

Open Session October 22, 2024

Minutes

Members Present

Members Absent

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

First Service Residential

SAMLARC Community Executive Officer George Blair

SAMLARC Executive Assistant Tita Gervasi

SAMLARC Assistant General Manager Jerry Corpuz

SAMLARC Communications Manager Alexandra Kuhlmann

SAMLARC Capital and Reserve Project Manager Devin Swanson

SAMLARC Community Services Manager Carla Galosic

SAMLARC Park Operations Manager Pat White

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 October 22, 2024 Open Session Agenda.

Motion: Deborah Christensen

Second: Jeff Halbreich

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg

Wieckert, Nate Farnsworth

Nays: None

III. Homeowners Forum

There were no homeowners.

IV. Approval of the Minutes

A. Consideration of Approval of the September 24, 2024 Board of Directors Open Session Minutes

Resolution: To approve the September 24, 2024, Board of Directors Open Session Minutes.

Motion: Deborah Christensen

Second: Greg Wieckert

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth

Abstain: Jeff Halbreich

Nays: None

B. Consideration of Approval of the October 8, 2024 Budget Workshop Minutes

Resolution: To approve the September 24, 2024, Board of Directors Open Session

Minutes.

Motion: Deborah Christensen

Second: Greg Wieckert

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg

Wieckert

Abstain: Nate Farnsworth

Nays: None

V. Items for Discussion and/or Approval

A. Consideration of Approval of Revisions to Architectural Standards and Policies & Guidelines for 2025

Resolution: To approve the proposed revisions to the Architectural Standards and Policies & Guidelines and direct Management to coordinate the postcard mailing notification of both documents to the Membership to include the 2025 Budget and 5300(b)(9) package and Election Policies & Guidelines Manual. In compliance with Civil Code, this will begin the membership review process and to produce the required postcard mailer to be expended from Operating Account GL#S19111, Printing and Mailing.

Motion: Paul Persiani

Second: Jeff Halbreich

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg

Wieckert, Nate Farnsworth

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: Greg Wieckert

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg

Wieckert, Nate Farnsworth

Nays: None

A. Contracts to Expire

Resolution: To approve entering into a contract with the following vendors 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:

- HydroPoint Irrigation Controller Connectivity. 2nd renewal of contract, no price increase, no change in terms of contract.
- Santa Margarita Plumbing Plumbing Services. 1st renewal of contract, no price increase, no change in terms of contract.

B. Consideration of Approval of the 2025 Use Fee Schedule

Resolution: To approve the 2025 Use Fee Schedule.

C. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve the Purchase of Barbeques to Replace Damaged Units at Various Parks

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve the purchase of barbeques to replace damaged units at various Parks.

D. Consideration of Recommendation from the Budget and Cash Flow Committee to the Board of Directors to Acknowledge Review of the August 2024 Credit Card Statement

Resolution: To acknowledge review of the charges and payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of August 26, 2024. The amount due is \$5,675.90, and to recommend the Board of Directors acknowledge review of same at its meeting on October 22, 2024.

E. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the September 2024 Financial Statement

Resolution: Proposed Resolution: To acknowledge review of the financial statement and bank reconciliation dated September 30, 2024. The balance sheet dated September 30,

2024, reflects assets of \$10 M in Reserve funds, \$2.68M in Operating funds, and \$1,880 in Petty Cash for a total cash amount of \$12.677M, along with a security deposit of \$7,806. The income statement for September 30, 2024, reflects year-to-date net income of \$71,299 compared to budgeted net income of (\$405,190). Year-to-date reserve funding is \$1.42M compared to a budget of \$1.26M. All figures are rounded.

F. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with RC Productions to Provide Goods and/or Services at the Christmas Tree Lighting Event

Resolution: As recommended by the Community Lifestyle Committee to approve a contract with RC Productions to provide goods and/or services at the Christmas Tree Lighting event.

G. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Entertaining Events to Provide Goods and/or Services at SAMLARC Events

Resolution: As recommended by the Community Lifestyle Committee to approve a contract with Entertaining Events to provide goods and/or services at SAMLARC Events.

H. Consideration of Recommendation from the Community Lifestyle Committee to Approve an Alternate Fitness Program Process and Fee Agreement

Resolution: As recommended by the Community Lifestyle Committee to approve an alternate fitness program and fee agreement.

I. Consideration of Approval of Contract with Pacific Utility Audit for Utility Auditing Services

Resolution: As recommended by the Budget and Cash Flow Committee, to renew the contract with Pacific Utility Audit for utility auditing services.

J. Consideration of Contract Renewal with Orange Coast Fence Company

Resolution: To approve a contract with Orange Coast Fence Company, to perform various maintenance services.

K. Consideration of Approval of Work Authorizations with Orange County Pumping, Inc., Roadway Construction Service, and Rancho Santa Margarita Water District to Provide the Equipment to Fill and Siphon the Safety Water Barriers at the Holiday Tree Lighting Event

Resolution: To approve Work Authorization #004 with Orange County Pumping INC., for water filling and disposal services for the Tree Lighting Lakeshore water barriers;

To approve Work Authorization #004 with Roadway Construction Service for providing water filled barriers and traffic control;

and,

To approve rental services with Santa Margarita Water District for water meter usage to fill the water truck.

L. Consideration of Ratification of Work Authorization with 24HRC for Leak Repairs for the Beach Club Clock Tower

Resolution: To ratify Work Authorization #026 with 24HRC for the leak repairs for the Beach Club Clock Tower.

M. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on nine delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in October 2024 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 October 22, 2024, should the delinquent assessments not be paid within the time established in the Intent to Lien Letter:

Date	Account No.	Total Amt Due	Date	Account No.	Total Amt Due
10/09/24	0020-05	\$489.00	10/09/24	4507-02	\$1254.00
10/09/24	0348-01	\$1833.71	10/09/24	5169-03	\$580.00
10/09/24	0745-03	\$489.00	10/09/24	5400-06	\$1269.00
10/09/24	1112-06	\$489.00	10/09/24	5979-07	\$489.00
10/09/24	2364-11	\$977.00	10/09/24	7293-02	\$796.00
10/09/24	2508-02	\$629.00	10/09/24	9091-03	\$489.00
10/09/24	4119-07	\$524.00	10/09/24	A075-05	\$489.00
10/09/24	2328-06	\$1207.00	10/09/24	8165-07	\$920.00

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, October 16, 2024, and reviewed reinvestment options and strategies, cash flow worksheets, and acknowledged the review of the September 2024 Financial Statement. Variances to Budget to be reviewed in November as more accumulated data becomes available. The next BCFC meeting is scheduled for November 20, 2024 at 11:30 a.m. on Zoom.

<u>Community Lifestyle Committee</u> – Chair Deborah Christensen reported the committee met on Tuesday, October 15, 2024 to review the past events of Bacon, Bourbon & Blues, and Children's Garden Workshop. The Committee also reviewed and approved the 2025 Events Calendar and CLC Meeting Calendar for 2025. The committee will not be meeting in November and December. The next meeting is scheduled for Tuesday, January 21, 2025.

<u>Landscape and Facilities Enhancement Committee</u> – Chair Paul Persiani reported the committee met virtually on Thursday, October 10, 2024 at noon. The Committee reviewed

the following items: Lake Water Test Results, Fall Fish Stocking, Tree Options for Altisima Street, and Defensible Space & Turf Conversion Project. The next Committee meeting is tentatively scheduled for Thursday, November 7, 2024.

<u>Communications Committee</u> – Chair Jeff Halbreich reported the committee last met on October 8, 2024, to discuss the 2025 Rancho Life magazine production, a brief update on the 2025 budget, and digital engagement from Quarter 3. The Committee is next scheduled to meet in January 2025.

<u>Election Committee</u> – Chair Greg Wieckert reported the committee met on October 16, 2024 to set the deadline for candidate recission and nomination of the five candidates who submitted applications for nomination to the Board of Directors. There are currently four open seats for the 2025 election (Directors Halbreich, Persiani, and Schnieders submitted applications as well as Jeff Beardsley and Kyle Wolack). The Committee also approved the added Corporate Transparency Act language to the Application for Nomination and Election Policies and Guidelines. The language was approved by Corporate Counsel.

Committee Liaison Reports:

<u>Architectural Review</u> Committee – President Paul Persiani reported on behalf of Director Greg Schnieders: The committee met on October 14, 2024. Seventeen applications were submitted, sixteen were approved and per the committee's Administrative Direction, one application was tabled for review at the next meeting on Monday, October 28, 2024. The next meeting will be held on October 28, 2024 at noon at the SAMLARC business office.

<u>Chamber of Commerce</u> – President Persiani reported on behalf of Director Greg Schnieders reported this year's two-day Rancho Family Fest event featured live music, a beer garden, a children's inflatable section, local business booths and so much more! Once again, SAMLARC was a presenting sponsor based on their financial giving as well as staff time in support of the planning and execution of the event. The First Annual Community Update is scheduled from 5:00-8:00 pm on November 19, 2024, at Dove Canyon Golf Club. If you haven't registered yet and are interested, please let Tita know and she can RSVP on your behalf.

<u>Covenant Committee</u> – Director Greg Wieckert reported the committee met on Tuesday, October 1, 2024, and reviewed 12 violations. Six homes were assessed fines, four homes were offered extensions, and one was offered ADR. The next Covenant Committee meeting is scheduled for Tuesday, November 5, 2024 at 4:00 p.m.

<u>Community Associations of Rancho</u> – President Paul Persiani reported on behalf of Director Greg Schnieders reported CAR met on October 1, 2024. tems presented included Grant Funding in the amount of 2 million dollars for Robinson Ranch and Trabuco Highlands open landscape areas, experiences from the Airport Fire, a review of the home hardening website, and Befiresafe.org update. The next meeting will take place on Tuesday, November 5, 2024, or Tuesday, November 12, 2024 pending direction from CAR's chairperson.

No Reports for this Month's Meeting

- City of Rancho Santa Margarita President Paul Persiani
- Insurance Review Committee Chair Greg Wieckert
- Sports Council Director Jeff Halbreich

VIII. Director's Reports

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

Director Deborah Christensen – No report.

Director Nate Farnsworth – No report.

Director Jeff Halbreich reported he attended RanchoFest, it was well attended, and he had a great time.

Director Paul Persiani reported he had also attended RanchoFest and had a good time.

Director Greg Schnieders – Absent.

Director Greg Wieckert reported he also enjoyed RanchoFest.

IX. Community Executive Officer Report

CEO George Blair stated SAMLARC will still hold meetings through ZOOM but invited Directors to attend in person if they would like to.

X. Events and Programs

Halloween Family Festival

Tuesday, October 31 2:30 PM – 5:30 PM Central Park

Children's Gardening Workshop

Saturday, November 2 10:00 AM - 11:00 AM Lago Santa Margarita Beach Club, Fiesta Room

New & Now Member Welcome Reception

Thursday, November 7 5:00 PM - 7:00 PM Lago Santa Margarita Beach Club, Fiesta Room

Adult Gardening Workshop

Saturday, November 16 10:00 AM – 11:30 AM Lago Santa Margarita Beach Club, Fiesta Room

Holiday Home Decorating Contest

Registration: November 11-22
Online Voting: December 8-16
Committee Judging: December 17
Winner Announcement: December 18

XI. Next Meeting

Consistent with Board direction, the next meeting will be held on November 12, 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 6:13 p.m.

I certify that these minutes were duly approved by the Board of Directors on November 12, 2024.

Paul Persiani	Date: November 12, 2024
Paul Persiani, President	
Deborah Christensen	Date: November 12, 2024
Deborah Christensen, Secretary	

Prepared by: Tita Gervasi, Executive Assistant