

# St. Andrew Square Condo Association – SASCA

## Board of Directors Meeting Minutes

April 22, 2026

The meeting was called to order at 9:30 am. The following people were in attendance:

|                             |                                        |
|-----------------------------|----------------------------------------|
| • Alan Sommers - President  | • Doug Neis–Vice President/Treasurer   |
| • Holly Winters - Secretary | • Sarah Harwood, Ogden & Company, Inc. |

### Current Annual Contracts

- *Lee Mechanical – Annual renewal (Contracted 2/2026; transitioned 3/2026)*
  - Fire Alarm System – monitoring monthly
  - Annual Fire Alarm & Sprinkler systems testing
- *Milwaukee Lawn Sprinkler Corp. – Annual Renewal (Spring, Falls Winterization, Water shut on/off)*
- *MJS Landscaping – 2026/2027*
  - Crew onsite early March to pick up sticks/debris and clean Cul-de-sac road
  - Reseeding grassy areas along street curbs and driveways completed 4/21
- *MJS Snowplowing – 11/1 thru 3/31 of 2024 – 2026*
- *SavAtree – Signed for multiple treatments 2026*
- *Badger Window Cleaners West-Gutter Cleaning (3x year: Spring, Fall, Winterization)*
  - (April, July, November) First cleaning scheduled for 4/23

Financials: The financial statement was reviewed, discussed and approved.

Unit Owner Requests: All Unit owner work orders are documented, reviewed, and prioritized at monthly meetings.

### Old Business

- CAU (SASCA insurance company) has requested multiple items to review for ongoing coverage. Ogden has responded to all requests to date and confirmed coverage is not impacted for 2026. An additional mandate was received for internal temperature/insulation testing at each of the 42 units.
  - Giersten Restoration Specialists completed required inspections at all units scheduled for 4/7-4/8 to meet safety and fire regulations for multi-family dwellings. Report of findings and estimate for any required remediation by unit is pending.
- Pending Items:
  - A walkthrough is scheduled for late April to identify options for winter damaged bushes and provide estimates and best plant options.
  - Dryer Wizard replaced dryer vents at buildings 1,7,8,9,10,11,12 on 3/30.
  - Units in need of front door painting touchups will be scheduled when weather is warmer.
  - Water flow/catch basins replacement project: 3/18 PLM provided details of work required and priority for each basin. Board discussed tentatively addressing the two priority basins later in year (\$9400 for both). Final decision will be made after other priority projects related to fire and sprinkler systems are complete.
  - 20-year testing: Buildings 6,7,9,11 passed. Two buildings failed (1 & 10) and will require sprinkler head replacements for first and second floor in each unit. Board approved \$23,098.

- Basement sprinkler head replacement project schedule will be communicated when timing is confirmed with Lee Mechanical. Replacements will only be installed in unfinished areas in each unit per the SASCA by laws. Board approved \$40,948 out of Reserve Fund.
- During the Annual Fire Alarm and Sprinkler System the Fire/Emergency lights on each building will also be tested. Note: Lee Mechanical contract included FREE Fire Alarm inspection for 2026.

#### New Business

- SASCA lost 8 trees during the 4/13 storms. HTS was onsite 4/17 to cut down the uprooted trees. Board approved initial invoice of \$4,725. Remaining will be invoiced after stump removal.
- LEE Mechanical updates below. Final unexpected costs are pending and will be paid from the Reserve Fund.
  - Annual inspections costs increased slightly due to the 4 additional monitors that need to be included ongoing.
  - The following work will be included in the weeks of June 8 and June 15. Work will be required and all units. Final costs pending will be Access will be needed to the units with the riser/water control for each building. Please ensure that the pathway to and area around the riser/water controls and fire alarm monitors are accessible for the inspectors. An email will be forwarded with more details.
    - Buildings 1 & 10: Failed 20-year test; replace all sprinkler heads on first and second floor.
    - Basement sprinkler head replacement in unfinished areas of basements at all units.
    - Mandatory Annual Fire and Sprinkler System testing at all 12 buildings in units with monitors.

NOTE: Please ensure pathway to areas around basement sprinkler heads and monitoring systems is accessible for inspectors to test and work. NFPA requirements are 3 feet clearance from sprinkler head in ceiling and walls and 3 feet floor space clearance around monitors.

#### Exterior Update – Complete: Building 1 thru 12

- Alan and Resistance Exteriors (RE) managers completed final walkthroughs. Resistance has been onsite and has completed 90% of the work on the list Alan maintained for the entirety of the project. All work is expected to be completed before end of April.

#### Reminders – Thank You!

- Mark, your calendars for the SASCA Annual in-person meeting scheduled for 6 pm, May 12 at Spring Creek Church.
- Mulch Installation Party scheduled for Saturday, April 25. Many Thanks to all the volunteers!
- THANK YOU in advance for your continued patience and understanding with upcoming sprinkler head replacement projects, annual inspections and follow up from the Insurance Safety inspection. More details will be forthcoming.

Next Meeting: Scheduled for May 12, 2026.

Respectfully submitted,  
Holly Winters, SASCA Secretary