



**SAMLARC**  
Rancho Santa Margarita Landscape and Recreation Corporation  
**Board of Directors Meeting**  
**Open Session Meeting**  
August 27, 2024  
**Minutes**

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**Members Present**

President Paul Persiani  
Vice President Jeff Halbreich  
Secretary Deborah Christensen  
CFO Greg Wieckert  
Director Nate Farnsworth  
Director Greg Schnieders

**Members Absent**

**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 Beach Club Operations Manager Star Meza  
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:

- Service Animal Policy
- Corporate Transparency Act Information
- Commence Foreclosure Proceedings

**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 August 27, 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**

One homeowner came before the Board to request assistance with allowing him to put up Plexiglas on his back fence, his concern with increases in HOA fees every year, and trimming of the large eucalyptus tree near the fence.

### **IV. Approval of the Minutes**

A. Resolution: To approve the August 13, 2024, Board of Directors Strategic Planning Workshop Minutes.

B. Resolution: To approve the July 23, 2024, Board of Directors Open Session Minutes.

Motion: Jeff Halbreich

Second: Greg Wieckert

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

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

#### **A. Consideration of Service Animal Policy**

Resolution: To approve a Service Animal Policy as amended in Executive Session to include the words "Beach Club Lagoon."

Motion: Jeff Halbreich

Second: Greg Wieckert

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

#### **B. Consideration of a Letter in Support of the City of Rancho Santa Margarita's E-Bike Ordinance**

Resolution: To approve a Letter of Support as presented.

Motion: Paul Persiani

Second: Jeff Halbreich

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

### **C. Consideration of Approval of 2025-2027 Strategic Plan**

Resolution: To approve the 2025 – 2027 Strategic Plan as amended to leave two wader pools intact and direct Management to implement the goals and objectives, reporting to the Board quarterly regarding the Plan’s status.

Motion: Jeff Halbreich

Second: Paul Persiani

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

### **D. Contracts to Expire**

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:

- FirstService Residential – Property Management Company. The base fee and staffing services addendum shall increase in accordance with the CPI reported on August 10, 2024 (2.9%). January 1 - December 31, 2025
- Mosaic Consulting, Inc. – Landscape Management Consultant Services. Second Renewal, no price increase, no change in terms of contract. January 1 - December 31, 2025
- Nordberg Law Group – Professional Legal Services. 2nd Renewal of contract Jan 1 2025 – December 31, 2025 Renewal contract, no price increase, no change in terms of contract.
- BrightView Landscape Services, Inc. – Landscape Services for Parks. 2nd Renewal, 3% price increase, no change in terms of contract.
- Andre Landscaping - Landscape Services for streets and trails a separate contract for and Trees. Jan 1 – Dec 31 2nd Renewal, 3% price increase, no change in terms of contract.
- Titanium Security – Patrol Services, no change in terms of contract, 4% price increase, Jan 1, 2025 – December 31, 2025.
- Dave Bang Associates, Inc. – Playground Maintenance, no change in terms of contract, Price based on work authorizations - Jan 1, 2025 – January 25, 2026

Motion: Jeff Halbreich

Second: Deborah Christensen

Ayes: Paul Persiani, 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: Nate Farnsworth

Second: Jeff Halbreich

Ayes: Paul Persiani, Jeff Halbreich, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Greg Schnieders

Nays: None

**A. Consideration of Approval of Proposed 2025 Board Meeting Calendar**

Resolution: To approve the proposed 2025 Board Meeting Calendar that includes one monthly Board of Directors Meeting, as well as the 2025 Annual Meeting and Election, Special OS Meeting for Opening of the Ballots, and Budget Workshop. If an alternate meeting is required, it will be scheduled for the second Tuesday of the month at 5:00 p.m. for Executive Session and 6:00 p.m. for Open Session.

**B. Consideration of Recommendation from the 2025 Election Committee to Approve the Date for the Annual Meeting and Election of the SAMLARC Board of Directors, and Deadline Date for Submittal of the Volunteer Board of Director Application for Nomination**

Resolution: As recommended from the 2025 Election Committee, to approve the 2025 Annual Meeting and Election of the SAMLARC Board of Directors to be conducted on Thursday, February 20, 2025;

and,

to approve Monday, October 14, 2024, 5:00 p.m. as the deadline date and time to receive Board of Director Applications for Nomination for the 2025 Election. In accordance with the bylaws, no applications or nominations can be made after November 12, 2024 at 5:00 p.m.

**C. Consideration of Recommendation from the 2025 Election Committee to the Board of Directors to Approve a Special Meeting of the Board of Directors Concurrent with the Inspectors of the Election Tabulation of Ballots for the Purpose of Allowing the Membership to View the Actual Opening of Ballots**

Resolution: As recommended by the Election Committee, to approve calling a Special Meeting of the Board of Directors concurrent with the Inspectors of the Election tabulation of ballots on Wednesday, February 19, 2025 at 10:00 a.m. for the purpose of allowing the membership to view the actual opening of ballots.

**D. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Concrete Hazard Solutions for the Semi-Annual Concrete Repairs Project at the SAMLARC Parks and Lakeshore**

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Concrete Hazard Solutions for the concrete repair work for the Semi-Annual Concrete Repairs located in the SAMLARC Parks and the Lakeshore.

**E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with C.I. Services, Inc. to Perform the Annual Roof Repairs at Eleven SAMLARC Facility Locations**

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

**F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Work Authorization with La Cresta Enterprises, Inc. to Replace the Backflow Device on Avenida de Las Banderas at Arroyo Vista Park**

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a Work Authorization with La Cresta Enterprises, Inc. to replace the backflow device on Avenida de Las Banderas at Arroyo Vista Park.

**G. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve Member Request for Reimbursement**

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve the Member's request for reimbursement and stipulate the Member sign a Release of Liability as a condition of reimbursement.

**H. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Work Authorization with Jolly Jumps and Express Events to Provide Goods and/or Services at the Halloween Family Festival**

Resolution: As recommended by the Community Lifestyle Committee to approve work authorization #88 with Jolly Jumps and Express Events to provide goods and/or services at the Halloween Family Festival.

**I. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the June 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 June 25, 2024. The amount due is \$8,027.91.

**J. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the July 2024 Financial Statement**

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the financial statement and bank reconciliation dated July 31, 2024. The balance sheet dated July 31, 2024, reflects assets of \$9,927,200 in Reserve funds, \$3,119,600 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$13,048,500, along with a security deposit of \$7,800. The July 31, 2024, income statement reflects a year-to-date net income of \$571,720 compared to budgeted net income of (\$299,000). Year-to-date reserve funding is \$1,082,700 compared to a budget of \$983,500. All figures are rounded.

**K. Consideration of Approval of Contract with Purcor Pest Solutions for Pest Control Services**

Resolution: To approve the Contract with Purcor Pest Solutions for pest control services.

**L. Consideration of Approval of Contract Renewal with West Coast Clock Towers for Clock Tower Maintenance Services at Lago Santa Margarita Beach Club**

Resolution: To approve a contract renewal with West Coast Clock Towers to perform clock tower maintenance services at Lago Santa Margarita Beach Club.

**M. Consideration of Approval of Contract Renewal with Air Care Heating & Air Conditioning to Provide HVAC System Maintenance for the Fiesta Room**

Resolution: To approve a contract renewal with Air Care Heating & Air Conditioning.

**N. Consideration of Approval of Contract Renewal with Gerard Signs & Graphics, Inc. for Installation and Removal of Holiday Banners**

Resolution: To approve a contract renewal with Gerard Signs & Graphics Inc., for installation and removal of holiday banners.

**O. Consideration of Ratification of Work Authorization with La Cresta Enterprises, Inc. to Repair and/or Replace Defective Devices**

Resolution: To ratify Work Authorization #032 with La Cresta Enterprises, Inc. to rebuild defective valve on device located on Buena Suerte, remove/replumb, and install new device located on Antonio Parkway, as well as certify both devices.

**P. Consideration of Approval of Request to Proceed with Liens**

Resolution: To authorize and instruct Management to record a lien on 19 delinquent accounts should their assessments not be paid within the time period established in the Intent to Lien Letter. The accounts became past due in August 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 August 27, 2024, should the delinquent assessments not be paid within the time period established in the Intent to Lien Letter:

<b>Account Number</b>	<b>Total Amount Due</b>	<b>Account Number</b>	<b>Total Amount Due</b>
0433-03	\$489.00	2741-04	\$559.00
0468-08	\$407.00	3099-05	\$489.00
0649-03	\$1274.00	3983-01	\$871.00
0731-04	\$464.00	7106-04	\$489.00
1530-01	\$489.00	7844-04	\$843.00
1754-03	\$489.00	B344-02	\$449.00
2078-03	\$1191.00		

## **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 Committee met via Zoom on Wednesday, August 21, 2024, reviewed cash flow worksheets, and acknowledged the review of the July 2024 Financial Statement. Variances to the budget are to be examined in September as more accumulated data becomes available. The first review of the draft 2025 budget will take place on Thursday, August 29, 2024, and the next BCFC regular business meeting is scheduled for August 29, 2024 at 11:30 a.m.
- Community Lifestyle Committee – Chair Deborah Christensen reported the Committee met on Tuesday, August 20, 2024, to review the past events, the upcoming Adult & Children Garden Workshops, and the Halloween Family Festival. The next meeting is scheduled for Tuesday, September 17, 2024.
- Election Committee – Chair Greg Wieckert reported the Committee met on August 7, 2024 and approved recommendations to the Board regarding the date of the Annual Meeting and Election as well as a special meeting of the Board to open the ballots. These items were approved earlier this evening. The Application for Nomination to run for the Board deadline is October 14, 2024. Once it is established that an election is necessary, the next meeting of the Election Committee will be set after October 14, 2024.
- Landscape and Facilities Enhancement Committee – Chair Paul Persiani reported the Committee met on Tuesday, August 6, 2024 and reviewed eight violations. Three homes were assessed fines, two had fines rescinded, two were offered extensions, and one was offered ADR. The next Covenant Committee meeting is scheduled for Tuesday, September 3, 2024 at 4:00 p.m.

### Committee Liaison Reports:

- Architectural Review Committee – Director Greg Schnieders reported the Committee met on August 12, 2024 and August 26, 2024. Thirty submittals were submitted,

twenty-nine were approved, and one was tabled. The next meeting will be held on September 9, 2024 at 12:00 p.m. via Zoom.

- Covenant Committee – Director Greg Wieckert reported the Committee met on Tuesday, August 6, 2024 and reviewed eight violations. Three homes were assessed fines, two had fines rescinded, two were offered extensions, and one was offered ADR. The next Covenant Committee meeting is scheduled for Tuesday, September 3, 2024 at 4:00 p.m.
- Community Associations of Rancho – Director Greg Schnieders CAR met on Tuesday, August 6, 2024, and covered the following items: Legislative Update regarding the Corporate Transparency Act. The Federal Courts ruled the Act unconstitutional, but the item is still pending. Other items included updates on grant funding for home hardening education, the home hardening website, and an update from RSM Voice on the “Loss of Homeowners Insurance Crisis Survey” they recently launched. The next meeting is scheduled for Tuesday, September 10, 2024.

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

- Communications Committee – Chair Jeff Halbreich
- Insurance Review Committee – Chair Greg Wieckert
- Chamber of Commerce – Director Greg Schnieders
- Sports Council – Director Jeff Halbreich
- City of RSM – Director 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 FirstService Residential for the dinner at Hanna’s and added she looks forward to the Bourbon, Bacon, and Blues event in September.

Director Nate Farnsworth thanked FirstService Residential for the wonderful dinner.

Director Jeff Halbreich also thanked FirstService Residential for the great dinner.

Director Paul Persiani reported the trees the City tried to remove along Arroyo Vista are no longer in danger of removal. Caltrans conducted a traffic study of the area and determined the trees are not impacting line of sight. The issue they found is that cars travel too fast in that area. Speed limits are anticipated to be lowered to 30 mph compared to the current 45 mph speed zone and speed limits will be lowered 5 miles per hours throughout the City.

Director Greg Schnieders thanked FirstService Residential for the dinner at Hanna’s and was happy that spouses were invited as well. He added that he planned to attend the City Council meeting regarding e-bikes tomorrow.

Director Greg Wieckert requested that a couple of the wader pools not be converted to splash pads. The toddlers and 5-year-olds are able to be in the water comfortably and safely.



**IX. Community Executive Officer Report**

No report.

**X. Events and Programs**

Bacon, Bourbon & Blues Tasting Event: A Gatsby Gala  
Saturday, September 21<sup>st</sup>  
6:00 p.m. – 9:00 p.m.  
Lago Santa Margarita Beach Club

**XI. Next Meeting**

Consistent with Board direction, the next meeting will be held on September 24, 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 6:25 p.m.

I certify that these minutes were duly approved by the Board of Directors on September 24, 2024.

Paul Persiani  
Paul Persiani, President

Date: September 24, 2024

Deborah Christensen  
Deborah Christensen, Secretary

Date: September 24, 2024

Prepared by: Tita Gervasi, Executive Assistant