Board of Directors Meeting
Open Session Meeting
July 23, 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 Capital & Reserve Project Manager Devin Swanson
SAMLARC Park Operations Manager Pat White
FSR Executive Vice President of Community Management Anthony Mazza

Others Present

Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg|DeNichilo, LLP.

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:

- Enforcement Policy for Flags/Flagpoles
- Commence Foreclosure Proceedings
- Bad Debt Write off

I. Call to Order

President Paul Persiani 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 July 23, 2024 Open Session Agenda.

Motion: Deborah Christensen

Second: Jeff Halbreich

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert,

Nate Farnsworth, Greg Schnieders

Nays: None

III. Homeowners Forum

No homeowners attended the meeting.

IV. Approval of the Minutes

Resolution: To approve the June 25, 2024, Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Greg Schnieders

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

Farnsworth, Greg Schnieders

Abstain: Paul Persiani

Nays: None

V. Items for Discussion and/or Approval

A. Consideration of Request from RSM Cares to Support "The Magic of RSM Cares" Event

Resolution: To deny the request from RSM Cares for a donation to support "The Magic of RSM Cares" Event.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert,

Nate Farnsworth, Greg Schnieders

Nays: None

Administrative Direction: To add a line item to the 2025 Budget to support RSM Cares moving forward.

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: Jeff Halbreich

Second: Paul Persiani

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert,

Nate Farnsworth, Greg Schnieders

Nays: None

A. Contracts to Expire November 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. These contracts include:

- <u>Pacific Utility Audit</u> Analyze utility rate structures and ensures that SAMLARC has
 the most optimal rate plan offered by Southern California Edison. New contract,
 no price increase, no change in terms of contract.
- <u>Orange Coast Fence</u> Maintenance, repair, and new fencing projects. Second Renewal, no price increase, no change in terms of contract.
- <u>Tony's Locksmith</u> Maintenance, repair, and new projects. New contract, no price increase, no change in terms of contract.
- <u>Triton Air</u> Maintenance, repair, and new projects. New contract, no price increase, no change in terms of contract.
- <u>IE Alarm Systems</u> Alarm Monitoring for Beach Club and Altisima Vista Room. Second renewal of contract, no price increase, no change in terms of contract.
- World Wide Tek, Inc. Surveillance system maintenance services, First Renewal, no price increase (TBD), no change in terms of contract (TBD).

B. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the May 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 May 27, 2024. The amount due is \$20,254.77.

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

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the financial statement and bank reconciliation dated June 30, 2024. The balance sheet dated June 30, 2024, reflects assets of \$9,871,058 in Reserve funds, \$3,163,074 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$13,035,782, along with a security deposit of \$7,806. The June 30, 2024, income statement reflects a year-to-date net income of \$632,720 compared to budgeted net income of (\$110,026). Year-to-date reserve funding is \$915,297 compared to a budget of \$843,006. All figures are rounded.

D. Consideration to Approve a Contract with The Bee Man Pest Control to Provide Year-Round Removal and Treatment Services for Beehives and Wasps

Resolution: To approve a Contract with The Bee Man Pest Control to provide year-round removal and treatment services for beehives and wasps.

E. Consideration of Approval of a Contract with Diamonds Sports Field Services, Inc. to Provide Year-Round Maintenance of Sports Field Infield Services and Supplemental Common Area Services

Resolution: To approve a contract with Diamonds Sports Field Services, Inc. to provide year-round maintenance of Sports Field infields and Supplemental Common Area Services.

F. Consideration of Approval of a Contract Renewal with SoCal Property Services for Community Park Parking Lot Sweeping Services

Resolution: To approve a contract renewal with SoCal Property Services to provide community park parking lot sweeping services from September 26, 2024, to September 25, 2025.

G. Consideration of Approval of a Work Authorization with La Cresta Enterprises, Inc. to Repair/Replace Twenty-Seven Backflow Devices

Resolution: To approve Work Authorization #030 with La Cresta Enterprises, Inc. to repair/replace twenty-seven backflow devices using contract template four (4) Work Authorization for Goods and/or Services.

H. Consideration of Approval of Contract Renewal with Solitude Lake Management for Floating Island and Compressor Maintenance Services

Resolution: To approve a contract renewal with Solitude Lake Management to repair and maintain the floating islands and aeration (compressor) system located at Lago Santa Margarita.

I. Consideration of Approval of Contract and Work Authorization with Holiday Harbor Lighting Company for the 2024 Holiday Lighting and Decoration Program and the Trail of Lights

Resolution: To approve a contract with Holiday Harbor Lighting Company for the 2024 Holiday Lighting and Decoration Program and Trail of Lights.

J. Consideration of Approval of a Ratification of Work Authorizations with Dave Bang Associates, Inc. for Playground Repairs at Tijeras Creek Park Playground

Resolution: To approve the ratification of Work Authorizations #041 with Dave Bang Associates Inc., for playground repairs at Tijeras Creek Playground.

K. Consideration of Approval of a Ratification to Approve an Eagle Scout Request from Troop 727 to Build and Furnish Three Bird Nest Boxes located at Monte Vista Park

Resolution: Consideration of Approval of a Ratification to Approve an Eagle Scout Request from Troop 727 to Build and Furnish Three Bird Nest Boxes located at Monte Vista Park.

L. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on seven delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in July 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 July 23, 2024, 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
07/08/24	2328-06	\$634.00	07/08/24	6647-02	\$489.00
07/08/24	2682-11	\$489.00	07/08/24	7579-02	\$946.00
07/08/24	3151-01	\$489.00	07/08/24	8955-02	\$499.00
07/08/24	3589-03	\$489.00	07/08/24	9334-01	\$670.00
07/08/24	4047-09	\$489.00	07/08/24	9555-01	\$513.00
07/08/24	4067-11	\$489.00	07/08/24	B028-03	\$489.00
07/08/24	4357-05	\$489.00	07/08/24	0963-04	\$1641.17

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:

- <u>Budget and Cash Flow Committee</u> Chair Greg Wieckert reported the Committee met via Zoom on Wednesday, July 17, 2024 and reviewed reinvestment options and strategies, cash flow worksheets, and acknowledged the review of the June 2024 Financial Statement. Variances to Budget to be reviewed in August as more accumulated data becomes available. The next BCFC meeting is scheduled for August 21, 2024 at 11:30 a.m. on Zoom.
- <u>LFEC</u> Chair Paul Persiani reported the Committee met virtually on Thursday, July 11, 2024 at noon. The Committee reviewed the Arena Soccer Renovation Proposal and the Strategic Plan and Reserve Funding. The next Committee meeting is scheduled for Thursday, August 8, 2024.
- <u>Communications Committee</u> Chair Jeff Halbreich reported the Committee met on July 16, 2024 to discuss the draft 2025 Communications Budget, Star Spangled Spectacular marketing plan results, and digital engagement from Quarter 2. The Committee is next scheduled to meet in October 2024.

Committee Liaison Reports:

 Architectural Review Committee – Director Greg Schnieders reported the Committee met on July 8, 2024 and July 22, 2024. There were 15 submittals, and all were approved. The next meeting will be held on August 12, 2024 at 12:00 p.m. via Zoom.

- Chamber of Commerce Director Greg Schnieders reported the Chamber continues to meet monthly to review business strategies & networking. The next Business Workshop will take place on Friday, July 30, 2024, in the Fiesta Room from 11:30 a.m. 1:00 p.m. This free event will focus on understanding how to navigate the new state regulation requirements of Senate Bill 553, "Workplace Violence Prevention Plan". The Chamber is also supporting the upcoming RSM Carres Magic of RS Cares event, which was discussed earlier this evening.
- Community Associations of Rancho Director Greg Schnieders reported CAR met on July 9, 2024. Discussion included a presentation by Captain Kennedy with the Orange County Sheriff's Department. Captain Kennedy attended the CAR meeting on July 9, 2024 to discuss the need for security cameras within communities and the platforms used. In addition, Captain Kennedy has invited CAR Members to tour the real-time operations center in Tustin at the beginning of August. The specific time and date are still to be determined. Mr. Dan Nordberg also provided a legislative update. The next meeting is scheduled for Tuesday, August 6, 2024.
- <u>Covenant Committee</u> Director Greg Wieckert reported the Committee met on Tuesday, July 2, 2024 and reviewed nine violations. Seven homes were assessed fines, one home was offered IDR, and one home was offered an extension. The next Covenant Committee meeting is scheduled for Tuesday, August 6, 2024 at 4:00 p.m.

No Reports for this Month's Meeting

- Community Lifestyle Committee Chair Deborah Christensen
- Election Committee Chair Greg Wieckert
- Insurance Review Committee Chair Greg Wieckert
- Sports Council Director Jeff Halbreich
- 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 thanked the team for their work on July 4th and 5th. She added it was a spectacular fireworks show.

Director Nate Farnsworth also thanked the team for their hard work.

Director Jeff Halbreich – No report.

Director Paul Persiani thanked the team for their work on the 4th and 5th.

Director Greg Schnieders would like the Board to consider having Captain Kennedy attend a SAMLARC meeting to present regarding the need for cameras and the Real Time Center platforms.

Director Greg Wieckert – No report.

IX. Community Executive Officer Report

No report.

X. Events and Programs

Great Rancho Campout

Friday, August 2nd & Saturday, August 3rd 5:00 p.m. – 9:00 a.m. Trabuco Mesa Park

Music at the Lagoon

Friday, August 16th 6:00 p.m. – 8:00 p.m. Lago Santa Margarita Amphitheater

XI. Next Meeting

Consistent with Board direction, the next meeting will be the Strategic Planning Workshop on August 13, 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 August 27, 2024.

Paul Persiani	Date:August 27, 2024
Paul Persiani, President	
Deborah Christensen	Date:August 27, 2024
Deborah Christensen, Secretary	

Prepared by: Tita Gervasi, Executive Assistant