SAMLARC Board of Directors Meeting

Open Session Meeting Minutes

September 23, 2025 | 6 PM

Members Present
President Jeff Halbreich
CFO Greg Wieckert
Secretary Deborah Christensen
Director Jeff Beardsley
Director Kyle Wolack

Members Absent
Vice President Greg Schnieders

FirstService Residential - SAMLARC
Community Executive Officer George Blair
Assistant General Manager Jerry Corpuz
Public Relations Manager Alexandra Kuhlmann
Community Services Manager Carla Galosic
Finance Analyst Candice Preza
Capital & Reserves Project Manager Devin Swanson
Parks & Sports Manager Ben Helm
Project Coordinator Summer Mullen

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):

- Foreclosure and Payment Plan
- Budget and Vendor Contracts
- 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 September 23, 2025, Open Session Meeting Agenda.

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

III. Presentations

A. Rancho Trabuco Girls Softball Association

Deferred due to team attendance.

IV. Homeowners Forum

A Homeowners Forum was held, wherein Members were given an opportunity to address the Board.

V. Approval of the Minutes

Resolution: To approve the August 25, 2025, Open Session Meeting Minutes.

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

VI. Items for Discussion

A. "Forever Los Paseos" Paint Village Approval

Resolution: As recommended by the Architectural Review Committee, to approve an additional Paint Village, "Forever Los Paseos," for the homeowners of the Los Paseos Maintenance Corporation Community.

Motion: Jeff Halbreich

Second: Deborah Christensen

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

Nays: None

B. 2026 Election Policies & Guidelines Manual Adoption

Resolution: To adopt the proposed 2026 Election Policies & Guidelines Manual, in consideration of recommendations from the Election Committee, Corporate Counsel, and Member comment.

Motion: Jeff Halbreich

Second: Greg Wieckert

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

Nays: None

C. Los Abanicos Trail Playground Replacement

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Recreation Brands Southern California to replace the Los Abanicos Trail Playground; and

To approve Work Authorization #004 with Concrete Hazard Solutions to perform the playground concrete replacement.

Motion: Greg Wieckert

Second: Kyle Wolack

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

Nays: None

Administrative Direction: The playground project is approved, and the Board requests that Mosaic Consulting Inc. examine the project site, specifically the tree roots, once the concrete has been demolished. This will evaluate possibilities for root pruning and tree replacement, with the intent of retaining trees to allow for natural shade around the playground.

Director Wolack departed at 6:31 PM.

VII. 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:	Deborah Christensen
Ayes:	Jeff Halbreich, Greg Wieckert, Deborah Christensen, Jeff Beardsley, Kyle Wolack
Nays:	None

Upcoming Contracts

A. Contracts to Expire January 2026

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:

- *HOA Technology*; Community Card Access. Second Renewal, 10 % price increase, no change in terms of Contract. January 23, 2026 – January 22, 2027
- *Entertaining Events*; Event Catering & Rentals. New Contract, no changes in terms of the Contract. January 23, 2026 – January 22, 2027
- *The Customer Engine*; Website and Support Services. Second Renewal, 6% price increase, no change in terms of Contract. January 28, 2026 – January 27, 2027
- *Empire Waterproofing*; Pool Mastic Repair. First Renewal, no price increase, no change in terms of Contract. January 28, 2026 – January 27, 2027
- *Dave Bang Associates*; Playground Equipment Repair. Second Renewal, no price increase, no change in terms of Contract. January 26, 2026 – January 25, 2027
- *Santa Margarita Plumbing*; Plumbing. New Contract, no price increase, no change in terms of Contract. January 24, 2026 – January 23, 2027

Committee Recommendations

B. The RSM Language Exchange Club

Resolution: As recommended by the Community Lifestyle Committee, to approve a club charter with The RSM Exchange Club for Chinese and English classes at SAMLARC Facilities.

Contracts

C. Contract with Chic Party Rentals

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

D. Contract with Jolly Jumps and Express Events

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

E. Contract with Music Together

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Music Together for early childhood music and movement classes at SAMLARC Facilities.

F. Contract with Aura Luxe Sound

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Aura Luxe Sound for sound bath meditation classes at SAMLARC Facilities.

G. Contract with Painting Unlimited, Inc.

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Painting Unlimited, Inc. (PUI) to perform the Phase 4 Victorian Bench Refurbishment Project for the Trails and Streetscapes.

H. Contract with 24HRC

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with 24HRC to perform the Vinyl Fencing Refurbishment Project for Estrella Vista Park and Mesa Linda Trail.

I. Contract with Concrete Hazard Solutions

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

J. Contract with Mosaic Consulting, Inc.

Resolution: To approve a contract with Mosaic Consulting, Inc. for Landscape Consultant Services.

K. Contract with Andre Landscape Service, Inc. (Streets & Trails)

Resolution: To approve a contract with Andre Landscape Service, Inc. to perform landscape services for SAMLARC streets and trails.

L. Contract with Andre Landscape Service, Inc. (Tree Service)

Resolution: To approve a contract with Andre Landscape Service, Inc. to perform tree maintenance services.

M. Contract with Brightview Landscape Services (Parks)

Resolution: To approve a contract with Brightview Landscape Services to perform landscape services for SAMLARC parks.

Contract Renewals

N. Contract Renewal with Collins Company (Second Renewal)

Resolution: To approve the second renewal of the contract with Collins Company to provide sports netting and windscreen installation and repair services

Work Authorizations

O. Central Park Slide Replacement

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #050 with Dave Bang, Inc. for a slide replacement at the Central Park West Playground.

P. SAMLARC Holiday Tree Replacement

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #003 with Holiday Harbor Lighting Company to replace the SAMLARC Holiday Tree.

Fiscal Items

Q. Approval of the August 2025 Financial Statement

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

R. Approval of the July 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 July 25, 2025.

S. 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.

SAMLARC

VIII. Committee & Liaison Reports

Committees

Budget and Cash Flow

The Budget and Cash Flow Committee met on Wednesday, September 17, to review cash flow worksheets and acknowledge the August 2025 Financial Statement, as well as the July credit card statements. The BCFC also reviewed the second draft of the 2026 budget.
The BCFC's next meeting is scheduled to be held in person on October 15 at 12 PM.

Community Lifestyle

The Community Lifestyle Committee last met on September 16, 2025. The topics of discussion included:

- The committee reviewed the success of the past events, including the Music at the Lake Series, the 4th of July, Screen on the Green, and Great Rancho Campout
- The upcoming Halloween Family Festival event, Gardening Workshops, and New & Now events focusing on event details, as well as a discussion of a new RSM Language Exchange Club, the Sound Bath Meditation Program, the Music Together Program, and ideas for the 40th Anniversary.

The Committee is next scheduled to meet on October 21, 2025.

Landscape and Facilities Enhancement

The Landscape and Facilities Enhancement Committee last met on Thursday, September 11, 2025. The topics of discussion included:

- Vinyl Fence & Victorian Bench Refurbishments
- Semi-Annual Concrete Repairs
- Central Park Slide and Los Abanicos Playground Replacement
- El Corazon Landscape
- Turf Conversion Rebates
- Holiday Tree Replacement

The Committee is scheduled to meet next on Thursday, October 9, 2025, at noon.

Liaisons

Architectural Review

The Architectural Review Committee met on September 8th and 22nd. The Committee reviewed and approved twenty-one submittals.
The Committee is next scheduled to meet on October 13th at 12:00 pm at the SAMLARC Business Office.

City of Rancho Santa Margarita

On Wednesday, September 10th, President Halbreich and CEO Blair met with Mayor Beall and City Manager Jennifer Cervantez.

Topics of conversation included a request for public funding to cover the costs of Police Services associated with the 4th of July Event, which the City Council approved; updates on current and upcoming turf conversions; and additional discussion about the Veterans Memorial and El Corazon.

The next meeting between SAMLARC and City Leaders is scheduled to take place in either December or January, pending availability.

Community Associations of Rancho

CAR met on the morning of September 9th at the Trabuco Canyon Water District. Agenda items included:

- Grant Update
- Sign / Flyer / E-Mail Blast Campaign Update
- Social Media Opportunities
- Financial Needs / Opportunities
- CAR Logo
- 501C3 Update

Covenant

The Covenant Committee met on Tuesday, September 2nd, and reviewed fourteen violations. Five homes were assessed fines, one was offered an extension, and one had its fine request rescinded.

The next Covenant Committee meeting is scheduled for Tuesday, October 7th at 4:00 p.m.

Sports Council

The Sports Council meeting was held on Wednesday, September 10. Topics of discussion included:

- Proposed 2026 Use Fee Schedule.
- Continued effort to increase the percentage of membership using the SMS and mudline applications.
- Fall/Winter maintenance.
- Field allocations.
- Special thanks to Pat White for his years of leadership with the Sports Council.
- Transition of leadership to the new Park & Sports Manager, Ben Helm.
- League Updates.

IX. Director Reports

Director Jeff Beardsley

Expressed appreciation for the Bacon, Bourbon & Blues Event and Management's efforts in execution.

Director Deborah Christensen

Expressed appreciation for the Bacon, Bourbon & Blues Event and Management's efforts in execution.

Director Jeff Halbreich

None.

Director Greg Wieckert

Expressed appreciation for the Bacon, Bourbon & Blues Event and Management's efforts in execution.

X. Management/Counsel Reports

Community Executive Officer

None.

Corporate Counsel

None.

XI. Upcoming Events

Children's Gardening Workshop
October 11, 2025
9:00 AM - 10:00 AM
Fiesta Room

Adult Gardening Workshop
October 18, 2025
9:00 AM - 10:30 AM
Fiesta Room

XII. Next Meeting

The next Open Session Board of Directors Meeting (Budget Workshop) will be held on October 14, 2025, at 6 PM at the Lago Santa Margarita Beach Club.

The next regular Open Session Board of Directors Meeting will be held on October 28, 2025, at 6 PM at the Lago Santa Margarita Beach Club.

XIII. Adjournment

There being no further business to come before the Board of Directors, the Meeting was adjourned at 6:37 PM.

I certify that these Minutes were duly approved by the Board of Directors on October 28, 2025.

Jeff Halbreich

Jeff Halbreich, President — Date: October 28, 2025

Deborah Christensen

Deborah Christensen, Secretary — Date: October 28, 2025

Prepared by: Alex Kuhlmann, Public Relations Manager