

Meeting of the LILA Building Company



Julie Lundgren <jlundgren@mylila.org>

Aug 4, 2026 at 9:56 AM

To: Jennifer May <jmay@mylila.org> , Jeff Schipper <jschipper@mylila.org>

Cc: Allison Williams <awilliams@mylila.org>

Bcc: Jeff Schipper <jeffrey.s.schipper@gmail.com>

 Aerotek Kitchen AC proposal 6.18.26_api_cp_estimates_207042060_pdf.pdf

 Master Mech_Kitchen AC proposal 7.2.26.pdf

Hello!

This email and its replies constitute a meeting of the LILA Building Company provided you agree to waive the 5-day meeting notice. Please indicate your waiver in your response.

We have one item of business: to review quotes for an upgraded air conditioning unit for the Lower School kitchen. Temperatures exceed 85 degrees in early fall and late spring even with the existing A/C running. Steve Benson (facilities director) recommends the single 3-ton unit as the best solution. I recommend Aerotek as the lowest cost proposal. We have had good experiences with both companies. They are also able to accommodate our schedule.

See attached quotes.

I will need a motion to approve the Aerotek quote for \$8569, followed by a second. Please add discussion and questions as needed.

Many thanks,

Julie

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Julie Lundgren
Chief Financial Officer
Lakes International Language Academy

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www.MyLILA.org

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Think for myself. Think about others. Think beyond today.



Julie Lundgren <jlundgren@mylila.org>

Aug 4, 2026 at 9:58 AM

To: Jennifer May <jmay@mylila.org> , Jeff Schipper <jschipper@mylila.org>

Cc: Allison Williams <awilliams@mylila.org>

Some additional information from Steve Benson:

"A 3 ton unit converts to 3600 BTUs and is typically designed to cool a space between 1,500 and 1,900 square feet.

The kitchen area is roughly 874 square feet.

Even with the excess heat, option A would still make a huge difference and should be more than enough to cool the space."

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Jennifer May <jmay@mylila.org>

📧 Aug 4, 2026 at 10:26 AM

To: Julie Lundgren <jlundgren@mylila.org>

Cc: Jeff Schipper <jschipper@mylila.org> , Allison Williams <awilliams@mylila.org>

Hi Everyone,
I agree to waive the meeting notice.

I make a motion to approve the bid from Aerotek HVAC.

Discussion question - just curious if they warranty the unit or the work.

Julie - just an FYI, I'll be on vacation Aug 12-23 but should have intermittent access to email.
Hope you are both having a great day.

...



Julie Lundgren <jlundgren@mylila.org>

📧 Aug 4, 2026 at 11:42 AM

To: Jennifer May <jmay@mylila.org> , Jeff Schipper <jschipper@mylila.org> ,
Allison Williams <awilliams@mylila.org>

Bcc: Jeff Schipper <jeffrey.s.schipper@gmail.com>

Yes, the manufacturer's warranty on the unit itself and a limited warranty on labor.

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Jeff Schipper <jschipper@mylila.org>

📧 Aug 5, 2026 at 7:25 AM

To: Julie Lundgren <jlundgren@mylila.org>

Cc: Jennifer May <jmay@mylila.org> , Allison Williams <awilliams@mylila.org>

- I agree to waive the 5-day meeting notice.
- I second the motion to approve the Aetotek proposal.
- No additional questions

...



Julie Lundgren <jlundgren@mylila.org>

📧 Aug 5, 2026 at 8:10 AM

To: Jeff Schipper <jschipper@mylila.org>

Cc: Jennifer May <jmay@mylila.org> , Allison Williams <awilliams@mylila.org>

I also vote aye. Jennifer, please send your vote when you can.

Julie

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Jennifer May <jmay@mylila.org>

📧 Aug 5, 2026 at 8:52 AM

To: Julie Lundgren <jlundgren@mylila.org> , Jeff Schipper <jschipper@mylila.org>

Cc: Allison Williams <awilliams@mylila.org>

I vote aye

Jen

Jennifer May

...



Julie Lundgren <jlundgren@mylila.org>

📧 Aug 5, 2026 at 9:54 AM

To: Jennifer May <jmay@mylila.org>

Cc: Jeff Schipper <jschipper@mylila.org> , Allison Williams <awilliams@mylila.org>

Thank you. All vote aye, motion passes. The meeting is adjourned.

Many thanks!

Julie

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