Brookfield Terrace Condominium Association, Inc.

Draft Board of Directors Meeting Minutes

Date: June 16, 2026
Time: 5:30 PM
Location: Sendik's Towne Centre – The Corners of Brookfield
600 N. Barker Road
Brookfield, WI 53045

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1. Call to Order

President **Kyle Brockman** called the meeting to order at approximately **6:00 p.m.**

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2. Roll Call

Board Members Present

- Kyle Brockman – President
- Preston Reynolds – Vice President
- Nikki Fuchs – Secretary
- Jodie Kosloske – Treasurer
- Pam Canon – Member at Large

Management Present

- Chad Emrath, Ogden & Company

A quorum was established.

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3. Approval of Previous Meeting Minutes

The Board reviewed the April 2026 Board Meeting minutes.

Motion: Preston Reynolds moved to approve the April meeting minutes as presented.

Second: Nikki Fuchs.

Motion carried unanimously.

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4. Financial Report

Management reviewed the April and May financial statements.

Highlights included:

- The Association continues to maintain a strong financial position.
- Operating cash increased during May.
- Reserve balances continue to grow through scheduled reserve transfers and investment earnings.
- Year-to-date operating results remain favorable to budget.
- Management answered questions regarding reserve balances and one-time expenditures.

The financial statements were accepted as presented.

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5. Current Contracts and Approved Projects

Landscaping

Management reported that **MJS Landscaping** remains significantly behind schedule on several spring projects.

Discussion included:

- Mulch installation was delayed well beyond the requested completion date.
- Spring edging had not yet been completed.
- Weed growth throughout landscape beds has increased because of the delayed mulch installation.
- Previously approved landscape renovation work remains incomplete.
- Management expressed frustration with the contractor's lack of timely communication and delays in providing requested proposals.

Management will continue working with MJS to complete all outstanding work and improve communication.

Pest Control

Management discussed ongoing billing and customer service concerns with **Batzner Pest Control**.

Several alternative vendors are being evaluated that may provide improved service while allowing Ogden to leverage pricing across multiple communities.

Dryer Vent Cleaning

Dryer Vent Wizard is scheduled to begin the Association-wide dryer vent cleaning on **July 7, 2026**.

The project is expected to take approximately two days.

Cleaning will primarily be completed from the exterior using a lift.

Management will add the project to the community calendar.

Asphalt

Management reported:

- Crack filling remains scheduled for Fall 2026.
- Additional asphalt repairs will be evaluated following the annual property inspection.

PRV Replacement Project

Management reported that **Heiden Plumbing** is scheduled to begin the Pressure Reducing Valve (PRV) replacement project on **July 6, 2026**.

The contractor will mobilize equipment on July 6 with water shutoffs expected July 7–9.

Following completion of the PRV project, Management intends to proceed with:

- Mechanical room grounding wire installation
- Remaining electrical improvements
- Mechanical room projects

Concrete Repairs

The warranty adjustment at **295 Jennifer Lane** remains scheduled.

Additional sidewalk concerns near **320 Lindsay Lane** will be evaluated.

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6. Unfinished Business

Mechanical Room Improvements

Management reviewed the remaining mechanical room improvement projects, including:

- Grounding wire installation
- Future security cameras
- Key fob access
- Mechanical room door replacement

These projects will proceed after completion of the PRV project.

Fire Protection System

Management presented a comprehensive review of the fire protection system proposals and ongoing inspection requirements.

Discussion included:

- Current monitoring provided by Best Defense.
- Costs associated with changing monitoring providers.
- Fire alarm communication upgrades.
- Five-year sprinkler inspection proposals.
- Repair proposals from multiple contractors.

The Board discussed concerns regarding:

- Proposal pricing
- Customer service
- Long-term monitoring options
- Future reporting capabilities

Management reported that Lee Mechanical's repair pricing appears substantially lower than competing proposals.

Before making any final decisions, Management will:

- Schedule an onsite meeting with Best Defense.
- Obtain updated deficiency pricing from Lee Mechanical.
- Review each mechanical room individually.
- Obtain one final comparison before presenting a recommendation.

No action was taken.

Power Washing

Management reviewed proposals for future building power washing.

Rather than washing every building, Management will prepare a map identifying priority building elevations requiring cleaning.

The Board agreed this approach would provide the greatest value.

Light Post Replacement Project

Management reviewed updated pricing for replacement decorative light posts.

Discussion included:

- Six-foot versus eight-foot finished height.
- Individual photocells at each fixture.
- Updated commercial pricing.
- Obtaining additional supplier discounts.

Management will revise the proposal and present updated pricing.

Violation Letters

Management reported that violation letters are being redesigned.

Rather than repeating the entire grievance procedure in every letter, owners will receive:

- Updated warning letter
- Copy of the Rules and Regulations
- Due Process and Grievance Procedures

The Board agreed the revised format should simplify enforcement while ensuring owners receive all required information.

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7. Property Inspection

The Board discussed scheduling the annual community inspection.

Prior to inspections, Management will distribute a homeowner reminder encouraging owners to address common maintenance items before inspections begin.

Topics expected to be included include:

- Window screens
- Entry doors
- Side garage doors
- Garage door condition
- Paint colors
- Trim
- Sidelights
- General exterior appearance

Management will also provide homeowners with information regarding local screen repair vendors.

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8. Deck and Privacy Wall Repairs

Management reviewed repair options for deteriorated privacy wall structures.

Options included:

- Repairing the existing structure.
- Complete replacement utilizing newer railing systems.

Additional inspections may be completed before final recommendations are presented.

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9. Community Signage

The Board discussed replacing directional signs throughout the community.

Pam to order signs,

- Enter Only
- Exit Only
- Do Not Enter

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10. Landscape Maintenance

Additional landscape topics included:

- Brush removal behind mailbox areas.
- Tree and shrub trimming.
- Cleanup of overgrown common areas.
- Future walkthrough with the landscape contractor.

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11. Annual Meeting

The Board discussed the tentative **November 12, 2026** Annual Meeting date.

Management will continue planning and may adjust the date depending on scheduling conflicts.

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12. Additional Discussion

Additional discussion included:

- Bulk item pickup procedures.
- Garbage collection concerns.
- Parking observations.
- Resident communication improvements.
- Use of artificial intelligence to assist with drafting Association correspondence.
- General community maintenance concerns.

No formal action was taken.

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13. Next Meeting

The next regular Board Meeting is scheduled for:

Tuesday, July 21, 2026

A community walk-through is anticipated in conjunction with the meeting.

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14. Adjournment

Motion: Preston Reynolds moved to adjourn the meeting.

Second: Pam Canon.

Motion carried unanimously.

The meeting adjourned at approximately **8:20 p.m.**

Action Items

Action Item	Responsible Party
Add dryer vent cleaning to community calendar	Management
Continue working with MJS on delayed landscape work	Management
Obtain updated fire system proposals and deficiency pricing	Management
Schedule onsite meeting with Best Defense	Management
Finalize PRV project scheduling	Management
Prepare power washing priority map	Management
Revise light post proposal	Management
Update violation letter templates	Management

Brookfield Terrace Condominium Association, Inc.

Draft Board of Directors Meeting Minutes

Date: Tuesday, July 21, 2026
Time: 5:30 p.m.
Location: Sendik's Towne Centre – The Corners of Brookfield
600 N. Barker Road
Brookfield, WI 53045

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1. Call to Order

President Kyle Brockman called the meeting to order at 5:30 p.m.

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2. Roll Call

Board Members Present

- Kyle Brockman – President
- Preston Reynolds – Vice President
- Nikki Fuchs – Secretary
- Pam Canon – Member at Large

Board Member Absent (Excused)

- Jodie Kosloske – Treasurer

Management Present

- Chad Emrath, CMCA®, AMS®, Executive Vice President, Ogden & Company, Inc.

A quorum was established.

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3. Approval of June 16, 2026 Board Meeting Minutes

The Board reviewed the draft minutes of the June 16, 2026 Board Meeting.

Motion: Preston Reynolds moved to approve the June 16, 2026 Board Meeting minutes as presented.

Second: Nikki Fuchs.

Vote: Motion carried unanimously.

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4. June 2026 Financial Report

Management reviewed the June 2026 financial statements.

During the review, Management identified a minor accounting discrepancy of approximately $209 affecting the Accounts Payable balance. Because the reports require correction before publication, Management recommended postponing formal acceptance until corrected statements are prepared.

The Board also discussed the Association's largest delinquent account, which is currently subject to foreclosure proceedings. Management confirmed the Association has properly recorded a lien against the property and continues to monitor the legal process. The outstanding balance includes unpaid assessments, prior maintenance costs, late fees, and finance charges.

Management reported that despite the accounting correction needed, the Association remains in a strong financial position. Total assets increased to approximately $626,907, reserve balances totaled approximately $482,343, and year-to-date net income was approximately $103,883 as of June 30, 2026.

No motion was made to approve the financial statements. Management will correct the accounting discrepancy and present revised financials for approval at a future meeting.

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5. Management Report

Dryer Vent Cleaning

Management reported the Association-wide dryer vent cleaning project was successfully completed on July 7, 2026.

Landscaping

Management reported that spring mulch installation has largely been completed; however, several areas require follow-up.

Board members expressed concerns regarding:

- Missed mulch locations.
- Landscape stone displaced during installation.
- Areas requiring additional cleanup.
- Previously approved landscape improvements that remain incomplete.
- Delays in completing approved work.

Management will continue working with MJS Landscaping to complete outstanding work and restore disturbed landscape areas.

PRV Replacement Project

Management reported the Pressure Reducing Valve (PRV) replacement project resumed after an unexpected interruption caused by a pipe failure in one mechanical room.

Additional observations included:

- Several water meter horns and gaskets are deteriorated and may require future replacement.
- The municipal shutoff serving one building is inoperable and must be replaced by the City before work can continue in that location.
- Management continues coordinating with municipal officials regarding scheduling.

Concrete Warranty Work

Warranty concrete repairs at 295 Jennifer Lane have been completed.

Mechanical Room Projects

Management reviewed the remaining mechanical room improvement projects, including:

- Grounding wire installation.
- Mechanical room electrical work.
- Mechanical room doors.
- Future security improvements.

These projects will continue following completion of the PRV project.

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6. Pest Control Contract

Management reported continued concerns regarding responsiveness and customer service from Batzner Pest Control.

Ogden & Company continues evaluating the transition of multiple communities to Orkin Pest Control. Management will verify contract status and provide recommendations once pricing and scheduling are finalized.

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7. Building Power Washing

Management presented an update regarding building power washing proposals.

In addition to DeMark's proposal, Management received interest from another contractor specializing in environmentally friendly low-pressure building cleaning systems.

Rather than washing every elevation, Management requested pricing based on cleaning only the elevations requiring treatment.

Comparative proposals will be presented once received.

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8. Light Post Project

Management provided an update regarding replacement decorative light posts.

Discussion included:

- Electrical infrastructure.
- Pole replacement.
- Photocell options.
- Future maintenance.
- Desired lighting color temperature.

The Board discussed replacing the existing yellow lighting with a more neutral white appearance in the approximately 3,500 Kelvin range.

Management will obtain revised pricing excluding supplier-installed photocells and evaluate alternative options.

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9. Violation Letter Updates

Management reported continued progress revising violation templates within Vantaca.

The new format will include:

- Standardized rule citations.
- Due process procedures.
- Fine schedules.
- Consistent violation language.

These improvements are intended to streamline enforcement while ensuring owners receive complete information.

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10. Fire Protection System

Management presented the comprehensive fire protection system review previously distributed to the Board.

The Board reviewed:

- Annual fire alarm inspections.
- Annual sprinkler inspections.
- Five-year sprinkler inspections.
- Fire protection deficiencies.
- Monitoring services.
- Future addressable fire alarm upgrades.

Management reported that Lee Mechanical continues providing excellent service; however, Best Defense remains the most cost-effective option for the Association's current inspection and deficiency work.

Management also discussed completing future modernization in phases after obtaining a comprehensive proposal for an addressable fire alarm system.

Motion

Motion: Preston Reynolds moved to approve Best Defense to perform:

- Annual fire alarm monitoring;
- Annual fire alarm inspection;
- Annual sprinkler inspection;
- Five-year internal sprinkler inspection; and
- Identified fire protection deficiency repairs.

Second: Pam Canon.

Vote: Motion carried unanimously.

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11. Landscape Improvements and Tree Work

Management reported that approved tree work is expected to begin the following week.

The Board discussed concerns regarding delayed landscaping installations and agreed that future planning should occur during the fall to allow contractors adequate time to prepare spring installations.

Additional discussion included:

- Plant removals.
- Landscape preparation.
- Tree trimming.
- Cobblestone restoration.
- Warranty replacement plantings.
- Evaluating Johnson's Nursery as an alternative landscape installer.

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12. Annual Property Inspection

Management noted the annual property inspection originally planned for June had been postponed.

Advance owner notification prompted several homeowners to complete repairs or submit Architectural Review Requests prior to inspection.

The Board scheduled the community inspection for:

Friday, August 7, 2026, at 9:30 a.m.

The inspection will focus on:

- Entry doors.
- Garage doors.
- Window screens.
- Exterior trim.
- Paint condition.
- Utility room doors.
- General exterior maintenance.

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13. Forestry Mulching Project

Management reviewed the proposal from Stump Grinding 4 Less, LLC for clearing overgrown common areas near 307 Terrace Drive and the mailbox corridor.

The proposed work includes removing invasive brush and small trees to restore Association property and improve visibility.

Total proposal amount: $3,250.00.

Motion

Motion: Preston Reynolds moved to approve the proposal from Stump Grinding 4 Less, LLC in the amount of $3,250.00.

Second: Nikki Fuchs.

Vote: Motion carried unanimously.

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14. Exterior Door Address Numbers

The Board discussed replacement address numbers following recent door replacements.

Discussion included:

- Standardizing future address numbers.
- Magnetic versus mechanically fastened numbers.
- Font style.
- Number size.
- Color consistency.
- Potential bulk purchasing.

No action was taken.

Management will research available products and return with recommendations.

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15. Architectural Review Requests

Management reviewed Architectural Review Request processing within Vantaca.

The Board discussed improving email notifications to include:

- Owner name.
- Property address.
- Project description.
- Direct approval links.

Management will update the notification process to improve Board efficiency.

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16. Community Signage

Management reported that the recently approved directional signs have been installed.

Reimbursement for the Board member's purchase of the signs has been completed.

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17. Violation Enforcement

The Board reviewed a violation involving an unauthorized fire pit.

After discussion, the Board agreed to maintain the existing $125 fine and require removal of the fire pit from the property.

No additional accumulated fines will be imposed provided the violation is promptly corrected.

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18. Additional Discussion

Additional discussion included:

- Service request response times.
- Architectural Review processing.
- Landscape contractor performance.
- Door replacement standards.
- Future siding considerations.
- Resident communication improvements.

No additional Board action was taken.

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19. Next Meeting

The next regular Board Meeting is scheduled for Tuesday, August 18, 2026, unless otherwise noticed by the Board.

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20. Adjournment

Motion: Preston Reynolds moved to adjourn the meeting.

Second: Nikki Fuchs.

Vote: Motion carried unanimously.

President Brockman adjourned the meeting at approximately 7:40 p.m.

Action Item Summary

Action Item	Responsible Party
Correct June financial statements and present revised reports	Management
Continue monitoring foreclosure account and Association lien	Management
Coordinate completion of the PRV replacement project	Management
Obtain revised decorative light post pricing	Management
Evaluate transition from Batzner to Orkin Pest Control	Management
Obtain comparative building power washing proposals	Management
Execute approved Best Defense fire protection work	Management
Coordinate approved tree work and forestry mulching	Management
Schedule and conduct the August 7 property inspection	Board & Management
Develop standardized exterior address number recommendations	Board
Improve Architectural Review notification process in Vantaca	Board & Management
Confirm removal of the unauthorized fire pit and close the violation upon compliance	Management

Brookfield Terrace Condominium Owners' Association, Inc.

Board of Directors Meeting Minutes
April 21, 2026

DRAFT - Subject to Board Review and Approval

1. Call to Order

The Board of Directors meeting was held by virtual meeting. The meeting was called to order at approximately 6:00 p.m. by the Board President or presiding officer.

2. Attendance

Board / Management	Attendance Noted
Kyle Brockman, President	Present
Preston Reynolds, Vice President	Present
Nikki Fuchs, Secretary	Present
Pam Canon, Member	Present
Jodie Lynn Kosloske, Treasurer	Absent Excused
Chad Emrath, Ogden & Company, Inc.	Present

3. Approval of Prior Minutes

The Board reviewed the prior meeting minutes. Motion, second, and vote details should be inserted upon confirmation from the final meeting record.

4. Financial Report

The financial reports were reviewed. Based on the February and March 2026 reports provided, the Association remained in a positive net position through March 31, 2026.

Financial Item	February 28, 2026	March 31, 2026	Change / Note
Operating cash - CIT Operating	$63,374.31	$76,269.02	Increase of $12,894.71
Total current assets	$126,399.18	$133,322.22	Increase of $6,923.04
Total reserves	$434,032.07	$446,190.58	Increase of $12,158.51
Total assets	$560,431.25	$579,512.80	Increase of $19,081.55
Operating net total - YTD	$7,889.39	$15,777.30	Positive to budget
Reserve net total - YTD	$24,379.11	$36,537.62	Includes reserve contributions and interest

5. Current Contracts, Approved Projects, and Approved Events

- Ogden & Company management agreement expires September 30, 2026. A new contract is expected to be provided for Board review.
- MJS Landscape contracts were reviewed, including landscaping through November 2026 and snow services through March 31, 2028.
- Batzner Pest Control items were reviewed, including monthly mechanical room rodent control, spring exterior treatment, and fall exterior treatment.

- Best Defense fire system services remain month-to-month until a new agreement is signed. Monitoring, sprinkler testing, alarm testing, and five-year inspection needs remain under review.
- Dryer vent cleaning and mulch work were noted as 2026 completed or scheduled items, with future cycles to be tracked.
- Asphalt crack filling is planned for September 2026. Additional asphalt repairs remain under evaluation.
- Heiden Plumbing PRV project remains pending, with a start date to be confirmed.
- Concrete raising remains subject to spring evaluation.

6. Unfinished Business

- 2026 project list reviewed, including replacement of multi-photo eyes with individual photo eyes on each lamp head.
- Mechanical room improvements remain under review, including temperature sensors, cameras, key fobs, door replacement, grounding wires, and controlled access.
- Contract review items remain open, including Batzner contract review and research for a new fire monitoring / inspection company.
- Lamppost project remains open. The Board reviewed the proposed light pole replacement project, including the Maxim Lighting Westlake Model 1001WT fixture and the Wave Lighting Model 2500 direct-burial aluminum pole. The Board noted the bid is based on 10-foot poles with approximately 2 feet buried below grade and 8 feet exposed above grade. Discussion included fixture uniformity, photo eyes, lighting performance, durability, maintenance requirements, and project timing.
- Demarks power washing proposal options were reviewed for phased building group pricing.
- Violation enforcement was discussed. The Board requested that warning and fine letters clearly include fine amounts, due process, and grievance procedure language. Ogden may perform periodic property inspections and violation spot checks.

7. New Business

- Property walk-around and inspection items were discussed, including MJS landscape review and property inspection follow-up.
- Windstorm follow-up was discussed. No significant trees or water intrusion were reported at Brookfield Terrace following the storm, but mechanical room sump pump / crack conditions should be reviewed during future inspections.
- Building soffit damage and water issues at other properties were discussed only for scheduling context and did not require Brookfield Terrace Board action.

8. Action Items

Action Item	Responsible Party	Status / Timing
Provide updated Ogden management contract for Board review.	Ogden	Pending
Continue PRV project coordination and confirm start date.	Ogden / Heiden Plumbing	Pending
Research replacement fire monitoring / inspection vendors.	Ogden / Board	Pending
Update violation warning and fine letters to include fine amount, due process, and grievance language.	Ogden	Pending
Schedule or continue periodic violation inspections / spot checks.	Ogden	Ongoing
Review mechanical room access, temp sensor, camera, and door options.	Board / Ogden	Pending
Test lamppost photo eyes and fixtures and coordinate bulb replacement.	Pam / Ogden / PMD	Pending
Track asphalt crack filling for September 2026 and evaluate repairs.	Ogden	Fall 2026

9. Next Meeting

The next meeting date is to be confirmed. The 2026 Annual Meeting is currently noted for Thursday, November 12, 2026, with save-the-date, meeting packet, PowerPoint, RSVP/headcount, and Brookfield Town Hall reservation items to be completed.

10. Adjournment

There being no further business, the meeting was adjourned at approximately 7:50 p.m.

Brookfield Terrace Condominium Association Inc.

Board of Directors Meeting Minutes

Date: Tuesday, April 15, 2025 Time: 6:30 PM

Board Members Present

Kyle Brockman	President
Preston Reynolds	Vice President
Nikki Fuchs	Secretary
Pam Canon	Member at Large
Jodie Lynn Kosloske	Treasurer

Management: Jennifer – Ogden & Company, Inc.

Call to Order

The meeting was called to order at 6:30 PM by President Kyle Brockman.

Approval of Minutes

December minutes remain pending. Secretary will circulate the corrected copy for approval at the next meeting.

Financial Report

Balances: Operating account approx. $115,000; reserves approx. $333,501; total assets approx. $451,319.
Strong interest income continues to be recorded.
Several CDs (Peoples Bank, Byline) matured 09/01/24. 1099-INT forms pending for tax filing.
Waukesha State Bank account was closed March 2024.
Delinquency discussed; some accounts remain unpaid. Board reviewed process of recovering funds during sale closings.
Several invoices reviewed including fire alarm panel replacement, PRV project billing, and pest control.

Action: Copies of bank statements to be sent to Meghan at Ogden.

Current Contracts / Approved Projects

Ogden & Company – Management contract through 09/30/2024.
MJS Landscaping – Landscaping contract through 11/2026.
Snow Removal – Contract through 03/31/2025.
Batzner Pest Control – Rodent control $1,240.80; exterior treatments May ($1,198) and October ($2,700).
Best Defense Fire System – Monitoring $9,120 annually; sprinkler test $2,850 (June 2025); alarm test $2,992.50 (June 2025).
Heiden Plumbing – Pressure Regulator Valve (PRV) replacement project ongoing.

Unfinished Business

2025 Projects: Landscape Committee standards for plantings, arbors, and materials.
Document Management: CH Coakley to collect and organize documents by category (Minutes, Financials, Contracts).
Corporate Transparency Act – Board noted need for compliance.

TDS Marketing Contract – Pending review.

New Business

Owner Requests / Modifications: Board reaffirmed River Rock as standard; no approval for red granite. Cost-sharing with Association denied.
Reserve Study: Board approved commissioning updated reserve study ($2,595).
Utility Room Security & Maintenance: Multiple grounding wires cut/missing; board to improve access control, rekeying, and monitoring.
Path & Trespassing Concerns: Board voted to install “No Trespassing” signage on north side. Letter to WAC considered regarding trespassing and promised discounts.
Community Garden: Preliminary discussion only, no action taken.

Parking Lot / Seasonal Maintenance

Fall: Shut off hose bibs/remove hoses (11/26/25); turn on heaters; remove speed bumps (MJS); install holiday wreath (Thanksgiving week).
Winter: Remove wreath mid-January; store in Building 1 mechanical room.
Spring (Week of April 15th): Turn on hose bibs/install hoses; reinstall speed bumps; turn off heaters.

Annual Meeting

To be scheduled. Dryer vent cleaning scheduled for all units June 2025 (every 3 years).

Compliance

Pam and Betsy continue to work on compliance issues.

Adjournment

Meeting adjourned at approximately 8:40 PM.

Reminders to Residents

Emergencies (Fire or Flood): Call 414-276-5285.
Account Questions/Service Requests: Log in at wi.portal.ogdenre.com.
For portal assistance, contact Betsy at *betsyd@ogdenre.com*.

Brookfield Terrace Condominium Association Inc.

Board of Directors Meeting Minutes

Date: Tuesday, May 20, 2025 Time: 6:30 PM

Board Members Present

Kyle Brockman	President
Preston Reynolds	Vice President
Nikki Fuchs	Secretary
Pam Canon	Treasurer
Jodie Lynn Kosloske	Member

Management: Chad Emrath – Ogden & Company, Inc.

Call to Order

President Kyle Brockman called the meeting to order at 6:30 PM.

Approval of Minutes

April minutes remain pending. Secretary will circulate corrected copy for approval at the next meeting.

Financial Report

April financials reviewed. Operating and reserve accounts remain stable with strong interest income. CDs matured 09/01/24. 1099-INT reporting pending. Invoices reviewed include pest control, fire system testing, and plumbing. No major variances noted.

Current Contracts / Approved Projects

Ogden & Company – Management contract through 09/30/2025.
MJS Landscaping – Landscaping (11/2026) & Snow removal (03/2025).
Batzner Pest Control – Rodent control $1,240.80 monthly; Spring $1,198; Fall $2,700.
Best Defense – Monitoring $9,120 annually; Sprinkler Test $2,850 (June 2025); Alarm Test $2,992.50 (June 2025); 5-year pending.
Heiden Plumbing – PRV project on hold pending weather.
C.H. Coakley Document Management – In progress.

Unfinished Business

2025 Projects: Landscape standards, lighting photo eyes, mechanical room upgrades (temp sensors, cameras, fobs, door replacements).
Spring landscape and maintenance walkarounds completed.
Schultz Request – compliance matter ongoing.
Corporate Transparency Act – on hold.

New Business

Reserve Study Update – Board approved continuing with updated study for long-term planning.
Mechanical Room Clean-Up – Board reviewed inspections. Issues: missing grounding wires, security concerns, insulation. Discussion on cameras and controlled access (badge/fob).
Paint Program – Approved purchase of 5 gallons with 138 quart cans to distribute for touch-ups.

2026 Budget Items – Identified: fire sprinkler, mulch, dryer vent cleaning, asphalt crack filling, pest control renewal, landscaping renewal, additional vendor contracts.

Technical / Security Discussion

Board discussed internet/fire system connectivity options: Starlink, point-to-point Wi-Fi, wired solutions. Concerns about latency, redundancy, and cost. Proposal for two cameras per mechanical room plus entry/exit cameras; approx. 40 cameras total. Integration of water leak/temp sensors also considered.

Quick Notes

Pam and Betsy continue work on compliance enforcement.
Emergencies: Call 414-276-5285.
Account/Service Requests: Use resident portal wi.portal.ogdenre.com.
For portal help, contact Betsy at *betsyd@ogdenre.com*.

Parking Lot / Seasonal Maintenance

Fall 2025: Shut off hose bibs/remove hoses (11/26/25); turn on heaters; remove speed bumps; install wreath.
Winter 2026: Remove wreath mid-January; store in Building 1 mechanical room.
Spring 2026: Turn on hose bibs (week of April 18th); turn off heaters; reinstall speed bumps.

Annual Meeting: Scheduled for Thursday, October 23, 2025 at Brookfield Town Hall. Save-the-date notices, packets, PowerPoint, RSVP tracking, and catering arrangements to be prepared.

Adjournment

Meeting adjourned at approximately 8:45 PM.

Brookfield Terrace Condominium Association Inc.

Board of Directors Meeting Minutes

Date: Tuesday, July 15, 2025 Time: 6:30 PM

Board Members Present

Kyle Brockman	President
Preston Reynolds	Vice President
Nikki Fuchs	Secretary
Pam Canon	Member at Large
Jodie Lynn Kosloske	Treasurer

Management: Chad Emrath – Ogden & Company, Inc.

Call to Order

President Kyle Brockman called the meeting to order at 6:30 PM.

Approval of Minutes

May minutes reviewed; final approval pending minor corrections.

Financial Report

June financials presented. Accounts remain strong with healthy reserve balances. ~$190,000 check from Waterstone Bank to be deposited into CDs/money market strategy. Refund processed for duplicate payment. Pest control invoices noted as recurring monthly ($120 for stations across 19 rooms).

Current Contracts / Approved Projects

Ogden & Company – through 09/30/2025.
MJS Landscaping – Landscaping (11/2026) & Snow removal (03/2025).
Batzner Pest Control – Monthly rodent control; Spring $1,198; Fall $2,700.
Best Defense – Fire alarm and sprinkler testing completed, but scheduling/communication concerns noted. Alternatives to be explored.
Heiden Plumbing – PRV project; updated pricing ~$30,000 for final completions (permits now required).
C.H. Coakley Document Management – In progress.
Reserve Study – Engineer met virtually and completed inspection on 07/10/2025. Draft report pending.

Unfinished Business

2025 Projects: Replace photo eyes, mechanical room upgrades (sensors, cameras, fobs, doors).
Mechanical Room Clean-Up: Completed for ~$500; schedule every three years.
Paint Program: Owners reminded that door/trim painting is their responsibility. Sherwin-Williams discount available.
Compliance: Clarification needed to confirm letters from maintenance walkaround were sent.

New Business

Concrete Raising Proposals:
- CRC: $3,588.90, 4-year warranty, strong rating.
- Raise Rite: Declined site inspection; less favorable warranty.

Patios (370 Jennifer, 320 Lindsay) missed from inspections; to be included in next review.

Drainage Issues: Board to work with SJ for extensions/splash guards.
Landscaping: Dead/dying species to be phased out; overgrown branches and pine tree near mailboxes noted.
Lighting: Photo eye/sensor issues addressed by PDM. Garage lighting requests denied.
Pets: Enforcement of one-dog rule discussed; ESA documentation addressed case by case.
Rentals: Concerns raised about renter with unauthorized window ACs and package theft.

Quick Notes

Pam and Betsy continue compliance oversight.

Reminders:
- Emergencies: Call 414-276-5285.
- Accounts/Service Requests: wi.portal.ogdenre.com
- Portal help: contact Betsy at *betsyd@ogdenre.com*.

Parking Lot / Seasonal Maintenance

Fall 2025: Shut off hose bibs (11/26/25); turn on heaters; remove speed bumps; install wreath.
Winter 2026: Remove wreath mid-January; store in Building 1 mechanical room.
Spring 2026: Turn on hose bibs (04/18/26); turn off heaters; reinstall speed bumps.

Annual Meeting: Scheduled for October 23, 2025 at Brookfield Town Hall. Save-the-date notices, packet, PowerPoint, and RSVP coordination in progress.

Adjournment

Meeting adjourned at approximately 8:55 PM.

The Brookfield Terrace Condominium Association, Inc.
Board of Directors Meeting Minutes
February 17, 2026

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1. Call to Order
The meeting of the Board of Directors for The Brookfield Terrace Condominium Association, Inc. was called to order on February 17, 2026, at 6:00 PM.

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2. Roll Call / Establishment of Quorum

Board Members Present:

- Kyle Brockman, President
- Preston Reynolds, Vice President
- Pam Canon, Member
- Jodie Lynn Kosloske, Treasurer

Board Members Absent:

- Nikki Fuchs, Secretary

Management Present:

- Chad Emrath, Ogden & Company, Inc., AMO®

A quorum of the Board was confirmed.

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3. Approval of Previous Meeting Minutes
The Board reviewed the January meeting minutes.

Motion: To approve the January meeting minutes as presented.
Result: Motion carried.

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4. Financial Report

Management presented the financial statements for the periods ending January 31, 2026 and February 28, 2026.

January 2026 Financial Report

Balance Sheet Highlights:

- Total Assets increased to **$543,082.64**.
- Operating cash totaled **$52,138.89**.
- Reserve balances totaled **$421,923.21**, reflecting continued reserve funding.
- Accounts payable decreased to **$291.57**, reflecting payment of prior obligations.

Income Statement Highlights:

- Total income for the month was **$38,212.56**, slightly favorable to budget.
- Total expenses were **$33,026.34**, which is **$5,364.04 under budget**, largely due to timing of maintenance and seasonal expenses.
- Operating surplus for January was **$5,186.22**.

February 2026 Financial Report

Balance Sheet Highlights:

- Total Assets increased to **$560,431.25**, an increase of approximately **$17,348.61** from January.
- Operating cash increased to **$63,374.31**.
- Reserve balances increased to **$434,032.07**, consistent with scheduled contributions and interest earnings.
- Accounts payable increased to **$4,272.15**, reflecting timing of vendor payments.

Income Statement Highlights:

- Total income for the month was **$38,462.69**, favorable to budget due to additional income sources.
- Total expenses were **$35,759.52**, which is **$2,630.86 under budget**.
- Operating surplus for February was **$2,703.17**.

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5. Management Report

a. Maintenance & Building Updates

- Continued monitoring of building conditions following winter weather events.
- Discussion regarding prior sprinkler line break and the importance of maintaining adequate interior temperatures in all units.

- Planning for spring inspections of sidewalks, patios, and exterior building components.

b. Projects & Contracts

- Mudjacking and concrete leveling work to be scheduled following thaw conditions.
- Review of current contracts including landscaping, pest control, fire system monitoring, and upcoming seasonal services.
- PRV project with Heiden Plumbing remains pending a start date.

c. Service Requests

- Update provided on open and completed service requests.
- Continued emphasis on utilizing the Vantaca portal for all service-related communication and tracking.

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6. Unfinished Business

- Review of 2026 project list including:
    - Replacement of photo eyes on lamp heads
    - Mechanical room improvements (temperature sensors, cameras, access control, and door replacements)
- Continued discussion regarding mechanical room repairs and access control solutions.
- Ongoing contract review for pest control and fire monitoring/inspection services.
- Lamppost inspection and maintenance planning.

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7. New Business

a. Vantaca Home App

- Discussion regarding use of the Vantaca Home App for Board members and homeowners, including login access and functionality.

b. Scheduling

- Next Board meeting scheduled for April 21, 2026.
- Discussion regarding potentially skipping the March meeting.
- Future walk-through and property inspection to be coordinated with MJS Landscaping.

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8. Adjournment
Motion: To adjourn the meeting.
Result: Motion carried.

The meeting was adjourned at [insert time].

Respectfully Submitted,
Chad Emrath
Ogden & Company, Inc., AMO®
On behalf of the Board of Directors

Brookfield Terrace Condominium Association Inc.

Board of Directors Meeting Minutes
Tuesday, January 20, 2026 – 6:00 PM

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1. Call to Order

The meeting was called to order at 6:00 PM by President Kyle Brockman.

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2. Roll Call / Attendance

Board Members Present:

- Kyle Brockman – President
- Preston Reynolds – Vice President
- Nikki Fuchs – Secretary
- Pam Canon – Member
- Jodie Lynn Kosloske – Treasurer (attended via phone, number ending in 45)

Management:

- Chad Emrath – Ogden & Company, Inc.

A quorum was present.

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3. Approval of Previous Minutes

The November 2025 meeting minutes were presented for approval.

Motion: Preston Reynolds moved to approve the November 2025 minutes as presented.
Second: Nikki Fuchs
Vote: Unanimous approval

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4. Financial Report – November & December 2025

Management reviewed the November and December 2025 financial statements with the Board.

The Association ended fiscal year 2025 in a strong financial position. Total assets increased to $535,872 and reserve balances increased to $409,653 as of December 31, 2025. The operating budget finished favorable to budget for the year.

Total contribution to reserves for 2025 was $113,867.66, consisting of $105,159 in budgeted reserve transfers and $8,708 in interest earnings. The increase in prepaid insurance in December reflects the annual insurance payment timing and corresponding operating cash fluctuation.

The Board reviewed maintenance and insurance variances and had no additional questions.

Motion: Nikki Fuchs moved to approve the November and December 2025 financial statements.
Second: Pam Canon
Vote: Unanimous approval

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5. Current Contracts / Approved Projects / Events

Management reviewed the status of current contracts and projects:

- Ogden & Company management agreement (expires 9/30/2026)
- MJS Landscaping and Snow contracts
- Batzner Pest Control services
- Best Defense fire monitoring and inspection schedule
- Dryer vent cleaning cycle (June 2026)
- Mulch installation (May 2026)
- Heiden Plumbing PRV project – permits initiated; start date pending
- Concrete raising items

The Board requested confirmation of completion status for the prior landscaping punch list (6525TRP Items 1–51).

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6. Unfinished Business

6.1 2026 Project Planning

The Board reviewed planned 2026 projects including:

- Replacement of lamppost photo eyes with individual units
- Mechanical room improvements:
    - Temperature sensors
    - Cameras
    - Key fob access
    - Door replacements
- Grounding wire repairs (pending PRV work)

6.2 2026 Budget Items

The Board confirmed planned 2026 budget items:

- Five-year fire sprinkler testing
- Mulch
- Dryer vent cleaning
- Asphalt crack filling
- Batzner and MJS contracts
- Concrete raising
- Research of new fire monitoring/inspection vendor

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7. New Business

7.1 Lamppost Maintenance

The Board discussed replacing bulbs and testing all photo eyes and fixtures throughout the community.
Management will coordinate inspection and report findings.

7.2 Compliance

Pam Canon and Betsy continue working on community compliance items.

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8. Management Portal / ARC Workflow Demonstration

Management demonstrated the updated association portal ARC review and voting workflow, including:

- Viewing ARC submissions and attachments
- Internal ARC committee messaging
- Recording approval or denial votes
- Editing votes and tracking decisions

The Board discussed maintaining ARC committee voting at three members (Pam Canon, Kyle Brockman, and Jodie Kosloske) with Nikki Fuchs as backup. The Board agreed to continue using the current ARC workflow model.

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9. Adjournment

There being no further business, the meeting adjourned at approximately 7:26 PM.

Motion: Preston Reynolds
Second: Nikki Fuchs
Vote: Unanimous

Next Meeting

Tuesday, February 17, 2026

2025 Annual Meeting Minutes

Brookfield Terrace Condominium Owners Association

Draft for approval October 7, 2026

Meeting date	October 23, 2025
Scheduled time	6:00 p.m.
Location	Brookfield Town Hall, Multi Purpose Room, 645 N. Janacek Road, Brookfield, Wisconsin
Call to order	6:00 p.m. by President Kyle Brockman
Quorum	Achieved

Board and Management

Board Members in Attendance	Management and Other Attendees
Kyle Brockman, President Preston Reynolds, Vice President Nikki Fuchs, Secretary Pam Canon, Member	Chad Emrath
Absent, excused: Jodi Lynn Kosloske, Treasurer	

Attendance and Quorum

21 units were represented in person, 34 units were represented by electronically signed proxy, and 55 total units were represented; quorum was achieved. The proxy count is the difference between the verified 55-unit attendance total and the 21 marked in-person unit rows. All votes taken at the meeting passed.

1 Call to Order and Opening Remarks

President Kyle Brockman called the annual meeting to order at 6:00 p.m. The Board members introduced themselves, and opening remarks were presented to the membership.

Notice and quorum. The annual meeting notice was dated October 3, 2025. The notice stated that at least 54 of the Association's 106 units had to be represented in person or by electronically signed proxy for the meeting to proceed.

2 2025 Accomplishments

Management and the Board reviewed work completed or advanced during 2025, including:

- Certificate of deposit maturities were completed and proceeds were reinvested, including an approximately $87,000 certificate of deposit that matured in January 2025.
- The Association approved and commissioned an updated 30-year reserve study, which was made available to owners through the Association website.
- Landscape maintenance with MJS was secured through 2026, and snow removal was secured through 2028.
- Batzner pest-control service continued, and Best Defense fire-system monitoring and inspection service remained under contract through 2026.
- The pressure-reduction-valve replacement project moved forward with permit coordination.

- Mechanical-room inspections identified missing grounding wires, insulation needs, and access and security updates. Grounding-wire corrections were scheduled to follow the pressure-reduction-valve work.
- Plumbing work began to address valve and pressure concerns.
- Streetlight and photo-eye replacements, fire-alarm panel work, and concrete-raising proposals were reviewed.
- CH Coakley was engaged to support Association document organization, and paid paper-storage service was eliminated.

3 2025 Financial Review

The financial presentation reviewed the Association's year-end 2024 position and the year-to-date results through August 31, 2025.

Year End 2024 Position

- Operating assets totaled $81,576.93, including $81,041.93 in the CIT operating account.
- Reserve funds and investments totaled $295,785.30.
- Total assets were reported at $377,362.23.
- The presentation highlighted expenses that exceeded budget, including insurance, pest control, and landscape planting, along with favorable variances in building maintenance, landscape maintenance and repairs, sprinkler-system work, and common electric service.

August 31 2025 Year to Date Position

- Current operating assets totaled $112,610.04, including $109,360.04 in the CIT operating account and $3,245.00 in receivables.
- Reserve cash and certificates of deposit totaled $370,447.40.
- Total assets were $483,057.44.
- Year-to-date operating income was $277,864.08. Expenses, including $70,106.24 transferred to reserves, totaled $241,991.68, producing an operating net of $35,872.40.
- Reserve income and interest totaled $74,662.10 through August, and the combined year-to-date net total was $110,534.50.
- Management discussed material budget variances, including the unbudgeted box charge, property and income tax, legal expense, pest control, insurance timing, building maintenance, and landscape planting.

Reserve Study

The updated reserve study was reviewed as a planning guide for major repairs and replacements. The cash-flow model assumed a $333,501.66 reserve balance as of April 30, 2025, a 0.78 percent interest rate, and 3.60 percent annual inflation. The presentation identified the following near-term components:

- Pressure-reduction-valve replacement, estimated at $110,935, was underway.
- Concrete flatwork, asphalt repair and seal coating, fire-detection equipment, and sprinkler-head inspections were identified as near-term reserve components.
- The 2026 reserve plan included phased soffit and fascia work, additional concrete and asphalt work, fire-detection and sprinkler work, and partial mechanical-room piping replacements.
- Later phases included vinyl siding, masonry repairs, additional paving and concrete work, and landscape capital improvements.

Member Questions and Board Response

- Members asked how the reserve study's maintenance-responsibility chart should be interpreted. Management explained that the Association's governing documents and association-specific legal analysis control responsibility questions, rather than generic reserve-study classifications, and that the Board would continue reviewing the study details.
- Members asked about future reserve contributions and dues. Management stated that the working reserve model contemplated approximately $30 per month in additional reserve-related assessments in each of the next three years, subject to future Board decisions, updated project timing, and the choice to fund some work from operating accounts rather than reserves.

- The Board and management explained that reserve balances were being built in advance of major siding and other capital work, with the goal of avoiding special assessments. The reserve study was described as a living planning model that could be adjusted as project conditions changed.
- The reserve model assumed siding work could begin in 2027, but the Board noted that the start might move to 2028 or 2029 and that work could be phased by building. Modern vinyl, LP, and other siding products would be evaluated for cost, durability, appearance, and warranty before a material or schedule was selected.

4 2026 Budget

Management presented the 2026 budget adopted by the Board. Homeowners received the presentation and could ask questions or provide informational input; homeowner approval was not required. The budget provided for $457,920.00 in assessment income, equal to $360.00 per unit per month for 106 units. This represented an increase of $47,064.00, or 11.46 percent, over the 2025 assessment budget.

- Total 2026 expenses were budgeted at $457,909.39.
- The annual transfer to replacement reserves increased from $105,159.34 to $137,000.00.
- The presentation identified increases in insurance, property and income tax, sprinkler-system work, snow removal, landscape maintenance and repairs, utilities, legal fees, postage, and pest control.
- Building maintenance and repair decreased from $34,000.00 to $24,500.00, landscape planting decreased from $15,000.00 to $10,000.00, and the prior box charge was removed from the 2026 budget.
- In response to questions about the assessment increase, management explained that insurance and reserve funding were principal drivers and that reductions had been made in selected operating categories.

5 2026 Projects Preview

The Board and management reviewed planned work and responded to member questions:

- Fire systems. The Association planned to review alternative monitoring providers after the current contract expires in 2026, address limitations in the existing fire panels, and complete the five-year fire-sprinkler-system test.
- Mechanical rooms. Planned work included reviewing door security, maintaining adequate temperatures during deep freezes, and replacing missing grounding wires. An electrician was expected to be on the property to address grounding and related electrical work.
- Streetlights and photo eyes. The Board was evaluating replacement of aging posts and fixtures, possible relocation of lights that had become obstructed by landscaping, and more durable fixtures. Members reported outages and lights operating during daylight hours. The electrician would inspect bulbs and photo eyes, and the Board planned to document which mechanical-room circuits control each light. Residents were asked to report outages to management.
- Dryer vents and mulch. Dryer-vent cleaning and the next mulch installation were planned for 2026.
- Concrete and mudjacking. In response to a member question, the Board confirmed that a contract had been signed for identified sidewalk areas and one patio and that the work was scheduled to proceed.
- Decks. Members asked about composite decking and the condition of existing finishes. Management was obtaining a specialty-contractor evaluation of cleaning, surface preparation, and penetrating-stain options. Composite replacement was acknowledged as a higher-cost option that could require phased work, and the Board agreed to continue the deck review for spring planning.
- Contractor scheduling. Management advised that specialty-contractor lead times were often four to five months and that the closure of an electrical contractor had caused additional delay. The Board and management would continue seeking qualified contractors and planning work earlier where possible.

6 Election of Directors

Two Board positions, each for a three-year term, were scheduled for election. Preston Reynolds and Nikki Fuchs were the candidates. A motion was made and seconded to approve the slate of Preston Reynolds and Nikki Fuchs. The motion passed, and both candidates were elected to three-year terms.

7 Community Rule Reminders

The Board and management reviewed recurring rule violations and responded to member questions. The most frequent categories involved common areas, buildings, pets, owner or leasing responsibilities, and general compliance.

- Personal belongings, recreational equipment, empty containers, dead plantings, grills, and similar items may not be stored in common landscaped or grass areas, and vehicles and guests should not park on the grass.
- Electrical cords may not cross sidewalks or driveways because they create trip, electrical, and snow-removal hazards. Management stated that the landscape and snow contractor had been directed not to plow or shovel where a cord obstructed the work area.
- Owners were reminded to maintain painted exterior door and trim surfaces for which they are responsible and to provide required lease information to management when a unit is rented.
- Window air-conditioning units are not permitted. Members were encouraged to review the rules, contact management before making uncertain changes, and report maintenance or rule concerns to Ogden so they can be addressed.

8 Adjournment

The meeting was adjourned at approximately 7:30 p.m.

Respectfully submitted

Nikki Fuchs, Secretary

Brookfield Terrace Condominium Association, Inc.

Draft Board of Directors Meeting Minutes

Meeting date	Tuesday, August 18, 2026	Time	5:30 p.m.
Status	Draft - subject to Board approval	Location	As noticed

1. Call to Order

President Kyle Brockman called the meeting to order.

2. Roll Call

BOARD MEMBERS PRESENT	MANAGEMENT PRESENT
Kyle Brockman - President Preston Reynolds - Vice President Nikki Fuchs - Secretary Pam Canon - Member at Large Jodie Kosloske - Treasurer	Jan Murray - Property Manager Ogden & Company, Inc.

A quorum was established.

3. Approval of July 21, 2026 Board Meeting Minutes

The Board reviewed the draft minutes of the July 21, 2026 Board Meeting.

Motion	Accept the July 21, 2026 Board Meeting minutes as presented.
Second	Motion seconded.
Vote	Motion carried.

4. June and July 2026 Financial Reports

Management reported that the minor discrepancy previously identified in the June financial statements had been corrected. The corrected June financial report was presented with the July 2026 financial statements.

Management reviewed the July 31, 2026 Balance Sheet. The Association reported approximately:

Operating cash	$80,776	**Accounts receivable**	$9,762
Total reserve funds	$494,323	**Total assets**	$610,634
Accounts payable	$836		

Management discussed the approximately $9,762 receivable balance and reported that a significant portion related to an estate account involving a unit recently sold through a Sheriff's sale. Based on information available at the meeting, Management did not anticipate that sufficient proceeds would remain to satisfy the Association's balance. The Board also discussed whether any portion of previously incurred maintenance or weatherization expenses might be recoverable. If the Association is unable to recover the balance, it will ultimately need to be addressed as bad debt. This matter is included only as historical financial-report discussion; no further action was indicated.

Management reported that, aside from miscellaneous charges and the estate account, owners were substantially current with regular monthly assessments.

The Board reviewed year-to-date operating expenses. Items discussed included:

- Water and sewer was approximately $881 favorable to budget.
- Common electric was approximately $574 unfavorable to budget.
- Building maintenance and repairs were approximately $4,391 over year-to-date budget.
- Lawn maintenance was running somewhat above budget.
- Landscape maintenance reflected significant expenditures during July.
- Fire sprinkler-related expenses were reported under the sprinkler-system account and should be classified under building repair and maintenance because they relate to the building fire-protection system rather than landscape irrigation.

The Board directed Management to make the appropriate account classification adjustment. The Board also reiterated that invoices for incomplete landscape work should not be paid until the associated work has been completed and verified.

Motion	Accept the June and July 2026 financial reports.
Second	Motion seconded.
Vote	Motion carried.

5. Management Contract

Management reported that an updated Ogden & Company management agreement was being prepared and would be provided to the Association. The existing agreement was scheduled to expire September 30, 2026.

6. Landscaping and MJS Landscape

Management confirmed that the Association's landscape agreement with MJS continues through November 2027 and the snow-removal agreement continues through March 31, 2028.

The Board discussed continuing concerns regarding MJS's performance and outstanding landscape work, including:

- Incomplete plant and shrub removals; tree stumps and ground cover remaining after removals.
- Approved replacement plantings, pruning and tree-lifting work not completed.
- Insufficient weed control in landscape beds and stone areas; brown turf areas and crabgrass.
- Delays in mulch installation and work carried over from the prior season.
- Boulders displaced during snow removal not returned and new boulders not installed.
- Insufficient supervision, documentation and contractor follow-through.

The Board noted that MJS requested another meeting regarding placement of approximately 15 boulders even though locations had previously been discussed. Management and the Board discussed developing a formal checklist or spreadsheet documenting each approved landscape item and its status.

The Board agreed that MJS should complete the currently approved work, but payment for incomplete work should be withheld until the applicable work has been completed and verified.

For future landscape enhancement projects, the Board discussed using a specialized contractor such as Johnson's Nursery for removals and plant installations while potentially retaining the regular landscape contractor for routine lawn maintenance.

The Board also discussed moving the annual landscape planning walk-through from spring to late September or early October so projects can be identified before the following year's budget is finalized. Warranty-related winter plant loss could be addressed through a supplemental spring review.

7. Pest Control

Management discussed the Batzner Pest Control agreement, which expires April 1, 2027. Current services include mechanical-room rodent control and seasonal exterior insect treatments. Alternatives, including Orkin, were being considered for future service.

The Board discussed several large holes in a common lawn area near Building 5. Because the holes may present a trip or fall hazard, Management will investigate the cause and contact an appropriate wildlife-control contractor if necessary.

8. Fire Protection System

Management reported that the previously approved Best Defense contracts had been signed. The approved scope includes monitoring, sprinkler testing, alarm testing, five-year sprinkler inspections and identified deficiency repairs. Total contracted fire-protection work was approximately $42,219.51, including approximately $21,160.88 in identified deficiency repairs. Management will coordinate the work as the PRV project progresses.

9. PRV Replacement Project

Management reported substantial progress on the Pressure Reducing Valve replacement program. Buildings 9 through 19 were completed in 2025. Buildings 1 through 4 had been completed during 2026, and Buildings 6 and 7 were completed on August 18. Buildings 5 and 8 were scheduled next.

The Board discussed a defective municipal or main shutoff valve affecting the work. Because the valve cannot properly isolate the affected building, a larger group of buildings may need a temporary water shutoff while work is performed on Buildings 5 and 8. Management had notified affected residents and discussed contacting the municipality regarding repair or replacement of the defective shutoff.

Management also reported additional leaks and deteriorated components in some mechanical rooms. Once PRV replacements are complete, mechanical rooms will be inspected to identify remaining repairs and verify completed work.

10. Mechanical Room Improvements

The Board reviewed future mechanical-room improvements, including grounding-wire repairs, temperature sensors, cameras and key-fob or access-control improvements.

Management reported that a proposal had been received from Giraffe Electric for grounding-wire work; the final scope will be evaluated following completion of the PRV work and mechanical-room inspections. The Board agreed that Best Defense should first complete its fire-protection work following the PRV installations, after which remaining grounding and electrical work can be coordinated.

11. Concrete Repairs

Management reviewed concrete areas requiring additional evaluation, including patios and sidewalk sections. The Board discussed whether some cracked concrete could be repaired rather than fully replaced, provided drainage and grading remain appropriate. Management will obtain pricing and evaluate the work collectively, with particular attention to deteriorated walking surfaces that could create a trip hazard.

12. Building Power Washing

Management presented proposals for building power washing. DeMark's proposed a three-year rotation:

Proposed phase	Price
Buildings 1-6	$6,935
Buildings 7-12	$6,564
Buildings 13-19	$7,771
Total	**$21,270**

A competing Stain Erasers proposal contemplated cleaning the entire property for approximately $28,000. Its representative had inspected the property and believed substantially all building elevations required cleaning.

The Board discussed the relationship between power washing and eventual siding replacement. Because siding replacement is not anticipated immediately, the Board generally supported cleaning the buildings rather than continuing to defer maintenance.

The consensus was to evaluate completing the entire property in spring 2027, subject to review during preparation of the 2027 budget. After the initial property-wide cleaning, the Association could establish a rotational maintenance program.

13. Decorative Light Post Project

Management presented updated information regarding replacement of the Association's decorative light posts:

Material	Quantity / Unit Price	Extended Price
Maxim light fixtures	50 at $37.75	$1,887.50
Eight-foot light poles	50 at $101.90	$5,095.00
Total materials		**$6,982.50**

Estimated lead time was two to four weeks. Management reported electrical installation proposals from Lee Mechanical and Giraffe Electric. The Board discussed the substantial difference between the proposals, with Giraffe Electric at approximately $18,000 compared with approximately $41,000-$42,000 from Lee Mechanical. Giraffe Electric had previously performed light-post repair work for the Association.

Following discussion, the Board agreed to proceed with Giraffe Electric. Management will coordinate ordering and storage of fixtures and poles before installation. The Board also discussed the tested replacement LED bulbs and generally preferred the updated lighting appearance.

14. Photocells / Photo Eyes

The Board discussed individual photocells for the new light posts. Factory installation had been quoted at approximately $58 per pole, but Management will investigate whether photocells can be obtained and installed more economically. Individual photocells would limit a failed sensor to a single light and may reduce electricity used by lights unnecessarily illuminated during daylight hours. Management will obtain final per-post pricing before implementation.

15. Violation Letters and Grievance Procedure

Management reported progress updating violation notices in Vantaca. The revised process will incorporate the Association's grievance and due-process procedure directly into applicable violation correspondence. Management will continue updating templates so warning and fine notices clearly identify the violation, potential fine and grievance procedure.

16. 2027 Budget and Capital Planning

The Board discussed beginning preparation of the 2027 operating and reserve budgets. Projects to be evaluated include:

- Property-wide building power washing and longer-term rotational maintenance schedules.
- Remaining mechanical-room work, concrete repairs and landscape improvements.
- Fire-protection work and light-post replacement.
- Future siding replacement.

The Board emphasized moving from large deferred-maintenance catch-up projects toward predictable annual maintenance cycles.

17. Annual Meeting Planning

Management and the Board discussed upcoming annual meeting planning. Kyle Brockman and Pam Canon were identified as the Board members whose terms expire in 2026. Management will continue preparing the annual meeting schedule, notice, packet and presentation once the meeting date and location are finalized.

18. Action Item Summary

The following open items were identified from the meeting discussion.

ACTION ITEM	RESPONSIBLE PARTY
Reclassify fire sprinkler expenses to the appropriate building repair and maintenance account.	Management
Do not approve payment for incomplete landscape enhancement work until completion is verified.	Management
Develop a tracking or checklist process for outstanding MJS landscape work.	Board & Management
Coordinate completion of PRV replacements and address the municipal shutoff issue.	Management
Inspect mechanical rooms following completion of PRV work.	Management
Coordinate Best Defense deficiency and inspection work.	Management
Obtain and finalize the grounding-wire scope following PRV work.	Management
Investigate wildlife holes near Building 5.	Management
Obtain and finalize concrete repair pricing.	Management
Include property-wide power washing in 2027 budget planning.	Management
Proceed with Giraffe Electric for the decorative light-post installation project.	Management
Order and coordinate light fixtures and poles.	Management
Determine final photocell or photo-eye cost per post.	Management
Continue updating violation templates with grievance and due-process language.	Management
Prepare 2027 budget and capital-project recommendations.	Management
Continue annual meeting planning.	Board & Management

19. Next Meeting

The next regular Board Meeting will be held as scheduled or otherwise noticed by the Board.

20. Adjournment

The available meeting record ends when a tornado warning or emergency alert interrupted the discussion. The record does not document a formal motion, second, vote or exact time of adjournment. Accordingly, no formal adjournment action is recorded in these draft minutes.

Nikki Fuchs
Secretary
Brookfield Terrace Condominium Association, Inc.

These minutes are a draft and remain subject to approval by the Board of Directors.