SAMLARC Board of Directors Meeting

Open Session Meeting Minutes

July 22, 2025 | 6 PM

Members Present

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

Members Absent

CFO Greg Wieckert

FirstService Residential - SAMLARC

Community Executive Officer George Blair
Public Relations Manager Alexandra Kuhlmann
Community Services Manager Carla Galosic

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):

- Legislative Update Regarding AB 130
- Contract with Accurate Voting Services

I. Call to Order

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

II. Approval of the Agenda

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

Motion:	Deborah Christensen
Second:	Jeff Halbreich
Ayes:	Jeff Halbreich, Greg Schnieders, 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 June 24, 2025, Open Session Meeting Minutes.

Motion:	Greg Schnieders
Second:	Kyle Wolack
Ayes:	Jeff Halbreich, Greg Schnieders, Deborah Christensen, Jeff Beardsley, Kyle Wolack
Nays:	None

V. Items for Discussion

A. Contract with Accurate Voting Services

Resolution: As recommended by the Election Committee, to approve a future contract with Accurate Voting Services for execution of the 2026 Election balloting, tabulation, and certification should the election be deemed contested.

Motion:	Jeff Halbreich
Second:	Deborah Christensen
Ayes:	Jeff Halbreich, Greg Schnieders, 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.

Motion: Jeff Halbreich

Second: Deborah Christensen

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

Nays: None

Upcoming Contracts

A. Contracts to Expire November 2025

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. These contracts include:

- *Pacific Utility Audit, Inc*: Utility Auditing. New Contract beginning November 18, 2025, and ending November 17, 2026, no price increase, no change in terms of Contract.
- *Orange Coast Fence*: Maintenance, Repair and New Projects. First Renewal of Contract beginning November 24, 2025, and ending November 23, 2026, no price increase, no change in terms of Contract.
- *Tony's Locksmith*: Maintenance, Repair and New Projects. First Renewal of Contract beginning November 23, 2025, and ending November 22, 2026, no change in terms of Contract.
- *VanDerPol and Company*: Financial Audit/Tax Preparation Services. Second Renewal of Contract beginning November 12, 2025, and ending November 11, 2026, no change in terms of Contract.
- *Triton Air*: Maintenance, Repair and new Projects. First Renewal of Contract beginning November 23, 2025, and ending November 22, 2026, no changes in terms of Contract.
- *IE Alarm Services*: Security Alarm Services, New Contract beginning November 15, 2025, and ending November 14, 2026, no changes in terms of Contract.

Contract Renewals

B. Diamonds Sports Field Services (Contract Renewal)

Resolution: To approve the first renewal of the contract with Diamonds Sports Field Services Inc. for year-round sports field infield maintenance and supplemental common area services.

Work Authorizations

C. Monte Vista Pool Pump Motor Replacement (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee to approve a Work Authorization with Best Pool Service to replace a pool pump motor at Monte Vista Pool.

D. Cañada Vista Park Metal Fence Panel Repair (Work Authorization)

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #031 with 24HRC for the Metal Fence Panel Repair at Canada Vista Park.

Ratifications

E. SAMLARC Arena Panels (Ratification)

Resolution: To ratify Work Authorization #086 with Diamonds Sports Field Services, for two replacement panels at the SAMLARC Arena.

F. Swing Parts, Dave Bang Associates (Ratification)

Resolution: To ratify Work Authorization #047 with Dave Bang Associates, for replacement parts for various swing parts at the SAMLARC playgrounds.

Fiscal Items

G. Approval for the June 2025 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated June 30, 2025.

H. Approval of the May 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 May 26, 2025.

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

VII. Committee & Liaison Reports

Committees

Budget and Cash Flow

The Budget and Cash Flow Committee met on Wednesday, June 18th, to review cash flow worksheets and acknowledge the May 2025 Financial Statement, and the April credit card statements. The BCFC is scheduled to meet next on July 16th at noon either in-person or Zoom pending Director availability.

Community Lifestyle

The Community Lifestyle Committee last met on June 17, 2025. The topics of discussion included:

- The committee reviewed the success of the past events of Beach Club Opening Day, New & Now Welcome Reception, Fishing Derby, Voice of SAMLARC, and Moana 2 Screen on the Green.
- The upcoming Great Rancho Campout event, focusing on event details, as well as a discussion regarding the 2026 Events Calendar and Budget

The Committee is next scheduled to meet on August 19, 2025.

Landscape and Facilities Enhancement

The Landscape and Facilities Enhancement Committee last met on July 17, 2025. The topics of discussion included:

- LED Light Conversion project
- Monte Vista Pool Pump Motor Replacement project
- Canada Vista Park Metal Fence Panel Replacement

The Committee is next scheduled to meet on August 14, 2025.

Liaisons

Architectural Review

The Architectural Review Committee met on July 14th. The Committee reviewed and approved ten submittals.

The Committee is next scheduled to meet on July 28th at 12:00 pm at the SAMLARC Business Office.

Community Associations of Rancho

CAR met on Tuesday, July 15, and continued the discussion on the banner program, the status of creating a 501(c)(3) organization, and the Firewise website.

CAR members were present at the city's upcoming Wildfire Prevention and Preparedness Community Event on Wednesday, June 25, to discuss Alert OC, the Firewise website, and to raise overall awareness about who CAR is and what its volunteers are working on.

CAR will be dark in August and is scheduled to resume its regular meeting schedule on the first Tuesday of each month at the Trabuco Canyon Water District.

Covenant

The Covenant Committee met on Tuesday, June 3rd and reviewed eleven violations. Five homes were assessed fines, one home was offered IDR, two homes were offered extensions, and three homes had their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, July 1st at 4:00 p.m.

Sports Council

The Sports Council last met on June 11, 2025. The topics of discussion included:

- Fall Allocation
- Summer maintenance
- Discussion on reserved vs actual usage
- 2026 Use Fees 5-7% increase

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

VIII. Director Reports

Director Jeff Beardsley

Expressed appreciation for the Music at the Lake event series.

Director Deborah Christensen

Expressed appreciation for the July 4th event.

Director Jeff Halbreich

Expressed appreciation for the July 4th event.

Director Greg Schnieders

Expressed appreciation for the July 4th event and Music at the Lake.

Director Kyle Wolack

None.

IX. Management/Counsel Reports

Community Executive Officer

None.

Corporate Counsel

None.

X. Upcoming Events

Great Rancho Campout

August 1-2, 2025
5:00 PM – 9:00 AM
Trabuco Mesa Park

Music at the Lake

August 15, 2025
6:00 PM - 8:00 PM
Lakeshore Amphitheater

XI. Next Meeting

The next Open Session Board of Directors Meeting will be held on August 26, 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 6:26 PM.

I certify that these Minutes were duly approved by the Board of Directors on August 26, 2025.

Jeff Halbreich, President | Date: August 26, 2025

Deborah Christensen

Deborah Christensen, Secretary | Date: August 26, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager