

MEETING MINUTES

Approved

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Saturday, June 14, 2025 @ 7:00 AM

6063 W. Woods Lane (Director Kraft's Residence)

1) Call to Order

Director Zarcone called the meeting to order at 6:58 AM

2) Roll Call

Present:

Director Zarcone

Director Kraft

Director Zganjar

3) Personal Appearances - None

4) Approval of BOD Meeting Minutes of March 22, 2025

Motion to approve the meeting minutes of March 22, 2025

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarcone

AYES: Kraft, Zarcone, Zganjar

5) Communications:

- a. 3/24/25 Email from Unit Owner Goldberg requesting no herbicides.
- b. 3/25/25 Email from Scott Pinzer, Mequon Code Enforcement Officer regarding replacement of dead street trees in Phase II
- c. 3/25/25 Signed original of Phase II Lawn Remediation Agreement (From Dave Hoff).
- d. 3/25/25 Email from Curt Rose regarding snowplow lawn damage
- e. 3/25/25 Email from Leah Hughes regarding HOA insurance policy costs for adding building 11.
- f. 3/25/25 Email from Dave Hoff regarding approval of Chenery deck plans
- g. 3/26/25 Email from Unit Owner Wichman requesting replacement of dead shrubs to the east of his unit (#3 Mount Batton Junipers).
- h. 3/27/25 Email from Unit Owner Schwarz's requesting no herbicides.
- i. 3/28/25 Email from Unit Owner Becker requesting no herbicides.
- j. 3/31/25 Email from Steve Brown regarding irrigation plumbing work schedule.
- k. 3/31/25 Email from Dave Hoff regarding Phase II lawn remediation work schedule.

- l. 4/7/25 Email from Declarant Hoff regarding his discussion with Postmaster and lawn damage near unit 13 mailboxes.
- m. 4/7/25 Email (CC) from Unit Owner Hershey to Dave Hoff regarding defective driveway edges
- n. 4/10/25 Email from Unit Owner Rothschild regarding irrigation of planting areas.
- o. 4/14/25 Email from Rob Goetz of Goetz's Tree Nursery, indicating contract terms.
- p. 4/19/25 Email from Unit Owner Stephens regarding mitigation of the dog pee areas.
- q. 4/19/25 Email from Unit Owner Rothschild regarding gutter cleaning expenses.
- r. 4/27/25 Email from Dave Hoff regarding overflowing gutters at Unit Owner Nead/Pitre's
- s. 5/6/25 Email from Unit Owner Becker regarding school bus issue.
- t. 5/20/25 Email from Dave Hoff regarding replacement of Chenery's dead street tree.
- u. 5/26/25 Email from Unit Owner Lukas regarding rose bush replacement.
- v. 5/29/25 Email from Unit Owner Olson requesting approval for screen door installation.
- w. 6/2/25 Email from Unit owner Wichman requesting approval for screen door installation.
- x. 6/5/25 Email from Unit Owner Chenery regarding storm water runoff issues.
- y. 6/9/25 Email from Unit Owner Burtch regarding 2 dead arborvitaes.
- z. 6/10/25 Email from David Hoff regarding regrading of building 11/12 (Chenery)
- aa. 6/12/25 Email from Unit Owner Stephens regarding dead bushes.

6) Treasurers' Report:

- a. Account Balances as of June 14, 2025.
 - i. Operating Account - **\$21,087.34**
 - ii. Working Capital Account - **\$24,833.82**
 - iii. Reserve Account - **\$10,609.35**
 - iv. Investment Account - **\$131,113.30**
- b. Financial Statements
 - i. Income Statement – Quarter ends March 31, 2025.
 - ii. Balance Sheet – Quarter ends March 31, 2025.
- c. New Accounting Software – Director Kraft indicated that she has fully transferred all accounting data from Excel to Quicken Bill Manager and Online Backup. Annual cost is currently \$138.
- d. ACH Modification - Director Kraft requested a modification of our ACH dues process. The modification will simplify allocation of funds between accounts and ensure accurate reporting.

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. **Inground Irrigation System** – Director Zganjar met on-site with Steve Brown (Outdoor Accents) and Aaron Last (Plumber) on Wednesday, March 26. They visited six of the seven units hosting the Irrigation Control devices (Chenery’s not available). Aaron will visit the Chenery’s unit on Tuesday, April 8 @ 9:00 am. Aaron indicated that the plumbing work, at each unit, would take approximately 4 hours and would be completed in one visit. Aaron also indicated that the Becker unit would be a much better unit to host the irrigation controller over the Zganjar unit due to the need for extensive tunneling under the Zganjar’s front porch concrete. Director Zganjar contacted the Becker’s, and they agreed to host that irrigation device. Aaron agreed on the following payment schedule: \$27,457 on April 15, 2025; \$27,457 on May 15, 2025; and \$27,456 upon completion of the entire irrigation system. Aaron indicated he wanted to begin installing the plumbing asap. He preferred the following sequence of installations; Zarcone, Becker, Engilbous, Kraft, Pitre/Nead, Chenery, and Gieschen.
- b. **Leaky mailboxes** – Director Zganjar will email Unit Owners to determine which Unit Owners mailboxes need silicone sealant applied.
- c. **Chenery deck plan** approved by architectural committee.
- d. **Burch / Erich mailbox replacement** – LaRosa paid \$798.25
- e. **Herbicide application** restrictions (La Rosa / Emma) Director Zganjar indicated that three Unit Owners requested no use of herbicides in their planting areas. LaRosa employee (Emma) indicated that they will not be using herbicides on any planting areas. All weed control will be manual removal.
- f. **Lawn Mowing & Mulching Contract Savings** – Director Zarcone successfully negotiated the cancellation of our 2025 lawn mowing and mulching contract with Town & Country Landscaping allowing us to sign a 2025 contract with La Rosa Landscaping for the same services at an **annual savings of \$12,658.00**. The Board moved to use the savings to expedite common area tree plantings as the tree costs from Goetz Tree Service (\$375 for a Blaze Autumn Maple) were half the price of other vendors (\$750 from Grandiflora Landscaping). Approved #17 new Autumn Blaze Maples and #3 new Junipers, at \$8,017.99 total cost.
 - i. **Replacement** of dead Street Trees (Crane Bay Court – 3, Woods Ct. -1)
 - ii. **New Street Tree** Plantings (Woods Lane – 7).

- iii. **New Common Area Tree** Plantings (Pond #3 perimeter – 7).
- iv. **Replacement** of dead Junipers (Wichman / Klinkert - 3).
- g. **Replacement of 2 dead Arborvitae** - by Grandiflora Landscaping. On the property line just south of Scherzinger unit. (still under warranty).
- h. **Board approval** of the planting of #9 Junipers by Unit Owner Chenery just north of their unit at Unit Owner expense. Goetz Tree Nursery supplier.
- i. **Easy Squeegee** window washer here April 28 thru May 2 @ \$210.00 per unit; so far #10 signed up.
- j. **Closing** on Jeff & Ann Olson unit tentatively set for April 10, 2025.
- k. **Closing** on Richard & Carol Jochem unit tentatively set for May 22, 2025.
- l. **Lateral Water Supply Valves** – Jim Voight (City of Mequon Director of Water Utility). Director Zganjar indicated that the City of Mequon water utility department has confirmed that all building water valves are fully opened and maximum water pressure exists to facilitate the irrigation system.
- m. **Phase 2 Lawn Remediation Agreement** – Agreement signed by Dave Hoff on 12/16/24

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 Zarccone indicated the Wasserman & Chenery deck plans have been approved. Also, screen door installations were approved for Wichman and Olsen units.
- 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. **Meeting set up with Outdoor Accents** to learn irrigation system access. Scheduled for Monday, June 30 @ 4:00 Pm at Director Zganjar's condominium.
- b. **Water meter reading** on June 30 and September 30; Unit Owner reimbursement by July 10 and October 10, respectively.
- c. **Concrete Rain Splash Pans** - #150 needed if all residents wish to self-install.
- d. **Corrugated Tree Guards**. Need one for each new tree to protect against deer damage in the fall.

- e. **Water reimbursement dates.** Read meters on June 30 & September 30, reimburse by July 10 & October 10. Terminate watering on September 30.
- f. **Utility Box Esthetic Plantings** – will be addressed in 2026..
- g. **Pond maintenance** – The HOA is responsible for maintaining detention pond integrity. This includes maintaining water quality and pond structure. The City of Mequon requires recertification of all ponds every five years. Muskrats have been seen in the ponds, and these are known to destroy pond banks by undermining their structure. Director Zganjar will research muskrat removal options.
- h. **Architectural committee member replacement** – Directors voted to remove Dave Hoff from the committee and assign Unit Owner Chris Chenery as his replacement effective immediately. Director Zganjar to inform Unit Owner Chenery of his assignment.
- i. **English Ivy planting** - Complaints about the unsightly appearance of the concrete chimney in retention pond 3 have been received and the Board approved the planting of some English Ivory plants around the structure to camouflage same.
- j. **Becker Lawn Irrigation System Easement Agreement** – Director Zarccone will work with the Becker’s to finalize the agreement and turn over the signed document to Director Kraft for registering.
- k. **Annual meeting date** - Wednesday, September 24, 2025 @ Grace Lutheran Church. Director Zganjar will send out a “Save the date” message to all unit owners.

10) **Motion to Go Into Closed Session:** “Rules violations”

RESULT: Approved by Voice Acclamation (Unanimous)
MOVED BY: Director Zganjar
SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

11) **Motion to Return to Open Session**

RESULT: Approved by Voice Acclamation (Unanimous)
MOVED BY: Director Zganjar
SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

12) Action taken in closed session. Directors determined that Pet Rules violations have occurred and that the Board will send a letter to any Unit Owner violating the “Pet Rules.” This letter will represent final notice and that future pet rules violations will result in a \$250.00 fine for a first violation and \$500.00 for any subsequent violations.

13) **Next meeting:** Sunday, September 21, 2025 @ 9:00 AM

14) **Adjourn**

Motion to adjourn.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zganjar

AYES: Kraft, Zarccone, Zganjar

Meeting adjourned at 8:04 AM.