# SAMLARC Board of Directors Meeting

**Open Session Meeting Minutes**

October 28, 2025 | 6 PM

### Members Present
President Jeff Halbreich
Vice President Greg Schnieders
CFO Greg Wieckert
Secretary Deborah Christensen
Director Jeff Beardsley

### Members Absent
Director Kyle Wolack

### FirstService Residential - SAMLARC
Community Executive Officer George Blair
Assistant General Manager Jerry Corpuz
Public Relations Manager Alex Kuhlmann
Beach Club Manager Patrick Whit
Community Services Manager Carla Galosic
Capital & Reserves Project Manager Devin Swanson
Parks & Sports Manager Ben Helm
Project Coordinator Summer Mullen
Community Services Coordinator Nicole Thel

### Additional Participants
Corporate Counsel, Dan Nordberg, Esq., Nordberg Law Group, P.C.

## Executive Session Review

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

- Election Update
- Cityside Fiber Update
- Foreclosure Proceedings

# I. Call to Order

President Halbreich called the Meeting to order at 6:04 PM.

# II. Approval of the Agenda

Resolution: To approve the October 28, 2025, Open Session Meeting Agenda; amended to defer Item VII. A (Contract with AD Magellan) to a future meeting.

Motion: Jeff Halbreich

Second: Deborah Christensen

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

# III. Presentations

## A. Rancho Trabuco Girls Softball Association

The Board honored the RTGSA 12U Thunder All-Star team for their hard work in the USA Softball National Tournament.

# IV. Homeowners Forum

A Homeowners Forum was held, wherein Members were given an opportunity to address the Board.

# V. Approval of the Minutes

## A. September 23, 2025, Board of Directors Open Session Minutes

Resolution: To approve the September 23, 2025, Open Session Meeting Minutes.

Motion: Deborah Christensen

Second: Jeff Beardsley

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

### B. October 14, 2025, Budget Workshop Open Session Minutes

Resolution: To approve the September 23, 2025, Open Session Meeting Minutes.

Motion: Greg Wieckert

Second: Greg Schnieders

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

## VI. Items for Discussion

### A. Revisions to Architectural Standards and Policies & Guidelines for 2026

Resolution: To post the proposed 2026 Architectural Standards and Policies & Guidelines for Member comment and review; and

To mail postcards to the Membership with notification of the proposed documents, the adopted Election Manual, and the 2026 Budget Report, in alignment with Civil Code.

Motion: Jeff Beardsley

Second: Deborah Christensen

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

### B. Phase 4 Community Paint/Repair Project Change Order

Resolution: To approve additional funding for the Phase 4 Community Paint/Repair Project for the Golf Neighborhoods; and

To approve a Work Authorization with Painting Unlimited for additional repairs.

Motion: Greg Wieckert

Second: Deborah Christensen

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

### C. Lagoon Tarps

Resolution: To approve a Work Authorization with Collins Company for the purchase of lagoon tarps.

Motion: Jeff Beardsley

Second: Greg Wieckert

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

### D. Veterans Memorial

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve the City of Rancho Santa Margarita's Veterans Memorial concept and location at Central Park.

Motion: Jeff Halbreich

Second: Greg Wieckert

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

## VII. Items for Consent

All matters on the Consent Calendar are to be approved in one motion, unless a committee member requests action on a specific item.

Motion: Greg Wieckert

Second: Deborah Christensen

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, Jeff Beardsley

Nays: None

### *Upcoming Contracts*

A. Contracts to Expire February 2026

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:

- *KAL Resources*; Janitorial Services. First Renewal of Contract, 5% increase, no change in terms of Contract. February 1, 2026 – January 31, 2027
- *24HRC*; Maintenance Services. First Renewal, 3.5% price increase, no change in terms of Contract. February 1, 2026 – January 31, 2027
- *Diamonds Sports Field Trash Removal Service*; Trash Removal. First Renewal, 3% increase, no change in terms of Contract. February 1, 2026 – January 31, 2027

### *Miscellaneous*

B. Banner Posts

Resolution: To approve the addition of three corners banner post locations in SAMLARC;

To approve the purchase of materials to fabricate the banner posts; and

To approve a revision of the SAMLARC Temporary Banner Policy to include the three additional corners.

### *Contracts*

C. Contract with Entertaining 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.

D. Contract with RC Productions

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with RC Productions to provide Goods and/or Services at Christmas Tree Lighting Event.

E. Contract with Pilot Painting

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Pilot Painting to perform the refurbishment of the Lakeshore Amphitheater railings.

F. Contract with Painting Unlimited, Inc.

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Painting Unlimited (PUI) to perform the painting and repairs for the Lago Beach Club.

*Contract Renewals*

G. Contract Renewal with Orange Coast Fence Company (First Renewal)

Resolution: To approve the first renewal of the contract with Orange Coast Fence Company to perform various maintenance services.

H. Contract Renewal with VanDerPol and Company (Second Renewal)

Resolution: To approve the second renewal of the contract with VanDerPol and Company for audit and tax preparation services.

*Work Authorizations*

I. Electric Meter Pedestal Replacement

Resolution: To approve Work Authorization #016 with Three Phase Electric to replace the electric meter pedestal on Avenida de Las Banderas.

J. K-Rails & Water Meter Rental for Annual Holiday Tree Lighting Event (Work Authorization)

Resolution: To approve Work Authorization #006 with Orange County Plumbing, Inc. For the filling and disposal services of the water for the water barriers for the Annual Holiday Tree Lighting event; and

To approve Work Authorization #006 with Roadway Construction Services for providing the water barriers and traffic control; and

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

K. Restroom Refurbishment Project (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve the purchase of restroom equipment for replacements at multiple SAMLARC facilities; and

To approve Work Authorization #004 with Splash Plumbing to install the restroom equipment at various SAMLARC Facilities.

L. Altisima Pool Recirculation Pump Replacement (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #005 with Best Pool Service to replace the recirculation pump at Altisima Pool.

M. Trabuco Mesa Park Paver Repairs (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a Work Authorization with 24HRC for the paver repairs at Trabuco Mesa Park.

N. Altisima Pool Heaters Replacement (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #004 with Best Pool Service to replace three pool heaters at Altisima Park Pool.

O. Jolly Jumps and Express Events (Work Authorization)

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #99 with Jolly Jumps and Express Events to provide Goods and/or Services at Christmas Tree Lighting and Carols 'Round the Lake Events.

P. Chic Party Rentals (Work Authorization)

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #20 with Chic Party Rentals to provide Goods and/or Services at Christmas Tree Lighting and Carols 'Round the Lake Events.

*Fiscal Items*

Q. Approval of the September 2025 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated September 30, 2025.

R. Approval of the August 2025 Credit Card Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the charges and acknowledge review of the payable transmittal for SAMLARC US Bank credit cards for the statement closing date of August 25, 2025.

S. Approval 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.

## VIII. Committee & Liaison Reports

***Committees***

*Budget and Cash Flow*

The Budget and Cash Flow Committee met on Wednesday, October 15, to review cash flow worksheets and acknowledge the September 2025 Financial Statement, as well as the August credit card statements.

The BCFC's next meeting is scheduled for November 19 at 12PM in-person.

### *Communications*

The Communications Committee met on October 28. Discussion included an update on the 2026 Communications Budget, update on 2025 communications campaigns, update on 2025 communications goals, upcoming Q4 activities, Q3 digital engagement, and the most recent edition of Rancho Living. The Committee will next meet in October.

### *Community Lifestyle*

The Community Lifestyle Committee last met on October 21, 2025. The topics of discussion included:

- The committee reviewed the success of the past events of Bacon, Bourbon & Blues and Children's Garden Workshop

- The upcoming Holiday Home Decorating Contest, North Pole Hotline, Christmas Tree Lighting, and Carols 'Round the Lake events focusing on event details, as well as a finalizing the 2026 Events Calendar

The Committee is next scheduled to meet on January 20, 2026.

### *Landscape and Facilities Enhancement*

The Landscape and Facilities Enhancement Committee last met on Thursday, October 9, 2025. The topics of discussion included:

- Los Abanicos Trail Playground Tree Replacement
- Brisa del Lago & a Homeowner Reimbursement Request
- Altisima Pool Heater Replacements Project
- Altisima Pool Recirculation Pump Replacement Project
- Restroom Refurbishment Project
- Lago Beach Club Paint/Repair Project
- Trabuco Mesa Park Paver Repairs Project
- Veteran's Memorial

The Committee is scheduled to meet next on Thursday, January 8, 2026, at noon.

## ***Liaisons***

### *Architectural Review*

The Architectural Review Committee met on October 13th and October 27th. The Committee reviewed and approved twenty-three submittals.

The Committee is next scheduled to meet on November 10th at 12:00 pm at the SAMLARC Business Office.

*Covenant*

The Covenant Committee met on Tuesday, October 7th and reviewed twenty two violations. Seven homes were assessed fines, three homes were offered IDR, four homes got extensions, and one home had their fines rescinded.

The next Covenant Committee meeting is scheduled for Tuesday, November 4th at 4:00 p.m.

*Community Associations of Rancho*

CAR conducted its monthly meeting on Tuesday, October 7th. Topics of discussion included updates on the FireSafe Committee, status update on the FireWise Community application, and talks about TCWD and their potential incorporation with another local water district.

## IX. Director Reports

*Director Jeff Beardsley*

None.

*Director Deborah Christensen*

Invited Directors to participate in the November 6, 2025, New & Now Member Welcome.

*Director Jeff Halbreich*

None.

*Director Greg Wieckert*

Expressed appreciation for Director Christensen's successful completion of the Rancho Santa Margarita Community Emergency Response Team program, and invited Directors to review relevant articles from *Common Ground* magazine.

## X. Management/Counsel Reports

*Community Executive Officer*

None.

*Corporate Counsel*

None.

## XI. Upcoming Events

Halloween Family Festival
October 31, 2025
2:30 PM - 5:30 PM
Central Park

Children's Gardening Workshop
November 1, 2025
10:00 AM - 11:00 AM
Fiesta Room

New & Now Welcome
November 6, 2025
5:30 PM - 7:00 PM
Fiesta Room

## XII. Next Meeting

The next Open Session Board of Directors Meeting will be held on November 11, 2025, at 6 PM at the Lago Santa Margarita Beach Club.

## XIII. Adjournment

There being no further business to come before the Board of Directors, the Meeting was adjourned at 6:43 PM.

I certify that these Minutes were duly approved by the Board of Directors on November 11, 2025.

Jeff Halbreich

Jeff Halbreich, President	Date: November 11, 2025

Deborah Christensen

Deborah Christensen, Secretary	Date: November 11, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager