

MEETING MINUTES

Board of Directors

The Woods at Highland Park Condominium Association, Inc.

Sunday, December 14, 2025 @ 9:00 AM

12417 N. Crane By Court, (Director Zganjar's Residence)

- 1) **Call to Order:** Director Zarccone called the meeting to order at 9:04 AM.
- 2) **Roll Call:** Present; Directors' Zarccone, Zganjar, Kraft and Unit Owner Bill Lukas.
- 3) **Approval of Meeting Minutes of November 6, 2025**

Motion to approve the meeting minutes of November 6, 2025

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

- 4) **Personal Appearances:** Unit Owner Bill Lukas arrived at 9:00 AM. Mr. Lukas described his concerns regarding the La Rosa snow plowing efforts. He indicated that residual snow and ice accumulations were evident after his driveway was plowed. He didn't feel he should have to perform any follow-up shoveling or salting.

Director Zganjar moved to suspend the rules and address agenda item 9c so that Unit Owner Lukas would not have wait for discussion of his snow removal concerns.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zganjar

SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

5) **Communications**

- a. 11/8/25 – Email from Unit Owner Lukas inquiring about a significance of a marker stake placed near the entrance of our development.
- b. 11/9/25 – Email from Unit Owner and Website Administrator Mary Gieschen indicating the 2025-year cost of website. Requested reimbursement for these out-of-pocket costs.
- c. 11/10/25 – Email from Director Zarccone to Unit Owner Lukas in response to the entrance marker stake question, indicating it represented the location of the new Private Road sign.
- d. 11/10/25 – Email to Steve Brown of Outdoor Accents from the board outlining the board approved watering schedule for 2026. It begins May 1 and terminates September 30. Watering takes place on Mondays, Thursdays, and Saturdays. Watering lasts 20 minutes in each zone and takes place between midnight and 6:00 AM.
- e. 11/13/25 – Email from Curt Rose in response to Director Zarccone's email to Curt regarding fall pruning and clean-up questions.
- f. 11/13/25 – Email to Dave Hoff from Director Zarccone regarding a number of issues including questionable retaining wall construction in phase II, lawn remediation for buildings 11, and 12 and asphalt driveway defects at the Jochem unit.

- g. 11/14/25 – Email from attorney Wirth in response to board inquiry about Becker easement signature requirements.
- h. 11/20/25 – Email from Kyle Gottschlich (Pablocki Paving) regarding driveway sealing & road maintenance contract.
- i. 11/20/25 – Email from Dave Hoff & Wayne Eslyn in response to BOD email about landscaping deficiencies.
- j. 11/25/25 – Email from Dave Hoff / Payne & Dolan Asphalt regarding Jochem driveway
- k. 11/28/25 – Text message from Unit Owner Scherzinger regarding snow removal issues.
- l. 11/29/25 – Text message from Unit Owner Scherzinger regarding snow removal issues.
- m. 11/30/25 – Text message from Unit Owner Scherzinger regarding snow removal issues.
- n. 12/1/25 – Text message from Unit Owner Chenery indicating their mailbox was damaged by the snow-plow crew.
- o. 12/1/25 – Text message from Unit Owner Terry indicating an abandoned plow vehicle is parked on the road in front of their unit.
- p. 12/3/25 – Email from Unit Owner Jochem regarding winterization of hose bibs.
- q. 12/8/25 – Email from Unit Owner Lukas regarding snow removal issues. Ken talked with Josh & Max (20-year-old snowplow drivers) and learned that they were not familiar with their equipment and had not been able to drop the snow scrapper bucket down to adequately scrape the snow on the driveways. They made adjustments to the equipment on 12/10/25 and now were getting down to bare asphalt.
- r. 12/9/25 – Text message from Unit Owner Hershey regarding ice and snow buildup on roof and gutters.
- s. 12/9/25 – Statement from LaRosa for November snow removal; \$4,363.13
- t. 12/10/25 – Text message from Unit Owner Rothschild indicating their mailbox was broken off the post by LaRosa snow plowers. Reyne had a replacement bracket and Ken, along with Bob (carpenter) from La Rosa, remounted the mailbox today. Director Kraft to bill La Rosa for materials.
- u. 12/10/25 – Copied to Ken an email from Unit Owner Scherzinger to Dave Hoff regarding ice buildup on front gutters.
- v. 12/11/25 – Email from Unit Owner Scherzinger regarding gutter repair by Rick (Dave Hoff's roofer).
- w. 12/12/25 – Emailed statement from Choice Cuts for removal of two black locust trees.
- x. 12/13/25 – Email from Curt Rose (LaRosa Landscape Co.) regarding answer to Director Zganjar's request for a bid on Phase 2 Edging & Mulching.

6) Treasurers' Report

- a. Account Balances as of December 14, 2025.
 - i. Operating Account - **\$9,040.73**
 - ii. Working Capital Account - **\$23,017.08**
 - iii. Reserve Account - **\$10,023.53**
 - iv. Investment Account - **\$159,048.24**
- b. Financial Statements as of September 30, 2025

Motion to approve the treasurer's report

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Zarcone

SECONDED BY: Director Zganjar

AYES: Kraft, Zarcone, Zganjar

7) Old Business

- a. **Black Locust Trees Removal** – On Thursday, December 11, Choice Cuts Tree Service cut down and removed two black locust trees behind the Wasserman and Pitre Units. Both trees were rotted out and in jeopardy of falling on buildings 12 and/or 13. Stumps were cut to grade level and left in place. Total cost is \$1,700 for removal of both trees.
- b. **Snow removal contract terms** – Board president Zarcone signed a 1-year contract, on behalf of the HOA, with LaRosa Landscaping to provide snow removal services for the 2025-2026 season. Board elected to accept the “per visit” contract rather than the “seasonal” contract pricing. Contract provides for plowing & salting roads, plowing driveways and shoveling sidewalks.
- c. **Entrance “Private Road” Sign Installation** – Director Zganjar and Unit Owner Chenery installed the “PRIVATE ROAD” sign at the entrance to the development on Monday, November 10, 2025.
- d. **Website maintenance costs** - Website maintenance costs for 2026 are \$539.88. The board will reimburse this amount to Unit Owner Mary Gieschen, the Website Administrator, for her out-of-pocket expenses. Check to be disbursed in January 2026 for accounting purposes.
- e. **Gutters Cleared Out** – Andy & Sergio from “Easy Squeegee Window Washers LLC” came out on Saturday, November 15. They cleaned out gutters and downspouts on buildings 3, 11, 12 & 13 at a cost of \$150 per building. The workers found very little debris in the gutters of buildings 3 and 11. The gutters of buildings 12 & 13 had substantial accumulations of debris.

8) Committee reports

- a. **Insurance Review Committee** – Director Kraft reported that following a review of the renewal proposal, the insurance Committee recommended renewal of the HOA master insurance policy with Travelers Insurance for the 2026 calendar year. The increase in premiums was deemed reasonable considering the current market conditions. The Committee recommends unit owners review their individual condo insurance policies with their respective agents to ensure adequate coverage is in place. The renewal policy will be posted on the HOA website. We now have all 14 buildings under our HOA insurance policy. Additionally, our insurance agent suggested that we ask our contractors (i.e.: La Rosa) to provide the Board with a copy of their certificate of insurance naming our HOA as an additional insured and providing us with a waiver of subrogation. Director Zganjar indicated he would contact La Rosa to make that request.
- b. **Architectural Review Committee** – nothing to report.
- c. **Social Committee** – nothing to report.
- d. **Horticultural Committee** – nothing to report.

9) New Business

- a. **Updated directory & Organizational Chart** – Director Zganjar updated our organizational chart and forwarded a PDF of the chart to Website Administrator Mary Gieschen for loading onto our HOA website.
- b. **Mailbox brackets** – the board decided to purchase five (5) additional mailbox brackets to have in the event of damages from snowplow equipment.
- c. **Unit owner snow removal concerns** –The board explained to Unit Owner Lukas that under our contract with La Rosa, they are only responsible for plowing the driveways and they were instructed not to salt the driveways. Also, snowplow equipment does not clear the snow down to the asphalt as they are designed to cut only within a half inch or so from the pavement so as to eliminate inadvertently engaging joints, utility covers, and curbs. It was also noted by the Board that because Mr. Lukas’s driveway faces north, he does not get the benefit of the sun melting the snow and ice. It was noted by all three directors that many of the unit owners have been seen outdoors “touching up” their driveways by shoveling after La Rosa has been on site. Requesting La Rosa to shovel the driveways to clean up residual snow and ice would require renegotiating the current contract. The board suggested Mr. Lukas try spreading salt on his driveway, on an as needed basis, to help mitigate the problem.
- d. **Damaged gutter system** – Unit Owner Scherzinger contacted director Zganjar regarding some apparent visual damage to her rain gutter above her garage from snow accumulation. Director Zganjar indicated that he felt the horizontal gutter straps (T-Straps or Snow Straps) must be damaged or missing. He suggested contacting David Hoff. David Hoff subsequently sent his roofer out to repair. Repairs were completed shortly thereafter. No cost to HOA.
- e. **Bike Path Extension & Speed Limit Reduction on Green Bay Road** – Director Zganjar sent an email to the *Joint Mequon-Thiensville Bike & Pedestrian Way Commission* regarding extension of the sidewalk / bike-path from Thiensville to Highland Road on the west side of Green Bay Road. An additional email was sent to the *City of Mequon Department of Public Safety* requesting reduction of the speed limit from 35 mph to 25 mph on Green Bay Road between Highland Road and Thiensville. Director Zganjar indicated that the City of Mequon “master bikeway plan” does show plans to add a bike path from Thiensville to Highland Road. He cautioned that these masterplans could take years to implement due to funding issues.
- f. **Allowed School Bus Traffic**
 - i. Go RiteWay Transportation Group – Mequon provides weekly school bus pick up and drop off services to our subdivision at 7:38 AM and 3:35 PM respectively. This occurs on Crane Bay Court cul du sac. Any other bus traffic, including accessing our roads to facilitate turning around, is not permitted and should be reported to the BOD.
 - ii. School bus #2382 has been using the Crane Bay Cul Du Sac as a “turn around.” Director Kraft has called the bus company to request they inform their driver that this is private property and to terminate such activity. Since Director Kraft contacted the school bus company, this bus has no longer been using our property as a turnaround.
- g. **Rules Discussion** – The outside seasonal decorations start date is currently set for the Friday before Thanksgiving . The board felt it would be more appropriate to allow outside decorations

to be put up earlier as the weather could be an inhibiting factor so late in November. After a spirited discussion, the board settled on modifying the rules to reflect a start date of Nov. 15.

Outdoor Decorations (Current)

Outdoor seasonal and holiday decorations are permitted in the Common Elements only with prior approval of the Board of Directors. Outdoor seasonal and holiday decorations are permitted on Unit exteriors and in Limited Common Elements, provided that if 25% or more of the Unit Owners object in writing to the Board of Directors to any such decorations, the Board of Directors may prohibit such decorations in its discretion. Holiday lighting is permitted the Friday before Thanksgiving only and must be removed promptly at the end of such period.

Outdoor Decorations (Amended 12.14.25)

Beginning November 15 and ending January 15, outdoor seasonal and holiday decorations are permitted in the common elements only with prior written approval of the Board of Directors.

Beginning November 15 and ending January 15, outdoor seasonal and holiday decorations are permitted on unit exteriors and in limited common elements provided that if 25% (7) or more of the Unit Owners object in writing to the Board of Directors to any such decorations, the Board of Directors may prohibit such decorations in its discretion.

Beginning November 15 and ending January 15, holiday lighting is permitted on unit exteriors but must be removed promptly at the end of such period.

- h. **Pablocki Seal Coating & Road Maintenance Contract** – Directors Zganjar and Kraft met with Kyle from Pablocki Paving on Wednesday, November 13 to discuss road and driveway maintenance. Kyle indicated that driveway seal coating is 90% esthetics and 10% maintenance. He recommended seal coating driveways every three or four years at the earliest because it is not advisable to seal coat over still present seal coating materials. Doing so leads to poor adhesion of new product. He further recommended that the roads be examined and crack filled annually. Kyle noted that the Jochem asphalt driveway has a depression area near the garage door which retains water and could lead to winter icing. He recommended addressing the issue to eliminate possible slip and fall accidents. The bid to sealcoat the driveways is \$6,456.00 and to crack-fill the roads \$692.00. The board decided to budget only for the road maintenance portion of the bid for 2026.
- i. **Weed removal Jim Wilke property line** – the Board is considering hiring MATC horticultural students to eliminate the overgrowth of weeds to the west of the Pitre/Nead and Wasserman units. Students would be independent contractors and would be paid by the HOA at a rate of \$25 / hour of working time.

- j. **2026 LaRosa Lawn & Horticultural Contract** – The board, with the help of the Horticultural Committee, will discuss with Curt Rose of LaRosa Landscaping, the desired schedule for trimming and pruning during the 2026 season. In the past, transparency was lacking as to the desired results and timing. Additionally, Director Zganjar requested a bid from LaRosa Landscaping for the cost of edging and mulching buildings 10-14 for the spring season as these buildings have not yet received this attention.
- k. **Cyber Security Issues** – The board decided to remove the HOA Directory from the website so as to eliminate the possibility of identity theft of Unit Owner information in the event of a cyberattack.
- l. **2026 Budget Discussion and Approval** – Director Kraft presented a budget to the board and after a spirited discussion resulting in a few modifications, the 2026 budget was unanimously approved. The budget ***will not require an increase in quarterly dues***, which will remain at \$1,450 per quarter. A PDF of the approved budget will be posted on the website for Unit Owner viewing.

Motion to approve the budget.

RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

10) **Next meeting:** Sunday, March 22, 2026 @ 9:00 AM, @ Director Zganjar's condominium

11) **Adjourn**

Motion to adjourn

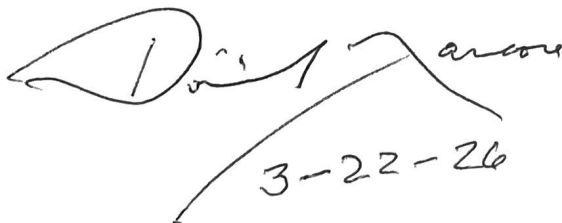
RESULT: Approved by Voice Acclamation (Unanimous)

MOVED BY: Director Kraft

SECONDED BY: Director Zarccone

AYES: Kraft, Zarccone, Zganjar

Meeting adjourned at 10:45 AM



3-22-26