

### Open Session November 12, 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 Community Services Manager Carla Galosic

SAMLARC Park Operations Manager Pat White

SAMLARC Finance Analyst Candice Preza

SAMLARC Operations Administrator Debbie Melberg

### **Others Present**

Corporate Counsel, Robert DeNichilo, Esq., Nordberg|DeNichilo, LLP. Landscape Consultant, Devin Sanders, Mosaic Consulting

### 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 November 12, 2024, Open Session Agenda to move Item F - Contract Renewal with FirstService Residential for Janitorial and Maintenance Services from the Consent Calendar to Item F – Items for Discussion and/or Approval.

Motion: Deborah Christensen

Second: Jeff Halbreich

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

Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

### **III.** Homeowners Forum

No homeowners were in attendance.

### IV. Approval of the Minutes

Resolution: To approve the October 22, 2024, Board of Directors Open Session Minutes.

Motion: Jeff Halbreich

Second: Deborah Christensen

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

Wieckert, Nate Farnsworth

Abstain: Greg Schnieders

Nays: None

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

# A. Consideration of Appointment to the Board of Directors for the Remaining Term of Office to Expire with the 2026 Election

Resolution: To appoint Kyle Wolack to serve as a Member of the Board of Directors to fill a vacant position on the Board of Directors by Former Director Judy Vasquez. The term of office shall be through the 2026 Election of Directors, and he will be an active Board Member as of January 1, 2025.

Motion: Paul Persiani

Second: Deborah Christensen

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

Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

## B. Consideration of Approval of a Contract with KAL Resources for Janitorial Services

Resolution: To approve a contract with KAL Resources to perform janitorial services throughout the SAMLARC community.

Motion: Greg Wieckert

Second: Jeff Halbreich

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

Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

### C. Consideration of Approval of a Contract with 24HRC for Maintenance Services

Resolution: To approve a contract with 24HRC to perform maintenance services throughout the SAMLARC community.

Motion: Paul Persiani

Second: Deborah Christensen

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

Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

## D. Consideration of Approval of a Contract with Diamonds Sports Field Services, Inc. for Trash Removal Services throughout the SAMLARC Community

Resolution: To approve a contract with Diamonds Sports Field Services, Inc. for trash removal services throughout the SAMLARC community.

Motion: Greg Wieckert

Second: Greg Schnieders

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

Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

# E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve the 2025 Turf Conversion Project

Resolution: As recommended by the Landscape and Facilities Enhancement Committee to approve the 2025 Turf Conversion Project.

Motion: Jeff Halbreich

Second: Greg Wieckert

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

Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

Administrative Direction: To direct Management to send this item to the Communications Committee to develop a communications plan, including signage, notification of the apartment/community manager, and social media, as has been done for previous turf conversion projects.

### F. Consideration of Approval of Contract Renewal with FirstService Residential for Janitorial and Maintenance Services

Resolution: To approve a contract renewal with FirstService Residential to perform janitorial and maintenance services throughout the SAMLARC community for the period of January 1, 2025 – December 31, 2025.

Motion: Jeff Halbreich

Second: Paul Persiani

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

Wieckert, Nate Farnsworth, 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: Greg Wieckert

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

Wieckert, Nate Farnsworth, Greg Schnieders

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:

- <u>Bundy Finkel Architects, Inc.</u> Provide consultation for Architectural Review Process. First renewal of contract, price to be determined one month prior to expiration, no change in terms of contract (Professional or Consulting Services)
- <u>La Cresta Enterprises</u>, <u>Inc.</u> Provide backflow maintenance and repair services. New contract term, price to be determined one month prior to expiration, no change in terms of contract.
- B. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Defensible Space Project Adjacent to the Sausalito Sub Association

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, approve Andre Landscape to perform the Defensible Space removals adjacent to the Sausalito sub-association.

C. Consideration to Approve a Request for a Special Use Permit and Fee Waiver for the City's New Year's Eve "Celebrating Family & Friends" Event at Central Park

Resolution: To approve the request from the City of Rancho Santa Margarita, pending receipt of all requested information and documents, for a Special Park use Permit and Fee waiver to conduct the New Year's Eve "Celebrating Family & Friends" event at Central park, and to waive the fee of \$300.

D. Consideration of Approval of Trades Master Contract Renewals with Maintenance Service Vendors

Resolution: To approve contracts with the following vendors to perform various maintenance services for a period of twelve months beginning November 23, 2024 and ending November 22, 2025.

Tony's Locksmith

- Triton Air
- E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract Renewal with World Wide Tek Inc. for Surveillance Camera Maintenance Services

Resolution: As recommended by the Landscape and Facilities Enhancement Committee to approve a contract renewal with World Wide Tek Inc. to provide Level 1 surveillance maintenance services for all SAMLARC cameras.

F. Consideration of Approval of Contract Renewal with Titanium Security Services for Patrol and Security Services

Resolution: To approve a contract renewal with Titanium Security Services to perform patrol and security services throughout the SAMLARC community for the period of January 1, 2025 – December 31, 2025.

G. Consideration of Approval of Contract Renewal with IE Alarm Systems for Security Monitoring and Maintenance Services for 2025

Resolution: To approve a contract renewal with IE Alarm Systems and Company for security monitoring and maintenance services for the period of November 15, 2024 - November 14, 2025.

H. Consideration of Approval of Contract Renewal with VanDerPol and Company for Audit and Tax Preparation Services for Year Ending December 31, 2024

Resolution: To approve a contract with VanDerPol and Company for audit and tax preparation services for the period of November 12, 2024 - November 11, 2025.

I. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Work Authorization with 24 HRC for Replacement of the Basketball Posts Assembly at Altisima Park Basketball Court

Resolution: As recommended by the Landscape and Facilities Enhancement Committee to approve Work Authorization #029 with 24 HRC for the replacement of the basketball Posts Assembly at Altisima Park Basketball Court.

J. Consideration to Approve a Ratification of a Work Authorization with Dave Bang Associates, Inc. for Repairs to Central Park

Resolution: To approve the ratification of Work Authorization #045 with Dave Bang Associates Inc., for repairs to Central Park Playground using contract template (4) Work Authorization for Goods and/or Services.

K. Consideration to Approve a Ratification of a Work Authorization with OC Fence for Fence Repairs to the Backstop at Vista Verde Park

Resolution: To approve the ratification of Work Authorization #031 with OC Fence, for fence repairs at Vista Verde Park Backstop.

#### 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>Landscape and Facilities Enhancement Committee</u> – Chair Paul Persiani reported the committee met virtually on Thursday, November 7<sup>th</sup> at noon. The Committee reviewed the Contract renewal with World Wide Tek, Inc. for Surveillance Camera Maintenance Services and basketball post replacements at Altisima Park. The next Committee meeting is scheduled for Thursday, January 9, 2025.

### Committee Liaison Reports:

<u>Architectural Review Committee</u> – Director Greg Schnieders reported the committee met on October 28, 2024 and November 11, 2024. Fifteen submittals were submitted, fourteen were approved and one was denied. The next meeting will be held on November 25, 2024 at noon at the SAMLARC business office.

<u>Covenant Committee</u> – Director Greg Wieckert reported the committee met on Tuesday, November 12, 2024 and reviewed fifteen violations. Six homes were assessed fines, five homes were offered extensions, three homes had their fines rescinded, and one home was denied having their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, December 3, 2024 at 4:00 p.m.

### No Reports for this Month's Meeting

- Budget and Cash Flow Committee Chair Greg Wieckert
- Chamber of Commerce Director Greg Schnieders
- Community Associations of Rancho Director Greg Schnieders
- City of Rancho Santa Margarita President Paul Persiani
- Election Committee Chair Greg Wieckert
- Community Lifestyle Committee Chair Deborah Christensen
- Insurance Review Committee Chair Greg Wieckert
- Sports Council Director Jeff Halbreich
- Communications Committee Chair 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. Wished Tita Gervasi a happy retirement and thanked her for her many years of outstanding service.

Director Nate Farnsworth – No report. Echoed Director Christensen's comments regarding Tita's retirement.

Director Jeff Halbreich – No report. Echoed previous comments regarding Tita's retirement.

Director Paul Persiani - No report. Echoed previous comments regarding Tita's retirement.

Director Greg Schnieders - No report. Echoed previous comments regarding Tita's retirement.

Director Greg Wieckert - No report. Echoed previous comments regarding Tita's retirement.

### IX. Community Executive Officer Report

No report.

### X. Events and Programs

Holiday Home Decorating Contest November 11<sup>th</sup> – December 18<sup>th</sup>

Adult Gardening Workshop Saturday, November 16<sup>th</sup> 10:00 a.m. – 11:30 a.m.

Location: Lago Santa Margarita Fiesta Room

Annual Christmas Tree Lighting Saturday, December 7<sup>th</sup> Time: 5:00 p.m. – 7:00 p.m.

Location: Lago Santa Margarita Lakeshore

North Pole Hotline

Date: Tuesday, December 3rd & Wednesday, December 4th

Time: 6:00 p.m. - 7:00 p.m.

Location: SAMLARC Business Office

Carols 'Round the Lake

Date: Saturday, December 14<sup>th</sup> Time: 6:00 p.m. – 8:00 p.m.

Location: Lago Santa Margarita Lakeshore

### XI. Next Meeting

Consistent with Board direction, the next meeting will be held on January 28, 2025 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 6:28 p.m.

I certify that these minutes were duly approved by the Board of Directors on January 28, 2025.

	Date: January 28, 2025
Jeff Halbreich, Président	
Deborah Christensen	Date: January 28, 2025
Deborah Christensen, Secretary	

Prepared by: Tita Gervasi, Executive Assistant





### **Document Details**

**Title** 11-12-24 OS Minutes -G (2).doc

File Name 11-12-24 OS Minutes -G (2).doc

**Document ID** 4ad5edfedc644966a16be6c43810222f

**Fingerprint** aff0c148aedb956c452ddf78f47d8a02

Status Completed

### **Document History**

Document Created	Document Created by SAMLARC Contract (samlarc.info@gmail.com) Fingerprint: d6b950b88f9992d80a96064a5f4f562f	<b>Jan 30 2025</b> 07:28PM UTC
Document Sent	Document Sent to Jeff Halbreich (jeff.halbreich@samlarc.org)	<b>Jan 30 2025</b> 07:28PM UTC
Document Sent	Document Sent to Deborah Christensen (Deborah.Christensen@samlarc.org)	<b>Jan 30 2025</b> 07:28PM UTC
Document Viewed	Document Viewed by Deborah Christensen (Deborah.Christensen@samlarc.org) IP: 67.164.248.89	Feb 01 2025 03:50PM UTC
Document Signed	Document Signed by Deborah Christensen (Deborah.Christensen@samlarc.org) IP: 67.164.248.89  Christensen	Feb 01 2025 03:51PM UTC
Document Viewed	Document Viewed by Jeff Halbreich (jeff.halbreich@samlarc.org) IP: 162.196.83.26	Feb 04 2025 03:44PM UTC
Document Signed	Document Signed by Jeff Halbreich (jeff.halbreich@samlarc.org) IP: 162.196.83.26	Feb 04 2025 03:44PM UTC

Feb 04 2025 03:44PM UTC