



Board of Directors Meeting
Open Session Meeting
March 26, 2024
Minutes

Members Present

Vice President Judy Vasquez
Secretary Deborah Christensen
CFO Greg Wieckert
Director Nate Farnsworth
Director Jeff Halbreich
Director Greg Schnieders

Members Absent

President Paul Persiani

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Financial Analyst Nicky Le
SAMLARC Communications Manager Alexandra Kuhlmann
SAMLARC Park Operations Manager Pat White
SAMLARC Capital and Reserve Project Coordinator Devin Swanson
SAMLARC Executive Assistant Tita Gervasi
SAMLARC Capital & Reserve Project Manager Eric Rosenkrantz
SAMLARC Operations Administrator Debbie Melberg

Others Present

Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg|DeNichilo, LLP.
Devin Sanders, Mosaic Consulting
Catherine VanDerPol, Director- VanDerPol and Company

Executive Session

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

- Star Spangled Spectacular Event Update
- Letter of Support
- Foreclosure Proceedings

I. Call to Order

Vice President Judy Vasquez 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

Proposed Resolution: To approve the March 26, 2024, Open Session Agenda.

Motion: Greg Wieckert

Second: Deborah Christensen

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

III. Homeowners Forum

No homeowners were present.

IV. Approval of the Minutes

A. Consideration of Approval of February 27, 2024, Board of Directors Open Session Minutes.

Resolution: To approve the February 27, 2024, Board of Directors Open Session Minutes.

Motion: Greg Schnieders

Second: Nate Farnsworth

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

V. Items for Discussion and/or Approval

A. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve and Finalize the Draft Audit Report for 2023, Have Designated Directors Sign the Management Representation Letter and Instruct Management to Distribute to SAMLARC Membership by April 30, 2024

Resolution: As recommended by the Budget and Cash Flow Committee, to approve and finalize the draft audit report for the 2023 fiscal year and tax prepayment for 2024 by April 15, 2024, if applicable. Designated Directors to sign the Management Representation Letter and distribute to SAMLARC Membership by April 30, 2024.

Motion: Jeff Halbreich

Second: Deborah Christensen

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

B. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Painting Unlimited for the Phase 3 Victorian Bench Refurbishment Project

Resolution: As recommended by the Landscape and Facilities Enhancement Committee (LFEC), to approve a contract with Painting Unlimited for the Phase 3 Victorian Bench Refurbishment Project at nine parks.

Motion: Judy Vasquez
Second: Greg Wieckert
Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders
Nays: None

C. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve Mosaic Consulting, Inc. to Proceed with the Turf Conversion Project along Alicia Parkway and Santa Margarita Parkway

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Mosaic Consulting, Inc. to proceed with the turf conversion along Alicia Parkway and Santa Margarita Parkway.

Motion: Deborah Christensen
Second: Greg Schnieders
Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders
Nays: None

D. Consideration of Approval of Contract with Tijeras Creek Golf Club for Goods and/or Services at the 2024 Committee Recognition Dinner

Resolution: To approve a contract with Tijeras Creek Golf Club for Goods and/or Services for the 2024 Committee Recognition Dinner.

Motion: Jeff Halbreich
Second: Judy Vasquez
Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders
Nays: None

E. Consideration of Donation to The Rotary of Coto de Caza and Rancho Santa Margarita

Resolution: To approve a donation of \$150 to the Rotary Club of Coto de Caza and Rancho Santa Margarita.

Motion: Greg Schnieders
Second: Deborah Christensen

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

Administrative Direction: Rotary Club to prepare a presentation to the Board prior to Budget preparation.

F. Consideration of Approval of Limited Use License Agreement between Rancho Santa Margarita Landscape and Recreation Corporation and Capistrano Unified School District for the 2024-25 School Year for Use of Arroyo Vista Park by Arroyo Vista School K-8 and Tijeras Creek Park by Tijeras Creek School

Motion: Jeff Halbreich

Second: Greg Wieckert

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

Resolution: To approve a Limited Use License Agreement (LULA) between Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) and Capistrano Unified School District (CUSD) for the use of Arroyo Vista Park, and Tijeras Creek Park by Arroyo Vista Elementary School and K-8 and Tijeras Creek Elementary School for the 2024-2025 school year with the following key contract provisions:

Arroyo Vista School

1. Use area to remain unchanged as reflected in Exhibit A.
2. Approved activities to remain consistent with approved activities for the 2023-2024 school year.
3. Language addressing Indemnification, Release, Waiver, and Covenant Not to Sue related to claims arising from the use of the park and all other claims.
4. Language naming SAMLARC as additionally insured on CUSD's insurance policy or that CUSD secure a separate insurance policy to protect SAMLARC against the cost of potential litigation by CUSD.
5. Use fee: \$9,952; representing a 5% increase from this year.

Tijeras Creek School

1. Use area to remain unchanged as reflected in Exhibit B.
2. Approved activities to remain consistent with approved activities for the 2023-2024 school year.
3. Language addressing Indemnification, Release, Waiver, and Covenant Not to Sue related to claims arising from the use of the park and all other claims.
4. Language naming SAMLARC as additionally insured on CUSD's insurance policy or that CUSD secures a separate insurance policy to protect SAMLARC against the cost of potential litigation by Capistrano Unified School District.
5. Use fee: \$9,952; representing a 5% increase this year.

G. Consideration of Request from Santa Margarita Water District Regarding Letter of Support for Water Filtration and Water Treatment Plant Projects

Resolution: To approve sending the letter of support as presented to Santa Margarita Water District.

Motion: Greg Wieckert

Second: Jeff Halbreich

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, 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: Deborah Christensen

Second: Nate Farnsworth

Ayes: Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Jeff Halbreich, Greg Schnieders

Nays: None

A. Consideration of Contracts to Expire on July 31, 2024

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, second renewal, no price increase, no change in terms of contract.
- Gerard Signs & Graphics – Provide installation and removal services of holiday banners on streetlight poles. First renewal of contract, no price increase, no change in terms of contract.
- Holiday Harbor - Lighting to Provide holiday lighting. New Contract, no price increase, no change in terms of contract.

B. Consideration of Approval of Non-Board Member Committee Appointments

Resolution: At the recommendation of the Board Liaison to the Committee or Committee Chair/Member, to approve the following non-Board Member Committee Member appointments:

Architectural Review Committee

Richard Oakley

Dana Childs

Covenant Committee

Edie Carpenter

John Begg

Community Lifestyle Committee

Lisa Piltz

Kathie Wickham

Mario Davis

Sonya Winder

Communications Committee

Sherry Lex

Camille Pratt

C. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee, to approve a Contract with Taylor Tennis Courts Inc. to Resurface and Provide Maintenance at Various Basketball and Tennis Courts Throughout SAMLARC

Resolution: As recommended by the Landscape and Facilities Enhancement Committee (LFEC), to approve a contract with Taylor Tennis Courts Inc. to resurface and provide maintenance at seven tennis and four basketball courts.

D. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee, to Approve a Contract with Painting Unlimited for the Light Pole Refurbishment Project at Three Parks

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Painting Unlimited for the light pole refurbishment project at three parks.

E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Purchase with National Business Furniture for Dais Style Tables in the Fiesta Room at the Beach Club

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a purchase with National Business Furniture for the dais-style tables in the Fiesta Room at the Beach Club.

F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee, to Approve an Application to Construct a Little Library at Arroyo Vista Park

Resolution: As recommended by the Landscape and Facilities Enhancement Committee (LFEC), to approve an application to construct a Little Library at Arroyo Vista Park.

G. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with The Showpros Group, Inc. to Provide the Fireworks Display Audio Sound Star Spangled Spectacular Event

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with The Showpros Group, Inc. to provide the fireworks display audio sound for Star Spangled Spectacular event.

H. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Splendid Events to Provide Goods and/or Services at Bacon, Bourbon and Blues Event

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

I. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Work Authorization with Jolly Jumps and Express to Provide Goods and/or Services for the Beach Club Opening Day Event

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #082 with Jolly Jumps and Express Events to provide goods and/or services at the Beach Club Opening Day Celebration on Saturday, May 11, 2024.

J. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Chrissy Newman for Water Aerobics Classes at SAMLARC Facilities

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Chrissy Newman for Water Aerobics Classes at SAMLARC facilities.

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

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the financial statement and bank reconciliation dated February 29, 2024. The balance sheet dated February 29, 2024, reflects assets of \$9,508,995 in Reserve funds, \$2,983,138 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$12,493,783, along with a security deposit of \$7,806. The income statement for February 29, 2024 reflects a year-to-date net income of \$224,266 compared to budgeted net income of \$145,709. Year-to-date reserve funding is \$147,336 compared to a budget of \$140,501. All figures are rounded.

L. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the January 2024 Credit Card Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the charges and payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of January 25, 2024. The amount due is \$5,834.85.

M. Consideration of Approval of a Contract with Leo's on Wheels LLC for the Operation of the Beach Club Snack Bar for 2024 Summer Season

Resolution: To approve a contract with Leo's on Wheels LLC for the operation of the Beach Club Snack Bar for the period of May 11, 2024 – September 15, 2024.

N. Consideration of Approval of a Contract Renewal with OC Pumping for Waste Removal and Pump Services

Resolution: To approve a contract renewal with OC Pumping for waste removal and pump services for the period of February 27, 2024 – February 26, 2025.

O. Consideration to Approve a Ratification of a Work Authorization with Musco Lighting, Inc. for the Purchase of Replacement Parts for Tijeras Creek Park

Resolution: To ratify Work Authorization #005 and 006 with Musco Lighting Inc., of replacement parts for Tijeras Creek Park Sports Field Lights.

P. Consideration to Approve a Ratification of a Work Authorization with Diamond Sports Field Services Inc. for Surface Restoration at Bluff Top Trail

Resolution: To approve the ratification of Work Authorization #079 with Diamond Sports Field Services Inc. for trail restoration at Bluff Top Trail with DG near Avenida De Las Banderas and Galisteo trail entrance.

Q. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on 10 delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in March 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 March 26, 2024, should the delinquent assessments not be paid within the time established in the Intent to Lien Letter:

Account Number	Total Amount Due	Account Number	Total Amount Due
1585-05	\$1,752.72	7293-02	\$544.00
3129-06	\$489.00	9039-02	\$499.00
3222-04	\$529.00	9213-02	\$2,160.64
3461-05	\$687.00	A846-01	\$570.00
4182-05	\$489.00	B331-01	\$1,188.00

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:

Budget and Cash Flow Committee – Chair Greg Wieckert reported the Committee met via zoom on March 20, 2024. Morgan Stanley reviewed the interest rates changes, reviewed reinvestment options and CDs that were set to mature were reinvested. SAMLARC’s new CPA Auditor, Catherine VanDerPol presented the audit report that was presented to the Board this evening. The next BCFC meeting is scheduled for April 17, 2024, at 11:30 a.m. on Zoom.

Community Lifestyle Committee – Chair Judy Vasquez reported the Committee met on Tuesday, March 19, 2024, to review the upcoming Wine & Cheese, Beach Club Opening Day, and New & Now Reception. The Committee also discussed and recommended programming ideas for the Two-Day Star-Spangled Spectacular event. The next meeting is scheduled for Tuesday, April 16, 2024.

Landscape and Facilities Enhancement Committee – Vice President Judy Vasquez reported on behalf of Chair Paul Persiani. Director Vasquez reported the LFEC met virtually on Thursday, March 14, 2024, at noon. The Committee reviewed the selection of Committee Chair for 2024-2025 and the Fusus platform. Other items of note were on this evening's agenda for approval. The next Committee meeting is scheduled for Thursday, April 11, 2024.

Insurance Review Committee – Chair Greg Wieckert reported Although the Insurance Review Committee has not met since the last meeting, there is good news regarding this year's renewal. At the Board Meeting on February 27, 2024, Michael Hughes with Brown and Brown presented a draft insurance package not to exceed \$386,712. Management received confirmation that this year's premium came in at \$378,516, which resulted in savings of about \$8,200. Thank you to Michael Hughes and his team for their commitment to marketing SAMLARC in the best light and finding the appropriate coverages to suit its needs.

Committee Liaison Reports:

Architectural Review Committee – Director Greg Schnieders reported the Committee met on March 11, 2024, and March 25, 2024. Twenty-seven submittals were submitted, twenty-six were approved and one was denied. The next meeting will be held on April 8, 2024, at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Greg Schnieders reported the Chamber hosted Cheers and Beers Trivia Night on Thursday, February 29, 2024. Tickets were \$20, and about 50 community and local business members were present. The next Chamber of Commerce event is tomorrow's Party of 5 Mixer. This is the first mixer of the year involving Chamber members from Mission Viejo, Laguna Hills, Lake Forest, RSM, and Ladera Ranch. The event is free for Members and is a great way to network and hear what is happening within some of the other local Chambers.

Covenant Committee – Director Greg Wieckert reported the Committee met on Tuesday, March 5, 2024, and reviewed ten violations. Six homes were assessed fines, and four homes were offered extensions. The next Covenant Committee meeting is scheduled for Tuesday, April 2, 2024, at 4:00 p.m.

Community Associations of Rancho – Director Greg Schnieders reported CAR met on the morning of March 12, 2024, at the Trabuco Canyon Water District. CAR members, including Dennis Shoji and the Voice group, continue to fine-tune their Home Hardening presentation. Once finalized, HOAs can include the information in their newsletters and websites with a QR Code linking them to Alert OC and the Orange County Fire Authority websites. Gus Alba, Dennis Shoji, and I will meet to prepare the outreach strategy scheduled to be launched before fire season. The next CAR meeting will take place on Tuesday, April 2, 2024.

Sports Council – Director Jeff Halbreich reported the Sports Council met on Wednesday, March 1, 2024. Items of discussion included reviewing the spring/all-star season, and summer turf repairs. Also discussed was the SMS mudline notification system.

No Reports for this Month's Meeting

- Communications Committee – Chair Greg Schnieders
- Election Committee – Chair Nate Farnsworth
- City of Rancho Santa Margarita – President Paul Persiani

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 – Stated that she would miss Director Vasquez.

Director Nate Farnsworth – Thanked the team for their hard work for the Animals Everywhere event.

Director Jeff Halbreich – No report.

Director Paul Persiani – Absent.

Director Greg Schnieders – Reported the Animals Everywhere Event was amazing and there was a great turnout despite the rain. The kids all seemed to be having a good time. He also thanked Director Vasquez for her time serving on the board.

Director Judy Vasquez – Thanked the team for all their hard work and added that they make it easy and enjoyable to be on the Board and Committees.

Director Greg Wieckert – Stated he enjoyed serving with Director Vasquez. He added she brought a great sense of humor to the Board, and he would miss that.

IX. Community Executive Officer Report

CEO George Blair thanked Director Vasquez for her service and wished her and her husband the best of luck in their move.

Mr. Blair thanked the Board for participating in the new committees they were assigned to and for their support of the team. The success of the team is based on the relationship Management has with them. He added it is why SAMLARC was selected as the Onsite Team of the Year, and it is a pleasure working with the Board.

X. Events

Adult Gardening Workshop
Saturday, April 6th
10:00 a.m. – 11:30 a.m.
Lago Beach Club, Fiesta Room

Children's Gardening Workshop
Saturday, April 13th
10:00 a.m. – 11:00 a.m.
Lago Beach Club, Fiesta Room

XI. Next Meeting

Consistent with Board direction, the next meeting will be held on Tuesday, April 23, 2024, at 6:00 p.m. in the Fiesta Room at the Beach Club.

XII. Adjournment

There being no further business to come before the Board of Directors, the meeting was adjourned at 6:37 p.m.

I certify that these minutes were duly approved by the Board of Directors on April 23, 2024.

Paul Persiani
Paul Persiani, President

Date: April 23, 2024

Deborah Christensen
Deborah Christensen, Secretary

Date: April 23, 2024

Prepared by: Tita Gervasi, Executive Assistant