



SAMLARC Board of Directors Meeting

Open Session Meeting Minutes

April 22, 2025 | 6 PM

Members Present

Vice President Greg Schnieders
CFO Greg Wieckert
Secretary Deborah Christensen
Director Jeff Beardsley
Director Kyle Wolack (virtual)

Members Absent

President Jeff Halbreich

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

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):

- Notices of Default
- Foreclosure Proceedings

I. Call to Order

Vice President Schnieders called the Meeting to order at 6:00 PM.



II. Approval of the Agenda

Resolution: To approve the April 22, 2025, Open Session Meeting Agenda.

Motion: Deborah Christensen

Second: Jeff Beardsley

Ayes: 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 March 25, 2025, Open Session Meeting Minutes.

Motion: Greg Wieckert

Second: Deborah Christensen

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

Nays: None

V. Items for Discussion

A. Approval of Draft Audit 2024

Resolution: As recommended by the Budget and Cash Flow Committee, to approve and finalize the draft audit report; and

Authorize designated Directors to sign the Management Representation Letter; and

To approve The Dot Printing to print and distribute the audit to the Membership by April 30, 2025.

Motion: Greg Wieckert

Second: Deborah Christensen

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

Nays: None



B. Budget and Cash Flow Committee Charter

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the revised BCFC Charter as presented.

Motion: Greg Schnieders

Second: Greg Wieckert

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

Nays: None

C. KAL Resources (Contract Amendment)

Resolution: To approve a contract amendment with KAL Resources to provide additional services.

Motion: Deborah Christensen

Second: Jeff Beardsley

Ayes: 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: Deborah Christensen

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

Nays: None

A. Contracts to Expire

Proposed 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:

- SBS Lien Services: Professional consultant. New contract term, no price increase, no change in terms of contract. (Professional/Consulting)



- *Diamonds Sports Field Maintenance*: Provide SAMLARC Park Sports Field Maintenance. First Renewal: There is no price increase or change in terms of the contract.
- *Air Care Heating & Air*: HVAC Maintenance; New contract term; no price increase and no change in terms of contract.
- *West Coast Clock Towers*: Beach Club Clock Tower Maintenance Service; Second Renewal; no price change and no change in terms of contract.

B. The Movement Club

Resolution: As recommended by the Community Lifestyle Committee, to approve a club charter with The Movement Club for a walking and fitness club at SAMLARC Facilities.

C. Contract with Soccer Shots

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Soccer Shots to provide youth soccer classes at SAMLARC facilities.

D. Jolly Jumps and Express Events (Work Authorization)

Resolution: As recommended by the Community Lifestyle Committee, to approve a Work Authorization with Jolly Jumps and Express Events to provide goods and services for the Fishing Derby event.

E. Beach Club Door Replacements

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a Work Authorization with Reliable Construction and Doors to replace doors at the Beach Club.

F. Contract with Inspector Playground (Renewal)

Resolution: To approve a contract renewal with Inspector Playground to provide playground inspection services from June 28, 2025, to June 27, 2026.

G. Approval of the March 2025 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated March 31, 2025. The balance sheet reflects assets of \$10,834,604 in Reserve funds, \$2,908,417 in Operating funds, and \$1,500 in Petty Cash for a total cash amount of \$13,744,521, along with a security deposit of \$7,806. The income statement reflects a year-to-date net income of \$546,871 compared to the budgeted net income of \$319,867. Year-to-date reserve funding is \$520,805 compared to a budget of \$472,644.

H. Approval of the February 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 February 25, 2025. The amount due is \$7,509.25.



I. 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. The accounts became past due in March 2025 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 31, 2025, should the delinquent assessments not be paid within the time established in the Intent to Lien Letter:

Date	Account No.	Total Amt Due	Date	Account No.	Total Amt Due
04/09/25	0027-01	2562.76	04/09/25	7499-03	\$555.00
04/09/25	0468-08	331.00	04/09/25	9205-03	\$507.00
04/09/25	0545-02	436.00	04/09/25	A017-04	\$1092.00
04/09/25	1240-03	2939.00	04/09/25	A318-03	\$1639.00
04/09/25	2332-05	508.00	04/09/25	A403-02	\$367.00
04/09/25	2557-05	508.00	02/11/25	0201-10	\$1109.00
04/09/25	2697-04	561.76	02/11/25	0433-03	\$989.00
04/09/25	3589-03	1309.00	02/11/25	1375-03	\$1664.00
04/09/25	3935-06	300.00	03/10/25	2078-03	\$1268.00
04/09/25	4632-05	507.00	03/10/25	2256-07	\$4012.08
04/09/25	4671-06	832.00	03/10/25	2364-11	\$1533.00
04/09/25	4929-01	500.00	03/10/25	2601-03	\$979.00
04/09/25	5627-04	633.00	03/10/25	2822-05	\$501.00
04/09/25	5891-07	507.00	03/10/25	3099-05	\$1029.00
04/09/25	5986-03	459.00	03/10/25	5217-03	\$3529.00
03/10/25	8813-03	1440.00	03/10/25	B028-03	\$1328.00

VII. Committee & Liaison Reports

Committees

Budget and Cash Flow

The Budget and Cash Flow Committee met on Wednesday, April 16th, to review cash flow worksheets and acknowledge the March 2025 Financial Statement, the 2024 draft audit report, and the February credit card statements. The BCFC is scheduled to meet next on May 21st at noon either in-person or Zoom pending Director availability.



Communications

The Communications Committee held their monthly meeting in person on April 14, at the SAMLARC Business Office. Discussion at the meeting included a review of the 2025 communications goals, apartment community distribution of *Rancho Living*, a review of upcoming Quarter 2 SAMLARC activities, the spring edition of *Rancho Living*, and Quarter 1 digital engagement. Consistent with member direction, the Communications Committee is next scheduled to meet in July 2025.

Community Lifestyle

The Community Lifestyle Committee last met on April 15th. The topics of discussion included:

- The committee reviewed the successful Adult Gardening Strawberry Workshop held in March.
- The upcoming New & Now Member Welcome Reception and Fishing Derby events, focusing on event details, and approved a new Movement Walking Club.

The Committee is next scheduled to meet on May 20th.

Landscape and Facilities Enhancement

The Landscape and Facilities Enhancement Committee last met on April 10, 2025. The topics of discussion included:

- Beach Club Door Replacements
- Fish Restock for the Upcoming Fishing Derby
- Lago Santa Margarita Water Test Results

The Committee is next scheduled to meet on May 8, 2025.

Liaisons

Architectural Review

The Architectural Review Committee met on April 14th. The Committee reviewed and approved seventeen submittals. The Committee is next scheduled to meet on April 28th at 12:00 pm at the SAMLARC Business Office.

Community Associations of Rancho

The Community Associations of Rancho held their monthly meeting in person on April 1st at the Trabuco Canyon Water District. Items of discussion included-



- Introduction to Captain Dwayne Chaple with the City of RSM
- Continued discussion about the Be Firewise website, grant updates, and OC Alert statistics

Consistent with member direction, CAR is next scheduled to meet on May 6th at 7:30 am.

Covenant

The Covenant Committee met on Tuesday, April 1st and reviewed fifteen violations. Five homes were assessed fines, nine homes were offered extensions, and one home had their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, May 13th at 4:00 p.m.

VIII. Director Reports

Director Jeff Beardsley

None.

Director Deborah Christensen

Expressed appreciation for the upcoming Wine & Cheese and Beach Club Opening Day events.

Director Greg Schnieders

Expressed appreciation for the spring edition of *Rancho Living*.

Director Greg Wieckert

Expressed appreciation for the spring edition of *Rancho Living*.

Director Kyle Wolack

None.

IX. Management/Counsel Reports

Community Executive Officer

None.

Corporate Counsel

None.

X. Upcoming Events

Wine & Cheese
May 3
6-9 PM

Beach Club Opening Day
May 10, 2025
11-3 PM



Beach Club
New & Now Member Welcome
May 15, 2025
5:30-7 PM
Beach Club

Beach Club
Fishing Derby
May 31, 2025
7-10 AM
Lago Santa Margarita

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.



Jeff Halbreich, President

Date: May 27, 2025



Deborah Christensen, Secretary

Date: May 27, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager