

The Woods at Highland Park
Mequon, WI 53092

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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- 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 21st Unit.
- ii) Special meeting of homeowners and Developer to occur within 30 days of 21st 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 21st 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

MEETING MINUTES

Board of Directors Regular Annual Meeting

November 4, 2021

Café Hollander at Spur-16, Mequon

(INITIAL MEETING OF THE BOD)

The following represents actions taken, if any, on the items presented and discussed at the November 4, 2021 Board of Directors meeting.

Call to Order, Roll Call

A. Roll Call of current Directors

B. Reading of the meeting minutes of (No previous meetings)

C. Treasurer's report (initial report of current HOA financials by David Hoff)

Action requested: review and approve

a) Proposed 2022 Operational Budget

Discussion and Action taken: APPROVED

D. Old Business

None

E. New Business

a) The board felt that changing the HOA's fiscal year to end on November 31 and start on December 1 will allow more accurate accounting of annual snow plowing expenses.

Action requested: review and approve

Discussion and Action taken: After investigation into the accounting and reporting and filings required to make this change, the board decided to leave the fiscal year to be aligned with the calendar year.

b) The Association's accounting firm recommends changing the Association's financials from a Cash Basis to an Accrual Basis.

Action requested: review and approve

Discussion and Action taken: APPROVED. This change took effect at the start of the 4th quarter 2021.

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- c) The board believes it is common for condominium associations to collect association dues on a quarterly basis as opposed to monthly, which will also reduce the future cost of accounting for the association. Note that currently The Hoff Group provides all of the association management and accounting at no cost to the HOA.

Action requested: review and approve Amended Association Rules, item #10

Discussion and Action taken: APPROVED. This change requires that all current residents will need to fill out a new Automatic Payment Authorization Form to change from monthly to quarterly. Forms will be distributed via e-mail to all residents and originals must be returned to the developer no later than December 20. This change will be effective January 1, 2022.

- d) The residents requested a change to the sidewalk and driveway ice management last winter. They requested that the Association stop using chemical ice melt materials on their sidewalks and driveways, even though the Association has a responsibility to maintain the unit driveways.

Action requested: review and approve Amended Association Rules, item #11

Discussion and Action taken: DENIED. The residents have requested a change to this directive. They would like the HOA's subcontractor to salt the driveways and apply an eco-friendly ice melt material to the walks.

- e) There is nothing in the condo documents that sets forth the preferred method of payment for Association Dues, processing fees for non-ACH payments, or late payment fees.

Action requested: review the proposed Amendment to the Bylaws, take further action if warranted. A change to the Bylaws would need to be approved by 67% of the current Phase I owners, which is 13 unit owners.

Discussion and Action taken: NO ACTION. The board is in favor of uniformity in Association due collection via ACH. This item is tabled until the next BOD meeting.

- f) Review the Association's policy on approving decks in lieu of concrete patios.

Discussion and Action taken: Deck installation is not prohibited by the Association's rules. All deck requests must be submitted to the BOD for review and approval prior to installation. The design, size and material shall be consistent with the first deck installed in this development behind unit 9A.

- g) Review the Association's policy on residents adding plantings in the common element locations of the condominium.

Discussion and Action taken: Adding plantings to common areas is not prohibited by the Association's rules. BOD approval is required prior to installing any plantings or other obstructions in the common areas of this development. Once approved, any additional plantings installed in the common areas will be the sole responsibility of the HOA to maintain.

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- h) The City of Mequon has reversed their position on requiring house numbers on the buildings. They are now requiring installation of house numbers on each building. The Developer will need to install 3" tall house numbers in a consistent location near the garages and facing the street on previously sold buildings and all new buildings as well.

Discussion and Action taken: *Address plaques have been selected and approved by the BOD. These plaques will be installed by the developer at no cost to the HOA.*

- i) Review request to repair alleged damage to resident driveway. The Association is required to maintain all unit driveways.

Discussion and Action taken: *There is no significant, visible damage to the driveway at unit 3B. The drive was inspected by two asphalt repair firms. The Association will monitor this and all other paved surfaces and implement maintenance as necessary.*

- j) It is the Developer's intention to start the Phase II expansion of the Condominium in 2012.

Discussion and Action taken: *None*

- k) There is a mail box location and address for the HOA, which can be installed at any time in the future. This should be done once The Hoff Group is no longer providing association management services.

Discussion and Action taken: *Developer will install the HOA mailbox at the designated location in the future at no cost to the HOA.*

- l) Discussion related to the residents installing an In-ground sprinkler system

Discussion and Action taken: *Ken Zganjar informed the board that ACME Lawn company suggested revisiting this issue once the entire project is complete.*

- m) Discuss lawn care and snow plowing contracts and salt application and type of ice melt material.

Discussion and Action taken: *A new firm has been hired by the HOA to handle plowing and landscape maintenance services.*

- n) Utility box camouflage.

Discussion and Action taken: *None.*

F. Next meeting date

The next board meeting will be scheduled in October of 2022, exact date TBD.

K Zganjar
12/1/22