

St. Andrew Square Condo Association – SASCA

Board of Directors Meeting Minutes

September 22, 2026

The meeting was called to order at 2:30 p.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. – 2026/2027 (Spring, Falls Winterization, Water shut on/off)*
 - *Winter shutoff scheduled for 10/9*
- *MJS Landscaping – 2026/2028*
- *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
 - Disease treatment for Evergreen 3 (46 spruce trees)
 - Japanese beetle treatment 2 for 2 trees
- *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. 9/22: Thirteen of the 25 units complete
 - This project will be funded by the October special assessment.
- As a follow up to the grill/fuel tank notification received in March, the Brookfield Fire Department forwarded a document with additional information regarding use of grills in multi-family dwellings. At this time a notice of violation has not been received. Document will be forwarded to all owners.

- 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 schedule in mid-October and include repair to a small pothole near 18675D. Funds from the October special assessment will cover this necessary project that has been put off for 3 years.
- Annual Fire Inspection Deficiency: The fire alarm control in Building 3 panel no longer meets NFPA 72 criteria and shall require replacement. It was planned to push this item to later this year or 2027; but a deficiency notice was received from Brookfield Fire Department on 9/17/2026 requiring the work to be scheduled sooner. The board approved the Lee Mechanical estimate of \$4,000. This project will be funded by the October special assessment.
- 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. 9/15 Repaired by Ideal Electric. The \$850 cost of repair will be covered by MJS.
- During the August storm a tree fell behind Building 11. Board approved HTS estimate to address the fallen tree, stump that was missed in a previous storm project, dead ash tree on south side of Unit 18710A and large broken box elder branch at 18710C. This project targeted for mid-October.
- Six Lamppost lights on the Court are out. Ideal electric was contacted to troubleshoot. The board approved \$1448 and work was completed on 9/15.

New Business

- During review of mandated CAU insulation project it was determined that Unit 3930C does not have scuttle access. Board approved \$750 for Dimension Design to install a scuttle. Work will be scheduled in October.

Reminders – Thank You!

- Special Assessment: \$2,500/unit special assessment is due on October 1, 2026.
- The board has been contacted regarding dogs on the loose in the neighborhood. Per SASCA Homeowner Rules & Guidelines: Dogs and cats must always be walked on a leash and under owners' control.

Next Meeting: Scheduled for October 22, 2026.

Respectfully submitted,

Holly Winters, SASCA Secretary