SAMLARC Board of Directors Meeting

Open Session Meeting Minutes

September 22, 2026 | 6 PM

Members Present
President Jeff Halbreich
Vice President Deborah Christensen
Secretary Jeff Beardsley
Director Edie Carpenter
Director Greg Schnieders
Director Madona Shaheen

Members Absent
CFO Greg Wieckert

FirstService Residential - SAMLARC
Community Executive Officer George Blair
Public Relations Manager Alex Kuhlmann
Capital & Reserve Project Manager Devin Swanson
Beach Club Manager, Pat White
Parks & Sports Manager, Ben Helm

Additional Participants
Corporate Counsel, Daniel 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):

- 2027 Election Administration
- Budget Development Process

I. Call to Order

President Halbreich called the Meeting to order at 6:01 PM.

II. Approval of the Agenda

Resolution: To approve the September 22, 2026, Open Session Meeting Agenda.

Motion:	Deborah Christensen
Second:	Greg Schnieders
Ayes:	Jeff Halbreich, Deborah Christensen, Jeff Beardsley, Edie Carpenter, Greg Schnieders, Madona Shaheen
Nays:	None

III. Homeowners Forum

A Homeowners Forum was held, during which Members were given the opportunity to address the Board.

IV. Approval of the Minutes

Resolution:	To approve the August 25, 2026, Open Session Meeting Minutes.
Motion:	Jeff Beardsley
Second:	Greg Schnieders
Ayes:	Jeff Halbreich, Deborah Christensen, Jeff Beardsley, Edie Carpenter, Greg Schnieders,
Nays:	None

V. Items for Discussion

A. Door Replacement Project

Resolution: To approve a contract with ServiceFirst Restoration, Inc. for the metal door and frame replacements project at Altisima Park/Pool and Monte Vista Park/Pool.

Motion:	Jeff Halbreich
Second:	Jeff Beardsley
Ayes:	Jeff Halbreich, Deborah Christensen, Jeff Beardsley, Edie Carpenter, Greg Schnieders, Madona Shaheen
Nays:	None

B. Adoption of 2027 Board Election Policies & Guidelines

Resolution: To adopt the proposed 2027 Election Policies & Guidelines Manual, in consideration of recommendations from the Election Committee, Corporate Counsel, and Member comment.

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Jeff Halbreich, Deborah Christensen, Jeff Beardsley, Edie Carpenter, Greg Schnieders, Madona Shaheen

Nays: None

VI. Consent Calendar

All matters on the Consent Calendar are to be approved in one motion, unless a Board Member requests action on a specific item.

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Jeff Halbreich, Deborah Christensen, Jeff Beardsley, Edie Carpenter, Greg Schnieders, Madona Shaheen

Nays: None

Upcoming Contracts

A. 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:

- *AD Magellan*; Professional Consultant. First Renewal, no price increase, no change in terms of Contract. January 27, 2027 – January 26, 2028
- *HOA Technology*; Community Card Access. First Renewal, no price increase on monthly and service rates, price increase for access cards – cost will not be known until February 2027, no change in terms of Contract. January 23, 2027 – January 22, 2028
- *The Customer Engine*; Website and Support Services. New Contract, no price increase, no change in terms of Contract. January 28, 2027 – January 27, 2028
- *Entertaining Events*; Event Catering & Rentals. First Renewal, no price increase, no changes in terms of Contract. January 23, 2026 – January 22, 2027

- *Dave Bang Associates*; Playground Equipment Repair. First Renewal, no price increase, no change in terms of Contract. January 26, 2027 – January 25, 2028
- *Santa Margarita Plumbing*; Plumbing. First Renewal, no price increase, no change in terms of Contract. January 24, 2027 – January 23, 2028
- *Crisp Imaging*; Digitization & Copy Service. First Renewal, no price increase, no change in terms of Contract. January 27, 2027 – January 26, 2028
- *Painting Unlimited*; Paint Projects. First Renewal, no price increase, no change in terms of Contract. January 27, 2027 – January 26, 2028
- *Concrete Hazard Solutions*; Concrete Projects. First Renewal, no price increase, no change in terms of Contract. January 27, 2027 – January 26, 2028
- *24 HRC*: Trade Agreement. First Renewal of Contract. No price increase, change in terms of Contract, April – September: 5-days per week, October – March: 3-days per week. January 27, 2027 – January 26, 2028

Contracts

B. Door Replacement Project Vendor Contract

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to terminate the contract with DC Construction Management for the metal door and frame replacements project at Altisima Park/Pool and Monte Vista Park/Pool.

C. Solitude Lake Management

Resolution: To approve a contract with Solitude Lake Management to provide aeration and island maintenance services at Lago Santa Margarita.

D. Accurate Voting Services

Resolution: As recommended by the Election Committee, to approve a contract with Accurate Voting Services for facilitation of the 2027 SAMLARC Election.

E. McKeon & Company Pest

Resolution: To approve a short-term contract with McKeon & Company Pest to treat for rodent and insect issues at the Canada Vista Park Storage Room.

F. Collins Company

Resolution: To approve a contract with Collins Company to provide sports netting, windscreen installation and repair services.

G. E&C Mystic

Resolution: To approve a contract with E & C Mystic Cleaning & Janitorial Services, Inc. to provide bus shelter cleaning services.

Contract Renewals

H. Contract Renewal with Mosaic Consulting, Inc.

Resolution: To approve a contract renewal with Mosaic Consulting, Inc. (Mosaic) to perform Landscape Consulting Services.

I. Contract Renewal with Nordberg Law Group, P.C.

Resolution: To approve a contract renewal with Nordberg Law Group, P.C. for legal services.

J. Contract Renewal with Lake Management Inc. (Lagoon)

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

K. Contract Renewal with Lake Management Inc. (Lake)

Resolution: To approve a Second Contract Renewal with Lake Management, Inc. (LMI) to provide maintenance services at Lago Santa Margarita.

L. Contract Renewal Jolly Jumps / Express Events

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract renewal with Jolly Jumps / Express Events to provide goods and services for SAMLARC events.

M. Contract Renewal Chic Party Rentals

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract renewal with Chic Party Rentals to provide goods and services for SAMLARC events.

Work Authorizations

N. Monte Vista Pool Heater Replacement

Resolution: As recommended by the LFEC, to approve a Work Authorization with Best Pools Service to replace three pool heaters at the Monte Vista Pool.

O. Altisima Pool Filter System

Resolution: As recommended by the LFEC, to approve a Work Authorization with Best Pools Service for the replacement of the Altisima Pool Filter System.

Fiscal Items

P. Approval of August 2026 Financial Statements

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated August 31, 2026.

Q. July 2026 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 July 27, 2026.

R. Approval 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 established in the Intent to Lien Letter.

VII. Committee and Liaison Reports

Committees

Budget & Cash Flow

The Budget and Cash Flow Committee met on September 15, 2026, to review cash flow worksheets and acknowledge the August 2026 Financial Statement, as well as the July credit card statements. The BCFC also reviewed the Second draft of the 2027 budget.

The BCFC's next meeting is scheduled for Wednesday, October 21, at 12 noon and will be held in person at the Business Office.

Community Lifestyle

The Community Lifestyle Committee met on Tuesday, September 15, to review past events and discuss upcoming Adult and Children's Garden Workshops scheduled for October and November. The committee also explored restructuring the New & Now workshops held each spring and fall. Members also discussed planning dates for the 2027 Community Lifestyle Event Calendar.

The Committee is next scheduled to meet on October 20, 2026.

Landscape & Facilities Enhancement

The Landscape & Facilities Enhancement Committee met on Tuesday, September 15th, and discussed the following topics:

- Three-Year Improvement Plan
- Lago Santa Margarita Verbal Update
- Monte Vista Pool Heater Replacements
- Lake Aeration System Upgrade Improvements
- Altisima Pool Filter System Replacements
- Door Replacement Project Vendor Contract

The next LFEC Meeting is scheduled for Tuesday, October 20th at 12:00 PM at the SAMLARC Business Office.

Liaisons

Architectural Review

The Architectural Review Committee met on September 14th. The Committee reviewed eight submittals. All eight were approved.

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

Covenant

The Covenant Committee met on Tuesday, September 1st and reviewed sixteen violations. Three homes were assessed fines, two homes got extensions, and one home had their fine rescinded.

The next Covenant Committee meeting is scheduled for Tuesday, October 6th at 4:00 p.m.

Community Associations of Rancho

The Community Associations of Rancho met on Tuesday, September 15, 2026, at the Trabuco Canyon Water District.

Key discussion items included:

- Updates on the CalFire Grants
- New information on the status of the 501(c)3 including the new certification process.
- A legislative update provided by Russ Khouri – Dan Nordberg Corporate Counsel, who serves as counsel to many of the associations that are a part of CAR, indicated it's a little early for a legislative update and will look to provide a more definitive update in October or even November.

The next CAR meeting is TBD and, depending on the availability of the Trabuco Canyon Water District's Conference Room, may be held in the Fiesta Room.

Sports Council

The Sports Council met on September 9, 2026. Topics of discussion included:

- The use of SAMLARC athletic fields by travel ball organizations.
- The installation and placement of Automated External Defibrillators (AEDs) at fields and facilities utilized by permitted user groups.

- Scheduled spring and summer park and athletic field closures to allow for field rest, maintenance, repairs, and turf rehabilitation.

The next Sports Council meeting is scheduled for Wednesday, December 9, 2026, at 7:30 AM at the SAMLARC Business Office.

Director Reports

Director Jeff Beardsley
Expressed appreciation for the Viva Las Vegas event and atmosphere.

Director Edie Carpenter
Noted that she had visited the 9/11 Memorial in New York, and paid respects to the Lisa Frost engraving site in commemoration of the community.

Director Deborah Christensen
Expressed appreciation for the Viva Las Vegas event and congratulated the Parks & Sports team for their efforts in pickleball community relations.

Director Jeff Halbreich
Expressed appreciation for the Chamber Farmers Market and noted that the upcoming Rancho Family Fest event is in need of volunteers.

Director Greg Schnieders
Expressed appreciation for the Viva Las Vegas event as well as the new pickleball court gates. Noted that the volume of youth anglers at the Lake is a positive reflection of the community and hopes to sustain recreational fishing.

Director Madona Shaheen
Noted receiving positive community feedback about both the Viva Las Vegas event and the Chamber Farmers Market.

VIII. Community Executive Officer Report

Expressed appreciation for the Budget and Cash Flow Committee's efforts in the development of the 2027 budget. The upcoming Budget Workshop will include a high-level overview of the 2027 budget outlay and 2026 forecast.

IX. Upcoming Events

Craft & Garden Workshop: Halloween Lanterns
October 10, 2026
10:00-11:00 AM
Fiesta Room

Craft & Garden Workshop: Pumpkin Centerpieces
October 17, 2026
10:00 AM - 11:30 AM
Fiesta Room

X. Next Meeting

The SAMLARC Budget Workshop, an Open Session Board of Directors Meeting, will be held on October 13, 2026, at 6 PM at the Lago Santa Margarita Beach Club. The next Open Session Board of Directors Meeting will be held on October 27, 2026, at 6 PM at the Lago Santa Margarita Beach Club.

XI. Adjournment

There being no further business to come before the Board of Directors, the Meeting was adjourned at 6:21 PM.

I certify that these Minutes were duly approved by the Board of Directors on October 27, 2026.

Jeff Halbreich
Jeff Halbreich, President Date: October 27, 2026

Jeff Beardsley
Jeff Beardsley, Secretary Date: October 27, 2026

Prepared by: Alex Kuhlmann, Public Relations Manager