

MEETING MINUTES

Approved

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, September 21, 2025 @ 9:00 AM

12417 N. Crane bay Ct., Mequon, WI 53092 (Director Zganjar's Residence)

1) Call to Order

Director Zarcone called the meeting to order at 9:02 AM

2) Roll Call

Present:

Director Zarcone

Director Kraft

Director Zganjar

Unit Owner William Burns

- 3) **Personal Appearances** – Unit Owner William Burns. Mr. Burns indicated he did not wish to speak on any specific agenda item but rather to observe the workings of the board.

4) Approval of BOD Meeting Minutes of June 14, 2025

Motion to approve the meeting minutes of June 14, 2025

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

5) Communications:

- a. 6/6 - Email from Dave Hoff regarding Chenery north grading
- b. 6/20 - Email from Unit Owner Scherzinger regarding "pineapple gall" on spruce trees
- c. 6/21 – Email from Unit Owner Morar regarding vehicular damage to their lawn
- d. 6/22 – Email from Unit Owner Gieschen regarding irrigation watering programing
- e. 6/24 – Email from Dave Hoff regarding Heitman Company and regrading of north area
- f. 6/24 – Email from Unit Owner Erich regarding planting beds
- g. 6/27 – Email from BOD to Unit Owner Stephens regarding pet rules.
- h. 6/27 – Email from BOD to Unit Owner Burns regarding pet rules.
- i. 6/28 – Email from Unit Owner Burns regarding pet rules letter.
- j. 6/29 – Email from Unit Owner Jochem regarding landscaping questions.
- k. 7/6 – Email from Unit Owner Jochem regarding topsoil erosion.
- l. 7/6 – Email from Dave Hoff regarding topsoil erosion around building 11.

- m. 7/7/ - Email from Unit Owner Olson regarding top-soil erosion.
- n. 7/14 – Email from Dave Hoff regarding lawn remediation
- o. 7/16 – Email from Unit Owner Nead regarding standing water in her back yard.
- p. 7/19 – Email from Unit Owner Chenery regarding storm door application process.
- q. 7/25 – Email from Valerie Holman of Outdoor Accents regarding winterization schedule.
- r. 7/26 – Email from Unit Owner Morar regarding their A//C unit malfunctioning.
- s. 7/28 – Email from Unit Owner Goldberg regarding cracked drywall in her unit.
- t. 7/29 – Email from Unit Owner Olson regarding drainage problems
- u. 7/29 – Email from Atty. Ana Ward of Kaman & Cusimano, LLC regarding HOA Documents
- v. 8/2 – Email from Unit Owner Scherzinger regarding pet rules violation.
- w. 8/11 – Email from Unit Owner Scherzinger regarding LaRosa Landscaping trimming capabilities
- x. 8/12 – Email from Unit Owner Stephens regarding “leaning” plant in planter.
- y. 8/12 – Email from Unit Owner Gieschen regarding Q2 water usage statement.
- z. 8/19 – Email from Unit Owner Burns regarding personal incident
- aa. 8/23 – Email from Steve Brown regarding lightning strike to irrigation system
- bb. 8/28 – Email from Curt Rose (LaRosa) regarding estimate to install plastic tree guards on #50 trees - \$1,400.
- cc. 9/2 – Email from Dave Hoff regarding watering schedule in Phase II
- dd. 9/3 – Email from Dave Hoff regarding Jim Wilke agreement
- ee. 9/6 – Email from Unit Owner Lukas questioning the purpose of the plastic tree guards
- ff. 9/16 – Email from Unit Owner Hershey to Dave Hoff regarding driveway repair and arbor vitae plantings.
- gg. 9/19 – Email from Unit Owner Olson requesting board approval for adding landscaping Arbor Vitae & Tree, expansion of mowing area, and minor clearing of adjacent wooded area.
- hh. 9/20 – Email from Unit Owner Burns indicating his desire to run for Director at Annual Meeting on September 24, 2025.

6) Treasurers' Report:

- a. Account Balances as of September 21, 2025.
 - i. Operating Account - \$14,337.53
 - ii. Working Capital Account - \$22,933.07
 - iii. Reserve Account - \$10,025.52

- iv. Investment Account - \$145,315.17
 - v. CD Ladder worksheet – Director Zganjar presented a current CD Ladder worksheet. A discussion on current interest rates ensued. Two CDs are maturing next month. Board decided to look at buying longer term CD’s as rates may be falling. Director Zarccone to roll over both January & February CDs as Director Zganjar will be out of the area and unable to personally sign necessary documents. Director Zganjar to check with PWSB to determine if Director Zarccone can pre-sign documents for February renewal as he will be out of the country.
 - vi. Director Kraft indicated that there is some confusion related to how to manage the tax ramifications of the irrigation system expenses with respect to depreciation. She will contact our accountant to get clarification.
- b. Financial Statements as of June 30, 2025
- i. Income Statement
 - ii. Balance Sheet
- c. 4th Quarter Dues ACH Transfer on 10/01/2025
- i. **\$40,600** (\$1,450 * 28) total transfer
 - ii. **\$12,800** (30%) into Reserve Account
 - iii. **\$28,420** (70%) into Operating Account
- Director Zganjar indicated that most HOA’s in the area put between 10% and 15% of their dues in Reserve. We are ahead of most HOA’s in that regard.

Motion to Approve the Treasurer’s report:

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

7) Old Business

- a. **Nuisance Muskrats in Detention Ponds** – Director Zganjar has eliminated two muskrats from the detention pond nearest his condominium.
- b. **Irrigation Water meter readings** – Irrigation meters are now calibrated as of July 15, 2025. The board will use the July 15 – August 15 water usage as the estimate for the June 15 – July 15 period as the meters were not calibrated during that period. The last day of watering will be September 30, 2025.
- c. **Commercial Plastic Tree Guards** – Director Kraft purchased #50 tree guards online along with a bag of plastic ties. Director Kraft and Director Zganjar

installed all tree guards on property. Total cost for all materials was \$205.00. LaRosa quoted us a price of \$1,400.00 to do the job. A good savings!

- d. **New Architectural committee member** – Directors voted Chris Chenery as new member of the committee replacing Dave Hoff.
- e. **Becker Lawn Irrigation System Easement Agreement** – Director Zganjar received the authenticated easement agreement from Unit Owner Becker. President Zarccone will take the agreement to PWSB to have it notarized and then give completed document to Director Kraft for transport to the county seat in Port Washington for proper recording.
- f. **Annual meeting date** - Wednesday, September 24, 2025 @ Grace Lutheran Church. Director Zganjar has sent out a “Save the date” message to all unit owners.

8) **Committee’s reports**

- a. **Document Review Committee** – Director Kraft indicated that the board should consider having our By-laws document reviewed by an attorney to eliminate any reference to Declarant Hoff. The original By-laws were written to be “Developer friendly” and she noted some HOA’s choose to rewrite their documents to be more HOA-friendly. A discussion followed with a consensus to “not fix it if it isn’t broken.” Director Zganjar did indicate that he would ask Attorney Wirth if there was a need to consider a rewrite.
- b. **Insurance Review Committee** – Director Kraft – none.
- c. **Architectural Review Committee** – Director Zarccone – none.
Director Zganjar indicated that Unit Owner Hershey has requested board approval to have a front door “knocker” installed. Director Zganjar will request details on materials, size, etc. from the Hershey’s to be given to the committee for review.
- d. **Website Design & Maintenance Committee** – Director Zganjar – none.
 - i. Website address: thewoodsathighlandparkhoa.com
 - ii. Unit owners are encouraged to visit website regularly for updates
- e. **Social Committee** – Director Kraft – none.

9) **New Business**

- a. **Outdoor Accents Final Payment** – The irrigation system is now fully installed. The Board will now be making the final payment of \$11,767.14. Director Zganjar did mention that Steve Brown felt responsible for the confusion with the water meter readings and indicated that he (Steve) would agree to a financial offset on our outstanding balance as compensation. Director Zganjar indicated that he would ask Steve to do the year-end shut down of the seven controller units as a trade off in lieu of a balance reduction. Directors Zarccone & Kraft concurred.

- b. **Quarter 3 Irrigation Water Reimbursement Checks** – The flow meters became predictable on July 15, as per Steve Brown. We will need to estimate the water flow amounts from June 15 to July 15 for Unit Owner Hosts and add it to the actual flow amounts between July 15 and the end of the watering season, September 30.
- c. **Irrigation System Winterization appointments** – Outdoor Accents has scheduled winterization appointments as follows.
 - 1. Zarcone – 10/03/25 @ 8:00 AM
 - 2. Becker – 10/03/25 @ 9:30 AM
 - 3. Engibous – 10/03/25 @ 11:00 AM
 - 4. Kraft – 10/03/25 @ 12 Noon
 - 5. Nead/Pitre – 10/03/25 @ 1:00 PM
 - 6. Chenery – 10/03 25 @ 2:30 PM
 - 7. Gieschen – 10/03 25 @ 4:00 PM
- d. **Jim Wilke & Dave Hoff Agreement** – Director Zganjar and Director Zarcone personally met with neighbor Jim Wilke to discuss the separate agreement he had with Dave Hoff regarding the detention pond nearest his house. Mr. Wilke’s concerns were with the excessive weed growth. The board is waiting for a response from Dave Hoff regarding the agreement.
- e. **Replacement of dead plantings** – Wayne of Grandiflora Landscaping replaced all dead plantings previously noted by unit owners. One exception was the dead “Easy Elegance Calypso Rose Bushes.” These will be replaced in 2026 along with any dead or dying plantings not noted by unit owners prior to Wayne’s 7/23 visit.
- f. **Pond 3 Chimney Camouflage** – Six (6) Englemen Ivy plants were planted around the concrete chimney in pond #3 by Grandiflora Landscaping on 7/23/25.
- g. **Bio-Advanced Rose & Flower Care All-In-One Concentrate** -Unit owners should refer to the PDF on our website for information on treating the rose bushes and other plantings in our common areas.
- h. **Private property signs** – Directors decided to get feedback from unit owners at the annual meeting before acquiring “Private Property” signs.
- i. **Irrigation Control Unit Keys** – Outdoor Accents provided two (2) keys for our use. Director Zganjar gave one key to Director Zarcone and retained the other. Director Zganjar will instruct Outdoor Accents to lock all controller units in October.
- j. **Lightning strike and irrigation system** – Becker Irrigation Control Unit damaged beyond repair by lightning strike. Replaced by Outdoor Accents at no cost as per warranty.

- k. **Hershey/Olson/Goldberg** – Arboe Vitae & Maple Tree planting request. Applicants state they want to plant a total of twelve (12) Arbor Vitae and one (1) Specimen Tree in the common area just north of building 9. Applicant has placed stakes marking the locations. Acquisition and planting costs of items are to be shared by the applicants. Director Zarcone will send letter of contingencies to unit owners indicating the board’s decision.
- l. **Spectrum vs. AT&T** – Subcommittee (Olson, Goldberg, Scherzinger) to determine if the HOA can get a “group rate” for services. Director Zganjar asked committee chairperson Olson to report at the annual meeting.
- m. **School Bus Use of The Woods** – The board has received complaints of a school bus driving north on Green Bay Road, turning into our subdivision, using Crane Bay Ct. cul du sac as a turn around and then heading south on Green Bay Road. Director Kraft will contact the school bus company to ask them to stop such action.
- n. **Annual Meeting Information** – Scheduled for Wednesday, September 24 at 6:00 PM. Grace Lutheran Church, 303 Green Bay Road, Thiensville, WI 53092. Review agenda. Election of one director.
 - i. Agenda
 - ii. Meeting minutes from last meeting
 - iii. Letter of resignation - Nick
 - iv. Roll call and proxy’s
 - v. Directors ballot
 - vi. Tiebreaker ballot

10) **Next meeting:** Thursday, November 6, 2025 @ 6:00 PM

11) 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 11:04 AM.