

St. Andrew Square Condo Association – SASCA

Board of Directors Meeting Minutes

July 23, 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)*
- *MJS Landscaping – 2026/2027*
- *MJS Snowplowing – 11/1 thru 3/31 of 2024 – 2026*
- *SavAtree – Signed for multiple treatments 2026*
 - Second treatments completed 6/1 and 6/10
- *Badger Window Cleaners West-Gutter Cleaning (3x year: Spring, Fall, Winterization)*
 - (April, July, November) Second gutter cleaning completed 7/6

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.
 - Giersten has provided a preliminary estimate to install blown-in insulation in the vault area of over half of our units (identified by the above-described inspections). The current estimate exceeds \$40,000, and we are seeking an additional estimate.
 - Per CAU, this project must be done before Winter. The Board is targeting the end of October for completion, but currently we do not have the necessary funds in our reserve to complete this work. See New Business below for Board's discussion regarding refunding.
- As a follow up to the Annual Fire Inspection, Lee Mechanical asked that the board inform owners it is against NFPA code to paint over the alarm horn and sprinkler heads. The alarm horn is located on the first floor hallway wall nearest the laundry room entrance.
- As a follow up to the recent grill/fuel tank notification received, the board has been in contact with the Brookfield Fire Department and CAU insurance to understand responsibilities, fines and potential insurance impacts if a code violation occurs for multi-family dwellings. It was shared that the 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.

- Building 2 Critter issues: Resistance Exteriors finished the installation of stainless steel soffits and trim May 13. 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.
- Pending Items:
 - 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. 7/23 Board is waiting for additional quotes and a more detailed review of what is needed at each catch basin.

New Business

- Building 8: Lee Mechanical was onsite 7/21 to address fire alarm control issue. Alarm was sounding because of a trouble condition with a low battery or battery loss condition. Alarms were addressed and new equipment was ordered. Lee Mechanical returned 7/27 to install the new fire alarm panel for the building and replace the alarm horns in all 3 units. The Board anticipates this unplanned issue to be estimated at \$4,000. NOTE: This was not a device that was included in the recent upgrade project.
- Annual Fire Inspection Deficiency: The fire alarm control 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 was estimated to be \$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 other items were listed in the report the board will track and address later in 2026 or after the 2027 inspection.
- Board requested estimates to repair the small pothole near 18675D.
- The potential of a special assessment in 2026 was discussed during the May Annual meeting. As shared, this need is directly related to the numerous previously unknown expenditures SASCA experienced in 2024, 2025 and 2026 to date. As the board continues to gather estimates for additional unplanned projects, including the need for insulation in many units in order to maintain our insurance, as well the need to replenish the reserve, this topic will be reviewed further and more details will be forthcoming regarding a special assessment in the near future.

Exterior Update – Complete: Building 1 thru 12

- Two remaining items from the project list Alan was maintaining are outstanding due to delay in receiving parts.
- Please email Holly & Alan if there is anything additional identified as a concern and we will contact Resistance Exteriors to review/address.

Reminders – Thank You!

- SASCA Summer Block Party Saturday, August 15. Permit accepted at city of Brookfield for the barricades that will be placed at the Court/Lane intersection behind building 3. Parking will be available on St. Andrew Lane or across from the mailboxes for all owners on the Court if needed during the hours of noon – 6:00 pm. Please contact Debbie Sommers with any questions.

Next Meeting: Scheduled for August 27, 2026.

Respectfully submitted,
Holly Winters, SASCA Secretary