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# SAMLARC Board of Directors Meeting

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## Open Session Meeting Minutes

August 26, 2025 | 6 PM

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### Members Present

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

### Members Absent

### FirstService Residential - SAMLARC

Community Executive Officer George Blair  
Public Relations Manager Alexandra Kuhlmann  
Beach Club Manager Pat White  
Capital & Reserves Project Manager Devin Swanson  
Parks & Sports Manager Ben Helm  
Project Coordinator 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):

- Contract with FirstService Residential
- Foreclosure Proceedings

## I. Call to Order

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

## II. Approval of the Agenda

Resolution: To approve the August 26, 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. Four Members spoke regarding landscape and sidewalk conditions along El Corazon

## IV. Approval of the Minutes

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

Motion: Deborah Christensen

Second: Kyle Wolack

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

Nays: None

Abstentions: Greg Wieckert

## V. Items for Discussion

### A. Contract with FirstService Residential

Resolution: To approve an amendment to the contract with FirstService Residential for Community Management Services.

Motion: Greg Wieckert

Second: Jeff Beardsley

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

Nays: None

#### B. 2026 Election Policies & Guidelines Manual

Resolution: As recommended by the Election Committee, to post the proposed 2026 Election Policies & Guidelines for Member comment prior to adoption at the September 23, 2025, Board Meeting.

Motion: Jeff Halbreich

Second: Deborah Christensen

Ayes: Jeff Halbreich, 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.

Motion: Greg Wieckert

Second: Greg Schnieders

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

Nays: None

#### *Upcoming Contracts*

##### A. Contracts to Expire December 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:

- *World Wide Tek, Inc.*; Surveillance System Management. Second Renewal, no price increase, no change in terms of Contract. January 1 – December 31, 2026.
- *Mosaic Consulting, Inc.*; Landscape Management Consulting Services. New Contract, no price increase, no change in terms of Contract. January 1 – December 31, 2026.
- *Nordberg Law Group*; Professional Legal Services. New Contract, 10% price increase, no change in terms of Contract. January 1 – December 31, 2026.
- *Brightview Landscape Services, Inc.*; Landscape Services for Parks. New Contract, 2% price increase, no change in terms of Contract. January 1 – December 31, 2026.

- *Andre Landscape Service*; Landscape Services for Streets/Trails and separate Contract for Trees. New Contract, 2% price increase, no change in terms of Contract. January 1 – December 31, 2026.
- *Titanium Universal*; Patrol Services. Second Renewal, 4% price increase, no change in terms of Contract. January 1 – December 31, 2026.

### *Miscellaneous Items*

#### B. 2026 Board Meeting Calendar

Resolution: To approve the proposed 2026 Board Meeting calendar.

### *Committee Recommendations*

#### C. 2026 Board of Directors Election Timeline

Resolution: As recommended by the Election Committee, to approve the following dates for facilitation of the 2026 Annual Meeting and Election:

- Annual Meeting to be held on February 19, 2026
- Deadline for Board Director Applications on October 13, 2025 (5 PM)
- Deadline for nominations or solicitation of additional applications on November 11, 2025 (5 PM)

#### D. 2026 Election Special Meeting

Resolution: As recommended by the Election Committee and in the event of a contested 2026 Director Election, to call a Special Meeting of the Board of Directors on February 18, 2026, for the purposes of Members' observation of ballot opening.

### *Contracts*

#### E. Contract with Holiday Harbor Lighting Design, LLC

Resolution: To approve a contract with Holiday Harbor Design, LLC to provide SAMLARC's 2025 Holiday Lighting.

#### F. Contract with Air Care Heating & Air Conditioning

Resolution: To approve a contract with Air Care Heating & Air Conditioning to provide HVAC maintenance for the Fiesta Room.

#### G. Contract with West Coast Tower Clocks

Resolution: To approve a contract with West Coast Tower Clocks to provide maintenance for the Beach Club clock tower.

#### H. Contract with C.I. Services, Inc.

Resolution: To approve a contract with C.I. Services, Inc. to provide roof maintenance and services for SAMLARC Facilities.

I. **Contract with SmartProperty**

Resolution: To approve a contract with SmartProperty for providing reserve study software for a period of twelve months, via automatic renewal, and to perform a Level Two review of the Reserve Study in 2026.

**Contract Renewals**

J. **Contract Renewal with Purcor Pest Solutions (First Renewal)**

Resolution: To approve the first renewal of the contract with Purcor Pest Solutions for pest control services.

K. **Contract Renewal with Triton Air (First Renewal)**

Resolution: To approve the first renewal of the contract with Triton Air for HVAC maintenance at several SAMLARC facilities.

L. **Contract Renewal with E & C Mystic Cleaning & Janitorial Services Inc. (Second Renewal)**

Resolution: To approve the second renewal of Contract with E & C Mystic Cleaning & Janitorial Services Inc., for bus shelter cleaning services.

M. **Contract Renewal with Lake Management Inc. (Lake) (First Renewal)**

Resolution: To approve the first renewal of the contract with Lake Management, Inc. (LMI) to provide maintenance services at Lago Santa Margarita.

N. **Contract Renewal with Lake Management, Inc. (Lagoon) (First Renewal)**

Resolution: To approve the first renewal of the contract with Lake Management, Inc. (LMI) to perform Lagoon and Fountain Maintenance Services at the Beach Club.

O. **Contract Renewal with Solitude Lake Management (Second Renewal)**

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

P. **Contract Renewal with SoCal Property Services (Second Renewal)**

Resolution: To approve the second renewal of the contract with SoCal Property Services to provide community park parking lot sweeping services.

**Work Authorizations**

Q. **Annual Roof Maintenance (Work Authorization)**

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a Work Authorization with C.I. Services, Inc. to perform the annual roof maintenance at eleven SAMLARC Facility locations.

R. Jolly Jumps and Express Events (Work Authorization)

Resolution: To approve a work authorization with Jolly Jumps and Express Events to provide goods and services at the Halloween Family Festival event.

S. Splendid Events (Work Authorization)

Resolution: To approve a work authorization with Splendid Events to provide goods and services at the Bacon, Bourbon & Blues event.

*Ratifications*

T. Backflow Device Repair

Resolution: To approve the ratification of Work Authorization #037 with La Cresta Enterprises, Inc. to repair a backflow device.

*Fiscal Items*

U. Approval of the July 2025 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated July 31, 2025.

V. Approval of the June 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 June 25, 2025.

W. 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, August 20<sup>th</sup>, to review cash flow worksheets and acknowledge the July 2025 Financial Statement, as well as the June credit card statements. The BCFC also reviewed the first draft of the 2026 budget.

The BCFC's next meeting is scheduled for September 17<sup>th</sup> at 4 PM, in-person, for the regular meeting as well as the second review of the 2026 budget.

### *Election*

The Election Committee met on August 18 to review the proposed 2026 Election Policies & Guidelines Manual. The Committee will next meet in late October to review applications for nomination and to nominate viable candidates for election.

### *Landscape and Facilities Enhancement*

The Landscape and Facilities Enhancement Committee last met on Thursday, August 14, 2025. The topics of discussion included:

- Annual Roof Maintenance for Eleven Facility Buildings
- Presentation on the conceptual plans for the Veterans' Memorial at Central Park by Wilson Leung, Principal Engineer for the City of Rancho Santa Margarita, and Joe Parco, Public Works Director/City Engineer for the City of Rancho Santa Margarita

The Committee is next scheduled to meet on Thursday, September 11, 2025, at noon.

### *Liaisons*

#### *Architectural Review*

The Architectural Review Committee met on July 28<sup>th</sup>, August 11<sup>th</sup> and August 25<sup>th</sup>. The Committee reviewed and approved twenty-five submittals.

The Committee is next scheduled to meet on September 8<sup>th</sup> at 12:00 pm at the SAMLARC Business Office.

### *Covenant*

The Covenant Committee met on Tuesday, August 6<sup>th</sup>, and reviewed fifteen violations. Six homes were assessed fines, one home was offered ADR, three homes were offered extensions, and two homes had their fines rescinded.

The next Covenant Committee meeting is scheduled for Tuesday, September 2<sup>nd</sup>, at 4:00 p.m.

## **VIII. Director Reports**

### *Director Jeff Beardsley*

Expressed appreciation for the Music at the Lake event series.

### *Director Deborah Christensen*

Expressed appreciation for the Music at the Lake event series, noted that the event received great attendance; looking forward to Bacon, Bourbon & Blues

### *Director Jeff Halbreich*

None.

*Director Greg Schnieders*

None

*Director Greg Wieckert*

None

*Director Kyle Wolack*

None.

## IX. Management/Counsel Reports

*Community Executive Officer*

None.

*Corporate Counsel*

None.

## X. Upcoming Events

Bacon, Bourbon & Blues

September 20, 2025

6:00 PM - 9:00 PM

Beach Club

## XI. Next Meeting

The next Open Session Board of Directors Meeting will be held on September 23, 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 6:22 PM.

I certify that these Minutes were duly approved by the Board of Directors on September 23, 2025.

*Jeff Halbreich*

Jeff Halbreich, President

Date: September 23, 2025

*Deborah Christensen*

Deborah Christensen, Secretary

Date: September 23, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager

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