

Board of Directors Meeting
Open Session Meeting
June 25, 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 Assistant General Manager Jerry Corpuz
SAMLARC Communications Manager Alexandra Kuhlmann
SAMLARC Executive Assistant Tita Gervasi
SAMLARC Financial Analyst Candice Preza
SAMLARC Community Services Manager Carla Galosic
SAMLARC Community Services Coordinator Nicole Thel
Capital & Reserve Project Manager Devin Swanson

### **Others Present**

Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg|DeNichilo, LLP. Mosaic Consulting, Inc. – Devin Sanders

### **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:

- Removal of Trees along Arroyo Vista Street
- Enforcement Policy for Flags/Flagpoles
- Commence Foreclosure Proceedings

#### I. Call to Order

Vice President Jeff Halbreich 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 June 25, 2024 Open Session Agenda.

Motion: Deborah Christensen

Second: Greg Wieckert

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

Farnsworth, Greg Schnieders

Nays: None

#### **III.** Homeowners Forum

Mr. Tom Hanan spoke before the Board regarding the removal of trees at Arroyo Vista. Mr. Hanan submitted a list of questions to Management that he would like to have answered.

### IV. Approval of the Minutes

Resolution: To approve the May 28, 2024, Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Nate Farnsworth

Ayes: Deborah Christensen, Greg Wieckert, Nate Farnsworth

Abstain: Jeff Halbreich, Greg Schnieders

Nays: None

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

## A. Consideration of Proposed Process and Timeline for the Development of the 2025-2027 Board Strategic Plan

Resolution: To approve the proposed process for the development of the 2025-2027 Board Strategic Plan;

and,

To set the meeting date of Tuesday, August 13, 2024, for the 2025-2027 Strategic Planning Workshop.

Motion: Jeff Halbreich

Second: Greg Wieckert

Ayes: 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: Greg Wieckert

Second: Deborah Christensen

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

Farnsworth, Greg Schnieders

Nays: None

### A. Contracts to Expire October 2024

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. If there is a significant change to any contracts prior to the expiration date, such as a poor performance, large price increases or changes to the terms, it will be brought before the Board prior to the expiration date.

- <u>Chic Party Rentals</u> Tent and party rentals Recommend renewal.
- <u>Collins Company</u> Maintain and repair various construction projects Recommend renewal.
- <u>DTS</u> To perform towing services as required Recommend renewal.
- <u>Jolly Jumps and Express Events</u> Event Catering and Rentals Recommend renewal.
- <u>SBS Lien Services</u> Foreclosure-related services Recommended renewal.

## B. Consideration of Recommendation from the Communications Committee to Appoint Committee Members

Resolution: As recommended by the Communications Committee, to appoint SAMLARC Members Karyn Bower and Barton Ortberg to serve on the Communications Committee through the remainder of the 2024-2025 service year.

# C. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Work Authorization with Splendid Events to Provide Goods and/or Services at Bacon Bourbon Blues Event

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #003, with Splendid Events to provide goods and/or services at Bacon Bourbon Blues event.

## D. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Schedule Adjustment to the Game Night Club Charter

Resolution: As recommended by the Community Lifestyle Committee, to approve a schedule adjustment to the Game Night Club Charter from 11:00 p.m. back to 10:00 p.m.

## E. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the April 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 April 25, 2024. The amount due is \$18,639.37.

## F. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the May 2024 Financial Statement

Resolution: To recommend the Board of Directors approve the financial statement and bank reconciliation dated April 30, 2024. The balance sheet dated May 31, 2024, reflects assets of \$9,810,814 in Reserve funds, \$3,096,097 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$12,908,560, along with a security deposit of \$7,806. The May 31, 2024 income statement reflects a year-to-date net income of \$527,075 compared to budgeted net income of (\$20,791). Year-to-date reserve funding is \$764,813 compared to a budget of \$702,505. All figures are rounded.

# G. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve First Renewal Contract with SBS Lien Services for Foreclosure-Related Services

Resolution: As recommended by the Budget and Cash Flow Committee, to approve first renewal of contract with SBS Lien Services ("SBS") for foreclosure-related services.

# H. Consideration of Approval of a Work Authorization with Gerard Signs & Graphics, Inc. for the Digital Printing of Additional Christmas Banners, and Pole Banner Brackets

Resolution: To approve a work authorization with Gerard Signs & Graphics, Inc, for the digital printing of additional Christmas banners and pole banner brackets.

### I. Consideration of Ratification of Work Authorization with Santa Margarita Plumbing for the Replacement of a Water Heater at the Altisima Park Facility

Resolution: To ratify Work Authorization #010 with Santa Margarita Plumbing for the replacement of a water heater at the Altisima Park Facility.

### J. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on 16 delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in June 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 June 25, 2024, should the delinquent assessments not be paid within the time established in the Intent to Lien Letter:

Account	Total	Account	Total
Number	Amount Due	Number	Amount Due
0089-03	\$489.00	9334-01	\$660.00

0129-06	\$2136.70	A079-02	\$499.00
6448-08	\$489.00	A371-02	\$489.00
6726-04	\$489.00	B150-05	\$506.00
7579-02	\$926.00		

Additionally, to approve S.B.S. Lien Services to:

- 1. Offer the Homeowner the right to submit a written request for Alternative Dispute Resolution with a neutral third party pursuant to Article 2 (commencing with Section 5925) of Chapter 10 Article 3.
- 2. Personally, serve the decision to record a Notice of Default upon the homeowner.

### **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 Budget and Cash Flow Committee met via Zoom on Wednesday, June 19, 2024, and reviewed cash flow worksheets, and acknowledged the review of the May 2024 Financial Statement. Variances to the Budget will be reviewed in July as more accumulated data becomes available. SBS received payment for the Notice of Default for SAMLA 6069-04 for the counteroffer amount recommended by the Board. Once funds are received, they will be deposited, and the account will be updated accordingly. The next BCFC meeting is scheduled for July 17, 2024 at 11:30 a.m. on Zoom.
- <u>Community Lifestyle Committee</u> Chair Deborah Christensen reported the Committee met on Tuesday, June 18, 2024 to review the past and upcoming events, the Game Night Club Charter, as well as a discussion regarding the 2025 Events Calendar and Budget. The next meeting is scheduled for Tuesday, August 20, 2024.
- Communications Committee Chair Jeff Halbreich reported the Committee met on April 10, 2024. Discussion at the meeting included election of the Chair, discussion of communications goals for 2024 and beyond, review of the Welcome Guide, review of the July 4, 2024 marketing plan, review of website performance and development, discussion of Committee recruitment, and digital engagement. The Committee also met on May 28, 2024 to interview candidates that were on this evening's agenda. The Committee is next scheduled to meet in July 2024.

### **Committee Liaison Reports:**

- Architectural Review Committee Director Greg Schnieders the Committee met on June 10, 2024 and June 24, 2024. Twenty submittals were submitted and all twenty were approved. The next meeting will be held on July 8, 2024 at 12:00 p.m. via Zoom.
- <u>Chamber of Commerce</u> Director Greg Schnieders reported the Chamber continues to host Business Connection Meetings. This is a great way to gain invaluable networking opportunities, build relationships, share insights, and drive your business forward with the support of fellow chamber members. The next Meeting will take place on July 2, 2024. The Party of Five Mixer will occur on June 26, 2024 at Tijeras Creek Golf Club

tomorrow night. The 14<sup>th</sup> Annual Dan Graham Ethics in Business Award breakfast is also tomorrow morning and is set to be hosted by the Rotary Club. The Chamber is supporting the event through its marketing efforts. This year, Rotarian John Carpenter will be recognized for his outstanding efforts.

- <u>Covenant Committee</u> Director Greg Wieckert reported the Committee met on Tuesday, June 4, 2024 and reviewed ten violations. Nine homes were assessed fines, and one home was offered an extension. The next Covenant Committee meeting is scheduled for Tuesday, July 2, 2024 at 4:00 p.m.
- Community Associations of Rancho Director Greg Schnieders reported CAR met on Tuesday, June 3, 2024. Discussion items included an RSM Voice Update on Alert OC and ongoing Home Hardening presentations. Membership received an update on the website, which is being built at no cost to CAR. It is intended to be an informational site only so as not to duplicate efforts with other organizations, and it is expected to be ready before fire season. The next meeting is scheduled for Tuesday, July 9, 2024.
- <u>Sports Council</u> Director Jeff Halbreich reported the Sports Council meeting has been rescheduled to tomorrow. Items of discussion will include Fall Season Allocation, Summer Maintenance, Mudline/SMS, and League Improvements. A recap will be provided at the July Board of Director's meeting.

### **No Reports for this Month's Meeting**

- Election Committee Chair Greg Wieckert
- Insurance Review Committee Chair Greg Wieckert
- Landscape and Facilities Enhancement Committee Chair Paul Persiani
- 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 she attended the Fishing Derby and had a lot of fun. She added she is looking forward to the July 5<sup>th</sup> Star Spangled Spectacular.

Director Nate Farnsworth thanked staff for the hard work they have put in for the 4<sup>th</sup> and 5<sup>th</sup> of July events.

Director Jeff Halbreich stated he will be in Pennsylvania on the 4<sup>th</sup> of July, so will miss the 4<sup>th</sup> and 5<sup>th</sup> of July Star Spangled event.

Director Paul Persiani – Absent.

Director Greg Schnieders commented he had attended the Fishing Derby and had a good time.

Director Greq Wieckert stated he was looking forward to the 5<sup>th</sup> of July event.

#### **IX.** Community Executive Officer Report

No report.

### X. Events and Programs

### **Star Spangled Spectacular**

Thursday, July 4<sup>th</sup> & Friday, July 5<sup>th</sup> 8:00 a.m. – 7:00 p.m. & 11:00 a.m. – 9:30 p.m. Beach Club & Lago Santa Margarita Lakeshore

**Music at the Lake: Jake Hitt** 

Friday, July 19<sup>th</sup> 6:00 p.m. – 8:00 p.m. Lago Santa Margarita Amphitheater

Screen on the Green: Kung Fu Panda 4

Friday, July 26<sup>th</sup> 6:30 p.m. – 9:30 p.m. Central Park

### XI. Next Meeting

Consistent with Board direction, the next meeting will be held on July 23, 2024, 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 6:14 p.m.

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

Paul Persiani	Date: July 23, 2024
Paul Persiani, President	,
Deborah Christensen	Date: July 23, 2024
Deborah Christensen, Secretary	

Prepared by: Tita Gervasi, Executive Assistant