation of the rules.
  4. Unreasonable number of bird feeders outside
  5. Fake flowers outside and improperly located natural flower plantings
- The board discussed each of these issues with Unit Owner Burns, and he agreed to mitigate items 1, 2, 3 and 5 above. With respect to item 4, the Board does not believe that three bird feeders are unreasonable but is open to discussing the topic at the special meeting on “Rules” scheduled for July 17.
- vi. **Tree replacement and common area repair:** Unit Owner Scherzinger indicated that “two trees were removed last year on the south property line and have not been replaced yet.”
- The Board authorized Director Zganjar to contact Grandiflora Landscaping to contract to get the trees replaced.

- vii. **Minutes of the December BOD meeting:** Unit Owner Scherzinger claimed, “I never received a response from the board to my December email (to just the BOD, not to be confused with an email I sent to all Unit Owners on a different topic).”

The Board determined that in fact a response had been made and no changes to the meeting minutes are necessary.

Subsequent to the meeting, the board sent a detailed response to Unit Owner Scherzinger addressing all the points of concern she has raised.

- 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. **FOR SALE** - Bldg. #11 (North Side Unit)
  - iv. **RESERVED** - Bldg. #11 (South Side Unit)
- c. Lawn Remediation Timeline. Declarant has indicated in an email to the Board that the remediation program will proceed once the weather conditions improve.
- d. Roads & Driveway Maintenance Program. The Board indicated that the frequency of application of driveway sealant should be on an “as needed” basis and not annually.
- e. Allocation of Investment Proceeds from Reserve, Investment, and Working Capital Accounts. The Board agreed to reallocate all investment returns from depositing into the operating account to retaining in the respective accounts the income is derived.
- f. Added Bldg. 13 to Insurance Policy Effective 3/29/24.
- g. Autopay set up for Town & Country Lawn Service. Director Zganjar implemented autopay.
- h. ***The Annual Unit Owners meeting, originally scheduled for Wednesday, October 2, 2024, falls on Rosh Hashanah / Yom Kippur Holiday. As a result, the Directors agreed to move the meeting to a different date.***

**11) Next BOD meeting: Sunday, September 8, 2024 @ 10:00 AM.**

**12) Motion to Adjourn Meeting**

**RESULT:** Approved by Voice Acclamation (Unanimous)

**MOVED BY:** Director Zganjar

**SECONDED BY:** Director Zarcone

<b>AYES:</b>	Kraft, Zarcone, Zganjar
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**Meeting adjourned: 12:24 PM**

<b>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.</b>
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