



SAMLARC Board of Directors Meeting

Open Session Meeting Minutes

March 25, 2025 | 6 PM

Members Present

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

Members Absent

Director Jeff Beardsley

FirstService Residential - SAMLARC

Community Executive Officer George Blair
Assistant General Manager Jerry Corpuz
Public Relations Manager Alexandra Kuhlmann
Park Operations Manager Pat White
Capital & Reserve Project Manager Devin Swanson
Beach Club Operations Manager Star Meza
Community Services Representative 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):

- Settlement for SAMLA 3354-01
- Foreclosure Proceedings
- Bad Debt Write-Off

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 March 25, 2025, Open Session Meeting Agenda.

Motion: Deborah Christensen

Second: Greg Wieckert

Ayes: Jeff Halbreich, Greg Schnieders, Greg Wieckert, Deborah Christensen, 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 February 25, 2025, Open Session Meeting Minutes.

Motion: Greg Schnieders

Second: Kyle Wolack

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

Nays: None

V. Items for Discussion

A. Eagle Scout Little Library Project

Resolution: To approve an Eagle Scout Project from Troop 636, for the construction of a Little Library at Trabuco Mesa Park.

Motion: Greg Wieckert

Second: Deborah Christensen

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

Nays: None

B. Special Park Use Permit for the City of Rancho Santa Margarita

Resolution: To approve a Special Park Use Permit for the City of Rancho Santa Margarita for the Summer Concert Series and Beer & Wine Garden in Central Park; and



To approve waiving the park use fee of \$1,050.

Motion: Jeff Halbreich

Second: Greg Schnieders

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

Nays: None

Administrative Direction: Management to review existing and potential partnerships with City.

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: Deborah Christensen

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

- *SiteOne*: Electric work and Irrigation Repairs/Installation. New contract, no price increase, no change in terms of contract.
- *Gerard Signs & Graphics*: Provide installation and removal services of holiday banners on streetlight poles. Second renewal of contract, no price increase, no change in terms of contract.
- *Holiday Harbor Lighting*: Provide holiday lighting. New Contract, no price increase, no change in terms of contract.
- *Roadway Construction*: K-Rail fill and discharge. First Renewal of Contract, no price increase, no change in terms of contract.



B. Non-Board Member Committee Reappointments

Resolution: As recommended by the Board Liaison to the Committee or Committee Chair/Member, to approve the following non-Board Member Committee Member appointments:

- Architectural Review Committee
 - o Edie Carpenter
 - o Heather Fecarotta
 - o Jeannette Horne
- Community Lifestyle Committee
 - o Lisa Piltz
 - o Kathie Wickham
 - o Mario Davis
 - o Sonya Winder
- Communications Committee
 - o Sherri Lex
 - o Camille Pratt
 - o Karyn Bower
 - o Bart Ortberg
- Covenant Committee
 - o Kevin Hoffman
- Election Committee
 - o Bill Cather
 - o Edie Carpenter

C. Limited Use License Agreement with Capistrano Unified School District

Resolution: To approve a Limited Use License Agreement with Capistrano Unified School District (CUSD) for the use of Arroyo Vista Park, and Tijeras Creek Park by Arroyo Vista School K-8 and Tijeras Creek Elementary School for the 2025-2026 school year.

D. Limited Use License Agreement with Saddleback Valley Unified School District

Resolution: To approve a Limited Use License Agreement with Saddleback Valley Unified School District (SVUSD) for the use of Trabuco Mesa Park by Trabuco Mesa Elementary School for the 2025-2026 School Year.

E. Special Park Use Permit for The Bridge Church

Resolution: To approve a Special Park Use Permit for The Bridge Church for a Movie Night and Annual Easter Service; and

To waive the park use fee of \$250.

F. Annual SAMLARC Insurance Policy Renewal

Resolution: To approve the renewal of insurance policies with Brown and Brown Northwest Insurance Agency LLC.

G. Community Associations Institute Membership Renewal

Resolution: To approve the annual membership renewal with the Community Associations Institute.



H. Contract with Splendid Events

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Splendid Events to provide goods and services for the Bacon, Bourbon, and Blues event.

I. Altisima Diamond #2 Backstop Repair (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #034 with OC Fence for repairs to Altisima Diamond #2 Backstop.

J. Filtration Pump Replacements (Work Authorization)

Resolution: As recommended by the Landscape Enhancement Committee, to approve Work Authorization #002 with Best Pool Service to replace filtration pumps at the SAMLARC Community Pools.

K. Power Pedestal Replacement (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #014 with Three Phase Electrical to replace the Power Pedestal on Antonio Parkway.

L. Beach Club Transformer Replacement (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #015 with Three Phase Electrical to replace the step-down transformer at the Beach Club.

M. Beach Club Opening Day Event Services (Work Authorization)

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #092 with Jolly Jumps and Express Events to provide Goods and Services for the Beach Club Opening Day event.

N. Contract with Leo's on Wheels LLC. (Annual Contract)

Resolution: To approve a contract with Leo's on Wheels LLC for the seasonal operations of the Beach Club Snack Bar.

O. Contract with Splash Plumbing

Resolution: To approve a contract with Splash Plumbing for plumbing services throughout the SAMLARC community.

P. Contract with Orange County Pumping, Inc. (Second Renewal)

Resolution: To approve the second renewal of the contract with Orange County Pumping for waste removal and pump services throughout the SAMLARC community.



Q. Contract with Waterwerx, Inc. (First Renewal)

Resolution: To approve the first renewal of the contract with Waterwerx, Inc. for community parking lot storm drain cleaning and maintenance services.

R. Approval of the February 2025 Financial Statement

As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated February 28, 2025. The balance sheet reflects assets of \$10,714,757 in Reserve funds, \$2,884,573 in Operating funds, and \$1,500 in Petty Cash for a total cash amount of \$13,600,830, along with a security deposit of \$7,806. The income statement reflects year-to-date net income of \$391,117 compared to budgeted net income of \$319,867. Year-to-date reserve funding is \$327,278 compared to a budget of \$315,096. All figures are rounded.

S. Approval of the January 2025 Credit Card Statement

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 January 27, 2025. The amount due is \$7,416.61

VII. Committee & Liaison Reports

Committees

Budget and Cash Flow*

Communications*

Community Lifestyle

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

- The nomination for the position of Committee Chair was held, and I am honored to have been selected for this role for the 2025-2026 term.
- The committee reviewed the success of the Children's Gardening Butterfly Workshop held in March, which was a huge hit and sold out quickly. All participants had a great time.
- The upcoming events of Beach Club Opening Day were discussed, and preparations are underway to ensure a successful event. The Committee also reviewed details for the highly anticipated Bacon, Bourbon & Blues event, set to take place in September. Exciting activities and entertainment are planned for attendees.

The Committee is next scheduled to meet on April 15, 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 March 13, 2025. The topics of discussion included:

- Altisima Park Diamond #2 Backstop Repair
- Filtration Pump Replacements at the Four Pools
- Power Pedestal Replacement on Antonio Parkway
- Beach Club Transformer Replacement

The Committee is next scheduled to meet on April 10, 2025.

Liaisons

Architectural Review

The Architectural Review Committee met on March 10th and March 24th. The Committee reviewed and approved eleven submittals. The Committee is next scheduled to meet on April 14th at 12:00 pm via Zoom.

Community Associations of Rancho

The Community Associations of Rancho held their monthly meeting in person on March 4th at the Trabuco Canyon Water District.

Items of discussion included:

- Update and review of the new website, <https://befiresafe.org/>, and find ways to extend its reach beyond CAR communities to the greater RSM community.
- The city is reengaging with CAR and will be represented by Public Works Director Joe Parco. Mr. Parco is working on the NPDES letter response.



- For CAR to continue its community outreach through community presentations and HOA companies. Dennis Shoji of RSM Voice and Andrew Amante with OCFA will present as part of the upcoming Delegate Workshop.
- CAR is exploring potential funding sources for management and upkeep of the website.

Consistent with member direction, CAR is next scheduled to meet on April 1st at 7:30 am.

Covenant

The Covenant Committee met on Tuesday, March 4th and reviewed twelve violations. Six homes were assessed fines, two homes were offered extensions, three homes had their fines rescinded, two homes were offered IDR, two homes were offered ADR, and one home was offered self help. The next Covenant Committee meeting is scheduled for Tuesday, April 1st at 4:00 p.m

*Chamber of Commerce**

*City of Rancho Santa Margarita**

On Tuesday, February 26th, President Halbreich and CEO Blair met with Mayor Beall and City Manager Jennifer Cervantez. Topics of conversation included:

- Changes to the SAMLARC Board, including departures of Nate Farnsworth and Paul Persiani, appointments of Jeff Beardsley and Kyle Wolack, and Director Halbreich as the new Board President.
- Discussion about communitywide turf conversions, including current and upcoming projects, as well as potential changes in the availability of funding.
- SAMLARC is back on for the 4th of July
- Topics for the Spring Delegate Workshop

The next meeting between SAMLARC and City Leaders will take place on either May 7th or May 21st, pending availability.

*Sports Council**

The Sports Council last met on March 12, 2025. The topics of discussion included:

- Spring Break fieldwork
- Camps and Tournaments
- Summer maintenance
- AED's requirement in 2027 for sports league

The Committee is next scheduled to meet on June 11, 2025.



**No report this month.*

VIII. Director Reports

Director Deborah Christensen

Expressed appreciation for the upcoming Zwine & Cheese Event.

Director Jeff Halbreich

Commended Ms. Kuhlmann for her acceptance to the FirstService Residential Emerging Leaders Program.

Director Greg Schnieders

None.

Director Greg Wieckert

Noted that the Covenant Committee will further discuss the self-help account at the April Covenant Meeting.

Director Kyle Wolack

None.

IX. Management/Counsel Reports

Community Executive Officer

None.

Corporate Counsel

None.



X. Upcoming Events

Animals Everywhere
April 12
10 AM – 1 PM
Central Park

Delegate Workshop
March 27
5 – 8 PM
Tijeras Creek Golf Club

XI. Next Meeting

The next Open Session Board of Directors Meeting will be held on April 22, 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 6:20 PM.

I certify that these Minutes were duly approved by the Board of Directors on April 22, 2025.

A handwritten signature in black ink, appearing to be "JH", written over a horizontal line.

Jeff Halbreich, President

Date: April 22, 2025

A handwritten signature in black ink, appearing to be "Deborah Christensen", written over a horizontal line.

Deborah Christensen, Secretary

Date: April 22, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager

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