

## **Members Present**

President Paul Persiani Vice President Judy Vasquez Secretary Deborah Christensen CFO Grea Wieckert **Director Nate Farnsworth Director Jeff Halbreich Director Greg Schnieders** 

## **First Service Residential**

SAMLARC Community Executive Officer George Blair SAMLARC Assistant General Manager Jerry Corpuz SAMLARC Financial Analyst Nicky Le SAMLARC Beach Club Manager Star Meza SAMLARC Community Services Manager Carla Galosic SAMLARC Communications Manager Alexandra Kuhlmann SAMLARC Park Operations Manager Pat White SAMLARC Capital & Reserve Project Manager Eric Rosenkrantz SAMLARC Capital and Reserve Project Coordinator Devin Swanson SAMLARC Community Lifestyle Manager Angelia McCormick

## **Executive Session**

The following items were reviewed in the Executive Session Meeting preceding the Open Session Meeting in accordance with California Civil Code 4090 that include Employment Issues, Contract Negotiations, Consultations with Corporate Counsel Review of Information Provided by Counsel, Constitutionally or Legally Protected Topics i.e. Attorney-Client Privileged Information:

- Commence Foreclosure Proceedings of seven accounts.
- Bad Debt Write-Off.

## I. Call to Order

President Paul Persiani called the Open Session of the Board of Directors Meeting for the Rancho Santa Margarita Landscape and Recreation Corporation to order at 6:00 p.m.

## II. Approval of the Agenda

Resolution: To approve the January 23, 2024 Open Session Agenda as amended to move Item I from the Consent Calendar. Director Nate Farnsworth disclosed the Eagle Scout project is being done by his nephew and wanted to make sure he was voting with no conflict of interest.

Motion:

Nate Farnsworth

Second:

Deborah Christensen

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#### **Members Absent**

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays:

None

#### **III. Homeowners Forum**

No homeowners were present.

## **IV.** Approval of the Minutes

Resolution: To approve the November 14, 2023, Board of Directors Open Session Minutes.

Motion:	Greg Wieckert
Second:	Judy Vasquez
Ayes:	Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders
Abstain:	Jeff Halbreich
Nays:	None

#### V. Items for Discussion and/or Approval

#### A. Consideration of Declaration that Board Candidates Deborah Christensen, Judy Vasquez, and Greg Wieckert are Elected to the Board of Directors for the Period of February 22, 2024 through the 2026 Election and Confirmation of Annual Meeting with Proposed Agenda Items

Resolution:

**Whereas**, The Election Committee has determined that Deborah Christensen, Judy Vasquez, and Greg Wieckert were duly nominated and are each qualified to be elected to the Board of Directors;

**Whereas,** The Election Committee have determined that after the close of nominations, the number of people nominated for the board and who are qualified to be elected is not more than the number of directors to be elected;

**Whereas**, California Corporation Code section 7522(d) provides: "If after the close of nominations, the number of people nominated for the board is not more than the number of directors to be elected, the corporation **may without further action** declare that those nominated and qualified to be elected have been elected";

**Whereas,** the above referenced section of the California Corporations Code applies to non-profit Mutual Benefit Corporations including SAMLARC.

**Whereas,** per code and SAMLARC governing documents an annual meeting is required; and

**Whereas,** per code a letter (attached) or notice regarding the election and annual meeting must go out to the Membership a minimum of 35 days in advance of the election;

#### Now therefore be it Resolved:

That SAMLARC declares that Board Candidates Deborah Christensen, Judy Vasquez, and Greg Wieckert who have been duly nominated and are qualified to be elected, have been elected.

#### Now, therefore, be it further Resolved:

None

That SAMLARC's annual meeting will still proceed on the date and time scheduled with the Agenda Items proposed by Staff.

Second: Jeff Halbreich

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays:

## B. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve an Eagle Scout Request from Troop 787 to Build and Furnish Three Portable Fishing Lure Disposal Stations for Lago Santa Margarita

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve an Eagle Scout request from Troop 787 to build and furnish three portable fishing lure disposal stations for Lago Santa Margarita.

Motion: Jeff Halbreich

Second: Paul Persiani

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

**VI. Consent Calendar -** (All matters on the Consent Calendar are to be approved in one motion unless a Board member requests a separate action on a specific item on the Consent Calendar).

Motion:	Jeff Halbreich
Second:	Deborah Christensen
Ayes:	Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders
Nays:	None

## A. Contracts to Expire

Resolution: To approve entering into a contract with the following vendor(s) for the period as specified by each of the associated contracts, with the contracts coming before the Board of Directors for final approval prior to the current contract expiration date. These contracts include:

- <u>OC Pumping</u> K-Rail fill and Discharge and Lagoon Backwash Services, 1<sup>st</sup> Renewal, No price increase, no change in terms of contract.
- <u>Knorr Systems</u> Pool and Lagoon Repairs. 1<sup>st</sup> Renewal, No price increase, no change in terms of contract.
- <u>Premier Aquatics</u> Pool Lifeguard and Boat Monitoring, New Contract, 8.7% price increase, no change in terms of contract.

## **B.** Consideration of Adoption of the Architectural Standards and Policies & Guidelines for 2024

Resolution: To adopt the Architectural Standards and Policies & Guidelines for 2024;

and,

To approve a contract with The Dot Direct to produce the postcard mailing to direct the membership to the SAMLARC Resident Portal where the adopted Architectural Standards and Policies & Guidelines, will be posted.

# C. Consideration of Approval of the Agenda for the 2024 Annual Meeting of the Membership

Resolution: To approve the agenda for the 2024 Annual Meeting of the membership to take place on February 22, 2024.

## D. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Concrete Hazard Solutions for the Annual Concrete Repairs Project at the SAMLARC Trails and Lakeshore

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Concrete Hazard Solutions for the concrete repair work for the Annual Concrete Repairs located in the SAMLARC Trails and the Lakeshore.

## E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Empire Waterproofing, Inc. for the Pool Deck Overlay and Mastic Replacement at the Altisima Park Pool

Resolution: As recommended by the Landscape and Facilities Committee, to approve a contract with Empire Waterproofing, Inc. for the pool deck overlay and mastic replacement at the Altisima Park Pool.

## F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Empire Waterproofing, Inc. for the Topcoat Restroom Epoxy Flooring at the Altisima, Arroyo Vista, Solana and Monte Vista Park Pool Facilities

Resolution: As recommended by the Landscape and Facilities Committee, to approve a contract with Empire Waterproofing Inc., for the topcoat restroom epoxy flooring at the Altisima, Arroyo Vista, Solana and Monte Vista Park pool facilities.

## G. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee a Work Authorization with Collins Company for Replacement of Dugout Covers, Screens, Safety Netting, and Backstop Pads

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #032 with Collins Company for replacing dugout covers, screens safety netting, and backstop pads at various parks.

## H. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Work Authorization with Diamonds Sports Field Services Inc. for Infield Refurbishment at Tijeras Creek and Trabuco Mesa Parks

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #078 with Diamonds Sports Field Services Inc., for infield refurbishment at Altisima Park and Solana Park Diamonds.

## I. Consideration of Recommendation from the Community Lifestyle Committee to Approve a contract with Extreme DJ for Entertainment Services at SAMLARC Community Events

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Extreme DJ Services for Entertainment Services at SAMLARC Community events.

## J. Consideration of Recommendation from the Community Lifestyle Committee to Approve a contract with Gentle Yoga for Yoga Instruction at the Beach Club Fiesta Room

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Gentle Yoga for yoga instruction at the Beach Club Fiesta Room.

## K. Consideration of Recommendation from the Community Lifestyle Committee to Approve a contract with Sweet Spot Tennis for Tennis Instruction at Arroyo Vista Park

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Sweet Spot Tennis for tennis instruction at Arroyo Vista Park.

## L. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Jesmody Fitness for Fitness Level Classes at Altisma Park

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Jesmody Fitness for fitness level classes at Altisima Park.

## M. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Mission Viejo Nadadores Swim School for Swim Lesson Classes at Solana Pool

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Mission Viejo Nadadores to provide swim lesson classes at Solana Pool.

## N. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Skyhawks Sports Academy for Youth Basketball Classes at Altisma Park

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Skyhawks Sports Academy to provide youth basketball classes at Altisima Park.

## **O.** Consideration of Recommendation from the Budget and Cash Flow Committee to Authorize Reallocation of the 2024 Reserve Fund Beginning Year Balance

Resolution: As recommended by the Budget and Cash Flow Committee, to authorize Management to reallocate the existing Reserve Funds effective January 1, 2024 in accordance with the 2024 Reserve Balance Reallocation Schedule prepared by Management and based on the 2024 Reserve Study Funding Plan prepared by SmartProperty.

#### P. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the October 2023 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated October 31, 2023. The balance sheet dated October 31, 2023 reflects assets of \$9,217,297 in Reserve funds, \$2,512,802 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$11,731,749, along with a security deposit of \$7,806. The income statement for October 31, 2023 reflects year-to-date net income of \$664,859 compared to budgeted net income of (\$362,991). Year-to-date reserve funding is \$1,365,948 compared to a budget of \$1,318,940. All figures are rounded.

## Q. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the November 2023 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated November 30, 2023. The balance sheet dated November 30, 2023 reflects assets of \$9,372,471 in Reserve funds, \$2,606,940 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$11,981,061, along with a security deposit of \$7,806. The income statement for November 30, 2023 reflects year-to-date net income of \$833,619 compared to budgeted

net income of (\$250,575). Year-to-date reserve funding is \$1,521,123 compared to a budget of \$1,450,834. All figures are rounded.

## **R.** Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the December 2023 Financial Statement

Resolution: To recommend the Board of Directors approve the financial statement and bank reconciliation dated December 31, 2023. The balance sheet dated December 31, 2023 reflects assets of \$9,485,640 in Reserve funds, \$2,559,299 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$12,046,589, along with a security deposit of \$7,806. The income statement for December 31, 2023 reflects year-to-date net income of \$765,799 compared to budgeted net income of (\$173,111). Year-to-date reserve funding is \$1,677,546 compared to a budget of \$1,582,728. All figures are rounded.

# S. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the September 2023 Credit Card Statement

Resolution: To recommend the Board of Directors approve the charges and acknowledge the review of the payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of September 25, 2023. The amount due is \$4,356.03.

# T. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the October 2023 Credit Card Statement

Resolution: To recommend the Board of Directors approve the charges and acknowledge the review of the payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of October 25, 2023. The amount due \$10,731.53.

# U. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the November 2023 Credit Card Statement

Resolution: To recommend the Board of Directors approve the charges and acknowledge the review of the payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of November 27, 2023. The amount due \$26,989.91.

## V. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on thirty delinquent accounts should their assessments not be paid within the time period established in the Intent to Lien Letter. The accounts became past due in January 2023 or earlier, and in accordance with the Corporation's Assessment Collection Policy, a letter was sent to the homeowner notifying them that they have 30 days to pay the balance owed or a lien will be placed on their property. Therefore, the Board directs Management to lien the accounts listed on the 'Instructions to Management' resolution dated January 23, 2023, should the delinquent assessments not be paid within the time period established in the Intent to Lien Letter:

Account Number	Total Amount Due	Account Number	Total Amount Due	Account Number	Total Amount Due
2048-03	\$ 489.00	0129-06	\$1,616.70	6296-06	\$ 638.00
7947-06	\$ 489.00	1599-04	\$ 489.00	0273-05	\$ 709.00
0120-07	\$ 925.00	5400-06	\$ 570.00	6144-04	\$2,128.20

1530-01	\$ 489.00	9285-07	\$ 499.00	6726-04	\$ 479.00
2761-07	\$ 695.00	2762-06	\$1,337.00	B448-01	\$ 489.00
8519-07	\$ 509.00	9804-06	\$2,022.36	1112-06	\$ 489.00
2620-08	\$ 855.00	5199-05	\$ 489.00	2690-05	\$ 489.00
9483-01	\$3,520.48	3983-01	\$1,622.00	6390-05	\$ 489.00
2938-01	\$ 642.34	0740-01	\$ 988.20	2731-01	\$2,485.94
0529-06	\$ 953.52	2423-06	\$ 524.00	6815-03	\$ 845.00

## W. Consideration of Approval of Contract with HOA Technology for Community Card Access Maintenance and Support Services at SAMLARC Facilities

Resolution: To approve a contract with HOA Technology to provide community card access maintenance, and support services at SAMLARC facilities.

## X. Consideration of Approval of Contract with Dave Bang Associates for Playground Equipment and Repair Services

Resolution: To approve the Contract with Dave Bang Associates to provide playground equipment, parts, and repair services.

## Y. Consideration of Approval of Contract with Mission Viejo Nadadores Foundation for Swim Team Instruction at Arroyo Vista Park Pool

Resolution: To approve a contract with the Mission Viejo Nadadores Foundation for swim team instruction at the Arroyo Vista Park Pool during the Foundation's Spring and Fall seasons.

# Z. Consideration of Approval of Contract with The Customer Engine for SAMLARC Website Service

Resolution: To approve a contract with The Customer Engine for website service.

## AA. Consideration of Approval of Contract Renewal with Santa Margarita Plumbing, Inc. to Provide Plumbing Services

Resolution: To approve a contract with Santa Margarita Plumbing, Inc. to provide plumbing services.

## **BB.** Consideration of Approval of Contract Renewal with Bundy-Finkel Architects, Inc. for Review Services of Residential Architectural Submittals

Resolution: To approve a contract with Bundy-Finkel Architects, Inc. to perform review services of residential architectural.

## CC. Consideration of Approval of Contract Renewal with HydroPoint Data Systems, Inc. for "WeatherTRAK" Irrigation Control Services

Resolution: To approve the renewal of a contract with HydroPoint Data Systems, Inc. for "WeatherTRAK" irrigation control services.

## DD. Consideration of Approval of Contract Renewal with La Cresta Enterprises, Inc. for Backflow Device Certification and Repair Services

Resolution: To approve the renewal of contract with La Cresta Enterprises, Inc. to provide backflow certification and repair services.

#### VII. Board Committee Reports

This time has been set aside for each Director to provide a brief report regarding committee meetings they have attended during the month.

#### Committee Reports:

<u>Budget and Cash Flow Committee</u> – Chair Greg Wieckert reported the committee met via Zoom on Wednesday, January 17, 2024. Morgan Stanley advised the committee on the anticipated changes in interest rates and what may be expected throughout 2024 and reviewed available options. Committee members reviewed and discussed several items that appeared as recommendations to the Board on this evening's agenda including the annual reallocation of reserve funds to align accounting records with prorated ideal reserves, December Financials, and credit card reconciliations. The next BCFC meeting is scheduled for February 21, 2024 at 11:30 a.m. on Zoom.

<u>Communications Committee</u> – Chair Greg Schnieders reported the committee last met on January 10, 2022. Discussion at the meeting included review of the charter, identification of communications goals for 2024 and beyond, review of the Welcome Guide and updated New Homeowner mailer, review of website performance and development, and digital engagement. The Committee is next scheduled to meet in April 2024.

<u>Community Lifestyle Committee</u> – Chair Judy Vasquez reported the committee met on Tuesday, January 16, 2024 to recap past events, and discuss the upcoming Animals Everywhere event. The committee also discussed new SAMLARC programs that include Jesmody Fitness for Fitness Classes, Mission Viejo Nadadores Swim Lessons, and Skyhawks Sports Academy for Basketball Lessons. The next meeting is scheduled for Tuesday, February 20, 2024

<u>Landscape and Facilities Enhancement Committee</u> – Chair Paul Persiani reported the committee met virtually on Friday, January 12, 2024 at noon. The committee reviewed and recommended items that were on this evening's agenda. The next Committee Meeting is scheduled for Friday, February 9, 2024.

<u>Sports Council</u> – Director Nate Farnsworth reported the Sports Council met on Wednesday, December 13, 2024. Items of discussion included reviewing the spring season allocation, summer maintenance projects, and mudline protocol. RTGSA Opening Day will be held on February 3, 2024 at Trabuco Mesa Park with the parade of teams beginning at 9:00 a.m.

#### Committee Liaison Reports:

<u>Architectural Review Committee</u> – Director Deborah Christensen reported the committee met on January 8, 2024 and January 22, 2024. Eleven submittals were submitted and approved. The next meeting will be held on February 12, 2024 at 12:00 p.m. via Zoom. <u>Chamber of Commerce</u> – Greg Schnieders reported that the Third Annual Partners Summit was held on January 18, 2024 at the Rancho Santa Margarita Bell Tower. The intent of the Summit is to synchronize calendars with Santa Margarita's five partners, including The RSM Chamber of Commerce, City of Rancho Santa Margarita, RSM Cares, Rotary Club of Coto de Caza & Rancho Santa Margarita, and, of course, SAMLARC. Representatives from each of the groups spoke briefly about achievements and highlighted upcoming events and activities that are offered to the RSM Community and discussed opportunities for one another and community members to volunteer and give back to their community. The event was well attended and included a lot of great conversation.

<u>Community Associations of Rancho</u> – Greg Schnieders reported the Community Associations of Rancho met at the Trabuco Canyon Water District for their monthly meeting on Tuesday, January 9, 2024. The topics of discussion included the proposed 2024 meeting calendar and a presentation regarding HOA Home Hardening to Mitigate Wildfire Ember Intrusion by RSM Group and OCFA. A fire was prepared to show how the vents seal themselves to prevent embers from entering the attic. The next meeting is scheduled for February 6, 2024 at the Trabuco Canyon Water District from 7:30 to 9:00 a.m.

## No Reports for this Month's Meeting

- Covenant Committee Director Deborah Christensen
- Insurance Review Committee Chair Greg Wieckert
- Election Committee Chair Nate Farnsworth
- City of Rancho Santa Margarita President Paul Persiani

## VIII. Director's Report

This time is set aside for each Director to provide a brief report regarding other items of note.

Director Deborah Christensen – Stated she was glad to be back after the holiday season.

Director Nate Farnsworth – Thanked the Board for his Birthday card and cake.

Director Jeff Halbreich – Commented it was good to be back and that Pickleball courts are in.

Director Paul Persiani – Welcomed back the Board and hoped everyone had a good holiday. He congratulated returning members Deborah Christensen, Judy Vasquez and Greg Wieckert.

Director Greg Schnieders – Reported he thought the Christmas events were fun and added he was happy the pickleball courts were completed. He added he has played a few times, and the layout has worked out great.

Director Judy Vasquez – No report.

Director Greg Wieckert - Stated he was looking forward to another good year working with the Board.

## IX. Community Executive Officer Report

No report.

## X. Events and Programs

No February Events.

## XI. Next Meeting

Consistent with Board direction, the next meeting will be held on February 27, 2024 at 6:00 p.m. in the Fiesta Room at the Lago Santa Margarita Beach Club.

## XII. Adjournment

There being no further business to come before the Board of Directors, the meeting was adjourned at 6:17 p.m.

I certify that these minutes were duly approved by the Board of Directors on February 27, 2024.

aul Persiani

Paul Persiani, President

Date: February 27, 2024

Deborah Christensen

Deborah Christensen, Secretary

Date: February 27, 2024

Prepared by: Tita Gervasi, Executive Assistant