

St. Andrew Square Condo Association – SASCA

Board of Directors Meeting Minutes

August 27, 2026

The meeting was called to order at 10:00 a.m. 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)*
 - *Second summer checkup and addressed any findings and reported owner concerns*
- *MJS Landscaping – 2026/2027*
- *MJS Snowplowing – 11/1 thru 3/31 of 2026/27, 2027/28, 2028/29*
- *SavAtree – Signed for multiple treatments 2026*
 - Second treatments completed 6/1 and 6/10
 - Japanese Beetle Treatment service on 8/27/2026 weather permitting
- *Badger Window Cleaners West-Gutter Cleaning (3x year: Spring, Fall, Winterization)*
 - November cleaning to be scheduled after leaves are down

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. Giersten Restoration Specialists completed the required inspections at all units 4/7-4/8 to meet safety and fire regulations for multi-family dwellings. Reports on findings were provided to the board and CAU detailing the 25 units in need of additional vault insulation.
 - Per CAU, this project must be completed at all 25 units before the winter season. The board has approved \$43,750 for USA Insulation to complete this project during the month of September. More details will be provided in an email.
 - The board has asked USA to clean any feces found in the attic path to the vaulted ceiling for an additional per unit cost. This work will be included in the final invoice.
 - This project will be funded by the October special assessment.
- As a follow up to the recent grill/fuel tank notification received, the board has been in contact with the Brookfield Fire Department (BFD) and CAU insurance to understand responsibilities, fines and potential insurance impacts if a code violation occurs for multi-family dwellings. Brookfield Fire Department follows the state of Wisconsin Fire Codes and that there are no specific fire codes by municipality. More details will be shared as they are provided. If you are planning any backyard updates or enhancements, please consider waiting until we have all the information from BFD.

- Building 2 Critter issues: Resistance Exteriors finished the installation of stainless steel soffits and trim May 13. Since then, no animals have entered the building. Advanced Wildlife set additional traps last month and continues to monitor. Animals are no longer getting into building, but numerous additional critters have been caught and removed. 8/26 Continue monitoring
- Annual Fire Inspection Deficiency: The fire alarm control in Building 3 does not go into trouble condition for a low battery or battery loss condition; therefore, the panel no longer meets NFPA 72 criteria and shall require replacement. This project estimate is \$3,620. Due to current financial situation, this item will be pushed to later this year or 2027 unless the panel fails.

NOTE: This was the only deficiency from the 2026 inspection. Four items listed in the report the board will track and address later in 2026 or after the 2027 inspection.

- Water flow/catch basins replacement project: 8/12 Additional quotes received. Board approved \$10,250 with Pro2Pave for the two priority basins that are in dire need of repair. The contractor will also address a small pothole near 18675D. Funds from the October special assessment will cover this necessary project that has been put off for 3 years.
- The potential of a special assessment in 2026 was discussed at length during the May Annual meeting and communicated in the July board minutes. A letter was sent on 8/11 to all owners detailing the numerous unanticipated expenditures over the last 18 months, significantly impacting the Association's capital reserve. The notification letter notified shared that a \$2,500/unit special assessment will be due on October 1, 2026 in order to fund additional required 2026 expenditures and begin to replenish the capital reserve to a more appropriate level.

New Business

- Ideal Electric was onsite on 8/13 to address Capital Entrance lights that ripped out when the large trees fell during a storm earlier in the year. New wiring, lights and a GFI for holiday lights were installed for \$2,300.
- During the August storm a tree fell behind Building 11. HTS has been contacted to provide an estimate for removal. The stump that was missed in a previous storm project will also be removed.
- Six Lamppost lights on the Court are out. An electrician has been contacted to troubleshoot and provide estimate to fix.
- Electrical wires were cut at Building 6B during bush removal by MJS. An electrician was called to address the issue as the wires were hot. Costs for this repair will be covered by MJS.
- Electrical wires exposed after removal of bushes at Building 10B. These were addressed by MJS.

Reminders – Thank You!

- SASCA Summer Block Party was a huge success! Thank you to Debbie Sommers, the many volunteers who helped with planning and to everyone who signed up to bring something for the fun event.
- Per SASCA Homeowner Rules & Guidelines, under Plantings & Landscaping no vegetables or herb gardens are permitted in the gardens. This document is reviewed and updated by the Board annually. An updated document for 2026 will be distributed to all owners and posted on the Ogden community portal.

Next Meeting: Scheduled for September 22, 2026.

Respectfully submitted, Holly Winters, SASCA Secretary