



SAMLARC Board of Directors Meeting

Open Session Meeting Minutes

February 25, 2025 | 6 PM

Members Present

President Jeff Halbreich
Vice President Greg Schnieders
CFO Greg Wieckert
Secretary Deborah Christensen
Director Jeff Beardsley
Director Kyle Wolack

Members Absent

None

FirstService Residential - SAMLARC

Community Executive Officer George Blair
Assistant General Manager Jerry Corpuz
Public Relations Manager Alexandra Kuhlmann
Community Services Manager Carla Galosic
Park Operations Manager Pat White
Finance Analyst Candice Preza
Capital & Reserve Project Manager Devin Swanson
Beach Club Operations Manager Star Meza
Lifestyle Manager Angelia McCormick

Additional Participants

Corporate Counsel, Dan Nordberg, Esq., Nordberg
Law Group, P.C.
Landscape Consultant, Devin Sanders, Mosaic
Consulting
Senior Vice President (Commercial Lines), Michael
Hughes, Brown & Brown Northwest
Insurance Agency LLC

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):

- Project Notification Letter
- Foreclosure Proceedings
- Bad Debt Write-Off

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I. Call to Order

President Jeff Halbreich called the Meeting to order at 6:00 PM.

II. Approval of the Agenda

Resolution: To approve the February 25, 2025, Open Session Meeting Agenda.

Motion: Deborah Christensen

Second: Kyle Wolack

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

Nays: None

III. Homeowners Forum

A Homeowners Forum was held, wherein Members were given an opportunity to address the Board. No Members submitted comments.

IV. Approval of the Minutes

Resolution: To approve the January 28, 2025, Open Session Meeting Minutes.

Motion: Greg Schnieders

Second: Jeff Beardsley

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

Nays: None

V. Items for Discussion

A. Committee and Liaison Appointments

Resolution: To appoint members of the Board of Directors to serve on SAMLARC committees and in the role of liaison to the Board of Directors in specific capacities.

Approved by consensus. Committee/Liaisons Appointments are as follows:

Committees

- Budget and Cash Flow: Directors Wieckert, Halbreich, and Beardsley
- Insurance Review: Directors Wieckert, Beardsley, and Wolack
- Election: Director Wieckert
- Communications: Directors Christensen, Schnieders, and Wolack
- Community Lifestyle: Directors Christensen, Schnieders, and Wolack



- Landscape and Facilities Enhancement: Directors Christensen, Halbreich, and Beardsley

Liaisons

- Architectural Review: Director Christensen
- Covenant: Director Wieckert
- Chamber of Commerce: Director Schnieders
- Community Associations of Rancho: Director Schnieders, Director Beardsley (Alternate)
- City of Rancho Santa Margarita: Director Halbreich
- Sports Council: Director Wolack, Director Beardsley (Alternate)

B. Annual SAMLARC Insurance Policy Renewal

Resolution: To approve the renewal of insurance policies from April 1, 2025, through April 1, 2026, with Brown and Brown Northwest Insurance Agency LLC., provided that the renewal policies remained within the "Do Not Exceed" amount.

Motion: Greg Wieckert

Second: Deborah Christensen

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

Nays: None

C. Turf Conversion Project Funding

Resolution: As recommended by the Budget and Cash Flow Committee, to approve additional reserve funding for future turf conversion projects; and,

To approve expediting the previously approved Turf Conversion Project from Fall 2025 to Spring 2025; and,

To approve Turf Conversion projects along Arroyo Vista and Banderas; and Alma Aldea and Antonio.

Administrative Direction: Due to the time-sensitive nature of grant funding, the Landscape and Facilities Enhancement Committee may approve future projects.

Motion: Kyle Wolack

Second: Jeff Halbreich

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



Nays: None

D. Business Office Furniture Replacement

Resolution: To approve a purchase with Corporate Business Interiors, Inc. for the replacement of office furniture at the SAMLARC Business Office.

Administrative Direction: Work with CBI to explore recycling/donation options.

Motion: Jeff Halbreich

Second: Greg Wieckert

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

Nays: None

E. Fireworks America Contract and Beach Club Hours

Resolution: To approve a contract with Fireworks America for the Pyrotechnic Display for the 4th of July Star Spangled Spectacular event; and,

To approve the Beach Club Holiday Operating Hours.

Motion: Deborah Christensen

Second: Greg Schnieders

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

Nays: None



VI. 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 on the consent calendar.

Motion: Greg Wieckert

Second: Greg Schnieders

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

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:

- *The Showpros Group, Inc.*: Fourth of July sound system. New contract, 3% price increase, no change in terms of contract.
- *Fireworks America*: Fourth of July fireworks show. New contract, no price increase, no change in terms of contract.
- *Splendid Events*: Event Catering & Rentals: - New Contract, no price increase, no change in terms of contract. (Professional or Consulting Services)
- *Inspector Playground*: Playground Inspections. New Contract, no price increase, no change in terms of contract. (Professional or Consulting Services)
- *Three Phase Electric*: Electrical maintenance, repair, and new electrical projects that may be authorized from time to time by the Board of Directors. New Contract, 5% increase, no change in terms of the contract.
- *The Bee Man*: Pest Control services, 2nd Renewal, no price increase, no change in terms of contract.

B. Bradley Rofer Foundation Walk

To approve the third annual Bradley Rofer Foundation Walk.

C. Committee Recognition Dinner

Resolution: To approve a contract with Tijeras Creek Golf Club to provide goods and services for the 2025 Committee Recognition Dinner.

D. Creative Creatures and Company

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Creative Creatures and Company to provide craft services for the Animals Everywhere event.



E. Evolve Pickleball

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Evolve Pickleball to provide pickleball clinics and classes at SAMLARC facilities.

F. Skyhawks Sports Academy

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Skyhawks Sports Academy to provide basketball lessons at SAMLARC facilities.

G. Mission Viejo Nadadores Swim School

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Mission Viejo Nadadores Swim School to provide swim lessons at SAMLARC facilities.

H. Bi-Annual Concrete Repair Project

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Concrete Hazard Solutions to perform concrete repairs at the SAMLARC Trails and Lakeshore.

I. Beach Club Metal Fencing Paint & Repair Project

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Pilot Painting and Construction for the Beach Club Metal Fencing Paint and Repair project.

J. Cañada Vista Park Metal Fencing Paint & Repair Project

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with JOTS HOA Construction Services for the Canada Vista Park Metal Fencing Paint and Repair project.

K. Metal Door Project

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Reliable Construction & Doors to replace nine metal doors at various park facilities.



L. Solana Park Bollards (Work Authorization)

Resolution: To approve Work Authorization #013 with Three Phase Electrical for repairs to the pathway bollard lights at Solana Park; and,

To approve Work Authorization #002 with Concrete Hazard Solutions for concrete demo and replacement of concrete walkway panels; and,

To approve a Work Order with BrightView Landscape Services for trenching and backfill.

M. Solana Park Backflow Device Replacement (Work Authorization)

Resolution: To approve Work Authorization #034 with La Cresta Enterprises, Inc. for replacement of the broken backflow device at Solana Park.

N. Wine & Cheese Event Services (Work Authorization)

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #18 with Entertaining Events to provide goods and services for the Wine & Cheese event.

O. Animals Everywhere Event Services (Work Authorization)

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #91 with Jolly Jumps and Express Events to provide goods and services for the Animals Everywhere event.

P. Beach Club Sand Replenishment (Work Authorization)

Resolution: As recommended by the Landscape and Facility Enhancement Committee, to approve a purchase of 100 tons of silica #30 sand from West Coast Sand & Gravel Inc.; and,

To approve Work Authorization #008 with Lake Management Inc. for the transport and grading of the sand in the Lagoon.

Q. Tijeras Creek and Lakeshore Fountain Project (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #047 with Dave Bang Inc. to remove and replace three drinking fountains; and,

To approve Work Authorization #003 with Splash Plumbing to connect and test the three drinking fountains.

R. Urban Trail West Light Pole (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #012 with Three Phase Electric to Replace Light Pole on Urban Trail West.

S. Lagoon Pump Replacement (Work Authorization)



Resolution: As recommended by the Landscape and Facility Enhancement Committee, to approve Work Authorization #007 with Lake Management Inc. to purchase and install a pump at the Beach Club Lagoon.

T. Baseball Fields Safety Netting, Covers, and Pad Replacements (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #035 with Collins Company for the purchase and installation of safety netting, covers, and pads at various Parks.

U. Monte Vista Water Heater Replacement (Work Authorization)

Resolution: As recommended by the Landscape and Facility Enhancement Committee, to approve Work Authorization #012 with Santa Margarita Plumbing, Heating and Air for the water heater replacement at Monte Vista Park Pool.

V. Lagoon Backwash Tank Debris Removal (Work Authorization)

Resolution: As recommended by the Landscape and Facility Enhancement Committee, to approve Work Authorization #004 with Orange County Pumping, Inc. For the removal of floating and settled debris in the lagoon backwash tank and the Beach Club.

W. Solana Pool Heater Replacements (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #001 with Best Pool Service to replace three pool heaters at Solana Park Pool.

X. THE SHOWPROS Group, Inc.

Resolution: To approve a contract with THE SHOWPROS Group, Inc. to provide the fireworks display audio sound for the Star Spangled Spectacular event.

Y. Premier Aquatics

Resolution: To approve a contract with Premier Aquatic Services, LLC to provide lifeguarding and boat monitoring services.

Z. Altisima Park Truncated Dome Pad Replacement (Ratification)

Resolution: To ratify Work Authorization #015 with Empire Waterproofing Inc. for the Altisima Park Truncated Dome Pad replacement.

AA. Trabuco Mesa Bull Pen Repairs (Ratification)

Resolution: To ratify Work Authorization #083 with Diamonds Sports Field Services, Inc. for repairs to the bull pens at Trabuco Mesa Park



AB. Cañada Vista Batting Cage and Altisima Dugout Repairs (Ratification)

Resolution: To ratify Work Authorization #032 with Orange Coast Fence Company for repairs to the batting cage at Cañada Vista Park; and,

To ratify Work Authorization #033 with Orange Coast Fence Company for emergency repairs to the dugouts at Altisima Park Baseball Diamonds

AC. Approval of the January 2025 Financial Statement

As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated January 31, 2025. The balance sheet dated January 31, 2025, reflects assets of: total cash amount of \$13,320,963 (along with security deposit of \$7,806); year-to-date income: \$152,278 (compared to budgeted net income of \$145,462); year-to-date reserve funding is \$159,252 (compared to budgeted \$157,548). All figures are rounded.

AD. Approval of the December 2024 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 December 26, 2024. The amount due is \$6,526.18.

VII. Committee & Liaison Reports

Committees

Budget and Cash Flow

The Budget and Cash Flow Committee met on Thursday, February 20th, reviewed reinvestment strategies and cash flow worksheets, funding for turf conversion projects, and acknowledged the review of the January 2025 Financial Statements. The BCFC is scheduled to meet next on March 19th at noon either in-person or Zoom pending Director availability.

Communications*

Community Lifestyle

The Community Lifestyle Committee last met on February 18, 2025. The topics of discussion included:

- The past events of Children's and Adult Gardening Workshops for February
- The upcoming March Children's and Adult Gardening Workshops and Annual Wine & Cheese events.
- The committee also received great news that we have the 4th of July Star Spangled Spectacular show back and it will be Spectacular!

The Committee is next scheduled to meet on March 18, 2025.



*Election**

Insurance Review

The Insurance Review Committee and Management participated in a virtual training session provided by Matthew Koch with Brown and Brown. The presentation focused on loss control training (incident reporting and what to say and what not to say when responding to an incident or injury). The Committee also reviewed and discussed SAMLARC's current claims and losses. Based on the size and scope of SAMLARC and the number of open claims, the Association is positioned very well heading into this year's renewal. A future meeting date will be scheduled in approximately 90 days to review and discuss updated claims and losses as presented by Brown and Brown.

Landscape and Facilities Enhancement:

The Landscape and Facilities Enhancement Committee last met on February 13, 2025. The topics of discussion included:

- Metal Door Replacements
- Metal Fencing Paint/Repairs
- Heater & Pump Replacements
- Community Concrete Repairs
- The Committee is next scheduled to meet on March 13, 2025.

Liaisons

Architectural Review

The Architectural Review Committee met on February 10th and February 24th. The Committee reviewed and approved seventeen submittals.

The Committee is next scheduled to meet on March 10th at 12:00 pm via Zoom

Community Associations of Rancho

The Community Associations of Rancho held their monthly meeting in person on February 4th at the Trabuco Canyon Water District. Items of discussion included:

- A Firesafe Update – regarding outreach, banners, etc.
- A Grant Update for future and current projects
 - o Currently Robinson Ranch and Trabuco Highlands
 - o The next round is to include Dove Canyon
- Notification to CAR Members that a letter was sent to the City of RSM regarding the revised NPES form and its impact on HOAS.

Consistent with member direction, CAR is next scheduled to meet on March 4th at 7:30 am.

Covenant

The Covenant Committee met on Tuesday, February 4th and reviewed twenty violations. Six homes were assessed fines, eight homes were offered extensions, three homes had their fines rescinded, two homes were offered IDR, and one home was offered ADR. The next Covenant Committee meeting is scheduled for Tuesday, March 4th at 4:00 p.m.



*Chamber of Commerce**

*City of Rancho Santa Margarita**

*Sports Council**

**No report this month.*

VIII. Director Reports

Director Jeff Beardsley

Expressed appreciation for the opportunity to join the Board of Directors.

Director Deborah Christensen

Welcomed Director Beardsley.

Director Jeff Halbreich

Expressed appreciation for the Board's consensus in appointing him as President; welcomed Director Beardsley.

Director Greg Schnieders

Welcomed Directors Beardsley and Wolack, expressed appreciation for Management's efforts in securing a July 4th fireworks vendor.

Director Greg Wieckert

Expressed appreciation for the upcoming return of Bacon, Bourbon & Blues.

Director Kyle Wolack

None.

IX. Management/Counsel Reports

Community Executive Officer

Welcomed Directors Beardsley and Wolack.

Corporate Counsel

None.

X. Upcoming Events

Children's Gardening Workshop

March 8, 2025

10-11:00 AM

Beach Club

Adult Gardening Workshop

March 15, 2025

10-11:30 AM

Beach Club

XI. Next Meeting

The next Open Session Board of Directors Meeting will be held on March 25, 2025, at 6 PM 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 6:55 PM.

I certify that these Minutes were duly approved by the Board of Directors on March 25, 2025.

Jeff Halbreich, President

Date: March 25, 2025

Deborah Christensen, Secretary

Date: March 25, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager